



*Nature*  
HISTORY  
*Discovery*

# RECREATIONAL TRAILS PROGRAM GRANT APPLICATION MANUAL

*NATIONAL RECREATIONAL TRAILS PROGRAM*

*MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (MAP-21)*

**2016**

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**OREGON PARKS AND RECREATION DEPARTMENT**

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Revised: December 2016

## QUICK FACTS

<b>GRANT DEADLINE:</b>	<b>March 4, 2016</b>
Source of Funds:	Moving Ahead for Progress in the 21st Century Act (MAP-21)
Acronym:	RTP
RTP Funding Allocation:	Approximately \$3 Million
Permissible Uses:	New Trail Construction Trail Restoration Trail Head Facilities Purchase of Tools to Construct and/or Renovate Trail Land Acquisition for Trail Purposes Safety and Educational Programs Engineered Trail Design/Maintenance Documents Water Trails
Grants Available to:	Governmental Agencies Non-profit Organizations Tribal Governments
Minimum Grant Amount:	\$10,000
Maximum Grant Amount:	No Maximum
Match Requirements:	20% Match Required
Primary Contact:	Jodi Bellefeuille State Trails Coordinator (503) 986-0716 <a href="mailto:Jodi.Bellefeuille@oregon.gov">Jodi.Bellefeuille@oregon.gov</a>

## APPLICATION CYCLE

Grant Opens:	December 15, 2015
Letter of Intent Due:	January 8, 2016
Applications Due:	March 4, 2016
Committee Decision:	May 2016
OPRD Commission:	June 2016

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## SECTION 1 THE RECREATIONAL TRAILS PROGRAM

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### 1.1 PROGRAM OVERVIEW

The Recreational Trails Program (RTP) is a federal-aid assistance program authorized by Congress in 2010 under the *Moving Ahead for Progress in the 21st Century* (MAP-21). MAP-21 took effect on October 1, 2012 and extends the program through Sept. 30, 2014. It currently is operating under a continuing resolution until the next transportation bill is approved.

RTP is intended to help States provide recreational trails for both motorized and non-motorized trail use. The program provides funds for all kinds of recreational trail uses such as pedestrian: hiking, running and wheelchair access, bicycling, 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.

The U.S. Department of Transportation, Federal Highway Administration (USDOT/FHWA) administers the RTP program. The Governor of the State of Oregon has designated the Oregon Parks and Recreation Department (OPRD) as the agency responsible for administering funding apportionments made to the State. RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. The federal government, through FHWA, prescribes many of the regulations governing this program.

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### 1.2 RECREATIONAL TRAIL PROGRAM GRANT COMMITTEE (RTPC)

Legislation for RTP requires that each state create a state Recreational Trail Program Grant Committee (RTPC) that represents both motorized and non-motorized recreational trail users and meets at least once per fiscal year.

The committee advises Oregon Parks and Recreation Department Director regarding program policy and procedures. The committee is instrumental in developing project eligibility, selection criteria, and recommending projects for funding to the Director for approval by the Oregon Parks Commission.

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### 1.3 PROGRAM POLICIES

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.

Grant requests are limited to a minimum of **not less than \$10,000** due to costs associated with the program's administrative requirements. There is no maximum grant amount in place. However, grants that are **in excess of \$150,000** will be reviewed with extra scrutiny to ensure the project is ready to proceed.

RTP functions as a **Reimbursement** grant program. Project sponsors 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.

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## 1.4 ELIGIBILITY

Grants may be awarded to any of the following:

- **Municipal Agencies**
- **State Agencies**
- **Federal Government Agencies**
- **Other Government Entities / Tribal Governments**
- **Non-profit organizations** – must meet the following criteria:
  - Registered with State of Oregon as a non-profit for a minimum of 3 years (Must have a Federal Tax ID number)
  - 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
  - Non-profit organizations must maintain their non-profit 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.

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### ELIGIBLE PROJECT ELEMENTS:

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**Construction of new recreational trails.** For projects on federal land, the most important requirement is that the federal agency land manager must approve of the project in accordance with other applicable Federal laws and regulations. This category may include construction of new trail bridges, or providing appropriate way-finding signage along a trail.

**Heavy restoration of existing trails.** This may be interpreted broadly to include any kind of non-deferred trail maintenance, restoration, rehabilitation, or relocation. This category may include maintenance and restoration of trail bridges, or providing appropriate way-finding signage along a trail.

**Purchase and lease of trail construction and maintenance equipment.** The intent is for on the ground equipment which is doing trail work. This equipment cannot be used for other activities such as patrol or law enforcement. Vehicles used for transportation, such as trucks, ATVs, side-by-sides and snowmobiles are not eligible. Equipment over \$5,000 must comply with Buy America. Equipment logs must be turned in to OPRD until final value is under \$5,000 or 5 years after the completion of the project.

**Development and rehabilitation of trailhead facilities and trail linkages for recreation trails.** This can include parking/staging areas for trails including items like restrooms and trail information kiosks (not interpretive)

**Acquisition of easements and property for recreational trails or corridors.** 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.

Methods of Acquisition - All project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646, as amended [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/49cfr24\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr24_03.html). These regulations will be applied to evaluating the acquisition of real property and any potential displacement activities. The Uniform Appraisal Standards for Federal Land Acquisitions can be found at: <http://www.justice.gov/enrd/land-ack/Uniform-Appraisal-Standards.pdf> .

**Property Appraisals and Appraisal Reviews for Land Acquisitions and Donations.** Appraisal reviews must meet federal standards and are required for appraisals. Cost for both of these are eligible project costs. OPRD does not provide this service.

**Engineered Design/Maintenance Documents.** 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. Engineered Design/Maintenance Document projects are limited to \$20,000 per project and 5% of the total RTP allocation for the state.

**Educational programs to promote safety and environmental protection.** Projects must have a direct relationship with a recreational trail and can include: safety education programs, production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc. Educational projects are counted within the overall 40-30-30 requirement. Education projects are limited to 5% of the total RTP allocation for the state.

**Water Trails** The definition of “recreational trail” in the RTP legislation includes “aquatic or water activities”. Water trails are counted within the overall 30-30-40 requirement.

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CONDITIONAL ELIGIBLE PROJECT ELEMENTS:

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**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.

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

**Construction engineering costs,** costs incurred developing the construction documents, bid package, environmental or cultural evaluation, or permits may not exceed **15%** of the total project cost.

**Staff salary costs** are not eligible for existing staff. New staff can be hired to accomplish a project that would not be able to be accomplished otherwise only. Staff salaries (force account) are eligible for match.

**Sidewalks:** RTP funds will not be used to provide paths or sidewalks along or adjacent to public roads or streets. If a sidewalk is needed to complete a missing link between other recreational trails, a case may be made to demonstrate the recreational need and why transportation funds are not being used.

**Wilderness areas** are subject to the restriction of the Wilderness Act of 1964 as amended. Constructing new trails for motorized use on National Forest or Bureau of Land Management lands is not allowed unless the project is consistent with resource management plans.

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

- Davis-Bacon Act - federal prevailing wage law that kicks in at \$2,000
- Copeland Act – no kickbacks from employees to employer for “privilege” of employment
- Convict (Inmate) labor is not allowed

**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.

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#### INELIGIBLE PROJECTS ELEMENTS:

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*Ineligible project elements are not eligible as project match.*

**Routine trail maintenance** includes work that should be conducted on a frequent basis in order 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.

**Feasibility Studies:** Trail feasibility studies are not a use permitted in the RTP legislation. The permissible uses relate to actual on-the-ground trail projects.

**Planning:** Trail planning is not a permissible use of RTP funds.

**Lighting:** Trail lighting shall not be considered a permissible use of RTP funds.

**Landscaping:** Excessive use of landscaping is not in the spirit of RTP and shall not be considered an eligible expense.

**Law Enforcement:** Law enforcement is not permitted in the RTP legislation.

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

**Overhead:** The regular operating expenses such as rent, building upkeep, utilities, insurance and fixed costs associated with a business, agency or group.

**Indirect Costs:** Only direct costs that can be identified specifically with a particular final cost objective directly related to the trail project are eligible.

**Interpretive Signage:** Signs that are interpretive in function, rather than way-finding, are not eligible project elements.

**Budget Contingencies:** Contingencies included as budget line items are not permitted.

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

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## 1.5 MATCH REQUIREMENT

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. The "match" may include:

### Cash

**Inmate labor (cost of crew)** – Inmate labor is not an allowed use within a road right-of-way.

### In-Kind Goods & Services

- **Donated Materials** – valued at the fair market value of any materials from the person or persons donating the materials, documentation of gift and value 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 of gift and value required. These services are limited to costs incurred less than 18 months prior to or after the RTP grant contract document is fully executed. This service must apply specifically to guidance or support of the project that will be accomplished with approved RTP funds.
- **Land donated** to a governmental agency or a non-profit organization for public trail –valued at the appraised value of the donation. The donation of land must have taken place less than 18 (unless prohibited by Feds to give more time to develop project for submittal) months prior to or after the RTP grant contract document is fully executed.

**Volunteer Labor:** Volunteer labor may be used as match only and is never a reimbursable item. The Project Sponsor must choose **one** of the following two methods to calculate volunteer labor. The method must be used throughout the entire project:

- Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the Project Sponsor. The time of a person donating services will be valued at a rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. mason doing work on a retaining wall). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rate cannot exceed prevailing wage charges determined by the Department of Labor. A list can be found at <http://www.wdol.gov>. A general laborer's wages may be charged in the amount of what the Project Sponsor in the immediate area would pay their employees for performing similar duties. The standard rate would be the State's minimum wage. The rates for labor should **not** include payroll additives or overhead costs.

### OR

- Volunteer labor is limited to the volunteer hourly rate provided by the Independent Sector Organization. To view their data for the most current hourly volunteer rate go to:

[http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time)

In 2015 (latest data available), the Independent Sector announced that the national value of volunteer time is **\$23.07**.

**Force Account:** This is different than Volunteer Labor or Donated Equipment and Supplies. Force Account refers to the use of a Project Sponsor's staff, equipment, and/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 record, 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: valued at the current hourly rate of pay for employee labor per hours worked for the associated deliverable.
- Use of Agency or Organization Owned or Leased Equipment to Accomplish Approved RTP Deliverables – valued according to the federally approved Federal Emergency Management Agencies (FSMA) equipment rates – information provided on the website: <http://www.fema.gov/schedule-equipment-rates>
- Value of Land Acquired by an Agency or Organization for this Specific Trail Project – valued at the price paid by the agency or organization for the land. This acquisition of land must have taken place less than 18 months prior to or after the RTP grant contract document is fully executed.

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## 1.6 CONTROL AND TENURE

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, or 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
- Use Agreement

The application must identify all outstanding rights or interests held by others on land upon which the project is proposed. A signed letter explaining control and tenure must be submitted for all projects not located on Federal Lands.

The applicant will be required to submit a signed approval from the official responsible for management of the project property. (The form for Approval/Certification by Land Manager is part of the application.)

Land managers maintain discretionary management responsibilities, as needed to keep the Project property reasonably open, accessible, and safe for public use.

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## 1.7 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.

The motorized, non-motorized and diverse percentages are minimum requirements that must be met, and may be exceeded. A project for diverse motorized use (such as snowmobile and off-road motorcycle 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.

To provide more flexibility in RTP project selection, FHWA 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 (such as walking, hiking, wheelchair use, running, bird-watching, backpacking, etc.) constitute a single use for the purposes of this category. A project serving various non-motorized human-powered snow uses (such as skiing, snowshoeing, etc.) constitutes 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 that includes both motorized and non-motorized uses: 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.
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## 1.8 ENVIRONMENTAL 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. FHWA procedures in [23 CFR 771](#) applies to the RTP. Most RTP projects will qualify as **Categorical Exclusions** (CE) under NEPA ([23 CFR 771.117](#)). However, each project must be reviewed to assure that it does not have a significant impact on the environment.

Compliance with the National Environmental Policy Act is required regardless of where your project is located (federal, state, county, city, or private land) because the Recreational Trails Program is federally funded. For projects located off of federal lands the FHWA is the lead NEPA agency. For projects on Federal Lands FHWA requires a record of decision (or other NEPA decision document) be submitted with the application for review.

If the project is not a Categorical Excluded project, there will need to complete a higher level of NEPA review. This would require the completion of an Environmental Impact Statement (EIS) or Environmental Analysis (EA).

***Grant Applications will not be reviewed if the environmental documentation is not complete.***

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#### RTP ENVIRONMENTAL SCREENING FORM:

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Projects fall under one of these 3 categories: 1) exempt 2) non-federal lands or 3) federal lands

**EXEMPT** - the following projects are exempt from the RTP Environmental Screening Form:

- Purchase of trail maintenance equipment, materials or supplies;
- Rehabilitation contained within the footprints of existing trails and trailhead facilities;
- Re-grading within the footprints of existing trails and /or parking areas;
- Striping and/or re-striping of existing trail facilities;
- Development and distribution of educational materials;
- Replacement, renovation, and/or rehabilitation of existing signs, kiosks and markers;
- Alterations to existing facilities in order to make them accessible;
- Repair or replacement of existing fencing, guardrail, retaining walls and berms within existing facilities, including areas needed for construction and staging.

**NON-FEDERAL LANDS** consult with the State of Oregon Natural Resource agencies:

- Department of Land Conservation and Development
- Division of State Lands
- Department of Fish & Wildlife
- Department of Environmental Quality
- State Historic Preservation Office

As well as submit *RTP Environmental Screening Form*

**FEDERAL LANDS** need to have completed NEPA.

- Include a Decision Memo or Finding of No Significant Impact.

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#### COMPLETION OF THE RTP ENVIRONMENTAL SCREENING FORM:

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The *RTP Environmental Screening Form* was designed to provide the necessary information for OPRD and Federal Highway Administration to determine if your project is a Categorical Exclusion project. OPRD or Federal Highway Administration may request additional information from the project sponsor.

The *RTP Environmental Screening Form* will require the project sponsor to make consultation contacts with several State and Federal Agencies. A list of these agencies is found in Appendix B and is integrated into the *RTP Environmental Screening Form* as well. OPRD will only accept the

*Intergovernmental Consultation Form*, see Appendix C, as proof of consultation. Any other form will not be accepted.

It will be the project sponsor's responsibility to provide any additional information requested by OPRD in a timely manner to assist in determining if the project is Categorical Exclusion. If the Federal Highway Administration determines that the project is not Categorical Exclusion or that more information is needed for the determination, the project will not receive funds. No funds will be allocated until Federal Highway Administration approves the project.

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NEPA DOCUMENTATION:

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*How do I know if my project is a categorical excluded project (23 CF 771.117)?*

Categorical exclusions are actions which meet the definition contained in 40 CFR 1508.4, and, based on past experience with similar actions; do not involve significant environmental impacts. They are actions which: do not induce significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic or other resource; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; or do not otherwise, either individually or cumulatively, have any significant environmental impacts.

Any action, which normally would be classified as a CE but could involve unusual circumstances, will require the Administration, in cooperation with the applicant, to conduct appropriate environmental studies to determine if the CE classification is proper. Such unusual circumstances include:

- Significant environmental impacts;
- Substantial controversy on environmental grounds;
- Significant impact on properties protected by section 4(f) of the DOT Act or section 106 of the National Historic Preservation Act; or
- Inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action.

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AIR QUALITY:

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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).

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## 1.9 STATE HISTORIC PRESERVATION OFFICE (SHPO) REQUIREMENTS

A project assessment by SHPO must be included to assure that the project proposal complies with State laws regarding archaeology on lands or historic properties. A copy of the Project Sponsor's application will be provided to SHPO by OPRD staff on behalf of the Project Sponsor.

- A. Any project element calling for alteration, rehabilitation, renovation, or demolition of a historically, culturally, or architecturally significant property or property contributing to the integrity of a cohesive older neighborhood or historic district needs to be cleared by the SHPO on a case-by-case basis.
- B. Photographs of properties 45 years of age or older need to be submitted along with a narrative describing the project, including plans and specifications, as appropriate. Any available historical information on the property should also be submitted.
- C. With limited exception, it is illegal to disturb an archaeological site or to remove an archaeological site or to remove an archaeological object from public or private lands unless that activity is authorized under a permit issued by OPRD.
- D. If human remains are found during an excavation, the local State Police office must be contacted to determine if they are Native American or are evidence of a crime scene. Contact the RTP Program Manager and keep them informed of the status of the remains. This is to ensure the RTP Program Manager can consult with FHWA Division office. If the remains are Native American, contact the Legislative Commission on Indian Affairs (503)-986-1067, for a list of appropriate tribal contacts and the SHPO (503) 986-0669 for a list of archaeological consultants. If on federal lands, contact the Federal Land manager first, as additional federal laws apply.
- E. If other archaeological materials are found during a ground disturbing activity, contact the SHPO. If on federal lands, contact the Federal Land Manager first. The SHPO can check to see if your project area has been surveyed and can give you a current list of archaeological consultants. Only professional archaeologists or persons working for recognized scientific organizations may apply for an archaeological permit. ORS 97.740, 358.905, 390.235 and OAR 736-51-000 can be found on the Internet at: <http://www.hcd.state.or.us/> or <http://arcweb.sos.state.or.us/>

## SECTION 2 APPLICATION PROCESS

### 2.1 GETTING STARTED

The RTP Grant Program utilizes an online grant application process. You must have an account with OPRD to be able to apply. You can request an account at: [www.oprdgrants.org](http://www.oprdgrants.org). Use the “Applying” link found on the upper left of the web site to create an account. It can take up to one week to get your account set up. Your computer system needs to meet the following requirements:

- **Web Browser:**
  - [Firefox](#) version 7 or higher.
  - [Safari](#) version 4 or higher.
  - [Chrome](#) version 10 or higher.
  - Internet Explorer version 8 or higher.
    - **WARNING:** Using Internet Explorer may lead to unsatisfying results. Not all application functionality is available in Internet Explorer. To create and manage Applications with a minimum amount of frustration, we suggest you use [Chrome](#), [Safari](#) or [Firefox](#) browsers. Click on one of these links to download the appropriate browser.
- **Javascript** must be turned ON.
- **Pop-up blockers** need exceptions for this site.
- **Cookies** must be accepted by your browsers.
- If you are not receiving emails from us, please check your **spam filters**, some filters are intercepting application generated email messages.

### 2.2 LETTER OF INTENT

A letter of intent (LOI) is required. All potential applicants must submit a letter of intent providing a brief description of their proposed project, by the due date posted on the **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 will not be able to submit a grant for that cycle.*** OPRD staff has no mechanism to add projects later.

The letter of intent requires the following information:

- Contact Information for the Sponsor
- Brief Project Description (1 page or less) including:
  - Approximate costs
  - Location of the project
  - What the project is proposed to do, e.g. connect X trail with Y trail, construct 1.3 miles of new trail, restore and re-route 3 miles of trail.
  - Trail Standards, i.e. trail width, surface material, etc. *Please reference the design guide you plan to use.*

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## 2.3 ONLINE APPLICATION

After the Letter of Intent is approved, you will receive an email stating that you now have access to the online grant application. The RTP Program has developed a Pre-Application Worksheet to assist in developing your application answers off-line. It can assist in developing answers to the questions in advance. The online application will not transfer over spacing between paragraphs, font styles (bold, italics, underlines, etc.) or other word processing design elements. If you want those elements included, you will need to add HTML code. Below are some simple HTML code for the basic font style and spacing needs you may have.

### HTML 101

Single Return / Line Space

To make a single line return at the end of the line, write: `<br/>`

Paragraph Space

To create a space between paragraphs, at the end of the last line write: `<p/>`

You can still use the "enter" button on your keyboard so you will see the paragraph spacing. But that won't show up on your final answer. People who write code use this to help see breaks in each line.

### HTML 201

**Bold Text.**

To turn bold on type: `<b>`

To turn bold off type: `</b>`

HINT: the "/" turns off the bold feature.

Example:            This is normal text - `<b>`and this is bold text`</b>`.

Will look like this:    This is normal text - **and this is bold text**.

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## CONTACT INFORMATION

- Sponsor Name:** Agency or organization requesting RTP project funding.
- Contact Person Name:** "Contact Person" is the person responsible to carry out the RTP project.
- Contact information for Contact Person:** Address, email address and phone number where the responsible person can be contacted regarding application questions.
- Federal Identification Number:** The federal ID is a requirement of OPRD financial services division before any payments can be made to a Project Sponsor.
- DUNS Number:** The DUNS number is a requirement for the federal government for contracts and grants. The DUNS number is a unique nine-digit identification number for each physical location of your business. If you do not have a DUNS number, they are free and can be applied for at: <https://www.sba.gov/content/getting-d-u-n-s-number>

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## PROJECT INFORMATION

- Project Name:** Name of Project
- Budget Summary:** Information on total project cost and amount of RTP funds requested.
- Brief Project Description:** Summarize the proposed project in one or two sentences. Save detailed description for your project narrative.
- Eligibility Types:** Mark the appropriate Recreational Trail Project Type (refer to definitions in Section 1.4 – Eligible Projects). If the project does not clearly fit into one of the identified categories, it is probably not eligible.
- Trail Users:** You will be asked to identify what trails users will benefit from the project.
- Funding Category:** Mark the RTP Category that best fits your project situation (refer to definitions in Section 1.7).
- Estimated Project start and end dates:** Provide the estimated start and end dates for the project.
- Project Location:** You will be asked to pinpoint the project location using an interactive Google Map, which will translate into latitude and longitude coordinates.
- Project Land Controlled by:** Identify how the trail corridor or trail-related property is owned or controlled. (Provide a signed letter defining ownership and control)

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## PROJECT FINANCE INFORMATION

- Complete the online questions on non-federal match funding and design/engineering cost percentage.
- Complete the online **Source of Funding Source Worksheet**.

Applicant **Matching funds** plus the **RTP grant funds** should add up to the **total project cost**.

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## SUPPLEMENTAL INFORMATION

This information will be used to address the scoring criteria found in Section 3.0.

The project scope and plan will need to be completed in this section. This will inform the grant committee of specifically what you are planning to do, what specifications you are using and how you plan to complete the project.

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## ATTACHMENTS

- Vicinity Map:** Submit map identifying the location of the project within a region of the State (county, city, Forest Service maps, etc.)
  - Site Location/Boundary Map:** Submit 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. For example a USGS quad map or tax lot map may be used.
  - Project and Site Plans and Other Visuals:** Submit project-related design documents if pertinent to the application.
  - Documented Proof of Control of Property:** Submit a signed letter explaining title, lease, easement, use agreement, maintenance agreement, etc. (See section 1.6)
  - Approval by Land Manager Form:** Submit form signed by the land manager responsible for the area where project will be located. (Form provided on the application site.)
  - Land Use Compatibility Statement:** All project applications must include a completed Land Use Compatibility Statement to ensure that proposed grant funded projects are consistent with local land use requirements.
  - Environmental Documentation:** Documentation of compliance with environmental regulations is required. Please refer to Section 1.8 to know what information to provide.
- Projects on federal lands must complete all sections of the Approval/Certification by Land Manager Form and attach a NEPA decision notice. (Form provided on the application site.)
- All other projects must complete and sign the attached RTP Environmental Screening Form and are responsible to provide all other environmental documentation necessary to determine project compliance with state and federal requirements. (Forms provided on the application site.)
- Trail Accessibility Assessment Memorandum:** Submit a complete memo that addresses the accessibility of your project.
  - Project Timeline:** Submit your project timeline for your project.

## SECTION 3 SELECTION CRITERIA

### RTP GRANT PROGRAM EVALUATION CRITERIA POINT SUMMARY

To review the draft State Trails Plan, which this scoring criterion is based off of, [click here](#).

CRITERIA TYPE	POTENTIAL POINTS
<b>OPRD TECHNICAL REVIEW</b>	
1. Compliance	0
2. Recent Awards	5
<b>RTPC EVALUATION CRITERIA</b>	
3. Economic Development Opportunities	5
4. Project Scope and Plan	10
5. Issues and Need	30
6. Demonstration of Public Support	5
7. Sustainable Trail Design	5
8. Trail Maintenance and Management	10
9. Project Urgency	5
10. Youth Conservation Corps	5
11. Discretionary Committee Member Criteria	20
<b>Total Points</b>	<b>100</b>

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#### COMPLIANCE CRITERION#1 - OPRD TECHNICAL REVIEW (0 POINTS)

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OPRD evaluates project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs. Successful completion of projects in a timely and efficient manner is an important goal of the RTP grant program. A Project Sponsor's past performance in effectively meeting the administrative guidelines of the program is an important factor in evaluating performance and compliance.

- a. The Project Sponsor is on schedule with all active OPRD administered grant projects?
- b. The Project Sponsor is in compliance with applicable guidelines for current and past projects?

*Note: No scoring points will be awarded for compliance criteria.*

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**CRITERION #2 - Recent Awards (5 POINTS)**

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Priority points are given to Project Sponsors that have **not** received an RTP grant in the last 10 years.

(Staff will award 5 points for project sponsors who have not received an RTP grant in the last 10 years)

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**CRITERION #3 - Economic Development Opportunities (5 POINTS)**

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The Oregon trail-user surveys showed that trail-related trip expenditures result in substantial contributions to local economies. As a result, OPRD would like to encourage the development of recreational trails to assist local communities in economic development. Such areas could greatly benefit from the trip expenditures and job creation associated with trail-based recreation.

- How will the project facilitate economic development?

(The rating team will determine a value from 0 to 5 points based on the information provided by the applicant).

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**CRITERION #4 – Project Scope and Plan (10 POINTS)**

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OPRD intends to ensure that available RTP grant dollars are used in a timely manner once funding is awarded to a project sponsor. Having completed the necessary upfront tasks of detailing the project scope, budget and pre-project planning will show the project sponsor has a well thought out project that is ready to complete.

**A. Are the project scope, budget, and plan clear and realistic?**

Project sponsors should describe how their project will provide a clear and concise budget and identify how they plan to accomplish the project. Items to address include:

- What are you proposing to do?
- Project elements including trail amenities, users, length, width, structures (item description, width, length), standards.
- How are you proposing to complete the work (contractor, youth crews, staff, volunteers, etc.)?
- Why is the work being done?
- What is your project timeline?

**B. Has the pre-project planning occurred and is the project ready to proceed?****a. Development and heavy restoration projects.**

Project sponsors should describe how their project is ready to proceed by responding to the following questions/ requested items. A successful project need not address each bullet.

- What is the current level of design for the project (e.g., conceptual, percentage estimate, construction drawings)?
- Please provide project plans or drawings.
- When will project work begin? When will work be completed or the facility opened for use?
- Is any public involvement required or planned? If yes, is it completed or when will it be completed?
- What permits will be needed to complete the project and do you have these permits in hand at this time?

### **b. Acquisition projects**

Project sponsor should describe what it will take to get their particular development project completed in a timely manner including such items as:

- Completed appraisal
- Preliminary Title Report
- Level 1 or higher Environmental Assessment
- Proof of willing seller or donor

### **c. Design, safety, or education projects**

Project sponsors should describe how their project is ready to proceed by responding to the following questions/ requested items. A successful project need not address each bullet.

- Have you identified the scope and deliverables?
- Have you hired a firm or developed a request for proposal or similar bid document?
- Have you completed artwork, copy or curriculum?
- Do you have a proof of the product?
- Do you have production ready design, artwork, etc.?

### **C. How have you addressed American With Disabilities (ADA) Guidelines for this project?**

Project sponsors should use the attached form to show how they are addressing ADA Guidelines for the project.

(The rating team will determine a value from 0 to10 points based on the information provided by the applicant.)

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## **CRITERION #5 – Issues and Needs (30 POINTS)**

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Project sponsors are strongly encouraged to develop project applications that meet high priority need of the intended clientele. Project proposals addressing trail management issues and funding needs at the statewide and local levels identified through the statewide trails planning process or local planning efforts will be given priority points.

### **A. Statewide Trail Management Issues**

The statewide trails planning process identified a set of three top statewide trail management issues for each trail type (non-motorized, water, OHV, and snowmobile). Project proposals addressing statewide trail issues will receive additional priority points (see top statewide trail issues listed below). To receive these points, project sponsors should describe how the project addresses these issues for their designated project type.

#### **Non-motorized Trail Projects**

**Issue 1.** Need for more trails connecting towns/ public places.

This issue is addressed by trails projects that connect communities to each other; provide connections between existing trails; close a gap within an existing trail; provide links to trails outside Urban Growth Boundaries; provide access to parks and open space; and provide access to significant facilities within communities such as schools, libraries, indoor recreation facilities, and businesses.

**Issue 2.** Need for improved trail maintenance. For this issue, trail maintenance includes routine trail maintenance and trail rehabilitation/ restoration.

Routine maintenance includes work that is conducted on a frequent basis in order to keep a trail in its originally constructed serviceable standards (e.g., mowing, tree and brush pruning, leaf and debris removal, cleaning and repair of drainage structures such as culvers, water bars, and drain dips), maintenance of water crossings, and repairs to signs and other amenities. Routine maintenance work is usually limited to minor repair or improvements that do not significantly change the trail location, width, surface, or trail structure.

Trail rehabilitation/ restoration involves extensive trail repair (e.g., resurfacing of asphalt trails or complete replacement, regrading, and resurfacing of all trails) needed to bring a facility up to standards suitable for public use (not routine maintenance). In some cases, trail rehabilitation/ restoration may include necessary relocation of minor portions of the trail.

**Issue 3.** Need for more trail signs (directional and distance markers, and level of difficulty).

Trail users require a number of different types of signs to safely and enjoyably pursue their trail experience. Location signs that lead people to trailheads and parking areas, directional signs along the trail, destination signs to let people know they have reached end points, interpretive signs that describe the natural or cultural history of the area, and regulatory signs that explain the do's and don'ts of the area are important trail components. Trail managers should provide information about their trails that allows users to choose the trails within their skill and capability level. It is important for all users, but especially elderly or disabled users, to understand a specific trail's maximum grade and cross-slope, trail width, surface, obstacles and length before using the trail.

### **Water Trail Projects**

**Issue 1.** Need for increased access for non-motorized boating.

The need for increased access for non-motorized boating is driven by a continuing increase in participation in non-motorized boating activities in both Oregon and the U.S. in recent decades. Access refers to a specific location where the public has the legal right and physical means to get to the water to launch a non-motorized boat. Non-motorized boating access may be unimproved or enhanced to varying degrees.

**Issue 2.** Lack of funding for non-motorized boater facilities.

**Issue 3.** Lack of non-motorized boating maps and information.

Projects addressing this issue could include water trail guides, information brochures, signage projects, websites, smartphone apps, and promotional materials.

### **Off-Highway Vehicle Trail Projects**

**Issue 1.** Closure of trails. The implementation of federal travel management planning has resulted in a loss of OHV trail riding opportunities in Oregon. Closure of designated trails and routes without providing other designated routes in the same area leads to overuse and impacts in new areas.

**Issue 2.** Closure of unimproved backcountry roads. Again, the implementation of federal travel management planning has also resulted in the loss of OHV riding on backcountry roads in Oregon.

**Issue 3.** Riding in closed areas. Land managers have reported a proliferation of user created trails arising from repeated unauthorized travel by OHVs.

### **Snowmobile Trail Projects**

**Issue 1.** Closure of snowmobile trails/ riding areas. In the coming years, all Oregon USFS Forest Districts will go through a public planning process to review and designate roads, trails, and cross country areas which are open to snowmobile use as part of the over-snow vehicle (OSV) travel management rule. There is a need to minimize unwarranted snowmobile riding closures during upcoming OSV travel management planning in Oregon.

**Issue 2.** Riding in closed areas. In recent years, the USFS has been confronted with a proliferation of trails arising from repeated unauthorized cross-country snowmobile travel. Unauthorized access can result from either areas not mapped, signed, or marked clearly as open or closed; or snowmobilers ignoring designations.

**Issue 3** Lack of snowmobile trail maintenance. A consistent snowmobile trail maintenance backlog exists on Oregon national forests.

### **B. Regional Trail Management Issues**

The statewide trails planning process also identified a set of three top regional trail management issues for each trail type (non-motorized, water, OHV, and snowmobile). Project proposals addressing regional trail issues will receive additional priority points (see top regional trail issues listed below). To receive these points, project sponsors should describe how the project addresses these issues for their designated project type and planning region.

# REGIONAL NON-MOTORIZED TRAIL ISSUES

## Region 1 (Clatsop, Tillamook, and Lincoln Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trails connecting towns/ public places	Ability to experience the natural environment
Ability to experience the natural environment	Improved trail maintenance
Trail maps at trailheads	More trails connecting towns/ public places

## Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

Within Urban Growth Boundaries	Dispersed Settings
Improved trail maintenance	More trails connecting towns/ public places
More trails connecting towns/ public places	Improved trail maintenance
Ability to experience the natural environment	Ability to experience the natural environment

## Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trails connecting towns/ public places	Improved trail maintenance
Improved trail maintenance	More trails connecting towns/ public places
More trail signs (directional & distance markers, and level of difficulty)	More trail signs (directional & distance markers, and level of difficulty)

## Region 4 (Non-coastal Lane County)

Within Urban Growth Boundaries	Dispersed Settings
More trails connecting towns/ public places	Improved trail maintenance
More trails	More trails connecting towns/ public places
Improved trail maintenance	More parking space at trailheads

## Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trails connecting towns/ public places	Improved trail maintenance
Improved trail maintenance	Ability to experience the natural environment
Trail maps at trailheads	Trail maps at trailheads

## Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trails connecting towns/ public places	Improved trail maintenance
Improved trail maintenance	Ability to experience the natural environment
More trail information on the Internet	More trail information on the Internet

## Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)

Within Urban Growth Boundaries	Dispersed Settings
Improved trail maintenance	Improved trail maintenance
Ability to experience the natural environment	Ability to experience the natural environment
More trails connecting towns/ public places	More trails connecting towns/ public places

## Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trails connecting towns/ public places	Improved trail maintenance
Improved trail maintenance	More trails connecting towns/ public places
Ability to experience the natural environment	Ability to experience the natural environment

## Region 9 (Klamath and Lake Counties)

Within Urban Growth Boundaries	Dispersed Settings
Improved trail maintenance	Improved trail maintenance
More trails connecting towns/ public places	More trail information on the Internet
More trail information on the Internet	More trails connecting towns/ public places

## Region 10 (Grant, Baker, Union, and Wallowa Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trails	Improved trail maintenance
More trails connecting towns/ public places	More trails connecting towns/ public places
Improved trail maintenance	More trail signs (directional & distance markers, and level of difficulty)

## Region 11 (Harney and Malheur Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trails	Improved trail maintenance
More trails connecting towns/ public places	More trails connecting towns/ public places
Trail maps at trailheads	Trail maps at trailheads

## REGIONAL WATER TRAIL ISSUES

### Region 1 (Clatsop, Tillamook, and Lincoln Counties)

<b>Water trail issues</b>
Too few water trails
Increased access for non-motorized boating
Lack of funding for non-motorized boating facilities

### Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
Lack of funding for non-motorized boating facilities
Improved water conditions (quality, obstructions, rapids, currents, low levels, floating debris)

### Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
Lack of funding for non-motorized boating facilities
More parking

### Region 4 (Non-coastal Lane County)

<b>Water trail issues</b>
Increased access for non-motorized boating
Lack of funding for non-motorized boating facilities
Lack of law enforcement

### Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
More restrooms
Lack of funding for non-motorized boating facilities

### Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
More trash receptacles
Lack of non-motorized boating maps/ information

### Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)

<b>Water trail issues</b>
Lack of funding for non-motorized boating facilities
Increased access for non-motorized boating
Lack of separation at existing sites between motorized and non-motorized uses

### Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
Lack of water accessible campsites
More parking

### Region 9 (Klamath and Lake Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
Lack of water accessible campsites
More parking

### Region 10 (Grant, Baker, Union, and Wallowa Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
More consistent water flows and/ or dam releases
Lack of funding for non-motorized boater facilities

### Region 11 (Harney and Malheur Counties)

<b>Water trail issues</b>
Increased access for non-motorized boating
Lack of non-motorized boating maps/ information
More restrooms

## REGIONAL OHV TRAIL ISSUES

### Region 1 (Clatsop, Tillamook, and Lincoln Counties)

<b>OHV trail issues</b>
Closure of trails
Closure of unimproved backcountry roads
Riding in closed areas

### Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

<b>OHV trail issues</b>
Closure of trails
Closure of unimproved backcountry roads
Riding in closed areas

### Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

<b>OHV trail issues</b>
Riding in closed areas
Closure of trails
Closure of unimproved backcountry roads

### Region 4 (Non-coastal Lane County)

<b>OHV trail issues</b>
Closure of trails
Closure of unimproved backcountry roads
Litter/ dumping

### Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

<b>OHV trail issues</b>
Litter/ dumping
Closure of trails
Riding in closed areas

### Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)

<b>OHV trail issues</b>
Closure of trails
Vandalism
Too little law enforcement

### Trails Planning Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)

<b>OHV trail issues</b>
Litter/ dumping
Closure of unimproved backcountry roads
Closure of trails

### Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)

<b>OHV trail issues</b>
Closure of trails
Closure of unimproved backcountry roads
Litter/ dumping

### Region 9 (Klamath and Lake Counties)

<b>OHV trail issues</b>
Closure of trails
Closure of unimproved backcountry roads
Vandalism

### Region 10 (Grant, Baker, Union, and Wallowa Counties)

<b>OHV trail issues</b>
Closure of trails
Closure of unimproved backcountry roads
Litter/ dumping

### Region 11 (Harney and Malheur Counties)

<b>OHV trail issues</b>
Closure of trails
Closure of unimproved backcountry roads
Litter/ dumping

## REGIONAL SNOWMOBILE TRAIL ISSUES

### Region 1 (Clatsop, Tillamook, and Lincoln Counties)

<b>Snowmobile trail issues</b>
No snowmobile trails in region

### Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

<b>Snowmobile trail issues</b>
Closure of snowmobile trails/ riding areas
ATVs on snowmobile trails
Irresponsible/ dangerous/ reckless riding

### Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

<b>Snowmobile trail issues</b>
ATVs on snowmobile trails
Too little law enforcement
Closure of snowmobile trails/ riding areas

### Region 4 (Non-coastal Lane County)

<b>Snowmobile trail issues</b>
Too little law enforcement
Riding in closed areas
Irresponsible/ dangerous/ reckless riding

### Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

<b>Snowmobile trail issues</b>
No snowmobile trails in region

### Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)

<b>Snowmobile trail issues</b>
Closure of snowmobile trails/ riding areas
Riding in closed areas
ATVs on snowmobile trails

### Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)

<b>Snowmobile trail issues</b>
Closure of snowmobile trails/ riding areas
Riding in closed areas
Natural resource damage

### Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)

<b>Snowmobile trail issues</b>
Closure of snowmobile trails/ riding areas
Riding in closed areas
Irresponsible/ dangerous/ reckless riding

### Region 9 (Klamath and Lake Counties)

<b>Snowmobile trail issues</b>
ATVs on snowmobile trails
Riding in closed areas
Irresponsible/ dangerous/ reckless riding

### Region 10 (Grant, Baker, Union, and Wallowa Counties)

<b>Snowmobile trail issues</b>
Riding in closed areas
Closure of snowmobile trails/ riding areas
Irresponsible/ dangerous/ reckless riding

### Region 11 (Harney and Malheur Counties)

<b>Snowmobile trail issues</b>
Closure of snowmobile trails/ riding areas
More riding areas
ATVs on snowmobile trails

### **C. Statewide Trail Need**

The statewide trails planning process identified a set of three top statewide trail funding needs for each trail type (non-motorized, water, OHV, and snowmobile). Project proposals addressing statewide non-motorized, water, OHV, or snowmobile trail issues will receive additional points. To receive these points, project sponsors should describe how the project addresses these issues for their designated project type.

#### **Non-motorized Trail Projects**

- Connecting trails into larger trail systems.
- More signs/ trail wayfinding.
- Repair of major trail damage.

#### **Water Trail Projects**

- Public non-motorized boater access to the water (developed or undeveloped).
- Non-motorized boat launch facilities.
- Restrooms.

#### **OHV Trail Projects**

- Maintain existing trails in good/ sustainable condition.
- More single-track off-road motorcycle trails (Class III).
- Prioritize loop over out-and-back trails.

#### **Snowmobile Trail Projects**

- Expand existing trail system.
- More trail grooming/ rehabilitation.
- More back-country off-trail riding opportunities.

### **D. Local Funding Need**

Local need can be demonstrated through results of the trails plan needs assessment (item a below), coordinated, long-range planning with a minimum of a 5-year planning horizon (item b below), or through a substantive public involvement process (item c below). If the project isn't identified as a region-level need by the trails plan needs assessment, local need should be demonstrated through the project's inclusion in a current planning document or by describing the project's public involvement process.

- a. The 2015-2024 trails planning effort included a region-level analysis to identify priority projects. Project proposals addressing regional non-motorized, water, OHV, or snowmobile trail funding need will receive additional points. To receive these points, project sponsors should describe how the project addresses this need for their designated project type (regional funding need listings are included on the following pages). In addition to water trail funding need, top nominations for water trail development and potential Scenic Waterway additions are also included to encourage water trail development on these waterways.
- b. The extent to which the project will satisfy priority needs, as identified in a current planning document such as a comprehensive plan or recreation master plan, county or regional master plan, trail system plan, capital improvements plan or land use/ management plan. Is the plan part of an adopted plan? If yes, provide the name of the plan, governing body that adopted/ approved the plan, and the date adopted/ approved.
- c. 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, questionnaires, etc.

# REGIONAL NON-MOTORIZED TRAIL NEEDS

## Region 1 (Clatsop, Tillamook, and Lincoln Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	Connecting trails into larger trail systems
Protection of natural features, including wildlife habitat	Protection of natural features, including wildlife habitat
Repair major trail damage	Repair major trail damage

## Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	More trails
Repair of major trail damage	Repair of major trail damage
Protection of natural features, including wildlife habitat	Connecting trails into larger trail systems

## Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	Repair of major trail damage
Repair of major trail damage	Connecting trails into larger trail systems
Protection of natural features, including wildlife habitat	More trails

## Region 4 (Non-coastal Lane County)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	Connecting trails into larger trail systems
Protection of natural features, including wildlife habitat	Repair major trail damage
More trails	More trails

## Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	Repair of major trail damage
Repair major trail damage	Connecting trails into larger trail systems
More trail maps/ trail information	More trails

## Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	Repair of major trail damage
Repair major trail damage	Connecting trails into larger trail systems
Protection of natural features, including wildlife habitat	Protection of natural features, including wildlife habitat

## Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	Repair of major trail damage
Protection of natural features, including wildlife habitat	Protection of natural features, including wildlife habitat
Repair of major trail damage	Connecting trails into larger trail systems

## Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	Connecting trails into larger trail systems
Repair of major trail damage	More trails
Protection of natural features, including wildlife habitat	Protection of natural features, including wildlife habitat

## Region 9 (Klamath and Lake Counties)

Within Urban Growth Boundaries	Dispersed Settings
Repair of major trail damage	Repair of major trail damage
Connecting trails into larger trail systems	Connecting trails into larger trail systems
More trail maps/ trail information	Protection of natural features, including wildlife habitat

## Region 10 (Grant, Baker, Union, and Wallowa Counties)

Within Urban Growth Boundaries	Dispersed Settings
Connecting trails into larger trail systems	More trails
More trails	Repair major trail damage
Repair major trail damage	Protection of natural features, including wildlife habitat

## Region 11 (Harney and Malheur Counties)

Within Urban Growth Boundaries	Dispersed Settings
More trail maps/ trail information	Repair major trail damage
Connecting trails into larger trail systems	More trails
Repair major trail damage	More trail maps/ trail information

## REGIONAL WATER TRAIL NEEDS

### Region 1 (Clatsop, Tillamook, and Lincoln Counties)

Water Trail Funding Priorities	Top Water Trail Nominations	Potential Scenic Waterway Additions
Public access to the water (developed or undeveloped)	Salmon River	R5 Nehalem River
Information available online	R5 Nehalem River	R17 Siletz River (Mainstem from confluence of North and South Forks to Siletz Bay)
Map of routes	B6 Siletz Bay	

### Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

Water Trail Funding Priorities	Top Water Trail Nominations	Potential Scenic Waterway Additions
Public access to the water (developed or undeveloped)	R49 Tualatin River	R60 White River
Non-motorized boat launch facilities	R50 Clackamas River (River Mill Dam to Willamette River confluence)	R58 Sandy River (Source to confluence with Bull Run River)
Parking for cars without trailers	R5 Nehalem River	R5 Nehalem River
		R49 Tualatin River
		R125 Willamette River (Canby to Sam Daws Bend, near Peoria)

### Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

Water Trail Funding Priorities	Top Water Trail Nominations	Potential Scenic Waterway Additions
Public access to the water (developed or undeveloped)	R63 Yamhill River	R66 North Santiam River (Pending dam status review)
Non-motorized boat launch facilities	R66 North Santiam River	R126 Willamette River (Sam Daws Bend, near Peoria, to Mid Fork Junction)
Parking for cars without trailers	R68 South Santiam River	R69 Middle Santiam River
		R125 Willamette River (Canby to Sam Daws Bend, near Peoria)
		R68 South Santiam River
		R17 Siletz River (Mainstem from confluence of North and South Forks to Siletz Bay)

### Region 4 (Non-coastal Lane County)

Water Trail Funding Priorities	Top Water Trail Nominations	Potential Scenic Waterway Additions
Public access to the water (developed or undeveloped)	R70 McKenzie River	R70 McKenzie River (Paradise South)
Non-motorized boat launch facilities	L58 Waldo Lake	R126 Willamette River (Sam Daws Bend, near Peoria, to Mid Fork Junction)
Restrooms	R81 North Middle Fork Willamette River	R79 Coast Fork Willamette River

### Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

Water Trail Funding Priorities	Top Water Trail Nominations	Potential Scenic Waterway Additions
Public access to the water (developed or undeveloped)	R45 & R46 Chetco River (from Boulder Creek to the mouth at Pacific Ocean)	R27 Umpqua River (Mainstem from confluence of North and South Fork to the Pacific Ocean)
Designated water trails with signs	B10 Coos Bay	R28 Smith River
Information available online	R27 Umpqua River (mainstem from confluence of North and South Fork to mouth at Pacific Ocean)	

**Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)**

<b>Water Trail Funding Priorities</b>	<b>Top Water Trail Nominations</b>	<b>Potential Scenic Waterway Additions</b>
Public access to the water (developed or undeveloped)	R84 North Umpqua River	R89 Rogue River (Lost Creek Lake to Applegate River)
Non-motorized boat launch facilities	R27 Umpqua River (from confluence of North and South Forks to mouth at Pacific Ocean)	R27 Umpqua River (Mainstem from confluence of North and South Fork to the Pacific Ocean)
Restrooms	R43 Illinois River (Deer Creek to Agness near confluence with Rogue River)	R44 Illinois River (Illinois River Forks State Park to Deer Creek)
		R28 Smith River

**Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)**

<b>Water Trail Funding Priorities</b>	<b>Top Water Trail Nominations</b>	<b>Potential Scenic Waterway Additions</b>
Public access to the water (developed or undeveloped)	R102 Umatilla River	R60 White River
Areas without motorized boats	R103 North Fork John Day River	R102 Umatilla River (Source to McKay)
Information available online	R60 White River	

**Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)**

<b>Water Trail Funding Priorities</b>	<b>Top Water Trail Nominations</b>	<b>Potential Scenic Waterway Additions</b>
Public access to the water (developed or undeveloped)	R98 Crooked River	R98 Crooked River
Information available online	R97 Metolius River	
Parking for cars without trailers	L91 Hosmer Lake	

**Region 9 (Klamath and Lake Counties)**

<b>Water Trail Funding Priorities</b>	<b>Top Water Trail Nominations</b>	<b>Potential Scenic Waterway Additions</b>
Public access to the water (developed or undeveloped)	R94 Williamson River	R94 Williamson River
Non-motorized boat launch facilities	Wood River	
Map of routes	L109 Upper Klamath Lake	

**Region 10 (Grant, Baker, Union, and Wallowa Counties)**

<b>Water Trail Funding Priorities</b>	<b>Top Water Trail Nominations</b>	<b>Potential Scenic Waterway Additions</b>
Public access to the water (developed or undeveloped)	R110 Grande Ronde River (Confluence with the Wallowa River to WA state line, near Troy)	R100 John Day River (Picture Cr. To Service Cr.)
Areas without motorized boats	R114 Wallowa River (Minam to confluence with the Grande Ronde River)	R115 Imnaha River
Designated water trails with signs	R100 John Day River (Source to Service Creek)	

**Water Trails Planning Region 11 (Harney and Malheur Counties)**

<b>Water Trail Funding Priorities</b>	<b>Top Water Trail Nominations</b>	<b>Potential Scenic Waterway Additions</b>
Public access to the water (developed or undeveloped)	R120 Snake River (Owyhee Dam to state line)	R121 Owyhee River (Owyhee Dam to Snake River)
Non-motorized boat launch facilities	R122 Owyhee River (Lake Owyhee to Rome, near Hwy 95)	
Information available online	R118 Lake Owyhee	

## REGIONAL OHV TRAIL NEEDS

### Region 1 (Clatsop, Tillamook, and Lincoln Counties)

<b>OHV funding priorities</b>
More single-track off-road motorcycle trails (Class III)
Maintaining existing trails in good/sustainable condition
Reduce natural resource damage near trails

### Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

<b>OHV funding priorities</b>
Maintaining existing trails in good/sustainable condition
More single-track off-road motorcycle trails (Class III)
Trail maps/ information

### Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

<b>OHV funding priorities</b>
Maintaining existing trails in good/sustainable condition
Trail maps/ information
Reduce natural resource damage near trails

### Region 4 (Non-coastal Lane County)

<b>OHV funding priorities</b>
Maintaining existing trails in good/sustainable condition
More single-track off-road motorcycle trails (Class III)
More trails for quads (Class I)

### Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

<b>OHV funding priorities</b>
More single-track off-road motorcycle trails (Class III)
More trails for quads (Class I)
More trails for 4x4s (Class II)

### Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)

<b>OHV funding priorities</b>
More trails for 4x4s (Class II)
More enforcement of existing rules/regulations in trail areas
Maintaining existing trails in good/sustainable condition

### Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)

<b>OHV funding priorities</b>
Maintaining existing trails in good/sustainable condition
Reduce natural resource damage near trails
Trail maps/ information

### Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)

<b>OHV funding priorities</b>
More single-track off-road motorcycle trails (Class III)
Prioritize long-distance trails (over 100 miles)
More cross-country travel areas

### Region 9 (Klamath and Lake Counties)

<b>OHV funding priorities</b>
More cross-country travel areas
More trails for quads (Class I)
More trails for 4x4s (Class II)

### Region 10 (Grant, Baker, Union, and Wallowa Counties)

<b>OHV funding priorities</b>
More cross-country travel areas
Maintaining existing trails in good/sustainable condition
Trail maps/ information

### Region 11 (Harney and Malheur Counties)

<b>OHV funding priorities</b>
More trails for quads (Class I)
More single-track off-road motorcycle trails (Class III)
More cross-country travel areas

## REGIONAL SNOWMOBILE TRAIL NEEDS

### Snowmobile Trails Planning Region 1 (Clatsop, Tillamook, and Lincoln Counties)

#### Snowmobile trail funding priorities

No snowmobile trails in region

### Snowmobile Trails Planning Region 2 (Columbia, Washington, Clackamas, Multnomah, and Hood River Counties)

#### Snowmobile trail funding priorities

Expand existing trail system

More trail grooming/ trail rehabilitation

More parking/ sno-parks in the area

### Snowmobile Trails Planning Region 3 (Yamhill, Polk, Benton, Marion, and Linn Counties)

#### Snowmobile trail funding priorities

Expand existing trail system

More trail grooming/ trail rehabilitation

More signs along trails

### Snowmobile Trails Planning Region 4 (Non-coastal Lane County)

#### Snowmobile trail funding priorities

More enforcement of existing rules/regulations in trail areas

Expand existing trail system

More back-country off-trail riding

### Snowmobile Trails Planning Region 5 (Coastal Lane, Coastal Douglas, Coos, and Curry Counties)

#### Snowmobile trail funding priorities

No snowmobile trails in region

### Snowmobile Trails Planning Region 6 (Non-Coastal Douglas, Josephine, and Jackson Counties)

#### Snowmobile trail funding priorities

More parking/ sno-parks in the area

Expand existing trail system

More back-country off-trail riding

### Snowmobile Trails Planning Region 7 (Wasco, Sherman, Gilliam, Morrow, and Umatilla Counties)

#### Snowmobile trail funding priorities

More parking/ sno-parks in the area

Increase safety/ reduce hazards

Expand existing trail system

### Snowmobile Trails Planning Region 8 (Jefferson, Deschutes, Crook, and Wheeler Counties)

#### Snowmobile trail funding priorities

More back-country off-trail riding

Expand existing trail system

More parking/ sno-parks in the area

### Snowmobile Trails Planning Region 9 (Klamath and Lake Counties)

#### Snowmobile trail funding priorities

More signs along trails

More trail maps/ information

Increase safety/ reduce hazards

### Snowmobile Trails Planning Region 10 (Grant, Baker, Union, and Wallowa Counties)

#### Snowmobile trail funding priorities

More back-country off-trail riding

Expand existing trail system

More trail maps/ information

### Snowmobile Trails Planning Region 11 (Harney and Malheur Counties)

#### Snowmobile trail funding priorities

More back-country off-trail riding

Expand existing trail system

More parking/ sno-parks in the area

(The rating team will determine a value from 0 to 30 points based on the information provided by the applicant.)

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**CRITERION #6– DEMONSTRATION OF PUBLIC SUPPORT (5 POINTS)**

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Public involvement is a means of building support and developing a constituency and a partnership for the development effort.

The sponsor should show letters of support from citizens or user groups that articulate this specific project as a needed or supported project. A priority list developed out of planning process to identify public support for this trail project can be used in addition to letters of support. Letters of support from organizations and agencies are also acceptable, but should cover the specific project's public process, their fiscal support or other forms of support

(The rating team will determine a value from 0 to 5 points based on the information provided by the applicant.)

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**CRITERION #7 – SUSTAINABLE TRAIL DESIGN (5 POINTS)**

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A sustainable trail system will allow for carrying more visitors into a natural area with little impact on the surrounding ecosystem. They will require less maintenance through sound construction techniques and using materials that are designed for long-term self-sustaining use and by using on-site materials as much as possible. The trail project will result in a well-designed, managed and sustainable trail or trail system.

Specific sustainability recommendations for OPRD-administered grant programs are included in SCORP Chapter Seven (pages 115-117). Recommendations are included for land acquisition, new facility development, major rehabilitation, and trail projects. The full support document entitled, "Developing Sustainable Park Systems in Oregon," is available at the following link:

[http://www.oregon.gov/oprd/PLANS/docs/scorp/2013-2018\\_SCORP/2013-2017-SCORP\\_App\\_D.pdf](http://www.oregon.gov/oprd/PLANS/docs/scorp/2013-2018_SCORP/2013-2017-SCORP_App_D.pdf)

- The applicant should describe how the trail project results in a well-designed, managed and sustainable trail system. The applicant should also identify what trail standards or guidelines will be used to complete the project.

(The rating team will determine a value from 0 to 5 points based on the information provided by the applicant.)

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**CRITERION #8 - Trail Maintenance AND MANGEMENT (10 POINTS)**

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**Commitment to Long-term Maintenance and Management**

Maintaining existing trails in good/ sustainable condition was identified as the top statewide funding priority and trails issue for all user groups in the planning process. The applicant should carefully respond to the following questions related to trail maintenance and management after the project is complete.

- Do you have dedicated funding for ongoing trail operation and maintenance? If yes, what is the approval cycle (e.g., annual, bi-annual, permanent, fixed)?
- Do you have permanent staff for ongoing trail operation and maintenance? If yes, please identify the number of permanent and seasonal staff.

- Do you have an organization that adopts/ assists with trail maintenance? If yes, please identify these organization names.
- Do you have a trail management plan? If yes, please identify the title of the document and when it was adopted by a governing body.
- Do you have a resolution of support for long-term maintenance (or similar guarantee of financial support)?

(The rating team will determine a value from 0 to 10 points based on the information provided by the applicant.)

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### **CRITERION #9 - Project Urgency (5 POINTS)**

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The Recreational Trails Program Advisory Committee (RTPC) is aware that timing can often be a critical factor in the acquisition and operation of valuable recreation properties. The intent of the following criteria is to provide priority for project proposals showing an urgent need for time-sensitive land acquisitions, immediate threat of closure because of non-compliance with state and federal law, threat of lost opportunity, meeting project completion deadlines, public health and safety concerns or impacts on cultural and natural resources.

*Opportunities that may be lost as a result of sponsors budget cycles or other activities within the control of the Project Sponsor will not be considered as "urgent."*

(The rating team will determine a value from 0 to 5 points based on the information provided by the applicant.)

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### **CRITERION #10 – YOUTH CONSERVATION (5 POINTS)**

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“Youth Conservation Corps Involvement,” originates from federal guidance for the Recreational Trails Program, which encourages use of Youth Conservation Corps or service corps to construct and maintain trails. This criterion recognizes this encouragement by giving credit to trail projects that use the Community Conservation Corps, Certified Conservation Corps and/or service corps.

(The rating team will determine a value from 0 to 5 points based on the information provided by the applicant.)

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### **CRITERION #12 - Discretionary Committee Member Criteria (20 POINTS)**

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

Reviewers may award the project additional points based upon their subjective evaluation of the following: superior design, ADA compliance, site suitability, fiscal consideration, state/regional issues, and the basic intent of MAP-21. Other considerations could include, superior leverage of funding and partnership including the use of volunteers, heritage, context, and potential for legacy. This list is not intended to be a complete list of all discretionary criteria to be considered by RTPC members.

(Each committee member will determine a value from 0 to 20 points )

## SECTION 4 PROJECT SELECTION

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### 4.1 TECHNICAL REVIEW

As part of the Recreational Trails Program (RTP) grant evaluation process OPRD staff will review applications for completeness, eligibility, sponsors current grant status, match, property ownership, local/regional/federal approval, etc. Staff will review and forward eligible applications to the Recreational Trails Advisory Committee for further consideration. Ineligible or incomplete applications will be returned to the applicant with an explanation of why their application was returned.

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### 4.2 COMMITTEE REVIEW

Following staff technical review, qualified applications are scored by Recreational Trails Advisory Committee (RTAC) members according to the application criteria, rating factors, and points in the "Project Priority Scoring System" shown in this manual. The criteria reflect the RTP program guidelines and are based on the findings of the current state trails plan and reflect priorities identified by workshop participants, trails plan steering committee members, and trail user survey respondents. These criteria have been designed to evaluate and prioritize motorized and non-motorized terrestrial trail and water trail projects.

The project score will be calculated as an average of the sum of all individual RTAC member scores. The highest possible score for a project will be 100 points. (As shown in the Potential RTP Evaluation Criteria Point Summary in this manual for criteria point breakdowns.) 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.

***Applications for RTP funding of \$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 on the merit of the written application.***

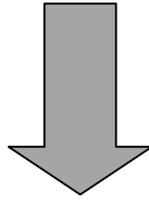
**Presentation to the Advisory Committee:** Presentations will be limited to twenty minutes including set-up time and questions from the Committee. Although a PowerPoint presentation is NOT required, if the Project Sponsor desires to provide a PowerPoint presentation at the Committee review, they are required to send it to the Grant Program Coordinator by the deadline so it can be pre-loaded onto a computer to be used during the presentation. The Project Sponsor should request from OPRD a return email indicating the receipt of the PowerPoint file. The Project Sponsor should also bring a back-up on a USB drive to the hearings. The cutoff for OPRD receiving the electronic presentations is one week prior to the Committee meeting.

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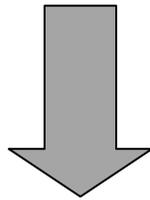
### 4.3 APPROVAL PROCESS

The Recreational Trails Advisory Committee's recommendation is forwarded to the Oregon Parks Commission for approval and that begins the approval process. The process is outlined as follows:

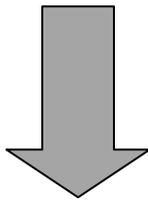
RTP Committee Reviews Grants and provides recommendations to OPRD Commission.



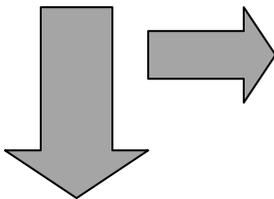
OPRD Commission approves grant project list.



Federal Highway Administration reviews projects and completes environmental approval.



OPRD requests programming request from ODOT to obligate project funds.



If your project lies within a Metropolitan Planning Organization (MPO) boundary, ODOT will work with your local MPO to amend the MTIP and STIP, per federal law.

OPRD sends agreement to sponsor for signature.  
Upon receipt of the **Notice to Proceed**, sponsor is able to begin work.

## SECTION 5 REPORT AND REIMBURSEMENT REQUIREMENTS

### 5.1 GENERAL INFORMATION

The following are guidelines for all recipients of an RTP grant program. In any program where a reimbursement is requested for a portion of the project costs, adequate documentation and records are essential. There must be adequate supporting documentation for each item of cost claimed (i.e. bills / invoices and documentation confirming that those bills have been paid) OPRD may request additional support documentation in order to process a reimbursement.

### 5.2 PROGRESS REPORTS

All project sponsors are required to submit quarterly reports to OPRD to ensure that OPRD is aware of your project's progress. Please use the "**RTP Progress Report Form.**" This information is critical, since OPRD is required to review projects that have not progressed for six months for potential termination of RTP funding. OPRD considers an absence of a quarterly report as no progress on the project

### 5.3 DOCUMENTATION REQUIREMENT FOR EXPENDITURES

Below is a list of items that OPRD will need to process all reimbursement requests:

- Project ledger sheet or other detailed documentation for final billings.
- Documentation of your bidding process for purchases over \$10,000. If you don't have a bidding process you will need to provide 3 written bids.
  - If you don't have one, you need to obtain 3 written bids for all items over \$10,000. You should get informal bids for the application, recognizing that most of these bids are only valid for 30 days. Upon being awarded the grant and a notice to proceed, you will need to get final bids. Again, follow your agencies bidding process according to the dollar amount of the item or service. If you don't have a bidding process you will need to get 3 separate written bids.
- Affidavit of publication, supplied by the newspaper when you advertise for bids.
- Minutes of any meeting at which action is taken on bids received. Should be dated and signed by responsible official.
- Contractor invoices (or final progress payment, if countersigned by contractor acknowledging payment of all prior charges, and if the cost of each major work item is shown) or cancelled checks to contractor. (Copy both sides of checks. Remember to black out account numbers.)
- All other cancelled checks. (Copy both sides. Remember to black out account numbers.)
- Copies of invoices. (Not monthly statements)
- Employee time records.
- Individual earnings records for the calendar year or payroll journals. Should show gross wages, withholdings and net pay for each pay period.
- Equipment rental time records.
- Detailed schedule showing how you computed owned-equipment rental rates. For donated equipment time, you must use hourly rates published in rental compilation or rental rate guide, or other publications that provide national or regional average rates.
- Detailed schedule showing how you computed rates for payroll additives (fringe benefits)

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## 5.4 PARTIAL BILLINGS

A partial billing along with supporting documentation may be submitted to OPRD after portions of the work have been completed. Submit the completed "**Reimbursement Request Form**". The state will retain 25% of the grant amount until the project is complete and a final inspection report is completed. It is preferred that RTP projects are billed quarterly, but may be billed as necessary.

The supporting documentation includes the following:

- a. Final Status Report – **RTP Progress Report Form**
- b. Expenditure Records – See Section 5.3
- c. Volunteer Logs (should be downloaded from OPRD website)

*Request for Reimbursement will not be processed without the supporting documentation.*

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## 5.5 FINAL BILLINGS

Submit a "**Reimbursement Request Form**" with supporting documentation and a final status report describing the project completion. Include copies of invoices and other supporting documentation. Please include a letter of explanation if the project is incomplete and all grant funds have not been expended. Please contact OPRD to discuss the completed RTP project and arrange for the final inspection.

The supporting documentation includes the following:

- a. Final Status Report – **RTP Progress Report Form**
- b. Expenditure Records – See Section 5.3
- c. Volunteer Logs (should be downloaded from OPRD website)

*Request for Reimbursement will not be processed without the supporting documentation.*

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## 5.6 REIMBURSEMENT REQUEST FORM

A separate file should be established and maintained for each RTP project. The Project Sponsor is responsible to track costs according to the categories on the **RTP Grant Reimbursement Form** and must maintain an auditable record for a period of not less than 6 years from the expiration date of the RTP agreement.

*RTP grant reimbursement form must be submitted for all requests.  
Only the OPRD form will be accepted.*

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## 5.7 BILLING FORMS

A copy of all the current billings forms can be found on the website

RTP Progress Report Form

- RTP Reimbursement Request Form
- Volunteer or Donated Labor Timesheet
- Donated Materials or Supplies Record
- Donated Equipment Record
- Purchased Equipment Tracking Form
- Expenditure Form



OREGON PARKS AND RECREATION DEPARTMENT

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