

LWCF & RTP GRANT APPLICATION GUIDANCE AND STRATEGY



A scenic landscape featuring a calm river in the foreground, a dense forest of tall trees in the middle ground, and several colorful tents (orange, green, and blue) pitched on a grassy bank. The scene is illuminated by the warm, golden light of a sunrise or sunset, with the sun low on the horizon, creating a misty atmosphere and reflecting the light on the water's surface. The word "AGENDA" is centered in the image within a white rectangular border.

AGENDA

LWCF & RTP Introduction

LWCF Scoring Criteria

Application Strategy

RTP Scoring Criteria

Application Strategy

LWCF & RTP GENERAL INFORMATION



WHAT IS LWCF & RTP

- Land and Water Conservation Fund (National Parks Service)
 - Federal grant program for the development of outdoor recreation.
 - Land Acquisition, development, or a combination.
 - 50% Reimbursement for project costs.
 - No funding cap (within Oklahoma's annual apportionment)
- Recreational Trails Program (Federal Highway Administration)
 - Federal Grant Program for the development of recreational trails.
 - Land acquisition and trail development
 - 80% Reimbursement for project costs.
 - \$300,000 funding cap.



LWCF SCORING CRITERIA

Acronyms to know.

- Statewide Comprehensive Outdoor Recreation Plan (SCORP)
 - 5-year plan for the use of LWCF funding.
 - Examines existing resources and current needs of outdoor recreation in the state.
- Open Project Selection Process (OPSP)
 - Process by which LWCF grant project proposals are prioritized and recommended for funding.
 - Provides a guide for understanding the PRS.
- Priority Rating System (PRS)
 - Assigns numerical value to elements of proposed projects for ranking and selection.
 - Evaluates elements based on how they fit within the SCORP

NAVIGATING THE SCORP

Pages 40-43 are directly related to the Priority Rating System. All projects must include recreational features identified in local master plans and/or SCORP recommendations.

Pages 40-43 identify priorities derived from survey data that applicants should consider when planning their projects. These priorities are divided into five topics.

- **Topic #1 – Maintain, upgrade, update, and enhance existing spaces/areas/facilities utilized for outdoor recreation.**
 - High-ranking priorities
 - Maintain and improve existing areas and facilities, upgrade bathrooms, and enhance outdoor recreation areas and facilities in underserved areas and with underserved populations.
- **Topic #2 – Acquire/reacquire public land for outdoor recreation**
 - High-ranking priorities
 - Provide areas and facilities to underserved populations. Provide local access to high-quality outdoor recreation areas and facilities. Provide high-quality outdoor recreation opportunities for persons with varying abilities and older adult populations.
- **Topic #3 – Information, education, management**
 - High-ranking priorities
 - Create and maintain signage for interpretation, management, and education. Develop partnerships to provide programs, resources, and education. Develop and maintain connecting pathways.
- **Topic #4 – Provide areas and facilities for enhancing safety and safe participant engagement of all persons**
 - High-ranking priorities
 - Update safety features. Create and or enhance accessibility so that citizens of all abilities can participate in outdoor recreation.
- **Topic #5 – Continuation and ongoing recommendations**
 - Not necessarily relevant to scoring applications.

UNDERSTANDING THE PRS

Understanding the PRS is critical to maximize your project's ranking. The first section of the PSR is the qualifying questions. All criteria in the qualifying questions must be met for the project to be considered.

Priority Rating System

Qualifying Questions: Must meet all criteria in this section to qualify.	Yes	No
A.) Does the applicant have a history of not completing projects within a reasonable time frame, not adequately maintaining, or not resolving compliance issues in the last five years?		
B.) Does the applicant document public support for the project by including letters of support, for example, social media surveys, or a citizen signature list in support of the project?		
C.) Does the project include recreational features identified in local master plans and/or SCORP recommendations?		
D.) Does the project include at least 90% of what was asked to be placed within the application? (Budget, Scope, Narrative, 5-year Maintenance plan, etc.)		
E.) Does the project sponsor demonstrate secure funding through budget resolution, grant project agreements, letters of commitment for donations, and/or other verifiable funding statements for 50% of total project costs?		
F.) For development projects, has the project sponsor demonstrated proof of ownership through a deed or title?		

SECTION 1. PROJECT NARRATIVE

The project narrative section evaluates a project on specific design elements. This section is derived from public survey recommendations from the SCORP.

Section 1. Project Narrative	Minimum Score	Maximum Score
A.) Is the project scope, timeline, and proposed developments clearly defined and feasible?	0	5
B.) Does the project application narrative provide a clear explanation of how local citizens have had the opportunity to participate in the selections and planning for outdoor recreation acquisitions and development?	0	5
C.) Does the project scope include elements that would help to project the environment?	0	5
D.) Does the project provide a recreational opportunity not presently available, or provide additional opportunities to popular recreation activities?	0	5
E.) Does the project create partnerships at the local level?	0	5
F.) Does the project preserve or enhance a natural, cultural, and/or historic feature?	0	5
G.) Does the project include elements that would reduce or eliminate the potential for vandalism?	0	5
H.) Does the project either add or already provide lighting for nighttime use as well as daytime?	0	5
I.) Does the project include elements that would lower long-term maintenance costs or provide ease of maintenance?	0	5

J.) Does the project restore or enhance previously funded Land and Water Conservation Fund property?	0	5
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SECTION 2. FINANCIAL PROFILE

The Financial Profile section enables project proponents to earn points through diligent financial planning.

Section 2. Financial Profile	Minimum Score	Maximum Score
A.) Will some of the applicants' matching funds come from private donations and/or volunteer labor?	0	5
B.) Are accessibility features included in the cost estimate?	0	5
C.) Does the application include a five-year maintenance plan with a budget?	0	5

SECTION 3. PROPERTY INFORMATION

The Property Information section awards points to applicants who deliver complete and well-planned projects.

Section 3. Property Information	Minimum Score	Maximum Score
A.) Does the project acquire property or include acquiring property that is not currently part of Oklahoma's public recreation estate?	0	10
B.) Does this project include Acquisition & Development (Great) - Renovation & Development (Good)- Development only (Fair)?	1	5
C.) Does the project sponsor clearly illustrate all ADA/ABA-compliant elements in the site development plan and relevant floor plans?	0	5
D.) Do the project location map, site map, and boundary map contain all the required information outlined in the application guide?	0	10
E.) Does the project enhance, restore, or create wetlands in conjunction with Oklahoma's protection goals?	0	10
F.) Did the project sponsor complete the required Form 10-904, with sufficient detail to clearly define the overall project narrative?	0	5

PLANNING STRATEGY FOR MAXIMIZING POINTS

1. Start with the LWCF “allowable components.”
 2. Become familiar with the SCORP.
 3. Review the scoring criteria.
 4. Be diligent with public input.
 5. Be thorough with the application.
- Understanding what components of a project are compatible with LWCF regulations will keep your project from being disqualified.
 - The SCORP is a good resource for identifying amenities or components the public would like to see in Oklahoma’s recreation estate. While the SCORP is developed from public input, it is not a replacement for public input at the local level.
 - Becoming familiar with the Project Ranking System will help you identify components for your project that can help you gain easy points. For example, adding lighting or strategic facility placement.
 - Public input is a core principle of the LWCF program. Avoid trying to garner public support for your project. Instead, try to develop your project alongside the individuals who will be paying for and utilizing the public space.
 - Allow for plenty of time to complete, review, and improve upon your application. Most applications are turned in on the day of the deadline.

3. Provide information received from the interested affected public about community recreation needs. In a separate attachment, please include records and minutes from public meetings, comments received via survey or social media posts, or other means of public support. At a minimum, the completed application and required support material must be available for comment at the duly advertised public meeting. **Prior to the development of the grant project proposal, Example City used various social media platforms to gather information about what recreation needs the community thought would best benefit the city. The city received 250 survey responses from all age groups and demographics. The most common requests received from this survey, in order, were additional racquet sports opportunities, restroom facilities at Example Park, increased parking availability, increased night-time lighting, and accessible parking. After survey results were analyzed, the city engineer drafted a site development plan that would include recommendations for the proposed project. The site development plans were shared via social media, which received positive feedback: 78 individuals commented in support of the project, and 12 in opposition. A town hall meeting was held to discuss the project further and allow individuals to express their concerns or make recommendations for changes to the project. The town hall was productive, and based on recommendations, the plans were altered in order to add more parking, move the courts further from the adjacent neighborhood to reduce noise, and move the restroom facility closer to the parking area, where it could be better monitored by routine police patrol.**

PLANNING WITH THE PUBLIC

- Public input before design.
- Feedback post initial design.
- Opportunity to make alterations.
- Final product with recommendations.

Scoring Criteria:

0 Points (Disqualified): No public participation documented.

1 Point: Minimal attempts at public participation; little to no public feedback recorded.

2 Points: At least one attempt to gather public input with minimal participation.

3 Points: Evidence of public support with a moderate level of response.

4 Points: Multiple efforts to collect public feedback; documented support with some project elements influenced by public input.

5 Points: Extensive public engagement, incorporating feedback from multiple sources (e.g., online surveys, public meetings, town halls, social media), with most project elements shaped by public input.

PLANNING WITH THE PUBLIC

- All public input is important.
- Provide the good with the bad.
- Try to mitigate when possible.



PLANNING FOR POINTS

6. Explain how this project might help to protect the environment or solve a site problem. Include how it might reduce the potential for vandalism or provide for ease of maintenance. The proposed project was planned to reduce environmental impact through the following elements: a compact, prefabricated restroom design with vandal-resistant stainless-steel materials. Solar panels built into the roof will power restroom lights, and the pickleball lighting will also be self-sufficient, solar-powered lighting that meets Dark Sky compliance standards. The location of the restroom facility was moved during planning to an area adjacent to the parking area, providing greater visibility to routine police patrols. In addition to reducing environmental impacts, the solar LED lighting will reduce energy costs to the park. Furthermore, Example City's partnership with the Boy Scouts will reduce long term maintenance on the park, since the local troop has agreed to help with trash and limb removal on a routine basis.

- Understanding the PRS before project planning can maximize point potential.

Scoring Criteria

0 | Scoring Criteria:

- 1 | 0 Points: The project does not include any elements that reduce maintenance costs.
- 2 | 3 Points: The project includes at least one element aimed at reducing long-term maintenance costs.
- 3 | 4 Points: The project includes multiple elements that contribute to reducing in long-term maintenance costs.

Examples of qualifying elements include: permeable paving, elevated trails, sustainable trail design, dark sky lighting, native plant landscaping, riparian buffers, reforestation, eco-friendly restrooms, etc.

Fowler Park Location Map



3000 E Oregon Church Rd,
Terre Haute, IN 47802

POINTS AND MAPS

LOCATION MAP

- REQUIREMENTS
 - Location of Site
 - Entrance to Site
- HELPFUL TO INCLUDE
 - Street Address
 - Main Entrance Coordinates
 - Location of site within state and county
 - Area of potential effect (APE)

LWCF Section 6(f)(3) Boundary Map
 Frances St. Park
 6205 SE Frances St., Hillsboro, OR 97123
 Washington County
 February, 2018

NPS# 41-01610 OPRD# OP2546



LEGEND

- Boundary of land to be protected
8.73 Acres
- Park Entrances
- Frances St. Park Site Boundary
- Sanitary Sewer Mainlines**
- CWS Mainlines, Type, Lifecycle Status**
- CWS, Trunk Line, Active
- Storm Mainlines**
- Hillsboro Mainlines**
- Active Mainline
- Parking Lots
- WC Tax lots
- Streams



Project Sponsor: City of Hillsboro Parks and Recreation
Michelle Soto
 OPRD / Grants & Community Programs Manager, ASLO
 Date 09/29/20

BOUNDARY MAP

REQUIREMENTS

- OFFICIAL PARK/SITE NAME AND LOCATION
- SUFFICIENT DETAIL TO LEGALLY IDENTIFY THE LANDS TO BE SUBJECT TO THE PROVISIONS OF THE LWCF ACT
- ALL KNOWN OUTSTANDING RIGHTS AND INTERESTS IN THE AREA HELD BY OTHERS (INCLUDING DETAILS OF LEASES).
- TOTAL ACREAGE OF THE AREA WITHIN THE LWCF BOUNDARY
- NORTH ARROW
- SIGNATURE OF PROJECT SPONSOR REPRESENTATIVE (INCLUDE A SIGNATURE LINE FOR OTRD TO SIGN)

LWCF Section 6(f)(3) Boundary Map
 Frances St. Park
 6205 SE Frances St., Hillsboro, OR 97123
 Washington County
 February, 2018

NPS# 41-01610 OPRD# OP2546



LEGEND

- Boundary of land to be protected 8.73 Acres
- Park Entrances
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- Sanitary Sewer Mainlines**
- CWS Mainlines, Type, Lifecycle Status**
- CWS, Trunk Line, Active
- Storm Mainlines**
- Hillsboro Mainlines**
- Active Mainline
- Parking Lots
- WC Tax lots
- Streams



Taxlot
 1S203DB00600
 8.73 Acres

20' Permanent
 Sewer Easement
 80027374

Project Sponsor: City of Hillsboro Parks and Recreation
Michelle Selva
 OPRD / Grants & Community Programs Manager, ASLO
 Date 09/29/20

BOUNDARY MAP

- HELPFUL TO INCLUDE**
- **SATELLITE IMAGERY**
 - **PROJECT NAME**
 - **SCALE BAR**
 - **LEGEND**
 - **ADDRESS OR COORDINATES**
 - **STREET NAMES**
 - **PARCEL/DEED IDENTIFIERS**
 - **PREVIOUSLY ENCUMBERED AREAS AND NEWLY ENCUMBERED AREAS**

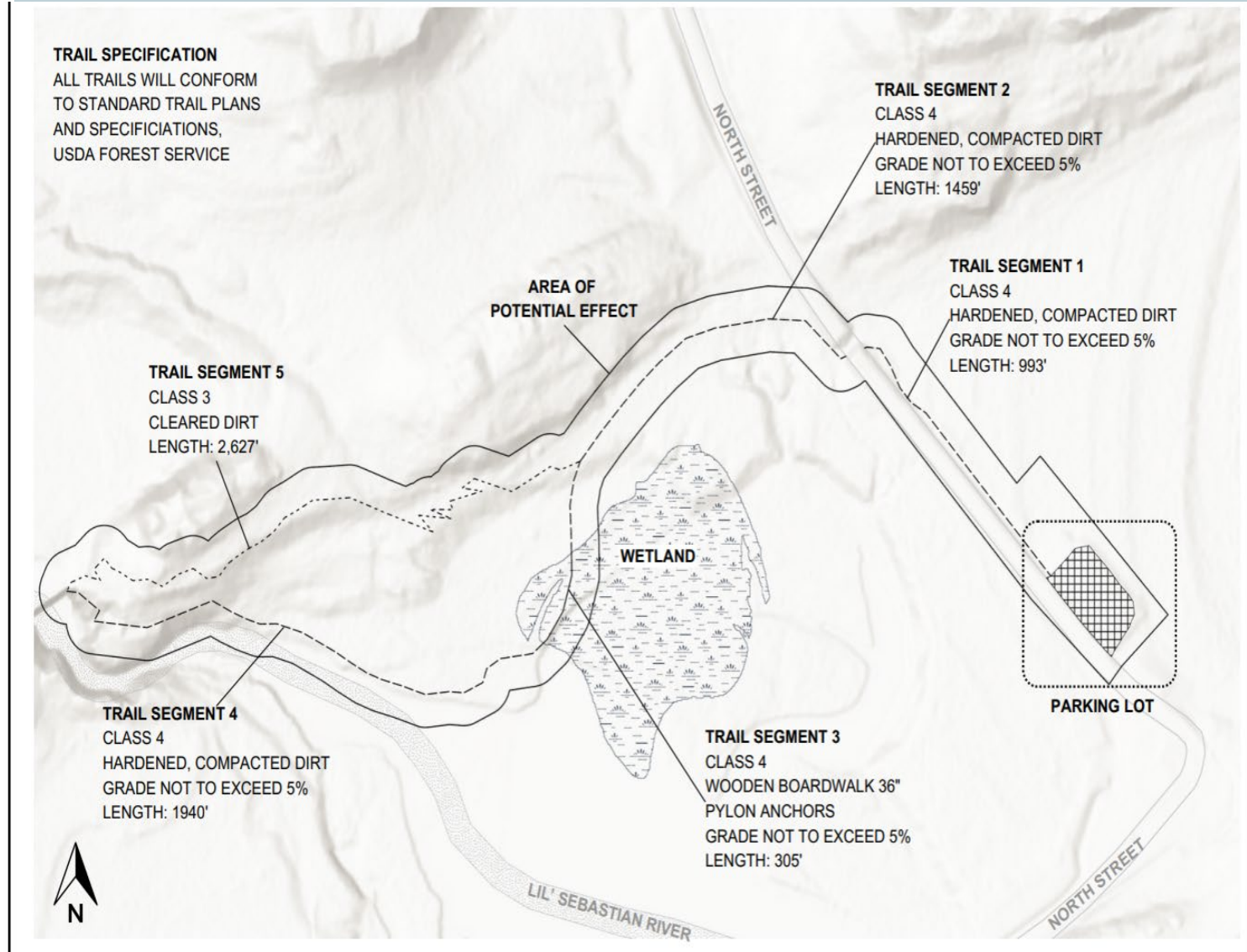
SITE DEVELOPMENT PLANS

Must Include:

- All elements that will be built using LWCF funding (including matching funds).
- If it's in the cost estimate, it should be on this map.
- ADA/ABA elements.
- Amenities and facilities present in the park.

Don't include:

- Future elements not associated with this project.



MAPPING AND POINTS

Scoring Criteria

0 Points: The site map, location map, and boundary map lack sufficient information to define the project scope and do not follow the guidelines.

2 Points: All maps contain less than 50% of the required information as outlined in the application guide.

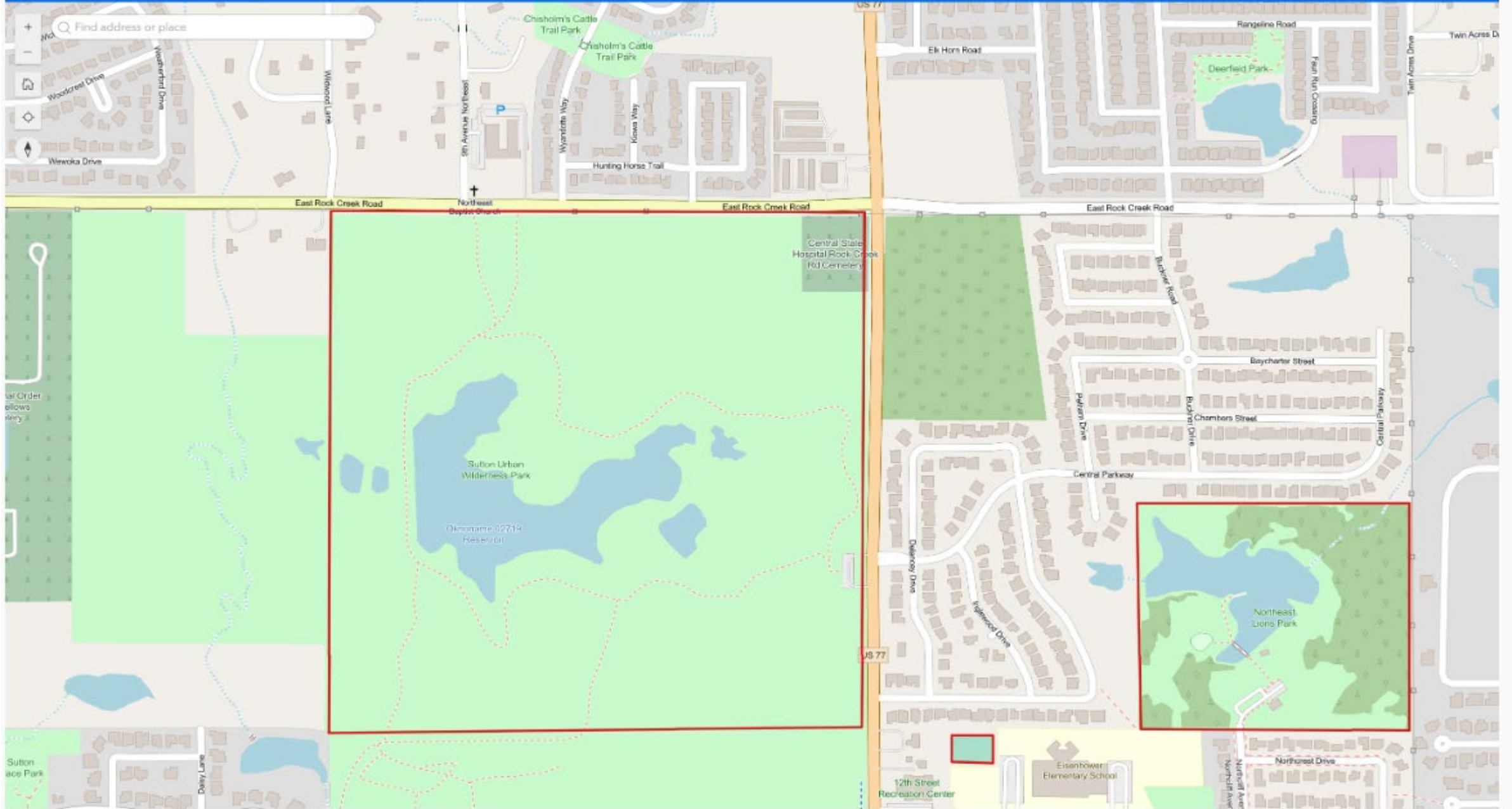
4 Points: All maps contain 50-60% of the required information.

6 Points: All maps contain 60-70% of the required information.

8 Points: All maps contain 80-90% of the required information, requiring only minor modifications before submission to NPS.

10 Points: The site map, boundary map, and location map meet all required content criteria, making them ready for submission to NPS.

Using the boundary map checklist in the application guide is an easy way to score 10 points



POINTS OVERVIEW

Key strategy to remember

- Most points come from attention to detail.
- Answer application questions thoroughly to highlight point scoring criteria.
- Tailor your project to the LWCF goals.
- Submit your application early to request a review.

IMPACT FACTOR	MEASUREMENT	TARGET
Planning and Detail	Percentage (52%)	60
Public Input(Mandatory)	Percentage (4%)	5
Project Location and Environmental Elements	Percentage (44%)	Project Specific

RTP SCORING CRITERIA

Category 1 is made up of questions that determine a project's eligibility for grant funding. Scored by OTRD, not Trails Advisory Board.

Priority Rating System		
OTRD STAFF WILL COMPLETE CATEGORY I		
CATEGORY I Must meet all criteria in the YES section to received 25 pts	YES (25)	NO (DQ)
Does the Sponsor have all necessary documentation and agreements in order regarding the project and property rights?		
Does the applicant demonstrate that they are able to finance and complete the project? Does the application document the percentage of the Sponsor's matching funds that will come from the private sector, non-profit, or an individual as land donation and/or cash donation, plus in-kind labor?		
Does the applicant document a complete plan to continue operation and maintenance of the project after completion? * Documentation must contain a <u>written commitment</u> , <u>maintenance plan</u> , <u>maintenance budget</u> , as well as any private resources.		
Does the applicant provide documentation that describes how trail users, volunteers, and/or the community supports the project?		
Does the applicant adequately justify its project history?		

AVOID BEING DISQUALIFIED

- 40% of applications were disqualified in 2024.
- Don't submit half-baked projects.
 - Ensure all application questions are answered thoroughly.
- Provide supplemental attachments to verify your answers from the application.
 - Easements, R-O-W's, budget resolutions, signed donation letters, surveys, grant agreements, citizen surveys, and maintenance budgets.
- Increased scrutiny on federal grants makes documentation important.

Priority Rating System		
OTRD STAFF WILL COMPLETE CATEGORY I		
CATEGORY I Must meet all criteria in the YES section to received 25 pts	YES (25)	NO (DQ)
Does the Sponsor have all necessary documentation and agreements in order regarding the project and property rights?		
Does the applicant demonstrate that they are able to finance and complete the project? Does the application document the percentage of the Sponsor's matching funds that will come from the private sector, non-profit, or an individual as land donation and/or cash donation, plus in-kind labor?		
Does the applicant document a complete plan to continue operation and maintenance of the project after completion? * Documentation must contain a <u>written commitment</u> , <u>maintenance plan</u> , <u>maintenance budget</u> , as well as any private resources.		
Does the applicant provide documentation that describes how trail users, volunteers, and/or the community supports the project?		
Does the applicant adequately justify its project history?		

RTP SCORING CRITERIA

Category 2 awards up to 25 points for projects that meet RTP-specific goals, such as land acquisition, trail restoration, and new trail development.

CATEGORY II	YES (5)	NO (0)
Is this the first, or new type of, recreational trail facility in the project's service area?		
Will the project restore or upgrade existing trails damaged by <u>usage</u> ?(Includes erosion control and mitigation projects.)		
Will the project include development of <u>trailside and trailhead facilities</u> ?(Benches, lights, signs, parking, etc.)		
Will the project include new trail construction?		
Will the project include land acquisition?		

RTP SCORING CRITERIA

Category 3 awards up to 50 points for projects that meet RTP-specific goals and demonstrate a high-level planning initiative.

CATEGORY III	5 Excellent	4 Very Good	3 Good	2 Week	1 Poor	0 DNC
How clearly is the project scope defined and feasible?						
Does the Site Map clearly identify the project location and proposed						

To what degree does the project provide educational and/or interpretational benefits of natural resources, cultural resources, and/or trail safety and etiquette?						
To what degree has the Sponsor demonstrated there to be a need for this type of trail facility in the project's service area?						
To what degree is the project supported by local or regional plans and has positive public/community support and involvement. *Reference documentation in support of answers. (Plans, public meeting rosters, meeting minutes, citizen surveys, etc.)						

How well does the project create cooperative efforts between trail users, private interests, and public agencies for opportunities such as joint funding or joint construction?						
To what degree will the project connect communities to current outdoor resources.						

RTP INSTRUCTIONAL GUIDE

Use the instructional guide provided on OTRD.travelok.com to evaluate your application as you complete it.

Scale	Rating	Definitions (Choose and/ or Modify as Appropriate)
5 points	Excellent	<p><u>Should</u> ensure extremely effective <u>project</u>. Significantly above criteria for successful project proposal. Surpassed expectations. Reserved for the exemplary set of skills that yield a particularly sophisticated approach to handling the situation. Meets all major / essential / core criteria or acceptable equivalents.</p>
4 points	Very Good	<p>More than adequate for effective project. <u>Generally</u> exceeds criteria relative to quality and quantity of planning required for successful project performance. Meets all major / essential / core criteria or acceptable equivalents and several of the minor / additional criteria. No major deficiencies exist in the areas assessed. Consistently demonstrated better than average level of planning. Describes / demonstrates the full plan of action appropriate for executing the project, and the desired result, or outcome is obtained.</p>
3 points	Good	<p><u>Should</u> be adequate for effective project. Meets criteria <u>relative</u> to quality and quantity of planning required for successful project. Meets several of the major / essential / core criteria one or two of the minor / additional criteria or acceptable equivalents. Describes / demonstrates a sufficient plan of action and the desired outcome is obtained. Some of the major and minor criteria were met; some deficiencies exist in the areas assessed but none of major concern.</p>
2 points	Weak	<p>Insufficient for project requirements. Generally, <u>does</u> not meet criteria <u>relative</u> to quality and quantity of planning required for a successful project. e.g., meets half or less of criteria. Does not describe / demonstrate a sufficient range of skills appropriate for handling of the situation or describes plausible but inappropriate <u>behaviours</u> for handling the situation or the desired result or outcome is not obtained.</p>
1 point	Poor	<p>Significantly below criteria required for successful project performance. Few or no criteria met. Many deficiencies. A major problem exists. No answer or inappropriate answer. <u>Describes</u>/demonstrates planning that have negative outcomes or consequences (make the situation worse).</p>

PLANNING STRATEGY FOR MAXIMIZING POINTS

1. Start by determining the criteria for eligible projects.
 2. Become familiar with the priority rating system.
 3. Be diligent with public input.
 4. Be thorough with the application.
 5. Submit your application for review well before the deadline.
- Eligible project costs are listed on the RTP instructional guide.
 - Your application will be scored by the Oklahoma Trails Advisory Board, not only OTRD. Have a staff member who is not familiar with the project score the application; this can give you an idea as to how your project will score.
 - Becoming familiar with the Project Ranking System will help you identify components for your project that can help you gain easy points
 - Like LWCF, public input is mandatory for project qualification. Avoid trying to garner public support for your project. Instead, try to develop your project alongside the individuals who will be paying for and utilizing the public space.
 - Allow for plenty of time to complete, review, and improve upon your application. Submitting your application to OTRD for review well before the deadline is an easy way to score 5 points.

Project Narrative

Answers to project questions will default to red text. Please do not modify these settings.

Project Scope

Describe the purpose of the project.

The purpose of the project is to provide the community of Example City with a one-of-a-kind, multi-use trail that will meet the recreational needs established by community input.

Describe in detail the physical characteristics of the project. Include the following: Location, length, width, base/surface materials, existing and proposed features at the trailhead and along the trail, such as wetland viewing, overlooks, natural features, plants, and animals.

The trail will be on city owned property in the southeast section of Example City, known as Example Park. The scope of work will include the following: A crushed granite trail 4,000 feet in length by 8 feet in width. Improvements will be made to an existing unimproved mountain bike trail that is 8,000 feet in length and 5 feet in width, including grading and installation of two tin horns for erosion control. Part of the 4,000 feet in new development will connect with the mountain bike trailhead. The scope of work will also include upgrades to the trailhead by installing two benches, and informational signage displaying regulations for the mountain bike trail. Signage will be purchased and installed at 2,300-foot point in the crushed granite trail that will provide trail users with information about the historic schoolhouse adjacent to the trail.

STRUCTURING ANSWERS

- Be specific to the scope of work to be completed with the funding.
- Future plans are good to have, but they will not earn your points and often confuse individuals scoring the project.
- Project scope, cost estimate, and site development plan should all match.

Project Justification

Describe the degree to which the project provides for the greatest number of compatible trail uses and/or innovative trail corridor sharing (to accommodate motorized and non-motorized use) based on modes of travel. Modes of travel include pedestrian (Use of wheelchairs constitutes pedestrian use), bicycle (including roller blades and skateboards), equestrian, motorcycle, ATV, and 4-wheel drive. Please note that if a paved trail will accommodate more than one use, it should be at least 8 feet wide.

The crushed granite trail will be constructed at a width of 8 feet to accommodate both pedestrian and bike usage. In addition, the trail and connecting point to the parking location will adhere to ADA/ABA compliance standards. Therefore, the accessible trail will be used for walking/running and biking. In addition, the connection to the unimproved mountain bike trail will reduce crowding at the alternative trailhead by providing another access point.

DESIGN FOR POINTS

CATEGORY III	5 Excellent	4 Very Good	3 Good	2 Weak	1 Poor	0 DNC
How well does the project tie into other trails; link natural, cultural, historic, scenic, or recreation areas; streams, lakes, or ponds; schools, neighborhoods, or other communities?						
How well does the project accommodate the greatest number of compatible trail uses and/or innovative trail corridor sharing? (i.e. Foot, Bicycle, Horse, Motorcycle, ATV, and 4-wheel drive.) If a paved trail <u>will accommodate</u> more than one use, it should be at least 8 feet wide.						

KEY STRATEGY TO REMEMBER

- Ensure all requested documentation is prepared and submitted.
- Allow for enough time to submit your project early for review (easy points).
- Understand how points are awarded before design to make necessary changes.
- Remember, your project will be scored by independent trail users.
- Keep your answers specific to the project costs, don't include future plans.
- Prove everything in your application with supplemental attachments.

A gravel path winds through a dense, lush green forest. The path is made of dark gravel and is flanked by tall grasses and various green plants. The trees are tall and thin, with a thick canopy of green leaves. Sunlight filters through the trees, creating dappled light on the path. The word "QUESTIONS?" is written in large, bold, black capital letters across the center of the image, enclosed in a white rectangular box.

QUESTIONS?

THANK YOU

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<https://otrd.travelok.com>

