**Recreational Trails Program (RTP)**

**2024 Grant Application Questions**

This document contains the questions asked on the Oregon Parks and Recreation Department’s online RTP grant application.

**This document will NOT be accepted as a grant application** but is provided as a tool for applicants to use in preparation. Applications must be completed and submitted on <https://OPRDGrants.org>. The online application becomes available September 3, 2024. Letters of intent are due September 30, 2024. Completed applications are due by 11:59 PM on November 15, 2024.

Refer to the RTP section of OPRD’s website for a copy of the RTP Grant Manual, forms, an application attachment checklist, and online application instructions for using the OPRD Grants website: <https://www.oregon.gov/oprd/GRA/Pages/GRA-rtp.aspx>

**Project Tab**

Project Name:

Brief Project Description (limited to two sentences or less to provide a concise overview of the project deliverables):

Estimated project start and end dates (actual start date dependent on receipt of a Notice to Proceed):

Site Name:

Site Acreage (approximate):

City (if not within a city, enter the nearest city):

County (select all):

Site Description (landscape character (urban, rural, etc.) and landscape features (vegetation type. Land use type, proximity to water bodies, etc.):

Latitude and Longitude (select the trailhead or other central location on the online map):

**Project Budget Worksheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  | **Qty** | **Unit** | **Unit Cost** | **Subtotal** | **Match** | **Grant** | **Source of matching funds** |
| **Project Components** |  |  |  |  |  |  |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  | $0.00 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |  |
| **Sub-Totals** |  |  |  | $0.00 | $0.00 | $0.00 |  |
| **Grant Funds Requested** |  |  |  |  |  | $0.00 |  |
| **Match Funds** |  |  |  |  | $0.00 |  |  |
| **Total Project Costs** |  |  |  | $0.00 |  |  |  |
|  |  |  |  |  |  |  |  |
| **Grant Request Total** |  |  |  |  |  | **$0** |  |

* For volunteer labor or other donated project elements, enter the value of the donated labor or donated items as the cost per unit.
* No more than 15% of the total project cost can be for design, planning, permitting, and/or engineering.
* Federal applicants: at least 5% of the total project budget must be from a non-federal funding source. Volunteer labor and other donated services or goods count as non-federal contribution.
* RTP requires that grantees request payment at least once every six months from the date of Notice to Proceed. Make sure this is considered in the budget and project timeline.
* Refer to sections 2.3D and 3.3C of the RTP Policy Manual for more information about eligible match and how to enter the online budget.
* If the project is funded, all line items will need to be documented whether a match or grant expense. Refer to section 5 of the grant manual for documentation requirements and consider how you will document each line item.

**Supplemental Tab**

**Supplemental Project Information**

Project Eligibility Category (select primary category):

Construction of new recreational trails Heavy restoration of existing trails  
Purchase of trail construction and maintenance equipment Trailhead facilities  
Water trails Acquisition of land or easements Safety & education  
Assessment of trails for accessibility or maintenance

Non-motorized Trail Users (select all that apply):

Hiker Bicycle Mountain Bike Equestrian Skiing or snowshoeing   
Paddle Craft None

Motorized Trail Users (select all that apply):

Class I ATV Class II ATV Class III ATV Class IV ATV Snowmobile   
Motor Boat None

For projects related to non-motorized trails (hiker, biker, equestrian), describe the land manager’s e-bike policy.

**Environmental: Federal Lands (RTP Grant Manual, Section 2, pages 18-19 and 22)**

Forest Management Plan or BLM Resource Area Management Plan (Title and Date):

NEPA and Section 106 documentation should be attached to the application. If you do not have one or both items, indicate when a NEPA decision will be made, Section 106 documentation received, or other documentation made available:

**Environmental: Non-Federal Lands (RTP Grant Manual, Section 2, pages 18-22)**

Completed State Agency Review forms should be attached to the application. If you’re waiting on responses, list the agencies you’re waiting on here:

If the state agencies or land use authority responded with comments or requirements, describe any follow-up you’ve had or plans for next steps:

If the project has already been reviewed by SHPO, enter the SHPO case number here (OPRD will consult with SHPO for projects recommended for funding, early consultation is not required):

**Project Scope and Plan, 0-10 points (RTP Grant Manual, Section 4, pages 35-37 and Section 2, pages 24-26)**

What are the project deliverables?

Why is the project being proposed?

How are you proposing to complete the work?

What trail standards or guidelines will be used?

Describe how the project was evaluated for accessibility.

What accessibility and universal design features are incorporated into the proposed project, existing trail system, or existing trailhead? If accessibility upgrades are needed to trail facilities but are not included in the grant proposal, describe the plan to complete those upgrades in the future.

Describe the level of readiness to proceed and indicate what the next step is if the project is selected for funding (ex: pursue construction drawings, apply for permits, solicit bids, etc.):

List any required permits and the status of those permit applications (ex: Army Corps, Division of State Lands, Conditional Use Permits, etc.):

**Youth Conservation Corps, 0-5 points (RTP Grant Manual, Section 4, page 37)**

If a youth conservation corps or other youth crew will be utilized to complete the proposed project, describe their role here.

**Benefits, 0-5 points (RTP Grant Manual, Section 4, pages 37-40)**

Select the primary trail type: Destination Trail Community Trail

Describe how the project will benefit the local community. For destination trails, applicants should focus on economic impact benefits. For community trails, applicants should focus on health benefits.

**Statewide, Regional, and Local Issues and Needs, 0-25 points (RTP Grant Manual, Section 4, pages 40-43 and Appendices A-B)**

How does the project address statewide and regional issues and needs as identified in the 2016-2025 Statewide Trails Plan?

How does the project address other locally identified issues and needs? To what extent does the project satisfy priority needs as identified in the land manager’s local planning document (park and recreation master plan, city or county comprehensive plan, trails master plan, federal resource management plan, etc.)?

**User Needs, 0-10 points (RTP Grant Manual, Section 4, pages 43-44)**

Describe how the project will satisfy needs of the intended user group(s).

**Public Support, 0-5 points (RTP Grant Manual, Section 4 pages 44-45 & Section 3 page 32)**

Other than attaching letters of support, how can public support be demonstrated? Describe any processes or public meetings that have taken place to receive input and gain support.

**Trail Maintenance and Management, 0-5 points (RTP Grant Manual, Section 4, page 45)**

Describe the land manager’s capacity and commitment for trail maintenance.

**Environmental and Design Sustainability, 0-5 points (RTP Grant Manual, Section 4, pages 45-46)**

Describe how the proposal results in a well-designed and environmentally sustainable trail system.

**Social Sustainability, 0-5 points (RTP Grant Manual, Section 4, pages 46-47)**

Describe the social sustainability benefits of the project.

**Project Urgency, 0-5 points (RTP Grant Manual, Section 4, page 47)**

Describe if and how the project has an urgent need to be completed.

**Fiscal Considerations, 0-5 points (RTP Grant Manual, Section 4, page 47)**

Describe how critical RTP funds are to project implementation. Relevant information includes a high-level description of the agency’s budget, when or if the project would be completed without RTP funds, and other funding sources already applied to for the same project.

For phased projects, describe the funding strategy for the entire project, including other funding sources already utilized for previous phases or grant programs that will be applied to for future phases.

For non-motorized projects requesting over the recommended $150,000 maximum, use this space to make a case about why RTP funds are the best fit for your needs.

**Diversity, Equity, and Inclusion, 0-5 points (RTP Grant Manual, Section 4, page 48)**

Describe your organization’s efforts to advance diversity, equity, inclusion, and accessibility. Relevant information could include the organization’s outreach strategies to underserved communities in the recreation planning process, consulting users of all mobility levels, or other efforts to work towards equitable access to the outdoors.

Describe any projects elements included in the RTP proposal that advance diversity, equity, and inclusion.

**Supplemental Miscellaneous**

**OPRD Recreation Grants Performance**

List the applying organization’s active OPRD grants and describe the organization’s general performance with active and past grant awards.

**Organizational Structure:**

Briefly describe the organizational structure of the applying organization. For government applicants, relevant information includes which department(s) are responsible for managing projects and trail systems. For non-profit applicants, relevant information includes the organization’s mission and the organization’s role in managing projects, maintaining trail systems, etc.

**Non-Profit Partners**

If the applying organization doesn’t own the land that work will be performed on, describe the land manager’s involvement in the project planning, project approval, and level of involvement planned for implementation.

**Buy America (RTP Grant Manual, Section 2, page 16-18)**

If the total of federal funds in the project budget, including RTP funds, is $500,000 or more, has the applicant verified the availability of materials and products that comply with FHWA Buy America rules and the Build America, Buy America Act? These requirements have been waived if the total federal funding is less than $500,000.

**Miscellaneous Financial**

If any pre-agreement project planning or environmental review is included in the match, describe those budget elements, and indicate when the pre-agreement work will take place. See RTP Grant Manual Section 2.3B.

If the applying organization doesn’t have the financial capacity to pay for expenses prior to submitting reimbursement requests, indicate that here. The RTP Grant Coordinator will follow up to discuss options.

Non-profit applicants: describe the organization’s experience following federal and state procurement laws.