



Recreational Trails Program (RTP) Grant Recipient Quick Facts

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

Grant Term

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

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

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

Payments and Reporting

Online Reporting System: OPRD utilizes an online grant system for submitting reimbursement requests and quarterly progress reports (<https://oprdrgrants.org/>). Instructions for using the online system are available here: <https://www.oregon.gov/oprd/GRA/Pages/GRA-rtp.aspx#7>

Progress Reports: Progress reports are due quarterly, at the end of the month following each calendar quarter, and even when no work is performed. Grant recipients are expected to track the due dates for progress reports as listed in the grant agreement.

Reimbursement Requests: Requests for payment must be submitted at least once every six months from the date of Notice to Proceed in order to keep funding active with the federal funding agency. OPRD typically is not allowed to make exceptions to this policy. Grant recipients are expected to track their six-month payment schedule. Contact the grant coordinator if this is an issue. Advance payments or reimbursement of a match expense may be permitted, on a case-by-case basis, if no costs have been incurred within the six-month billing period.

Individual reimbursement requests must meet the minimum match requirement as specified in the grant agreement and approved project budget. Match that is accrued and reported above the required % can be applied to future requests. Documentation must include:

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

- **Important:** contact the RTP grant coordinator early on in your project if you're not sure how to document certain expenses or match sources.

Advance Payments: Requests for advance payments are considered on a case-by-case basis.

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

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

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

Other Requirements

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

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

Record Retention: Grant recipients must retain grant related records for a minimum of 6 years following the grant end date. Grant related records include but are not limited to procurement records, labor records, and financial documents. These records may be requested by state auditors.

Exceptions: OPRD makes limited exceptions to the above listed policies on a case-by-case basis.

RTP Manual and Forms: <https://www.oregon.gov/oprd/GRA/Pages/GRA-rtp.aspx>

Contact the RTP Grant Coordinator with questions:

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