**Land and Water Conservation Fund Grant Program**

**2023 Pre-Application Worksheet**

for **ACQUISITION PROJECT** Grant Applications

This document contains the questions that will be asked on the Oregon Parks and Recreation Department’s online LWCF grant application. **This document will NOT be accepted as a grant application** but is designed to help applicants prepare answers, in advance, for the LWCF application. Once answers are completed here, they can easily be cut and pasted or entered into the online application. This does not represent the entire application.

Applications must be completed and submitted on <https://OPRDGrants.org>. The online application becomes available September 1, 2023. Completed applications are due by 11:59 PM on November 1, 2023.

Refer to the LWCF section of OPRD’s website for a copy of the LWCF Grant Manual, forms and online application instructions for using the OPRD Grants website:

<https://www.oregon.gov/oprd/GRA/Pages/GRA-lwcf.aspx>

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**ATTACHMENTS** - Be prepared to upload the following attachments. Most are required. Some forms are provided in the application.

Application & Revision (A&R) Form **(Submit this as a Word document)**

Appraisal

Appraisal Review

LWCF Park Boundary Map – 6(f)(3) Map

Land Use Compatibility Statement (LUCS)

Letters of Support

Photos

Preliminary Title Report

Proof of Willing Seller (or Donor)

Property Deed or Easement or Lease Agreement

Resolution to Apply for Grant

SHPO Clearance Form **(Submit this as a Word document)**

SHPO Map: 7.5 min. USGS Topo Map or 1 Sq. Mile Map

SHPO Submittal Form **(Submit this as a fillable PDF, do not submit a scanned copy)**

Site Plan

State Agency Reviews: Upload responses from the following agencies. Other agencies may be contacted in addition to those listed below.

Oregon Department of State Lands

Oregon Department of Fish & Wildlife

Oregon Department of Environmental Quality

Urban Growth Boundary Map

Vicinity Map

Additional Attachments – if needed

**BRIEF PROJECT DESCRIPTION:** What will this project do (in 40 words or less)? Please complete the sentence: The project will . . .

Example: The project will replace existing playground equipment with new accessible playground equipment, and construct 500 feet of paved trail at Evergreen Park in Columbia City, Oregon.

**FINANCIAL INFORMATION:** Prepare a project budget in advance. The budget should include detailed information on all costs and must clearly identify all estimated project costs. Unit costs should be provided for all budget items including but not limited to the cost of work to be provided by contractors. Projects are limited to using a maximum of 15% of the total budget for costs not directly attributable to physical development/rehabilitation activities, supplies, equipment, or cost of land. Additionally, the LWCF Act specifically excludes acquisition support costs (such as acquisition research and appraisals).

The financial section of the application should identify sources of funding, agency match and grant request amount. LWCF assistance shall not exceed 50 percent of the total eligible costs.

**The LWCF Act** **prohibits the use of other federal financial assistance in a project assisted with LWCF**. However, in those instances where the statutory provisions of a subsequent federal grant-in-aid program explicitly allows recipients to use such assistance as match for another federal grant, such as in Community Development Block Grants (CDBG) and Recreational Trails Program (RTP), this section of the LWCF Act is superseded and a matching arrangement is possible.

**SECTION: SUPPLEMENTAL INFORMATION**

**1. PROJECT NARRATIVE (Please limit answers to each question to 400 words or less)**

1. What will this project do? What are the objectives? How many acres will be acquired? Will the property be acquired by purchase, donation, or a combination of these methods?
2. Why is this project a priority? What needs will be met by this project? How will these needs be met?
3. What is the proposed start date for development on the property and what facilities will be developed? Describe any interim uses of the property until it can be developed. Provide information on the disposition of any buildings or structures on the property.
4. Who and how many people will benefit from this project?
5. What, if any, non-recreation uses will continue on the property and when will such non-recreation uses be terminated?
6. Any income received by the project sponsor for non-recreation activities must be used in accordance with federal LWCF rules (see the Federal Financial Assistance LWCF Manual, Vol. 71, chapter 7.A.7). Please explain how you will comply with these requirements, if applicable.

**2. SCORP CRITERIA: CONSISTENCY WITH STATEWIDE PRIORITIES (0-20 points)**

1. Is your project in a **CLOSE-TO-HOME** area (located within an urban growth boundary (UGB), unincorporated community boundary, or in a Tribal Community), or in a **DISPERSED AREA** located outside of these boundaries? A map clearly identifying the project location and UGB, or unincorporated community boundary drawn on it, must be uploaded in the attachments section of this application.
2. If your project is in a Close-To-Home Area, select the statewide priorities that your project will address. Select all that apply. (See 2019-2023 SCORP, page 216, Table 12.1-12.2)

**Answer: Multiple choice**

Community trail systems

Restrooms

Children’s playgrounds and play areas built with manufactured structures

Picnic areas and shelters for small visitor groups

Trails connected to public lands

Picnicking / day use and facilities

Dirt / other soft surface walking trails and paths

Children’s playgrounds and play areas made of natural materials (logs, water, sand, boulders, hills, trees)

Nature and wildlife viewing areas

Public access sites to waterways

None of the above

My project is not located in a Close-to-Home Area.

1. If your project is in a Dispersed-Area, select the statewide priorities that your project will address. Select all that apply. (See 2019-2023 SCORP, page 216, Tables 12.1-12.2)

**Answer: Multiple choice**

Restrooms

RV / trailer campgrounds and facilities

Day-use hiking trails

Connecting trails into larger trail systems

Interpretive displays

Dirt / other soft surface walking trails and paths

Nature and wildlife viewing areas

Public access sites to waterways

More places and benches to observe nature and others

None of the above

My project is not located in a Dispersed-Area

**3. SCORP CRITERIA: CONSISTENCY WITH STATEWIDE ISSUES (0-10 points)**

1. Is your project located in a UGB or county that has been identified by the SCORP as a high priority area, or located in an area identified by the Parkland Mapping tool as a high priority area, for one or more of the following demographics? Select all that apply. (See the following pages of the 2019-2023 SCORP)

**Answer: Multiple choice**

Aging population (page 216-217, Tables 12.3-12.6)

Diverse population (page 219, Tables 12.9-12.12)

Families with children (page 221, Tables 12.15-12.16)

Low-income population (page 222-223, Tables 12.18-12.19)

None of the above

To what extent does the project address one or more of the following four Statewide Issues identified in the 2019-2023 SCORP? **(Please be brief with your responses)**

1. Aging Population: Does the project meet outdoor recreation needs of an **Aging population**, and if so, what needs are addressed? (pages 217-218, Tables 12.7-12.8)
2. Diverse Population: Does the project meet outdoor recreation needs of an increasingly **Diverse population**, and if so, what needs are addressed? (pages 220-221, Tables 12.13-12.14)
3. Families with Children: Does the project meet outdoor recreation needs of **Families with Children**, and if so, what needs are addressed? (page 222, Table 12.17)

1. Low-Income Population: Does the project meet outdoor recreation needs of a **Low-Income population**, and if so, what needs are addressed? (page 223, Table 12.20)

**4. SCORP CRITERIA: LOCAL NEEDS AND BENEFITS (0-25 points)**

Applicants are strongly encouraged to develop project applications that meet high priority needs of their jurisdiction. Need for the project can be demonstrated through the county-level SCORP needs assessment, through coordinated long-range planning, or through a substantive public involvement process.

Please identify how the proposed project will satisfy State, local, or county level issues and needs by using **at least one** of the following categories. In addition to the following categories, you may use the parkland mapping website to conduct a ½ mile service area analysis to provide a visual representation of the need for this project.

1. **Public Recreation Provider Identified Need -** Does the project address county-level needs identified by the Public Recreation Provider Survey? (See 2019-2023 SCORP, pages 224-229, Tables 12.21-12.56). If so, enter which priority or priorities are identified for the project county. Please use either the Close-to-Home Priorities or Dispersed Area Priorities, not both.
2. **Oregon** **Resident Identified Need** - Does the priority project address Statewide-level needs identified in the Oregon Resident Survey? (See 2019-2023 SCORP, page 230, Tables 12.57-12.60). If so, enter which priority or priorities are identified.
3. **Local Planning –** Does the project address priority needs as identified in a current local long-range planning document with a minimum of a 5-year planning horizon (park and recreation master plan, city or county comprehensive plan, trails master plan, transportation system plan or bicycle and pedestrian plan, etc.)?
4. **Public Involvement Effort** –Describe the public involvement effort that led to the identification of the priority project including citizen involvement through public workshops, public meetings, surveys, and local citizen advisory committees during the project’s planning process.

**5. SCORP CRITERIA: PHYSICAL ACTIVITY BENEFITS (0-5 points)**

1. Is the project located within a Body Weight Index (BMI) high-priority area? See Tables 12.62-12.63 on page 231 of the 2019-2023 SCORP for a listing of high-priority counties and UGBs for resident BMI. (Note: For projects in dispersed settings, use county priority only). If the parkland mapping website was used to identify the high priority physical activity area, you may upload a copy of the map.

|  |  |
| --- | --- |
| **High-priority counties:** | **High-priority UGBs:** |
| Clatsop | Chiloquin |
| Columbia | Elgin |
| Coos | Garibaldi |
| Curry | Grass Valley |
| Douglas | Huntington |
| Harney | Jordan Valley |
| Jefferson | Lakeside |
| Klamath | Monroe |
| Lake | Monument |
| Lincoln | Pilot Rock |
| Linn | Prescott |
| Malheur | Richland |
| Marion | Spray |
| Morrow | Waterloo |
| Umatilla | Willamina |
| None of the above | None of the above |

1. Does the project satisfy one or more of the four physical activity priority needs identified in Table 12.61 on page 231 of the 2019-2023 SCORP?

**Answer: Multiple choice**

Walking trails or paths

More parks closer to where residents live

Trails or paths that lead to parks

Bicycle trails or paths

None of the above

**6. SCORP CRITERIA: NEED FOR MAJOR REHABILITATION (0-5 points)**

1. Major rehabilitationprojects involve the restoration or partial reconstruction of eligible recreation areas and facilities, which is necessitated by one or more of the following and is not attributed to lack of maintenance. If the project includes major rehabilitation, please check all that apply.

**Answer: Multiple choice**

The recreation area or facility is beyond its normal life expectancy

The recreation area or facility was destroyed by fire, natural disaster, or vandalism

The recreation area or facility does not meet health and safety codes/requirements

The recreation area or facility requires rehabilitation to ensure critical natural resource protection

Changing recreation needs (e.g., changes in demographics within the service area) dictate a change in the type of recreation area or facility provided

The recreation area or facility does not meet accessibility standards of the Americans with Disabilities Act (ADA) and/or the Architectural Barriers Act (ABA).

1. Please list the specific facilities that are in need of rehabilitation. Upload photos in the Attachments showing the facilities in need of rehabilitation.
2. If only part of the project is rehabilitation, approximately what percentage of the project is rehabilitation?

**7. SCORP CRITERIA: ACCESSIBILITY ACCOMMODATIONS (0-5 points)**

1. Does the proposed project satisfy one or more of the statewide accessibility needs identified in Table 12.64 on page 231 of the 2019-2023 SCORP?

**Answer: Multiple choice**

More accessible paved trails

More benches along trails

Rehabilitation of a recreation area or facility which does not meet access requirements of the ADA

More accessible parking

Public transportation to parks

None of the above

1. Does the project satisfy one or more of the statewide accessibility needs for certain demographic groups identified in Table 12.65 on page 232 of the 2019-2023 SCORP? If so, what needs are addressed?

**8. ACCESSIBILITY COMPLIANCE**

1. Does your agency have a board or city council adopted/approved ADA Transition Plan?

**Answer: Yes/No**

If the project does not have an approved ADA Transition Plan, the applicant needs to conduct an ADA Site Evaluation for the project. An ADA Site Evaluation should identify and propose how to fix problems that prevent people with disabilities from gaining equal access to programs, services, and activities. To review and access ADA evaluation tools, see the ADA Resources included with this application.

1. If your agency does not have a board or city council adopted/approved ADA Transition Plan, has an ADA Site Evaluation been completed for this project?

**Answer: Yes/No**

1. How will the project meet current ADA accessibility standards? To what extent will this project involve consultation with building officials, contractors or companies required to know and apply ADA requirements?

**9. INCLUSIVE OUTDOOR RECREATION OPPORTUNITIES** (Please be brief with your responses)

1. **Universal Design (0-5 points)**

Universal design attempts to meet the needs of all people, and includes those of all ages, physical abilities, sensory abilities and cognitive skills. It includes the use of integrated and mainstream products, environmental features and services, without the need for adaptation or specialized design. Please describe how your project goes beyond the Americans with Disabilities Act (ADA) and strives to incorporate Universal Design concepts. Please show evidence that the project design has considered cognitive, vision, hearing, social, and other kinds of disabilities.

1. For acquisition projects where development of outdoor recreation facilities is planned at a future date, please describe how your project will be planned to go beyond ADA requirements and incorporate Universal Design concepts and design considerations.
2. **Diversity, Equity, and Inclusion (0-5 points)**

Diversity, equity, and inclusion strategies direct organizations to address inequity in the communities they serve, ensure diverse representation in the planning and decision-making process, and promote welcoming environments for all visitors, employees, and volunteers. If your organization has an inclusion strategy or is working towards an inclusion strategy, describe that here. If applicable, describe your organization’s diversity, equity, and inclusion strategy as it relates to this project. Upload supporting documentation if applicable.

**10. SUSTAINABILITY (0-5 points)**

Sustainability means using, developing, protecting, and managing resources in a manner that enables people to meet current and future needs from the multiple perspectives of environmental, economic and community objectives.

Describe how sustainability was considered in the intent, strategies, and long-term management plans for the proposed project (interim uses and future development if known). Examples may include but are not limited to: sustainable design methods for the interim uses and future development; projects that will have a minimal impact on the surrounding ecosystem; projects that will result in user protection of natural resources such as water quality/conservation, plant conservation, wildlife conservation, energy conservation, pollution control and environmental protection and restoration.

**11. COMMUNITY SUPPORT (0-5 points)**

To what extent does the project have broad community support? Please include supporting documentation. Examples can include letters of support and/or survey analysis from park users, neighbors, and a variety of project stakeholders, results or summary documentation of recent community or neighborhood meetings concerning the project.

**12. FINANCIAL COMMITMENT (0-10 points)**

Project applicants are encouraged to develop project applications involving partnerships with other agencies or organizations. Project applicants are also encouraged to demonstrate solid financial commitment to providing necessary project maintenance and upkeep.

1. What is the source of local matching funds for the project? A Resolution to Apply must be submitted with this application to indicate a commitment of local match funding for the project.
2. To what extent does the project involve partnerships with other agencies or groups? Are donations and/or funding from other agencies or groups secured?
3. Other than this grant application, to what extent has funding been secured or committed to complete the project?

**13. OVERALL SITE SUITABILITY**

To what extent is the project site suitable for the proposed acquisition and potential development?

**14. READINESS TO PROCEED**

1. Have you submitted a signed Land Use Compatibility Statement with this application?

**Answer: Yes/No**

1. Have you submitted construction or concept plans with this application?

**Answer: Yes/No**

1. List required permits and status of permit applications for the project (i.e. Corps of Engineers, Division of State Land, Building Permits, etc.). Describe any possible delays or challenges that could occur in receiving permits.
2. Have you submitted a completed appraisal with this application conforming to Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA / Yellow Book)?

**Answer: Yes/No**

1. Do you have Proof of a Willing Seller or Donor? If yes, please submit documentation with this application.

**Answer: Yes/No**

1. How will you be able to legally insure that the project site will be managed for public outdoor recreation in perpetuity?
2. If this project is selected for funding, what will be the next step in the process? E.g. pursue construction drawings, apply for permits, solicit bids, etc.

**15. CONTROL AND TENURE**

Project land will be controlled by:

Fee simple (Deed)

Lease (leased from the Federal Government or from one public agency to another for a term not less than 25 years)

Permanent recreation-use easement or similar device

**16. OPRD RECREATION GRANTS PERFORMANCE**

OPRD has five recreational grant programs, including LWCF. List all active and past OPRD grant awards and describe your performance and compliance with those awards. Prior OPRD grants can be found in the Projects panel of your online grant account at OPRDgrants.org.

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| --- | --- | --- |
|  | **Past performance** | **Compliance concerns?** |
| Land and Water Conservation Fund Grant Program:  OP\_\_\_\_\_\_ (or 41-\_\_\_\_\_), |  |  |
| Local Government Grant Program:  LG\_\_\_\_\_\_, |  |  |
| Recreational Trails Program:  RT\_\_\_\_\_\_, |  |  |
| All-Terrain Vehicle Grant Program:  ATV\_\_\_\_\_\_, |  |  |
| County Opportunity Grant Program:  COG\_\_\_\_\_\_, |  |  |

**17. MISCELLANEOUS SUPPLEMENTAL QUESTIONS**

1. Has your agency previously applied to any OPRD recreational grant program for this project but did not receive funding? If so, which OPRD program(s) did you apply to and when?