

**Oregon's FY 2009**

**RECREATIONAL TRAILS PROGRAM**

**GRANTS MANUAL**



**National Recreational Trails Program**  
**Safe, Accountable, Flexible, Efficient Transportation Equity**  
**Act: A Legacy for Users (SAFETEA-LU)**

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## **SECTION 1.0 THE RECREATIONAL TRAILS PROGRAM**

### **1.1 PROGRAM OVERVIEW**

The Recreational Trails Program (RTP) is a Federal-aid assistance program to help States provide and maintain recreational trails for both motorized and non-motorized trail use. The program provides funds for all kinds of recreational trail uses, such as pedestrian uses (hiking, running, and wheelchair use), bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

The Transportation Equity Act for the 21<sup>st</sup> Century (TEA 21) authorized the RTP as a Federal-aid program (23 U.S.C. 206). The RTP replaced the original National Recreational Trails Funding Program (also known as the Symms Act), which was authorized by the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and amended by the National Highway System (NHS) Designation Act of 1995.

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 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 prescribes many of the regulations governing this program.

### **1.2 RECREATIONAL TRAIL PROGRAM ADVISORY COMMITTEE (RTPAC)**

SAFETEA-LU requires that each state create a State Recreational Trail Program Advisory Committee that represents both motorized and non-motorized recreational trail users and meet at least once per fiscal year. In Oregon the committee provides advice to the State Trails Coordinator and the Oregon Parks and Recreation Department Director regarding program policy and procedures. The committee also serves as the evaluation committee that reviews and prioritizes grant applications and makes their recommendations to the Director and approval by the Oregon Parks Commission.

The Oregon Recreation Trails Advisory Council (ORTAC) was established by the Oregon Legislature in 1971 to provide policy guidance to the State in the development of a system of recreational trails. ORTAC is primarily responsible for policy guidance on non-motorized recreation trails.

### **1.3 PROGRAM POLICIES**

OPRD and the Recreational Trail Program Advisory Committee intends that RTP grant funding be used to enhance trail opportunities by achieving results that would not otherwise be possible. Therefore, RTP grants that replace other potential or actual trail funding will not be awarded.

RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function.

Grants are limited to a minimum of **not less than \$5,000** due to costs associated with the program's administrative requirements. Under special circumstances an exception to this minimum may be approved. An exception must be obtained in writing from the State Trails Coordinator prior to submission of a RTP grant application. A copy of the letter of exception must be included with the application.

#### **1.4 ELIGIBILITY**

Grants may be awarded to any of the following:

- Non-profit organizations - A qualified non-profit organization is one that meets the following criteria:
  - Registered with the State of Oregon as a non-profit for a minimum of 3 years
  - 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

It is the intention of OPRD, that non-profit organization Project Sponsors of RTP projects maintain non-profit status throughout the duration of a project. Since this is not always possible, a successor organization must agree, in writing, to complete all RTP project responsibilities required by the contract should the original organization's status change. The responsibilities are identified in the RTP Project Agreement (contract). A qualified successor is any party that meets the eligibility criteria to apply for RTP funds and is capable of complying with all Project Agreement responsibilities. OPRD recommends, whenever possible, a government agency be sought as a successor.

- Municipal agencies (cities, towns, counties, school districts, etc.)
- State agencies (Oregon Parks and Recreation Department, Oregon Department of Forestry, Oregon Department Fish and Wildlife)
- Federal government agencies (Bureau of Land Management, U.S. Forest Service, National Park Service, etc.)
- Other government entities (regional governments, port districts, etc.)

**Eligible Projects:** Permissible uses of RTP grant funds include:

- Restoration of existing trails 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 signage along a trail.

- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails may be interpreted broadly to include development or rehabilitation of any trailside and trailhead facility. The definition of “rehabilitation” means extensive trail repair needed to bring a facility up to standards suitable for public use due to natural disasters or acts of nature. Trailside and trailhead facilities should have a **direct relationship** with a recreational trail.
- Purchase and lease of recreational trail construction and maintenance equipment includes purchase and lease of any trail construction and maintenance equipment, including lawn mowers and trail grooming machines, provided the equipment is used primarily to construct and maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails.
- Construction of new recreation 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 signage along a trail.
- Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors. This category may include acquisition of old road or railroad bridges to be used as recreational trail bridges. However, 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 RPT 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.usdoj.gov/enrd/land-ack/yb2001.pdf>.

- Operation of educational programs to develop trail construction or promote safety and environmental protection. The project shall have a **direct relationship** with a recreational trail. RTP legislation allows the state to use up to 5 percent of its apportionment each fiscal year for the operation of educational programs to promote safety and environmental protection as those objectives relate to the use of recreational trails. This is the maximum allowable – the State may use less than this amount.
- Water Trails –The definition of “recreational trail” in the RTP legislation includes “aquatic or water activities”. Therefore, water trails are eligible for RTP funding.

**Projects Not Eligible:** Federal Highway Administration (FHWA) has determined that the following kinds of projects are inconsistent with the RTP legislation:

- **Condemned Land as Matching Value:** 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 for an RTP project.
- **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.
- **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. Costs incurred developing the environmental evaluation, necessary permits, as well as the construction engineering costs may not exceed 15% of the total project cost.
- **Law Enforcement:** Routine law enforcement is not a use permitted in the RTP legislation.
- **Planning:** Trail planning is not typically a permissible use of RTP funds.
- **Sidewalks:** RTP funds will not normally be used to provide paths or sidewalks along or adjacent to public roads or streets, unless:
  - The path or sidewalk is needed to complete a missing link between other recreational trails, or
  - The State Recreational Trail Advisory Committee approves allowing RTP funds to be used for paths or sidewalks along or adjacent to public roads or streets.
- **Federal-designated 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** unless the project is consistent with resource management plans.
- **Facilitating motorized access on otherwise non-motorized trails.**
- **Roads:** RTP funds may not be used to improve roads for general passenger vehicle use.

Ineligible project elements are not eligible as project match. Ineligible projects elements may include, but are not limited to the following:

- Overhead: The regular operating expenses such as rent, building upkeep, utilities and all 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.

While the above project elements are not eligible for RTP funds, most of the items listed are recognized as important components of trail planning, design, and development.

### 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
- In-kind services (force account labor), equipment, and materials
- Volunteer labor
- Donated equipment, and donated materials
- Federal, state, and local grants (If other grants are used as match, it is required that the other grant is approved and a signed agreement has been obtained by the Project Sponsor.)

The Project Sponsor must choose **one** of the two methods to calculate volunteer labor. The method must be used throughout the calculation of the entire project:

1. 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.access.gpo.gov/davisbacon/or.html>. 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. Volunteer labor may be used as match only and is never a reimbursable item.

OR

2. Volunteer labor is limited to the volunteer hourly rate provided by the Points of Light Foundation. In Oregon a member of the Points of Light Foundation is Volunteer Works in Portland and their telephone number is (503) 413-7787 and their web address is <http://www.independentsector.org/>. They may be contacted for the most current hourly volunteer rate. Volunteer labor may be used as match only and is never a reimbursable item.

Force Account 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.

**Federal Matching Share:** RTP grant funds may be matched with funds from other federal programs. They may be credited as the non-federal share if expended on an eligible project in accordance with the requirements of that particular federal program. In cases where federal funds are pledged as the RTP project match the combined total of RTP grant funds requested and other federal matching share may not exceed 95% of the total project costs. **A minimum of five percent of the project cost must come from state, local, or private co-sponsors.** According to the requirements of SAFETEA-LU, for each project, support from the Secretary of Transportation may not exceed 80 percent of the total cost including RTP funds.

*For example: The RTP may provide 80 percent of the project funds, a Federal agency sponsor may provide 15 percent, and a State, local or private sponsor may provide 5 percent.*

## **1.6 CONTROL AND TENURE**

Adequate control must be established by an applicant over any land (public or private) to be improved/developed with RTP grant funds. This must include documentation of the following:

- Fee title
- Lease
- Easement
- 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.)

## **1.7 40-30-30 REQUIREMENT**

RTP Legislation (23 U.S.C. 206) requires that States use 40 percent of their funds in a fiscal year for diverse recreational trail use; 30 percent for uses relating to motorized recreation; and 30 percent for uses relating to non-motorized recreation.

The 40-30-30 requirement applies to on-the-ground trail projects and to the educational projects, but does not apply to the State administrative costs.

The diverse, motorized, and non-motorized 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 40-30-30 requirements:

1) Non-motorized project for a single use: 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, nature interpretation, 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 project including 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.

## **1.8 ENVIRONMENTAL REQUIREMENTS**

### **General 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 apply 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.

**Your application will not be reviewed if your environmental documentation is not complete and included in your application.** 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. Projects on Federal Lands require a record of decision be submitted with the application.

**Documentation Requirements:**

Most trail projects are Categorical Excluded projects. However, if your project is not a Categorical Excluded project, you 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).

Regardless if your project is Categorical Excluded or not, you will need to do one of the following (3) options to apply for an RTP grant:

1. If your project is one of the following types of projects, you will not need to complete any additional paperwork.

Projects exempt from *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 to the elderly and handicapped persons; and
- Repair or replacement of existing fencing, guardrail, retaining walls and berms within existing facilities, including areas needed for construction and staging.

**OR**

2. If your project type is not listed above you must submit *RTP Environmental Screening Form*, see Section 6.1 – Application Forms.

**OR**

3. Submit a *Land Manager Approval Form*, see Section 6.1 Application Forms, if you are on Federal Lands. Include a Decision Memo or Finding of No Significant Impact with this form.

**Completion of the RTP Environmental Screening Form:**

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 Exempt 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 Exempt. If Federal Highway Administration determines that the project is not Categorical Exempt 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.

**NEPA Documentation:**

***How do I know what level of information I need?***

- a. *Class I (EISs)*. Actions that significantly affect the environment require an EIS (40 CFR 1508.27). The following are examples of actions that normally required an EIS:
  1. A new controlled access freeway.
  2. A highway project of four or more lanes on a new location.
  3. New construction or extension of fixed rail transit facilities (e.g., rapid rail, light rail, commuter rail, automated guideway transit).
  4. New construction or extension of a separate roadway for buses or high occupancy vehicles not located within an existing highway facility.
- b. *Class II (CEs)*. Actions that do not individually or cumulative have a significant environmental effect are excluded from the requirement to prepare an EA or EIS. A specific list of CEs normally not requiring NEPA documentation is set forth in §771.117(c). When appropriately documented, additional projects may also qualify as CEs pursuant to §771.117(d).
- c. *Class III (EAs)*. Actions in which the significance of the environmental impact is not clearly established. All actions that are not Class I or II are Class III. All

actions in this class require the preparation of an EA to determine the appropriate environmental document required.

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

*Categorical exclusions (CEs) 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:

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

*The following actions meet the criteria for CEs in the CEQ regulation (section 1508.4) and §771.117(a) of this regulation and normally do not require any further NEPA approvals by the Administration:*

1. Activities which do not involve or lead directly to construction, such as planning and technical studies; grants for training and research programs; research activities as defined in 23 U.S.C. 307; approval of a unified work program and any findings required in the planning process pursuant to 23 U.S.C. 134; approval of statewide programs under 23 CFR part 630; approval of project concepts under 23 CFR part 476; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed; and Federal-aid system revisions which establish classes of highways on the Federal-aid highway system.
2. Approval of utility installations along or across a transportation facility.
3. Construction of bicycle and pedestrian lanes, paths, and facilities.
4. Activities included in the State's *highway safety plan* under 23 U.S.C. 402.
5. Transfer of Federal lands pursuant to 23 U.S.C. 317 when the subsequent action is not an FHWA action.

6. The installation of noise barriers or alterations to existing publicly owned buildings to provide for noise reduction.
7. Landscaping.
8. Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur.
9. Emergency repairs under 23 U.S.C. 125.
10. Acquisition of scenic easements.
11. Determination of payback under 23 CFR part 480 for property previously acquired with Federal-aid participation.
12. Improvements to existing rest areas and truck weigh stations.
13. Ridesharing activities.
14. Bus and rail car rehabilitation.
15. Alterations to facilities or vehicles in order to make them accessible for elderly and handicapped persons.
16. Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.
17. The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.
18. Track and rail bed maintenance and improvements when carried out within the existing right-of-way.
19. Purchase and installation of operating or maintenance equipment to be located within the transit facility and with no significant impacts off the site.
20. Promulgation of rules, regulations, and directives.

*Additional actions which meet the criteria for a CE in the CEQ regulations (40 CFR 1508.4) and paragraph (a) of this section may be designated as CEs only after Administration approval. The applicant shall submit documentation, which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result. Examples of such actions include but are not limited to:*

1. Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or adding auxiliary lanes (e.g., parking, weaving, turning, climbing).
2. Highway safety or traffic operations improvement projects including the installation of ramp metering control devices and lighting.
3. Bridge rehabilitation, reconstruction or replacement or the construction of grade separation to replace existing at-grade railroad crossings.
4. Transportation corridor fringe parking facilities.
5. Construction of new truck weigh stations or rest areas.
6. Approvals for disposal of excess right-of-way or for joint or limited use of right-of-way, where the proposed use does not have significant adverse impacts.
7. Approvals for changes in access control.

8. Construction of new bus storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and located on or near a street with adequate capacity to handle anticipated bus and support vehicle traffic.
9. Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users.
10. Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic.
11. Construction of rail storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and where there is no significant noise impact on the surrounding community.
12. Acquisition of land for hardship or protective purposes; advance land acquisition loans under section 3(b) of the UMT Act.<sup>3</sup> Hardship and protective buying will be permitted only for a particular parcel or a limited number of parcels. These types of land acquisition qualify for a CE only where the acquisition will not limit the evaluation of alternatives, including shifts in alignment for planned construction projects, which may be required in the NEPA process. No project development on such land may proceed until the NEPA process has been completed.

<sup>3</sup>Hardship acquisition is early acquisition of property by the applicant at the property owner's request to alleviate particular hardship to the owner, in contrast to others, because of an inability to sell his property. This is justified when the property owner can document on the basis of health, safety or financial reasons that remaining in the property poses an undue hardship compared to others.

Protective acquisition is done to prevent imminent development of a parcel, which is needed for a proposed transportation corridor or site. Documentation must clearly demonstrate that development of the land would preclude future transportation use and that such development is imminent. Advance acquisition is not permitted for the sole purpose of reducing the cost of property for a proposed project.

## **Air Quality**

Many RTP projects and project-related activities are exempt from air quality conformity requirements of the Clean Air Act Amendments of 1990. In general, exempt projects include:

- Projects, which are not, located within air quality non-attainment or maintenance areas subject to the transportation conformity rule (40 CFR parts 51 and 93).
- Projects funded under categories A, C, F, and G (see Permissible Uses), because these projects do not involve new construction.
- Projects funded under categories B and E, which do not involve new construction.
- Projects funded under categories D and E, which are only for non-motorized use.

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). Examples include:

- Projects funded under categories B and E for new construction of facilities which may have an air quality impact; for example, providing a major parking facility at a trailhead.
- Projects funded under categories D and E which will permit motorized use.
- RTP projects which are subject to conformity requirements must be included in a conforming transportation plan and Transportation Improvement Program.

### **Hazardous Wastes and Contaminated Properties**

Contaminated sites may be encountered during the development of RTP projects. Abandoned railroad lines being converted into trails are of particular concern. Site assessments and appropriate steps for remediation may be necessary.

### **Historic and Archaeological Resources**

Trail development projects should be reviewed by the State Historic Preservation Office to determine the potential for effects on properties on or eligible for the National Register of Historic Places. (See Section 1.9 for information on this resource)

### **Noxious Weeds**

States should consider whether or not an assessment of the spread of noxious weeds should be performed in conjunction with RTP projects.

### **Threatened and Endangered Species**

The occurrence of a protected species could be an important issue to consider during the development of an RTP project. Trail location should be coordinated with the U.S. Fish and Wildlife Service and formal consultation pursued if the presence of protected species warrants further study.

## **1.9 STATE HISTORIC PRESERVATION OFFICE (SHPO) REQUIREMENTS**

The SHPO must be contacted 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 the SHPO by OPRD Grant Program 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. 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.
- e. If other archaeological materials are found during a ground disturbing activity, contact the SHPO. 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 2.0 APPLICATION PROCESS - How to Apply

### 2.1 APPLICATION PACKET

#### What to Send:

1. A letter of intent is a requirement and necessary for a complete application. All potential applicants must submit a letter of intent providing a brief description of their proposed project by October 31, 2008.
2. Completed application form, narrative responses, and required attachments.

#### Format:

- Submit all materials (**including attachments**)
  - \*On letter-size paper (8 ½ x 11).
  - Text must be no smaller than 12 -pitch typed or 11-point computer font.
  - Single sided.

#### Copies:

- Submit **two copies** of your completed single-sided application to the address below.
- Submit **12 copies of maps, color documents, and \*any document over (8 ½ x 11) in size**, no documents should be over 11" x 17".
- Submit all materials together at the same time.
- Staple or fasten in the upper left corner.
- Do not put applications and materials in notebooks or binders.

**Send to:** Marilyn Lippincott, Senior Grants Project Coordinator  
Oregon Parks and Recreation Department  
Recreational Trails Grant Program  
725 Summer Street NE, Suite C  
Salem, Oregon 97301

#### Deadline:

1. Letter of intent to apply must be **received** at OPRD, Salem Office, by **October 31, 2008**.
2. Complete application packet must be received at OPRD Salem Office by 5:00pm, **January 9, 2009**.

Application packets received after the deadline **will not** be accepted.

**Applicants will be evaluated on completeness of the application packet. Substantially incomplete applications will "not" be forwarded to the RTP Committee for review.**

A complete application packet will include:

- Letter of Intent submitted by October 31, 2008.

- ❑ RTP Application Forms – with required pages filled out, including RTP Project Source of Funding Worksheet, RTP Summary of Project Elements & Cost Worksheet, and the date and signature of an authorized official
- ❑ Maps (vicinity map and a site boundary map)
- ❑ Approval/Certification by Land Manager
- ❑ Environmental documentation (NEPA decision notice, Social, Economic and Environmental Impact Form, or other documentation necessary to establish compliance with environmental regulations)
- ❑ Documentation of Control and Tenure (signed letter)
- ❑ Other information that will strengthen the application such as; maintenance agreements, resolutions of support, letters of support, etc.

**Contacts:** Rocky Houston, Trails Coordinator  
 Phone (503) 986-0750  
 E-mail [rocky.houston@state.or.us](mailto:rocky.houston@state.or.us)

Marilyn Lippincott, Senior Grants Project Coordinator  
 Phone (503) 986-0711  
 E-mail [marilyn.lippincott@state.or.us](mailto:marilyn.lippincott@state.or.us)

## 2.2 APPLICATION FORM

Project Name: Name of project.

Organization/Sponsor Name: Agency or organization requesting RTP project funding.

Contact Person Name and Title: “Contact Person” is the person responsible to carry out the RTP project.

Address of Contact Person: Address and telephone 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.

Project Location: Project location should include county, U.S. congressional district, Oregon legislative districts, longitude/latitude, USGS Quad/township/range/section. (Maps provided as attachments no larger than 11” x 17”)

Congressional District: It is important to accurately identify the congressional district in which the project is located. If your project is in more than one district, please list all that apply.

Legislative Districts: It is important to accurately identify the Oregon Legislative districts in which the project is located. This includes the House (H) and Senate (S). If your project is in more than one district, please list all that apply.

Recreational Trail Project Categories: Mark the RTP Category that best fits your project situation (refer to definitions in Section 1.7).

Eligible Project 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.

Summary Project Description: Summarize the proposed project in one or two sentences. Save detailed description for your project narrative.

Budget Summary: Information on total project cost and amount of RTP funds requested.

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)

## **2.3 PROJECT FUNDING INFORMATION**

Complete the source of funding worksheet. Provide a narrative regarding donated labor, materials, equipment and land or property that is included in your match, include information such as who is donating time or materials and equipment, the number of hours and what kinds of material or equipment is being donated. Complete the Summary of Project Elements & Cost Worksheet.

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

## **2.4 ATTACHMENTS**

**Vicinity Map:** Submit map identifying the location of the project within a region of the State (county, city, Forest Service maps, etc. no larger than 11” x 17).

**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. Boundaries should be to scale using a metes and bounds legal description. For example a USGS quad map or tax lot map may be used. (No larger than 11” x 17)

**Project and Site Plans and Other Visuals:** Submit project-related design documents if pertinent to the application. (No larger than 11” x 17)

**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 signed form for project approval by land manager and certification by Project Sponsor. (Form provided in the application packet)

**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. 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 projects compliance with state and federal requirements.

## **2.5 PROJECT NARRATIVE**

The project narrative should describe all elements of the proposed project and the need for assistance. The narrative should be clear and concise. The RTP grant fund provides funding in an open and highly competitive process. The RTP committee's funding decisions rely on the information provided in the application. The project narrative should include a description of the proposed work. If the project involves partnerships or other funding sources, clearly identify which portion of the work will be completed with the RTP funds requested. It is important to be specific when describing the scope of work to be completed with RTP funds.

## SECTION 3.0 SELECTION CRITERIA

### 3.1 RECREATIONAL TRAILS PROGRAM EVALUATION CRITERIA POINT SUMMARY

RTP Grant Program Evaluation Criteria Point Summary			
CRITERIA TYPE	MOTORIZED	NON-MOTORIZED	WATER
	Potential Points	Potential Points	Potential Points
<b>OPRD TECHNICAL REVIEW</b>			
1. Compliance Criteria	0	0	0
2. First Time Awards	4	4	4
3. Matching Shares	7	7	7
4. Economic Development Opportunities	4	4	4
5. Physical Activity Index	5	5	5
6. NST, NRT, NHT or SDT	0	5	0
<b>RTPAC EVALUATION CRITERIA</b>			
7. Long-Term Commitment to Trail Maintenance	8	8	8
8. Top Statewide Trail Issues	21	22	27
9. Local Needs and Benefits	10	10	10
10. Motorized Trail Opportunities	6	0	0
11. Sustainable Trail Design	10	10	10
12. Multi-Use Trails/Rapidly Aging Oregon Population	5	5	5
13. Project Urgency	5	5	5
14. Discretionary Committee Member Criteria	15	15	15
<b>TOTAL POTENTIAL POINTS</b>	<b>100</b>	<b>100</b>	<b>100</b>

Note: The variation in the allocation of points reflects the differences in priorities for the three trail types as reported in the current state trails plan.

### 3.2 OPRD Technical Review

#### CRITERION #1 - COMPLIANCE CRITERIA (0 Points)

(For motorized, non-motorized and water trail projects)

Due to the large number of requests for RTP funds, the following set of compliance criteria were developed to ensure that:

- Project Sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs (for past RTP funded projects see progress and completion responsibilities included in the current Oregon Recreational Trail Program Fund Grants Manual and project agreements),

- Funds are expended and projects completed within the agreement period, and
- Each new project proposal satisfies the requirements of the by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and are consistent with the Federal RTP guidelines.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

**A. Grant Performance and Compliance**

The 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 also an important factor in evaluating performance and compliance.

- a. The Project Sponsor is on schedule with all active OPRD administered grant projects. \_\_\_ Yes \_\_\_ No
- b. The Project Sponsor is in compliance with applicable guidelines for current and past projects. \_\_\_ Yes \_\_\_ No

**CRITERION #2 - FIRST TIME AWARDS (4 Points)**

(For motorized, non-motorized and water trail projects)

Priority points are given to Project Sponsors that have not received an RTP grant to date.

- The Project Sponsor has never received Recreational Trail Program funding. \_\_\_\_\_ points awarded (0 or 4 points)

*(4 points for Project Sponsors who have not received an RTP grant to date, 0 points for all other Project Sponsors.)*

**CRITERION #3 - MATCHING SHARES (7 Points)**

(For motorized, non-motorized and water trail projects)

Priority points will be provided to the extent that the applicant match the RTP grant with contributions from their own cash and/or in-kind services.

- The applicant provides:
  - 0 to 19.9% of the project's value.....(0 points)
  - 20 to 25% of the project's value.....(1 point)

- 25.1 to 30% of the project's value.....(2 points)
- 30.1 to 35% of the project's value.....(3 points)
- 35.1 to 40% of the project's value.....(4 points)
- 40.1 to 45% of the project's value.....(5 points)
- 45.1 to 50% of the project's value.....(6 points)
- Over 50% of the project's value.....(7 points)

\_\_\_\_\_ points awarded (0 to 7 points)

**CRITERION #4 - ECONOMIC DEVELOPMENT OPPORTUNITIES (3 Points)**

(For motorized, non-motorized and water trail projects)

Across Oregon, motorized, non-motorized and water trails are stimulating tourism and recreation-related spending. Local trail users, vacationers and conference attendees provide direct economic benefits to hotels, restaurants, gas stations, and other business from increases in tourist activity and spending on durable goods such as bikes or skates, motorized recreation equipment, and non-motorized watercraft, and soft goods such as gasoline, food, and drinks. This, in turn, attracts and revitalizes businesses, creates jobs, and increases public revenue.

OPRD would like to encourage the development of motorized, non-motorized and water trails in areas of the state designated as economically distressed by the Oregon Economic & Community Development Department. Such areas could greatly benefit from economic benefits associated with recreational trail use.

- Priority points are awarded for developing trail opportunities in economically distressed counties or nearby economically distressed cities (see listing of counties and cities on the following page).

\_\_\_\_\_ points awarded (0 or 3 points)

*(3 points for Project Sponsors with a project in an economically distressed county or nearby an economically distressed city, 0 points for all other Project Sponsors.)*

<b>Economically Distressed Counties in Oregon</b>				
<b>Baker</b>	<b>Columbia</b>	<b>Coos</b>	<b>Crook</b>	<b>Curry</b>
<b>Douglas</b>	<b>Gilliam</b>	<b>Grant</b>	<b>Harney</b>	<b>Hood River</b>
<b>Jackson</b>	<b>Jefferson</b>	<b>Josephine</b>	<b>Klamath</b>	<b>Lake</b>
<b>Lincoln</b>	<b>Linn</b>	<b>Malheur</b>	<b>Marion</b>	<b>Morrow</b>
<b>Sherman</b>	<b>Tillamook</b>	<b>Umatilla</b>	<b>Union</b>	<b>Wallowa</b>
<b>Wasco</b>	<b>Wheeler</b>			

<b>Economically Distressed Cities in Oregon</b>					
<b>City</b>	<b>County</b>	<b>City</b>	<b>County</b>	<b>City</b>	<b>County</b>
<b>Albany</b>	Benton	<b>Lowell</b>	Lane	<b>Grand Ronde</b>	Polk
<b>Monroe</b>	Benton	<b>Oakridge</b>	Lane	<b>Independence</b>	Polk
<b>Estacada</b>	Clackamas	<b>Springfield</b>	Lane	<b>Monmouth</b>	Polk
<b>Johnson City</b>	Clackamas	<b>Veneta</b>	Lane	<b>Cornelius</b>	Washington
<b>Astoria</b>	Clatsop	<b>Westfir</b>	Lane	<b>Amity</b>	Yamhill
<b>Seaside</b>	Clatsop	<b>Fairview</b>	Multnomah	<b>Lafayette</b>	Yamhill
<b>Warrenton</b>	Clatsop	<b>Gresham</b>	Multnomah	<b>McMinnville</b>	Yamhill
<b>Deschutes River Woods</b>	Deschutes	<b>Lents** (PDX)</b>	Multnomah	<b>Newberg</b>	Yamhill
<b>LaPine</b>	Deschutes	<b>North/NE (PDX)</b>	Multnomah	<b>Sheridan</b>	Yamhill
<b>Sisters</b>	Deschutes	<b>Rockwood (PDX)</b>	Multnomah	<b>Willamina</b>	Yamhill
<b>Cottage Grove</b>	Lane	<b>Wood Village</b>	Multnomah		
<b>Creswell</b>	Lane	<b>Dallas</b>	Polk		
<b>Florence</b>	Lane	<b>Falls City</b>	Polk		

\*\***Lents**—the city of Portland's "outer southeast target area," comprising area within street boundaries of SE 112th, SE Clatsop, SE 52nd and SE Powell. **North/Northeast Portland**—area within city of Portland bounded by N Portland Harbor, Willamette River, Division St. and 15th Ave. (Hayden Island is not included as part of the distressed area.)

\*\*\***Rockwood** Neighborhood of the city of Gresham—The area covered by the Distressed Area designation is: West: city limits; South: city limits between NE 161st Ave and NE 175th Ave and points of direct access and egress onto SW Division between NE 175th Ave and NE 202nd Ave; North: southern right-of-way of the Union Pacific Railroad; and East: points of direct access and direct egress onto NE 202nd Ave between SW Division and SW Glisan and by the city limit up to its intersect with the southern right-of-way of the Union Pacific Railway.

**CRITERION #5 – OREGON’S PHYSICAL ACTIVITY CRISIS (5 Points)**  
 (For close-to-home non-motorized trail projects)

According to the U.S. Center for Disease Control (CDC), rates of physical inactivity and obesity in the U.S. have reached epidemic proportions. Trail activities such as walking, jogging or running, in-line skating, cross-country skiing, and bicycling are well documented to help improve health and fitness when done on a regular basis. Exercise derived from trail related activities lessens health related problems and subsequent health care costs. Oregon SCORP research has identified that participation in recreation trail activities is an important way in which active Oregonians accumulate their recommended daily doses of physical activity and recommended support for close-to-home non-motorized trail development.

OPRD would like to encourage the development of non-motorized trails in high-priority counties in Oregon where the population of the area is not meeting CDC physical activity guidelines of moderate intensity physical activities for at least 30 minutes or 4 or more days a week. This high-priority list has been prepared for OPRD by Portland State University’s Population Research Center. Such areas could greatly benefit from the health benefits associated with increased recreational trail use.

Priority points are awarded for developing close-to-home non-motorized trail opportunities in the following counties in Oregon whose population does not meet the CDC physical activity guidelines. (See listing of counties below)

\_\_\_\_\_ points awarded (0 or 5 points)

Note: \*To qualify as a “close-to-home” trail opportunity, the trail must have at least one trail access point within a 5-mile radius of an urban growth boundary (UGB), unincorporated community boundary, or a Tribal community. A map clearly identifying the trail location and UGB or unincorporated community boundary or Tribal community boundary drawn n it must be submitted in order to receive points.

(5 points for project sponsors with a project in a county with lower levels of the population meeting CDC physical activity guidelines, 0 points for all other project sponsors.)

Counties not meeting CDC physical activity guidelines			
Baker	Douglas	Josephine	Umatilla
Columbia	Harney	Morrow	Wallowa
Crook	Hood River	Tillamook	

**CRITERION #6 – NATIONAL SCENIC TRAIL, NATIONAL RECREATION TRAIL, NATIONAL HISTORIC TRAIL, STATE DESIGNATED TRAIL OR STATE HISTORICAL TRAIL**

**(5 Points)** (For non-motorized trail projects)

Non-motorized trail projects located on a National Scenic Trail, National Recreation Trail, National Historic Trail, State Designated Trail, or State Historic Trail in Oregon will receive 5 priority points.

\_\_\_\_\_ points awarded (0 or 5 points)

Note: Please provide a map and documentation indicating that the project is located on a designated National Scenic Trail, National Recreation Trail or National Historic Trail.

(5 points for Project Sponsors with a project on National Scenic, National Recreation, National Historic Trail, State Designated Trail or State Historic Trail,, 0 points for all other sponsors.)

**3.3 Recreational Trails Program Advisory Committee Member Evaluation Criteria**

**CRITERION #7 - LONG-TERM COMMITMENT TO TRAIL MAINTENANCE (8 Points)**  
(For motorized, non-motorized and water trail projects)

A. Commitment to Long-Term Maintenance

Trail maintenance was identified as the top funding priority for all trail user groups in the 2004 Oregon Statewide Trail User and Non-Motorized Boater Survey.

- The applicant should carefully explain how they plan to continue trail operation and maintenance after the project is complete.
  - How will the project’s future maintenance be funded?
  - How much do you expect to spend annually or number of hours needed to maintain?
  - What degree of commitment do you have?
  - Documentation to support partnerships with other agencies or volunteer maintenance. Will be required to receive points for their

work. Where appropriate documentation such as volunteer hour tracking reports, cooperative agreements, donations, private sponsorships support letters, or signed memoranda of understanding to demonstrate commitment to maintenance.

\_\_\_\_\_ points awarded (0 to 4 points)

*(The rating team will determine a value from 0 to 4 points based on the information provided by the applicant.)*

#### B. Trail Management Plan

A trail system needs a systematic process in determining the need for trail maintenance to ensure that the trail will remain an active route for users.

- Priority points are awarded for trail maintenance (see note below) identified in a trail condition assessment process and included in a management plan.

\_\_\_\_\_ points (0 to 4 points)

*(The rating team will determine a value of 0 to 4 points based on the information provided by the applicant.)*

*Note: The Oregon RTP grant program **does not fund routine trail maintenance** work but **does fund trail rehabilitation/restoration projects**. See specific routine trail maintenance and trail rehabilitation/restoration definitions below.*

**Routine trail maintenance** includes work 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) 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 needed to bring a facility up to standards suitable for public use due to natural disasters or acts of nature. In some cases, trail rehabilitation/restoration may include necessary relocation of minor portions of the trail.

### **CRITERION #8 - TOP STATEWIDE TRAIL ISSUES**

**(21 Points Motorized, 22 Points Non-Motorized and 21 Points Water)** (For motorized, non-motorized and water trail projects)

The statewide trails plan involved representatives from 56 public-sector provider organizations (including representatives from federal, state, county, and municipal agencies, Park and Recreation Districts, Ports, and Native American Tribes) and many citizen and interest groups in the process of identifying top statewide and regional trail issues. The following trails plan criteria are based on this public input process.

Statewide trail issues were identified during the current trails planning process. Project proposals addressing statewide motorized, non-motorized and water trail issues and non-motorized trail concerns will receive additional priority points. To receive points, Project Sponsors should describe how the project addresses appropriate statewide trail issues and concerns. Statewide non-motorized, motorized and water trail issues and non-motorized trail concerns are included below.

**MOTORIZED TRAIL PROJECTS:**

**STATEWIDE-MOTORIZED TRAIL ISSUES**

- Issue A: Need for new trails/managed riding areas.
- Issue B: Need for regional interagency coordination/cooperation in trail planning and management.
- Issue C: Need for user education/training (regulatory and safety information).

If the motorized trail project addresses:

- 0 statewide motorized trail issues ..... 0 points
- 1 statewide motorized trail issue ..... 7 points
- 2 statewide motorized trail issues ..... 14 points
- 3 statewide motorized trail issues ..... 21 points

Points awarded: \_\_\_\_\_ (0 to 21 points)

*Note: No points are awarded for Statewide Motorized Trail Issue D: Concern About Trail Closures/Loss of Riding Opportunities.*

**NON-MOTORIZED TRAIL PROJECTS:**

**A. STATEWIDE NON-MOTORIZED TRAIL ISSUES**

- Issue A: Need for trail connectivity (see trail network definitions below).
- Issue B: Need for trail rehabilitation (see trail rehabilitation definitions on the preceding page).

If the non-motorized project addresses:

- 0 statewide non-motorized trail issues ..... 0 points
- Statewide issue A ..... 10 points
- Statewide issue B ..... 6 points
- 2 statewide issues (both A and B)..... 16 points

Points awarded: \_\_\_\_\_ (0 to 16 points)

## Trail Network Definitions

**A non-motorized trail of local significance as identified in a local trail system gap analysis.** Trails of local significance are those trails making important community connections to local destinations (within the community boundary) such as public lands, parks, town centers, cultural or historic sites, neighborhoods and schools or transportation systems (e.g. light rail).

**A non-motorized trail of regional significance as identified in a regional (multi-jurisdictional) trails planning effort.** Trails of regional significance are trails that connect to regionally significant sites, are multi-jurisdictional, multi-use and that connect to statewide or other regionally significant trails.

**A non-motorized trail of statewide significance.** Trails of statewide significance are trails forming a network making connections beyond local and regional boundaries, connecting major destinations such as large public natural lands, communities, cultural or historic sites of statewide or national significance and providing long-distance recreational opportunities. Trails of statewide significance will form the spine of the statewide trail network to which trails of regional and local significance can connect.

## B. CLOSE-TO-HOME NON-MOTORIZED TRAIL PROJECTS

According to the Oregon Outdoor Recreation Survey, the most popular everyday activities in Oregon are running and walking for exercise and walking for pleasure. According to the OSU report, these activities are generally engaged in near home, and on a regular basis. The implication for outdoor recreation planners and managers is that people demand such opportunities in the communities in which they live, and nearby. In addition, exercise derived from non-motorized trail activities lessens health-related problems and subsequent health care costs. Regular, moderate exercise has been proven to reduce the risk of developing coronary heart disease, stroke, colon cancer, hypertension, diabetes, osteoporosis, obesity, and depression. Project sponsors are strongly encouraged to submit projects that develop "close-to-home" trail facilities.

To qualify as a "close-to-home" trail, the trail must be located within a 30 mile radius of an urban growth boundary (UGB), unincorporated community boundary, or a Tribal community. The project must be designed for daily use, not as a destination for weekend recreation. For example, the Three Sister's Wilderness trailheads are within 30 miles of Bend, but were designed as destination facilities, hence they would not qualify for a close-to-home trail opportunity.

**A map clearly identifying the trail location and UGB or unincorporated community boundary or Tribal community boundary drawn on it must be submitted in order to receive points.**

Points awarded \_\_\_\_\_ (0 to 6 points)

*(6 points for project sponsors qualifying as a "close to home" trail, 0 points for all other project sponsors.)*

**WATER TRAIL PROJECTS:**

STATEWIDE WATER TRAIL ISSUES

Issue A: Need to address conflicts between non-motorized boaters and waterfront property owners.

Issue B: Need for more public access to waterways.

Issue C: Need for adequate and consistent user and safety information resources (e.g. signs, maps, level of difficulty and water level information and available paddling opportunities) user education and outreach.

If the project addresses:

- 0 statewide water trail issues ..... 0 points
- 1 statewide water trail issue ..... 9 points
- 2 statewide water trail issues ..... 18 points
- 3 statewide water trail issues ..... 27 points

Points awarded: \_\_\_\_\_ (0 to 27 points)

**CRITERION #9 - LOCAL NEEDS AND BENEFITS (10 Points)**

(For motorized, non-motorized and water trail projects)

A. Comprehensive Planning

Project should be identified within a comprehensive plan or a capital improvements plan. Project Sponsors are strongly encouraged to develop project applications that meet high priority needs for the comprehensive plan or the capital improvement plan. The assessment of these needs should be based upon coordinated, long-range planning.

The extent to which the project will satisfy priority needs, as identified in an adopted comprehensive local plan or recreation/park master plan, county or regional master plan, trail system plan, management plan, forest or resource plan or a regional trails planning forum process. The adopted plan must clearly include and support the proposed trail project.

*Note: The local planning document shall be adopted/approved by the applicable governing body.*

\_\_\_\_\_ points awarded (0 or 5 points)

*(5 points for projects identified in a current plan, 0 points for all other projects.)*

## B. Demonstration of Public Support

Involving the public throughout a trail development project can be the cornerstone for future success. 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 the long-range comprehensive 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 for the project.

\_\_\_\_\_ points awarded (0 to 5 points)

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

## **CRITERION #10 - MOTORIZED TRAIL OPPORTUNITIES (6 Points)**

(For motorized trail projects)

### A. Need for riding opportunities outside of federal lands

According to recreation providers and members of the general public, there is a need for more riding opportunities on lands outside of federal ownership. They stated a need to explore motorized recreation opportunities on private timberlands, state or local government land, and work with private landowners for access.

The motorized trail project will develop riding opportunities on private, state, county or local recreation provider land.

\_\_\_\_\_ points awarded (0 or 3 points)

*Note: If funded, riding opportunities on private land must be open to the general public.*

*(3 points for projects located outside of federal lands, 0 points for projects on federal lands.)*

### B. Need to maximize the sustainable carrying capacity at existing managed riding areas

In recent years, the trend in motorized recreation in Oregon has been that more motorized areas and trails are being closed to use rather than opened. The result has been increased pressure on other trails and riding areas and increased violation of posted closure. As a result, there is a need to develop additional riding opportunities at existing OHV recreation areas identified in The Official Guide to Oregon Off Highway Vehicle Recreation<sup>1</sup>.

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<sup>1</sup> A listing of managed OHV riding areas in the state is available at the following website: <http://atv.prd.state.or.us/places.php>

The motorized trail project intends to maximize the sustainable carrying capacity at one of the 40 OHV riding areas where such a need exists.

\_\_\_\_\_ points awarded (0 to 3 points)

*(The rating team will determine a value from 0 to 3 points based on information provided by the applicant.)*

## **CRITERION #11 - SUSTAINABLE TRAIL DEVELOPMENT (10 POINTS)**

(For motorized, non-motorized and water trail projects)

Sustainability means using, developing, and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.

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. The applicant should provide description of intent, strategies, documentation of results, and long-term management plans.

\_\_\_\_\_ points awarded (0 to 10 points)

*Note: RTP funds are not intended for trail planning and management projects. To gain points, applicants will need to show proof that proper trail design and management strategies and sustainability efforts are included in the development project.*

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

Sustainable Trail Design includes, but is not limited to:

- Trails aligned using the natural topography of the land (contour trail)
- Hydrology: Trails aligned to ensure that water exits the tread often
- Rolling dips, not waterbarts should be the standard water drainage feature
- Grade reversals to allow slow, shallow sheeting of water, instead of volume and velocity that will lead to violent erosion
- Half Rule – trail grade should not exceed half of the natural cross slope
- 10% Rule: Average grade of the trail should not exceed 10%. Maximum grades up to 20% only for short sections, less than 50 linear feet
- Outslope of the tread should be 5-9% for natural surface trails
- Full bench construction
- Trail flow:

- Who will use the trail and what will they want?
- Tight & technical trail or open & flowing?
- Trail loops that build upon themselves
- Connects control points (facilities, scenic overlooks, historical sites, rivers/lakes, etc.)
- Design keeps users on the trail
- Existing soil and environmental conditions
- Initial Capital Costs vs Maintenance and Long term Durability

Some examples of other sustainable efforts are given below

#### Recycling

- Increase the use of recycled products for trail coverings
- Increase recycled products for park infrastructure
- Deconstruction of facilities versus demolition (reuse of existing materials)
- Increase recycling of materials back to manufacturer
- Extend life cycle of building materials
- Provide recycle collection stations (glass, metal, paper, cardboard, plastic, organic materials)
- Project design indicating sustainability products for procurement

#### Water Quality/Conservation

- Increased water quality
- Diversion of rainwater from storm water infrastructure
- Improve quality of watersheds
- Efficiency in use of water for landscaped needs (reduce or eliminate)
- Increase building water use efficiency (improved/innovative fixtures)
- Increase stream quality for habitat and complexity
- Erosion and sediment controls

#### Soil Conservation

- Erosion and sediment controls
- Reduced site disturbance
- Trail design and alignment to reduce water runoff and water retention on trail tread

#### Plant Conservation

- Decrease invasive plants
- Protection, restoration, and maintenance of native plants
- Provision of maintenance contract or schedule of plantings
- Increase streamside native vegetation

#### Wildlife Conservation

- Protection, restoration, and maintenance of native wildlife
- Use of Salmon Trout Enhancement Program (STEP) services

### Energy Conservation

- Minimize electrical, gas, oil, and propane energy use in facilities
- Increase electrical, gas, oil, and propane energy efficiency
- Increase use of photovoltaic panels, high temperature solar and/or geothermal, wind, biomass, and biogas
- Purchase green power from energy providers

### Pollution Control

- Decrease amount of carbon dioxide emissions
- Eliminate use of Halon and CFC based refrigerants for HVAC systems

### General Environmental Protection/Restoration

- Placement of project within degraded or damaged areas
- Placement of project away from sensitive site elements
- Reduce site disturbance
- In-place sustainability management plans
- Utilization of professional ecologists in plan/project design/maintenance plans
- Purchase materials locally reducing environmental impact of transportation
- Use of innovative wastewater treatment to reduce burden on waste system
- Integration of facilities into landscape
- Reduce thermal gradient differences between developed and underdeveloped areas to minimize impact on microclimates and habitat
- Use of certified wood

## **CRITERION #12 - MULTI-USE TRAILS/RAPIDLY AGING OREGON POPULATION (5 Points)** (For motorized, non-motorized and water trail projects)

Please score your project off of one of the following two criteria. Please select the criteria which benefits your project the most.

### **MULTI-USE TRAILS**

The 2004 Oregon Statewide Trail User and Non-Motorized Boater Survey reported that a wide variety of user groups participate on Oregon's motorized and non-motorized trails and waterways in the state. Multi-use trails are trails that permit more than one user group to use the trail. Multi-use trails can include a mix of motorized and non-motorized uses or can be limited to either motorized or non-motorized uses.

A project that includes the development of multi-use trails will receive up to 5 priority points. The applicant must identify which of the trail user groups included in the table below will be allowed to use to use the trail.

If the project will was designed to accommodate:

- 1 user group.....0 points
- 2 user groups.....1 point
- 3 user groups.....2 points

- 4 user groups.....3 points
- 5 user groups.....4 points
- 6 or more user groups.....5 points

\_\_\_\_\_ points awarded (0 to 5 points)

*Note: Points will not be awarded for user groups not included in the following table:*

**TRAIL USER GROUPS**

<b>MOTORIZED TRAIL</b>	<b>NON-MOTORIZED TRAIL</b>	<b>WATER TRAIL</b>
ATV riders	Hikers (including walkers, runners, backpackers)	White water rafters
Off-road motorcyclists	Bikers (road & mountain)	Canoeists
4-wheel drivers	Equestrian (including all stock user)	Drift boaters/ Row boaters
Snowmobilers	Cross-country skiing/Nordic	White water kayakers
Sand rail/Dune buggy drivers	Other wheeled uses (rollerbladers/ inline skaters, roller skaters)	Sea kayakers
ADA accommodations	ADA accommodations	Sail boaters
		Inner tubers
		ADA accommodations

**OR**

**A RAPIDLY AGING OREGON POPULATION**

Within the next decade, 15 percent of Oregon's total population will be over the age of 65 and by 2030 that number will grow to nearly 20 percent. An enhanced focus on promoting and preserving the health of older adults is essential if we are to effectively address the health and economic challenge of an aging society. Of critical importance is how to keep Baby Boomers actively involved in outdoor recreation as they move into and through retirement.

An Oregon SCORP research project involving Baby Boomers (Oregon residents born between 1946 and 1964) and Pre-Boomers (residents born between 1926 and 1945) included a comparison across age categories for top five activities by participation intensity identified that walking is the top activity across all age categories (40-79); jogging is a top activity between the ages of 40-59, but is also popular for those in their 70's; bicycling is a top activity between the ages of 40-64; and bird watching is a top activity between the ages of 55-79. A separate relocation analysis conducted by Oregon State University identified communities in Oregon which have and will continue to experience higher levels of retiree immigration from both within Oregon and coming from another state or county in Oregon. SCORP steering committee members identified that planning and developing trail systems in areas of the state having highest relocation intensity in the 40 to 70 age range as a key planning recommendation.

Priority points are awarded for close-to-home trail projects providing walking, jogging, bicycling or bird watching opportunities in the following cities in Oregon with higher levels of in-migration of Boomers and Pre-Boomers. (See listing of cities below)

**Note: \*To qualify as a “close-to-home” trail opportunity, the trail must have at least one trail access point within a 5-mile radius of an urban growth boundary (UGB), unincorporated community boundary, or a Tribal community. A map clearly identifying the trail location and UGB or unincorporated community boundary or Tribal community boundary drawn on it must be submitted in order to receive points.**

Past and Projected Top Relocation Designation Communities (1996 – 2016)			
Ashland	Eagle Point	La Pine	Rogue River
Astoria	Eugene	Lincoln City	Roseburg
Bandon	Florence	Medford	Sherwood
Beaverton	Gold Beach	McMinnville	St. Helens
Bend	Grants Pass	Milton-Freewater	Sutherlin
Brookings	Hermiston	Myrtle Creek	Talent
Cave Junction	Hillsboro	Newport	Tualatin
Central Point	Hood River	North Bend	West Linn
Coos Bay	Jacksonville	Ontario	Wilsonville
Corvallis	Klamath Falls	Prineville	Woodburn
Cottage Grove	Lake Oswego	Redmond	

**CRITERION #13 - PROJECT URGENCY (5 Points)**

(For motorized, non-motorized and water trail projects)

The Recreational Trails Program Advisory Committee (RTPAC) 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.

For trail projects, land acquired with RTP grant funding must be directly related to the provision of trail recreation. As such, park and open space acquisitions are not eligible for RTP grant funding.

*Note: 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."*

\_\_\_\_\_ points awarded (0 to 5 points)

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

**CRITERION #14 - DISCRETIONARY COMMITTEE MEMBER CRITERIA (15 Points)**  
(For motorized, non-motorized and water trail projects)

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

Reviewers may award the project additional points based upon their subjective evaluation of the following: Site Suitability, Fiscal Consideration, Commitment to Long-Term Operation and Maintenance, and the Basic Intent of TEA-21.

This list is not intended to be a complete list of all discretionary criteria to be considered by RTPAC members. Other considerations could include superior design, ADA compliance, special needs, project presentation, superior leverage of funding and partnership including the use of volunteers, heritage context, potential for legacy, site suitability, fiscal consideration, commitment to long-term operation and maintenance, basic intent of TEA-21 and regional issues.

\_\_\_\_\_ points awarded (0 to 15 points)

(The rating team will determine a value from 0 to 15 points based on the information provided by the applicant.)

## **SECTION 4.0 PROJECT SELECTION**

### **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.

### **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 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. 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.

The Recreational Trails Advisory Committee's recommendations will be forwarded to the Oregon Parks Commission for approval.



## **SECTION 5.0 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 definite supporting documentation (i.e. invoices) for each item of cost claimed -- estimates are not sufficient. OPRD may request additional support documentation in order to process a billing.

### **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 in the project.

### **5.3 Documentation Requirement for Expenditures**

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

1. Project ledger sheet or other detailed documentation for final billings.
2. Affidavit of publication, supplied by the newspaper when you advertise for bids.
3. Minutes of any meeting at which action is taken on bids received. Should be dated and signed by responsible official.
4. 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 of both sides).
5. All other cancelled checks (copy of both sides).
6. Copies of invoices. Not monthly statements.
7. Employee time records.
8. Individual earnings records for the calendar year or payroll journals. Should show gross wages, withholdings and net pay for each pay period.
9. Equipment rental time records.
10. 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.
11. Detailed schedule showing how you computed rates for payroll additives (fringe benefits)

### **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.

1. The supporting documentation includes the following:
  - a. Progress Report – **RTP Progress Report Form**
  - b. Expenditure Records - See Section 5.3
  - c. Volunteer Logs - See Section 6.2 for specific information on format
  - d. **Your Request for Reimbursement will not be processed without the supporting documentation.**

## **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.

1. The supporting documentation includes the following:
  - a. Final Status Report – **RTP Progress Report Form**
  - b. Expenditure Records – See Section 5.3
  - c. Volunteer Logs - See Section 6.2 for specific information on format
  - d. **Your Request for Reimbursement will not be processed without the supporting documentation.**

## **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 3 years from the expiration date of the RTP agreement.

**AN RTP GRANT REIMBURSEMENT FORM MUST BE SUBMITTED FOR ALL PAYMENT REQUESTS AND REIMBURSEMENTS. ONLY THE FORM PROVIDED BY OPRD WILL BE ACCEPTED.**

## **SECTION 6.0    FORMS AND RESOURCES**

### **6.1    APPLICATION FORMS**

1. RTP Grant Application
2. RTP Environmental Screening Form
3. State of Oregon Natural Resource Agency Mailing List
4. Transmittal Memo
5. Intergovernmental Consultation Form

### **6.2    BILLING FORMS**

1. RTP Progress Report Form
2. RTP Reimbursement Request Form
3. Volunteer or Donated Labor Timesheet
4. Donated Materials or Supplies Record
5. Donated Equipment Record



**STATE OF OREGON NATURAL RESOURCE AGENCY MAILING LIST  
for Review of Proposed Federal Actions**

**Mandatory Contact List: Submission to these 5 agencies required.**

Lane Shetterly, Director Oregon Dept of Land Conservation & Development 635 Capitol Street NE #150 Salem OR 97301-2540 (503) 373-0050 Ext. 223	Anna Buckley Oregon Division of State Lands 775 Summer Street NE Salem OR 97310 (503) 378-3805 Ext. 281	Peter Dalke Dept of Environmental Quality 811 SW Sixth Avenue Portland OR 97204 (503) 229-6408
Patty Snow Wildlife Division Oregon Dept of Fish & Wildlife 3406 Cherry Avenue SE Salem, OR 97303 (503) 947-6089	State Historic Preservation Office** 725 Sumer Street NE, Suite C Salem OR 97301 (503) 986-0669  (**OPRD submits)	

**Potential Contact List: Submission to these agencies **not** required.**

Paul Ries Oregon State Dept of Forestry 2600 State Street Salem OR 97310 (503) 945-7391	David P. Stevens Office of Energy 625 Marion Street NE Salem OR 97310 (503) 378-5489	Wayne Shuyler, Assistant Director Oregon State Marine Board 435 Commercial Street NE #400 Salem OR 97301-3453 (503) 378-8587 Ext. 240
Director Oregon State Dept of Transportation 355 Capitol Street NE Room 135 Building Salem OR 97301-3871 (503) 986-3452	Bill Fuji, Intergovernmental Liaison Oregon Water Resources Dept. 725 Summer St. NE, Suite A Salem OR 97301 (503) 986-0887	James Johnson, Land Use & Water Planning Coordinator Natural Resources Division Oregon Dept of Agriculture 635 Capitol Street NE Salem OR 97301-2532 (503) 986-4706



**TRANSMITTAL MEMO**

DATE:

TO: State/Federal Natural Resource Agencies

FROM:

SUBJECT: Intergovernmental Review of Proposed Project for which Federal Assistance is being requested (Recreation Trails Program Grant Program).

Attached is a copy of a grant application, program narrative and location map for the (Project Name) \_\_\_\_\_ project in \_\_\_\_\_ (City or County).

Brief Narrative:

We would appreciate your review of the project application as well as completion and return of the enclosed form to our agency. If concerns about this project are noted on the form, we will be in contact with the person signing the form to answer those concerns.



INTERGOVERNMENTAL CONSULTATION FORM



**STATE/ FEDERAL AGENCY REVIEW**

A REVIEW OF A PROPOSED OUTDOOR RECREATION PROJECTS WHICH  
FEDERAL ASSISTANCE HAS BEEN REQUESTED.

Project Name:	Project Sponsor:
---------------	------------------

Return Date:

To Agency Addressed: **This is a Federal Aid Grant, a comment is required.** If your agency cannot respond by the return date, please notify us immediately.

---

**PROGRAM REVIEW AND COMMENT**

We have reviewed the subject notice and have reached the following conclusions on its relationship to our plans and programs:

- It has no effect.
- We have no comment.
- Effects, although measurable, would be acceptable.
- It has adverse effects. (Explain in Remarks Section.)
- We are interested, but require more information to evaluate the proposal. (Explain in Remarks Section.)
- Additional comments for project improvement. (Attach if necessary).

**REMARKS**

Agency: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Name

Title

Return to: *Marilyn Lippincott, Oregon Parks and Recreation Department, 725 Summer St. NE, Suite C, Salem, OR 97301*

cc: *(INSERT PROJECT SPONSOR NAME AND ADDRESS HERE)*



# Progress Report

## RTP Grant Program



**DATE:** \_\_\_\_\_

<b>Sponsor Name:</b>	<b>RTP Agreement #:</b>	<b>Billing #:</b>
<b>Project Title:</b>		
<b>Billing Period:</b>	<b>Start Date:</b>	<b>End Date:</b>

-----  
**Description of Work Completed:**

-----  
**Project Problems or Delays**

-----  
**Percentage of Project Completed to Date:** \_\_\_\_\_

-----  
**Report Completed By:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

-----  
**Received by OPRD:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Progress Reports are due no less than one per quarter. Progress Reports are required as part of all RTP Agreements**

Updated September 2008









# Volunteer or Donated Labor Timesheet

Project Title: \_\_\_\_\_ Project #: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project.

Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed and of the supervisor verifying that the record is accurate.

Rates for volunteer should be consistent with those regular rates paid for similar work in other activities of the State. In cases where the kinds of skills required for the project are not found in other activities by the grantee, rates used should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved. The time of a person donating services will be valued at the rate of pay as a general laborer unless the person is professionally skilled in the work being performed on the project (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.access.gpo.gov/davisbacon/or.html> Or

Volunteer labor is limited to the volunteer hourly rate provided by the Points of Light Foundation. In Oregon a member of the Points of Light Foundation is Volunteer Works in Portland and their telephone number is (503) 413-7787 and their web address is <http://www.independentsector.org/> They may be contacted for the most current hourly volunteer rate. Volunteer labor may be used as match only and is never a reimbursable item.

Date	Hourly Rate	Hours Worked (From – To)	Description of Work	Initials

\_\_\_\_\_  
Signature of Person Volunteering or Donating Time Date

\_\_\_\_\_  
Project Supervisor Signature Date

Total Hours Worked \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Rate of Pay Total Value of Hours This Sheet





# Donated Materials or Supplies Record

Project Title: \_\_\_\_\_ Project #: \_\_\_\_\_

Donor: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Prices assessed to donated materials included in the matching share should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of material shall indicate the fair market value by listing the comparable prices and vendors.

Date	Description of Donated Materials or Supplies	Fair Value of Donation	Is this full retail value?

\_\_\_\_\_  
Signature of Person Donating Materials or Supplies Date

\_\_\_\_\_  
Project Supervisor Signature Date

Total Value of Donation This Sheet \$ \_\_\_\_\_





## Donated Equipment Record

Project Title: \_\_\_\_\_ Project #: \_\_\_\_\_

Donor: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Records of in-kind contributions of equipment shall include schedules showing the hours and dates of use and the signature of the operator of the equipment.

Date	Description of Equipment Used	Hourly Rate of Donated Equipment	Number of Hours Used

\_\_\_\_\_  
 Signature of Person Donating Equipment Date

\_\_\_\_\_  
 Project Supervisor Signature Date

Total Value of Donation This Sheet \$ \_\_\_\_\_