

# Intergovernmental Agreement Metro Trails Grants

**Project:** Forest Grove Loop Trail Master Plan

This Intergovernmental Agreement (“Agreement”) is between Metro, an Oregon metropolitan service district organized under the laws of the State of Oregon and the Metro Charter (“Metro”) and City of Forest Grove, an Oregon municipal corporation (“Grantee”).

## **Background**

Metro and Grantee have authority under ORS Chapter 190 to enter into this Agreement.

The electors of Metro approved Ballot Measure 26-203, Resolution number 19-4998, on November 5, 2019 (the “Measure”) authorizing Metro to issue \$475 million in general obligation bonds to preserve natural areas, clean water, and protect fish and wildlife. The Measure, in Exhibit F, provides that Metro distribute \$40 million of bond funds to create trails for walking and biking.

After the Measure was approved, Metro decided to dedicate \$20 million of these funds to grant awards to local governments to implement trails projects and developed the Trails Grant Handbook. The Handbook contains the requirements that each grantee must follow to receive its awarded share of Trails Grant Bond Funds. The Handbook requires grantees to apply the community engagement, racial equity, and climate resilience criteria of the Bond. The Handbook also provides guidance for trails grant implementation and addresses how bond funds may be administered to ensure delivery of the outcomes described in the bond measure. Metro will also provide a post-award Handbook outlining these requirements and how they will be reported upon. Metro may amend either Handbook with reasonable notice to grantees.

To provide flexibility to potential applicants, the Trails Grant application was combined with the Regional Flexible Fund Allocation providing applicants the ability to choose whether they wanted their application to be reviewed for one or both programs. A committee comprised of technical experts and community members provided an initial review of the applications. A risk assessment report was generated for each eligible application and a public comment period was held. Members of Metro’s Joint Policy Advisory Committee on Transportation Committee (JPACT), Transportation Policy Alternatives Committee (TPAC) and local government representatives were invited to provide additional feedback. Based on all of the above, a slate of grant awards totaling \$19,958,416.65 was presented to and approved by the Metro Council on September 29, 2022 as Resolution No. 2022-5285.

The parties agree as follows:

## **1. Term**

This Agreement is effective on November 15, 2023 and terminates on June 30, 2027, unless terminated or extended as provided by this Agreement.

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The parties may agree to one extension of the Agreement, not to exceed two years. After termination of the Agreement, Metro will reallocate any funds Grantee did not spend. Sections 9, 11, 12, 15, 17, and 19 survive termination of this Agreement. Notwithstanding the foregoing, all terms of this Agreement will terminate on June 1, 2040.

## 2. Agreement Amount

The amount of this Agreement may not exceed \$200,000. Grantee may use funds only for work completed during the term of this Agreement. Metro will not reimburse Grantee for funds that Grantee spent before the effective date of this Agreement.

## 3. Funding Limitations

Metro will provide the bond funds to Grantee for the project outlined in the Scope of Work. The total amount of funds Metro provides may not exceed the project cost. Grantee will use the bond funds only for the purposes specified in this Agreement.

The Trails Grant Bond Funds are tax-exempt general obligation bond proceeds and may be used only to pay for expenditures that are capital costs. Grantee may not use fund for any capital costs incurred before the start date of term of this agreement except as outlined in the Scope of Work.

Grantee may use Allocated Bond Funds for administrative Capital Costs, including staff costs and Overhead and Indirect Costs, up to a maximum of ten percent (10%) of the total Project Cost for each project. Metro will apply the 10% cap on the project and Grantee will be responsible for tracking and accounting for its costs to ensure compliance with the 10% cap.

## 4. Scope of Work

This Agreement establishes responsibilities of the parties concerning Forest Grove Loop Trail Master Plan. Work will be performed pursuant to the Scope of Work, Exhibit A, which is incorporated into this Agreement.

## 5. Changes to Scope of Work

The parties authorize their respective Project Managers to modify the Scope of Work, upon mutual agreement in writing.

## 6. Funds Available

Metro certifies that at the time this Agreement is executed sufficient funds are available and authorized for expenditure to finance costs of this Agreement.

## 7. Billing Invoices and Payment for Services

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Metro will disburse funds as set forth in the Scope of Work.

### 8. Right to Withhold Payments

Metro has the right to withhold payments as necessary, in Metro's sole opinion, to protect Metro against any loss, damage or claim that may result from Grantee's performance or failure to perform under this Agreement.

### 9. Funding Recognition

- a. Grantee will (1) coordinate with Metro in selecting the date and time for any event recognizing, celebrating or commemorating any Project ground-breaking, completion, ribbon cutting or opening, and provide Metro an opportunity to participate, (2) recognize the Measure as a funding source at any such event, and (3) provide a speaking opportunity for the Metro elected official representing the district in which the project is located, if such opportunities are provided to Grantee or other public officials.
- b. Grantee will recognize Metro and the Measure in any publications, media presentations, or other presentations relating to or describing projects receiving Allocated Bond Funds. Such project recognition will be included on on-site documentation, for example signs, and in any published final products and visual presentations, web site information, collateral materials, newsletters, and news releases.
- c. At or before completion of any project, Grantee will install permanent signage at the project site in prominent and highly visible locations near each primary public access point or viewing access area and not located in a manner that would have a detrimental impact on any natural area view shed. The signage will acknowledge Metro's funding of the project and any other partners that have provided funding. Signage will (1) be a standard, free-standing sign provided by Metro, which Metro will make available to Grantee upon request at no cost to Grantee, or (2) include Metro's logo and script in other signage, with Metro's logo and script of a size in comparable proportion to the relative amount of funding provided by the Measure for the project being recognized, in relation to other agencies recognized on such signage. Metro's logo and script should not be larger than the logo and script of Grantee. Metro will make its graphics available upon request at no charge to Grantee.
- d. When Grantee opens the project to the public, Grantee will plan and hold at least one community/media event to publicize the project and its relationship to the Measure. Grantee will provide the Trails Grant Program Manager with written notice of such event at least four (4) weeks before the scheduled event to coordinate with and allow for participation by Metro staff and elected officials.

### 10. Forfeit of Unspent Funds

If Grantee fails to start or complete the Project or completes the Project without expending all of the funds, Metro will retain any funds not expended.

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## 11. Project Records, Audits and Inspections

Grantee will maintain comprehensive records and documentation relating to the project for which it seeks payment from Metro pursuant to this Agreement, including, without limitation, the establishment and maintenance of books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of any nature that Grantee incurred or anticipated to be incurred for the performance of this Agreement (collectively, the "Project Records") in sufficient detail to permit Metro or its auditor to verify how Grantee spent Allocated Bond Funds. Project Records includes all records, reports, data, documents, systems, and concepts, whether in the form of writings, figures, graphs, or models that are prepared or developed in connection with any Project and any other records necessary to clearly document:

- a) Grantee's performance of this Agreement, including but not limited to Grantee's compliance with this Agreement;
- b) Any claims arising from or relating to the performance of Grantee under this Agreement or any public contract entered into by Grantee that is related to this Agreement;
- c) Any cost and pricing data relating to this Agreement;
- d) Payments made to all suppliers, contractors and subcontractors engaged in any work for Grantee related to this Agreement; and
- e) Any financial match or other contribution of funds from any other source relating to any project.

## 12. Records Maintenance and Access

The parties must maintain all fiscal records related to this Agreement in accordance with generally accepted accounting principles. The parties must maintain books, documents, and other records related to the subject Agreement. Grantee will maintain Project Records for the longer period of either (A) three (3) years after the final maturity of the bonds issued for the Trails Grant Bond Funds, or (B) until the conclusion of any audit, controversy, or litigation that arises out of or is related to this Agreement and that commences within six (6) years from the date of termination of Metro's obligation to provide funds pursuant to this Agreement. Each party must make records available to the other party and its authorized representatives, including but not limited to the staff of any department, at reasonable times and places regardless of whether litigation has been filed on any claims.

## 13. Public Records

All Project Records are public records subject to disclosure under Oregon Public Records Law unless otherwise exempt.

## 14. Ownership of Documents

All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Grantee pursuant to this Agreement are the property of Grantee, and it is agreed by the parties that such documents are works made for hire. Grantee hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such documents.

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## 15. Indemnification

Within the limits of the Oregon Tort Claims Act and the Oregon Constitution, Grantee agrees to indemnify and defend Metro and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees at trial and on appeal, arising out of or in any way connected with its performance of this Agreement, and for any claims or disputes involving subcontractors or partners.

## 16. Insurance

Grantee agrees to maintain insurance levels, or self-insurance in accordance with state law, for the duration of this Agreement to levels necessary to protect against public body liability. Grantee also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

## 17. Project Failure, Misuse of Allocated Bond Funds and Repayment

Grantee will use the bond funds strictly in accordance with the terms set forth in this Agreement. Metro will seek all available remedies from Grantee for breach of this Agreement, including without limitation reimbursement to Metro of any costs related to Grantee's breach and repayment with interest to Metro of bond funds. Construction and Planning Projects must start within ninety days after Metro disburses funds and failure to meet this timeline is a breach of this Agreement. Grantee will inform Metro if a Construction Project is not expected to start within 90 days and will confer with Metro to resolve Grantee's breach. Grantee acknowledges and affirms its obligations even if Grantee's breach of the Agreement is no fault of Grantee.

## 18. Termination

This Agreement may be terminated as follows:

- A. Joint Termination for Convenience. Metro and Grantee may jointly terminate all or part of this Agreement based upon a determination that such action is in the public interest. Termination under this provision will be effective only upon a mutual, written termination agreement signed by both Metro and Grantee. Within 30 days after termination pursuant to this provision, Grantee will submit an itemized invoice for all unreimbursed project work completed before the effective date of termination, provided that Metro will not be obligated to make any payment other than for work specifically provided for in this Agreement. Metro will not be liable for any costs invoiced later than 30 days after termination; provided, however, that Metro may reimburse additional costs, at Metro's sole discretion, if Metro reasonably determines that the delay was due to factors beyond Grantee's control.

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- B. By any party if another party commits any breach or default of any covenant or obligation under this Agreement. To be effective, the party intending to terminate must give the other party written notice of default and its intent to terminate. If the breaching party does not entirely cure such breach, default, or failure within thirty (30) days after receipt of notice, or such longer period of cure as may be specified in the notice, then this Agreement may be terminated at any time thereafter by giving a written notice of termination.

Any termination of this Agreement does not prejudice any rights or obligations accrued to the parties before termination.

## 19. Oregon Constitution and Tax-Exempt Bond Covenants

Grantee acknowledges that Metro's source of funds for the Trails Grant Program is from the sale of voter-approved general obligation bonds that are to be repaid using ad valorem property taxes exempt from the limitations of Article XI, Sections 11 and 11b, of the Oregon Constitution, and that certain interest paid by Metro to bond holders is currently exempt from federal and Oregon personal income taxes. Grantee covenants and agrees that (A) it will take no actions that would jeopardize Metro's general obligation bond levy as exempt from Oregon's constitutional property tax limitations or the income tax exempt status of the bond interest under IRS rules, and (B) it will use all Allocated Bond Funds disbursed hereunder to pay for or reimburse costs that are of a type that are properly chargeable to a Capital Cost (or would be so chargeable with a proper election) to comply with the Oregon Constitution and other applicable laws with respect to the permitted expenditure of general obligation bond proceeds. If Grantee breaches these covenants, Grantee will undertake whatever remedies are necessary to cure the default and to compensate Metro for any loss it may suffer as a result thereof, including, without limitation, reimbursement of Metro for the project funded under this Agreement.

## 20. Public Contracting

Grantee is solely responsible for ensuring that all projects receiving Allocated Bond Funds comply with prevailing wage rate law, as applicable, and with applicable provisions of ORS chapters 279A, 279B, and 279C, and all other terms and conditions necessary to be inserted into public contracts in the state of Oregon. Grantee and all employers working under this Agreement are subject employers that will comply with ORS 656.017.

## 21. Notices; Project Managers

All notices and other written communication between the parties under this Agreement, other than payment requests required pursuant to Attachment 1 of Exhibit A<sub>2</sub>, must be given in writing by email or delivered via US mail or courier. The parties appoint the following representatives for receiving notice and as project managers for this Agreement.

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Metro:

Gabrielle Brown  
Trails Grant Program Manager  
600 NE Grand Ave.  
Portland, OR 97232  
[gabrielle.brown@oregonmetro.gov](mailto:gabrielle.brown@oregonmetro.gov)

Grantee:

Anne Lane  
Director of Parks and Recreation  
City of Forest Grove  
P.O. Box 326  
Forest Grove, OR 97116  
503-992-3237  
[alane@forestgrove-or.gov](mailto:alane@forestgrove-or.gov)

with copy to:

Office of Metro Attorney  
600 NE Grand Avenue  
Portland, OR 97232  
[michelle.bellia@oregonmetro.gov](mailto:michelle.bellia@oregonmetro.gov)

The parties may change the addresses by written notice, given in the same manner. Notice given in any manner other than the manners set forth above will be effective when received by the Party for whom it is intended. Telephone numbers are for information only.

## **Standard Contract Terms**

### **22. Dispute Resolution and Forum**

This Agreement is to be construed according to the laws of the State of Oregon. The Grantee and Metro will negotiate in good faith to resolve any dispute arising out of this Agreement.

### **23. Compliance with Law**

Grantee will comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to its investment and expenditure of the Allocated Bond Funds. No recipient or proposed recipient of any services or other assistance under the provisions of this Agreement or any program related to this Agreement may be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this Agreement on the grounds of race, color, or national origin, 42 U.S.C. §2000d (Title VI), or on the grounds of religion, sex, ancestry, age, or disability as that term is

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defined in the Americans with Disabilities Act. For purposes of this section, “program or activity” is defined as any function conducted by an identifiable administrative unit receiving funds pursuant to this Agreement.

## **24. Independent Contractor Status**

Grantee is an independent Contractor for all purposes and is entitled only to the compensation provided for in this Agreement. Under no circumstances will Portland be considered an employee of Metro.

Grantee is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement.

## **25. No Third-Party Beneficiary**

Except as set forth herein, this Agreement is between the parties and creates no third-party beneficiaries. Nothing in this Agreement gives or will be construed to give or provide any benefit, direct, indirect, or otherwise to third parties unless third persons are expressly described as intended to be beneficiaries of its terms.

## **26. Assignment**

A party may not subcontract, assign, or transfer any rights or obligations under this Agreement without the prior written consent of the other parties.

## **27. Survival**

All obligations relating to indemnification, default or defect in performance, limitation of liability, publicity, proprietary rights, and obligations to make payments that become due under this Agreement before termination (except those payments for services not performed by the date of termination will be prorated) survive termination or expiration of this Agreement and, to the extent applicable, remain binding and in full force and effect.

## **28. Limitations**

This Agreement is subject to the limitations of the Oregon Tort Claims Act and is contingent upon appropriation of funds. Any provision of this Agreement that conflicts with the above-referenced laws are invalid and unenforceable.

## **29. Interpretation of Agreement**

This Agreement will not be construed for or against any party by reason of authorship or alleged authorship of any provision. The Section headings contained in this Agreement are for ease of reference only and may not be used in constructing or interpreting this Agreement.



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## 30. Entire Agreement; Amendment

This Agreement is the entire agreement among the parties and supersedes all prior or contemporaneous written or oral understandings, representations, or communications of every kind. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The Parties may not waive, alter, modify, supplement or amend this Agreement except by written amendment signed by both Parties.

## 31. Choice of Law

The situs of this Agreement is Portland, Oregon. Any litigation over this Agreement will be governed by the laws of the State of Oregon and will be conducted in the Circuit Court of the State of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

## 32. No Waiver of Claims

The failure to enforce any provision of this Agreement does not constitute a waiver of that or any other provision.

## 33. Counterparts

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which will constitute one and the same instrument.

## 34. Severability

If any term or provision of this Agreement is held invalid or unenforceable by a court order or judgment, the validity of the remaining provisions are not affected.

## 35. Authority

The representatives signing on behalf of the parties certify that they are authorized to make this Agreement by the party for which they sign.

## ATTACHMENTS:

|                            |                                                                |
|----------------------------|----------------------------------------------------------------|
| Exhibit A:                 | Scope of Work                                                  |
| Attachment 1 to Exhibit A: | Payment Request and Financial Reporting Requirements           |
| Attachment 2 to Exhibit A: | Narrative Report Requirements                                  |
| Attachment 3 to Exhibit A: | Post-Construction Restrictions on Sale and Use                 |
| Attachment 4 to Exhibit A: | Final Budget and Scope of Work Submitted by Grantee post award |
| Attachment 5 to Exhibit A: | Original application submitted by Grantee                      |

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## METRO

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## CITY OF FOREST GROVE

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Exhibit A to Intergovernmental Agreement: Scope of Work

Metro Contract No. **XXXXXX**

**A. GRANTEE NAME:** City of Forest Grove

**B. PROJECT DETAILS:**

1. **Project Name:** Forest Grove Loop Trail Master Plan
2. **Project Contact Information:** Anne Lane, [alane@forestgrove-or.gov](mailto:alane@forestgrove-or.gov)
3. **Project Description:** The grantee will conduct community engagement and alignment planning for the remaining unbuilt half of an 11-mile loop trail encircling the city, the other half of which is already built.
4. **Project Location:** This project will include two unbuilt segments of the loop trail: Gales Creek Trail – to connect B Street Trailhead to Kyle Park, Knox Ridge Park, Reuter Farm Park, and Forest Glen Park; approximately 2.1 miles and David Hill Trail – to connect Forest Glen Park to Thatcher Park, Forest Grove High School, and the Highway 47 Trail; approximately 3.1 miles.
5. **Project included in Metro Regional Trails System Plan:** Yes
6. **Project phase (Planning/Project Development, ROW/Acquisition, Construction):**  
Planning/Project Development

The Grantee and Metro may modify the Scope of Work, outlined in this attachment, upon mutual written agreement. The parties may agree to minor changes in writing by email.

**C. PROJECT REQUIREMENTS:** The Project will comply with the following (collectively referred to as the “**Project Requirements**”):

**1. Project Budget:**

See project budget in attachment 4 for detailed budget

- a. Amount of Allocated Bond Funds recommended based on the application by the committee and approved by Metro Council (**Original Grant Award plus cultural resources discovery funds**): \$ 200,000
- b. Project match provided by Grantee: \$163,636  
As reviewed and approved by Metro, project match minimum is 45% based on project location. Grantee budget provides \$163,636 in match, therefore meeting the minimum requirement.
- c. Total Project Budget: \$363,636

**2. Equity in Contracting, Workforce Diversity, Construction Career Pathways Requirements:**

As outlined in the [Bond Local Share Contract Equity and Workforce Equity guidance document](#), jurisdictions with existing policies that align with the Construction Career Pathways Regional Framework should implement those policies on local projects to the fullest extent possible.

# Exhibit A to Intergovernmental Agreement: Scope of Work

Metro Contract No. **XXXXXX**

### 3. Project Timeline:

(For details on specific timeline items, see Attachment 4)

#### Phase 1: Engagement and assessment

- Public engagement
- Schematic designs based on public engagement
- Environmental assessment
- Safety assessment including any street alignments and an alignment alternatives analysis
- Coordination with Oregon Department of Transportation and any other agency partners impacted by the project

Expected completion date: August 2024

#### Phase 2: Mapping and maintenance planning

- Existing conditions mapping including cultural resource mapping, desktop survey, and engagement with tribes
- Funding assessment
- Maintenance plan

Expected completion date: August 2024

#### Phase 3: Document Development

- Master Plan created and submitted to Metro for review
- Expected completion date: December 2024

### 4. Payment schedule based on project milestones:

(For details on how to request payment and report financials, see Attachment 1)

#### Phase 1: Engagement and Assessment

##### Deliverable required before payment can be made on phase 3:

- Summaries of the comments and feedback received during community engagement processes (same as will be shared with the community at a minimum).

#### Phase 2: Mapping and maintenance planning

No deliverables required before making payments on phase 3

#### Phase 3: Document Development

##### Deliverables required before final payment can be made on grant:

- Schematic designs of trail segments based on public engagement
- Master Plan will be submitted to Metro staff for review, allowing three weeks for Metro staff review time. At completion of project the final close-out report must be submitted. As outlined in Attachment 1 of this exhibit, Metro may withhold the release of 5% retainer until the receipt and approval of the final report.

# Exhibit A to Intergovernmental Agreement: Scope of Work

## REQUIREMENTS FOR ALL PROJECTS

### 5. Signage:

- i. Meet the requirements for recognition of Metro as outlined in section 9 of the IGA.
- ii. For construction projects, grant recipients will be required to design, install and maintain wayfinding signs along the new trail, in accordance with the [Intertwine Regional Trail Wayfinding Signage Guidelines](#).
- iii. All signage, interpretation, access points, art and other improvements should reflect the values and needs of the community, including historically marginalized groups

6. **Trail Counts:** Grantees are required to purchase and install electronic trail visitor counters to monitor and report user volumes along the newly built project.

7. **Accessibility Compliance:** At a minimum, capital projects funded by Trails Grants must meet applicable federal Americans with Disabilities Act standards and state accessibility standards (see Oregon Structural Specialty Code. Where state or federal standards do not exist, Metro will consult with Grantee on any additional accessibility needs identified by Grantee.

### 8. Tribal Government Engagement:

All projects will comply with applicable federal, state and local cultural and historic resource protection laws, including without limitation guidance provided by the Oregon State Historic Preservation Office (SHPO) on the treatment and protection of Native American human remains. A list of state and federal law and rules that apply to SHPO processes is available at <https://www.oregon.gov/oprd/OH/Pages/lawsrules.aspx>. Before construction begins, Grantee will contact the Legislative Commission on Indian Services (LCIS) to identify any interested Tribes related to the project. If LCIS identifies an interested Tribe, Grantee will notify that Tribe to inform the Tribe of the project details and seek input from the Tribe regarding cultural and historic resources within the project.

Consistent with state law, all projects that include ground disturbing activities will work with a qualified archeologist to produce a cultural resource survey of the affected area and an Inadvertent Discovery Plan (IDP) to guide project implementation. A template IDP can be found here:

[https://www.oregon.gov/oprd/OH/Documents/IDP\\_Template.docx](https://www.oregon.gov/oprd/OH/Documents/IDP_Template.docx).

Metro staff are available to provide technical assistance to facilitate Grantee's contact with Tribal historic preservation offices, natural resource offices, or consultation teams and any other matter related to cultural and historic resources. For technical assistance, Metro will rely on SHPO and best practices developed through consideration of Section

# Exhibit A to Intergovernmental Agreement: Scope of Work

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- 106 of the National Historic Preservation Act to assist and guide Grantee's development of the project in compliance with state law and best practices.
9. Grantee will follow the design approach and decision-making process as defined in the **Designing Livable Streets and Trails Guide**<sup>1</sup> (Metro, 3rd edition; October 2019) and any updates in effect at the time this agreement is signed. Other street and trail design guidelines, including those developed by local agencies, the National Association of City Transportation Officials, the Institute of Transportation Engineers, the Oregon Department of Transportation, the American Association of State Highway and Transportation Officials, and the Federal Highway Administration, may also be referred to as long as the design approach and decision-making process used are consistent with Metro's guidelines.
  10. Grantee will **update local network maps** (such as those found in transportation system plans or parks system plans) and provide relevant network data to Metro in ArcGIS format. Metro will provide guidelines on network data submissions upon request.
  11. **Notice of Material Changes:** Grantee will notify Metro of any events during acquisition process, planning or construction that materially affect the Project.

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<sup>1</sup> <https://www.oregonmetro.gov/tools-partners/guides-and-tools/guidelines-designing-livable-streets-and-trails>

**ATTACHMENT 1 TO EXHIBIT A**  
**Payment Request and Financial Reporting Requirements**

**ANNUAL FINANCIAL REPORT.**

On or before July 31 of each year during the Term, beginning in the year Metro first provides a disbursement of any portion of the Allocated Bond Funds to Grantee for a project, Grantee will prepare a financial report using template provided by Metro. The Annual Financial Report will contain (A) an itemized list of Grantee's expenditure of Allocated Bond Funds through the end of the applicable fiscal year and the prior fiscal year, (B) a certification from Grantee to Metro that the Allocated Bond Funds were used only to pay for Capital Costs and the Capped Project Costs do not exceed the 10% cap described in Section 3, and (C) such other financial items related to this Agreement Metro requests in writing with reasonable notice to Grantee. Metro may revise the template and will provide Grantee with notice at least three months before requiring Grantee to use the revised template.

**CONSTRUCTION OR PLANNING PROJECT PAYMENT REQUEST PROCEDURES**

**A. Final Approval of Construction or Planning Project**

1. Grantee's request for Final Approval of a Construction or Planning Project must include general project information, including a project narrative, finalized sources and uses information, a draft project site/design plan, a final construction contract schedule of values or final evaluation of planning costs, and any other information Metro determines is necessary.
2. Metro will issue a final approval of the project to Grantee upon Metro's determination that the project is consistent with this Agreement and the Trails Grant Handbook.
3. **Retainage:** Metro will reserve as retainage from any initial advance or reimbursement payment an amount equal to five percent (5%) of the requested amount. The retainage will not be disbursed to Grant Recipient until the Project is fully completed and a final report is submitted and finally approved by Metro. Following completion of the Project and approval by Metro, Metro will deliver to Grant Recipient the entire retainage as part of the final reimbursement payment or as an additional payment after the approval of the final reimbursement request.

**B. Initial Advance Requests**

1. **General:** Following the execution of this Agreement, Grantee may request disbursement of a portion of its Allocated Bond Funds from Metro.  
Metro may, at its discretion, advance a portion of the projected budget not exceeding 30% of the Project Costs for each approved **Construction Project** if Metro determines that (a) Grantee has completed all plans and specifications; (b) all applicable permits and construction contracts are in place; and (c) construction will begin within ninety days of the receipt of the Initial Advance Request payment by Grantee.  
Metro may, at its discretion, advance a portion of the projected budget not exceeding 30% of the Project Costs for each approved **Planning Project** if Metro determines that the funded project items will commence within ninety days of request.  
To receive a disbursement of the Initial Advance, Grantee must receive final approval from

Metro of any changes to the Construction or Planning Project.

2. **Initial Advance Request information:** Grantee must submit the information through Metro's online system (ZoomGrants).

If Grantee cannot submit request through ZoomGrants they can email it to the Grants and Contracts Coordinator and the Trails Grant Program Manager(s).

3. **Metro payment of Initial Advance Request:** The Initial Advance request is optional. If Grantee would like to receive these funds Grantee will submit a request when the following conditions are met:

- This Grant Agreement has been fully executed
- Funded project work will begin no later than ninety days from the time of submission
- For construction projects, the conditions outlined in B.1 above are met

After the above conditions are met, Grantee is eligible to request thirty percent (30%) of the Award Amount, not to exceed \$60,000 (the "Initial Advance"). Once approved, Grantee will receive payment of initial advance less the five percent (5%) retainage not to exceed \$57,000.

**To receive funds:** Grantee will submit a reimbursement request cover sheet indicating the request is for the upfront payment. Metro's Grants and Contracts Coordinator and Trails Grant Program Manager(s) will review the submitted document and recommend approval for payment to the Team Manager. Metro will disburse funds within forty-five days of receiving all necessary documents. Metro will reimburse Grantee by electronic funds transfer (via Automated Clearing House or wire) or check.

### C. Reimbursement Requests

1. **General.** After using all of the Initial Advance, Grantees must seek reimbursement for additional Capital Costs or planning costs incurred in arrears up to the total Project Cost. Grantees must provide accounting of payment and any required match of the Initial Advance before requesting additional reimbursement payments. Grantees may seek reimbursement as frequently as once per quarter. At a minimum, Grantees must submit a Reimbursement Request at least once a year in alignment with fiscal year end reporting requirements (see Annual Financial Report requirements).

- a. **Project Match Reporting:** Grantee will include any matching funds (cash or in-kind) with each payment request. Match may exceed the percentage minimum outlined in Exhibit A, Scope of Work, above but must maintain the minimum percentage for project match submitted to date for Metro to approve payment of all reimbursable funds in a request. Metro may make a partial payment, in line with match to date, if necessary.

- i. Match must be for expenses or services during the contract term with the exception of acquisition costs which can be submitted if they fall within one year prior to the project application date.



ii. Metro funds or staff time may not be used as match.

**2. Each Reimbursement Request must include:**

- a. Proof of payment of the Initial Advance and correlating percentage of match until such time as the advance has been fully reported and spent down.
- b. A Request for Reimbursement itemized statement of expenses for each Construction or Planning Project showing a schedule of charges being submitted for reimbursement and match including the name of the vendor or person who was paid, description of charge and amount. The schedule of charges should list which costs are or are not subject to the Capped Capital Costs and indicate with which budget category from the project submission the expense corresponds. The total on the itemized statement should match the amount indicated on the Reimbursement Request for Release of Funds.
- c. A completed Reimbursement Request for Release of Funds on a form provided by Metro, signed by an authorized representative of Grantee certifying:
  - i. Compliance with all Program Requirements and Project Requirements set forth in **Exhibit A** of the Agreement;
- d. Grantee must submit the information through Metro's online system (ZoomGrants). If Grantee cannot submit request through ZoomGrants they can email it to the Grants and Contracts Coordinator and the Trails Grant Program Manager(s).

**3. Metro payment of Reimbursement Request:** Metro's Grants and Contracts Coordinator and Trails Grant Program Manager(s) will review the submitted documents and recommend approval for payment to the Program Director or request additional information from Grantee as needed. Metro will disburse funds within forty-five days of receiving all necessary documents. Metro will reimburse Grantee by electronic funds transfer (via Automated Clearing House or wire) or check.

Metro may reimburse or consider for match expenses incurred before the effective date of this Agreement if the expenses are eligible capital expenses, as defined by this Agreement. Grantee must include these expenses in the Scope of Work. Metro will not reimburse or consider for match any expenses incurred before September 29, 2022.

**4. Final payments:** Metro will release final payments at the close of each project following receipt and formal acceptance of project close-out report by Metro staff.

**ATTACHMENT 2 TO EXHIBIT A  
NARRATIVE REPORT REQUIREMENTS**

**REGULAR REPORTING REQUIREMENTS.**

1. Metro distribution of Allocated Bond Funds is conditioned on Grantee's ongoing demonstration of progress on each project as presented through Progress Reports every six months, updates in staff-to-staff conferences as needed and an annual impacts and outcomes report as described in Section C below. Additionally, financial reporting on funds spent and meeting match requirements are outlined in attachment 1 to the Scope of Work. Metro may revise any report template and will provide Grantee with notice at least three months before requiring Grantee to use the revised template.
  - a) Staff-to-Staff Conferences. Grantee and Metro staff will confer as requested by either party by telephone, video conference, in-person meetings, or site visits. Topics will include project progress, support needs, challenges or issues, and opportunities to share progress with the community and the Metro Council.
  - b) Bi-annual progress reports. By June 30 and December 31 of each year during the Term (or until project completion and final report is submitted), Grantee will provide brief updates in writing via ZoomGrants in response to questions provided by Metro, describing project status (scope, schedule budget) and identifying any issues that may delay or interfere with project completion.
  - c) Annual Outcomes and Impacts Report. On or before July 31 of each year during the term, Grantee will prepare a report via ZoomGrants describing outcomes and impacts using a template provided by Metro. The Annual Outcomes and Impacts Report will (A) describe the project's compliance with the Program Requirements, (B) track outcomes that have been emphasized in the Program Requirements, and (C) demonstrate the impact of investments from the Allocated Bond Funds. Metro may revise the template and will provide Grantee with notice at least three months before requiring Grantee to use the revised template.
  - d) Annual report on Equity in Contracting, Workforce Development and Construction Career Pathways requirements (see Exhibit A, Scope of Work, section C2). Metro will provide additional context and information on reporting metrics ahead of the first required report.
  - e) Final Report. After completion of the grant project, Grantee will provide a Final Report via ZoomGrants on a template provided by Metro. This report will serve as the permanent public record of the grant project for Metro.

**ATTACHMENT 3**  
**Post-Acquisition and Post-Construction Restrictions On Sale and Use**

The Post-Acquisition and Post-Construction Restrictions on Sale and Use apply until the end of the Term of the Agreement.

**I. Post- Acquisition Restrictions:**

Grantee may not sell or otherwise authorize the use of such property for a use other than as a Bond Required Use (provided however a de minimis portion of such property may be transferred or put to another use, which may include, but is not limited to, a road dedication, utility requirements or other requirements necessary to comply with a land use review proceeding initiated to use the overall property consistent with a Bond Required Use), unless Grantee certifies all of the following:

- a) Grantee's decision to sell or use the property in a manner inconsistent with a Bond Required Use is the result of unforeseen circumstances.
- b) Grantee's intent, at the time it purchased the property, was to use it for a Bond Required Use.
- c) In the event of a sale, Grantee transferred the property to a non-federal public agency or jurisdiction.
- d) Grantee provided Metro written notice of its intent to authorize the sale to a third party or change Grantee's use of the property 180 days before the sale or change in use.
- e) Grantee held at least one public hearing regarding the matter, consistent with its adopted public meeting procedures, before making a final decision to sell or change the use of the property, and adopts a resolution or ordinance that includes findings that the conditions in subsections (I)(A) through (I)(D) of this Attachment have been satisfied and that Grantee has satisfied or will satisfy its obligations as described in subsections (I)(F) and (I)(G) of this Attachment.
- f) Metro approves Grantee's determination of the appraisal value of the property pursuant to the following steps:
  1. At least 90 days before to making a final decision to sell or change the use of the property, Grantee will provide Metro with an independent MAI appraisal of the fair market value of the property assuming that the property was subject to the same use restrictions as were in place at the time Grantee purchased the property. The appraisals must be in compliance with USPAP standards and federal and ODOT right-of-way acquisition standards, where applicable, and will not be subject to any other extraordinary assumptions; and
  2. Not later than 90 days after receiving the appraisal obtained by Grantee, Metro will inform Grantee whether Metro has approved the appraisal, which decision will be made in good faith and based on whether the appraisal is complete and reasonable. Metro's review will include having the appraisal reviewed by a review appraiser hired by Metro to conduct a review in accordance with USPAP and general appraisal standards. If Metro does not approve the appraisal, then Metro will inform Grantee the reasons for not approving the appraisal and Grantee may resubmit a revised appraisal to Metro pursuant

to subsection (I)(F)(1) of this Attachment.

**II. Post- Construction Restrictions:**

Grantee may not sell or otherwise authorize use of such buildings or improvements pursuant to this Agreement in a manner inconsistent with a Bond Required Use, except that Grantee may transfer or put to another use a de minimis portion of such property, including without limitation a road dedication, utility requirements or other requirements necessary to comply with a land use review proceeding initiated to use the overall property consistent with a Bond Required Use, unless Grantee complies with all of the following:

- a) Grantee's decision to sell or use such buildings or improvements in a manner inconsistent with the Bond Required Use is the result of unforeseen circumstances.
- b) Grantee's intent, at the time it constructed such buildings or improvements, was to use them for a Bond Required Use.
- c) In the event of a sale, Grantee transfers the property to a non-federal public agency or jurisdiction.
- d) Grantee provides Metro 180 days advance written notice of its intent to authorize the sale to a third party or change in use of such buildings or improvements.
- e) Grantee holds at least one public hearing regarding the matter, consistent with its adopted public meeting procedures, before making a final decision to sell or change the use of such buildings or improvements, and adopts a resolution or ordinance that includes findings that the conditions in subsections (II)(A) through (II)(E) of this Attachment have been satisfied and that Grantee has satisfied or will satisfy its obligations as described in subsections (II)(F) and (II)(G) of this Attachment.
- f) Metro approves Grantee's determination of the appraisal value of such buildings or improvements pursuant to the following steps:
  - (1) At least 90 days before making a final decision to sell or change the use of such buildings or improvements, Grantee will provide Metro with an independent MAI appraisal of the fair market value of such buildings or improvements. The appraisals must be in compliance with USPAP standards and federal and ODOT right-of-way acquisition standards, where applicable, and will not be subject to any other extraordinary assumptions; and

Not later than 90 days after receiving the appraisal obtained by Grantee, Metro will inform Grantee whether Metro has approved the appraisal, which decision will be made in good faith and based on whether the appraisal is complete and reasonable. Metro's review will include having the appraisal reviewed by a review appraiser hired by Metro to conduct a review in accordance with USPAP and general appraisal standards. If Metro does not approve the appraisal, Metro will inform Grantee the reasons for not approving the appraisal and Grantee may resubmit a revised appraisal to Metro pursuant to subsection (II)(F)(1) of this Attachment.



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Metro  
Parks and Nature  
**2022 Nature in Neighborhoods Regional Trails Grants**  
Deadline: 1/31/2023

### City of Forest Grove Emerald Necklace - Trail Master Plan

Jump to: [Application Questions](#) [Budget](#) [Scope of Work](#) [Documents](#)

**USD\$ 200,000.00** Requested

Submitted: 12/12/2022 12:08:19 PM (Pacific)

**Project Contact**

Anne Lane  
[alane@forestgrove-or.gov](mailto:alane@forestgrove-or.gov)  
Tel: 5039923237

**Additional Contacts**

*none entered*

**City of Forest Grove**

P.O. Box 326  
Forest Grove, OR 97116  
United States

Telephone 5039923237  
Fax  
Web [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

**Director**

Anne Lane  
[alane@forestgrove-or.gov](mailto:alane@forestgrove-or.gov)

**Application Questions** [top](#)

**Budget** [top](#)

| Funding Sources/Revenues    | Grant funds             | In Kind Match          | Cash Match              |
|-----------------------------|-------------------------|------------------------|-------------------------|
| Project to Bid              | USD\$ 0.00              | USD\$ 500.00           | USD\$ 500.00            |
| Contractor Selection        |                         | USD\$ 2,500.00         | USD\$ 10,000.00         |
| Outside Engagement          | USD\$ 50,000.00         | USD\$ 5,000.00         | USD\$ 0.00              |
| Environmental Assessment    | USD\$ 0.00              |                        | USD\$ 45,000.00         |
| Safety Assessment           | USD\$ 40,000.00         |                        | USD\$ 0.00              |
| Existing Conditions Mapping | USD\$ 50,000.00         |                        |                         |
| Funding Assessment          | USD\$ 0.00              |                        | USD\$ 35,000.00         |
| Maintenance Plan            | USD\$ 30,000.00         | USD\$ 1,000.00         |                         |
| Document Development        | USD\$ 30,000.00         | USD\$ 1,000.00         |                         |
| Miscellaneous               | USD\$ 0.00              | USD\$ 2,500.00         | USD\$ 60,636.00         |
| <b>Total</b>                | <b>USD\$ 200,000.00</b> | <b>USD\$ 12,500.00</b> | <b>USD\$ 151,136.00</b> |

**Budget Narrative**

Project To Bid: \$500 In Kind - City staff time and materials \$500 Cash Match - Parks SDC Funds  
Criteria development, posting, etc.

Contractor Selection: \$2,500 In Kind - City staff time and materials \$10,000 Cash Match - Parks SDC Funds  
Meetings, mileage, project team assembly, etc.

Outside Engagement: \$50,000 Grant Funds \$5,000 In Kind - City staff and materials  
ODOT, public, BIPOC, railroad, marginalized community members, etc.

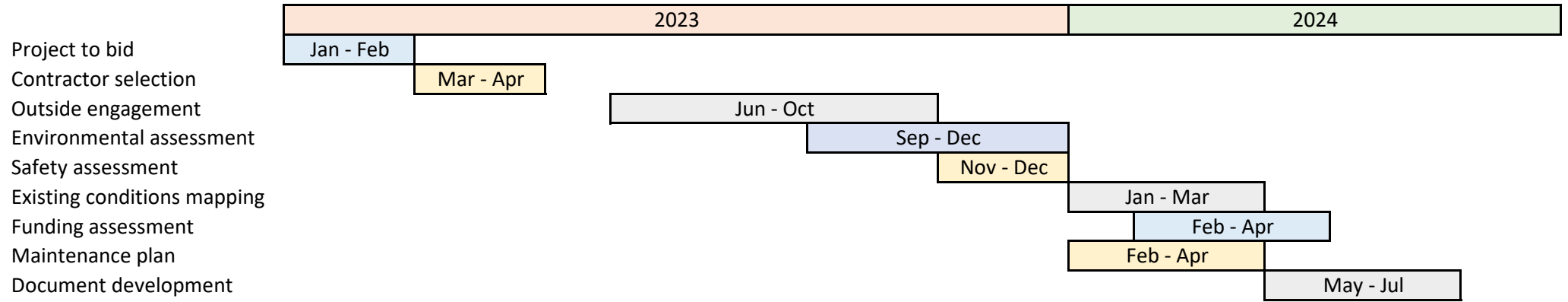


*Submitted with original application*

F1: Provide a project cost estimate that shows the methodology used in its development

| Project Phase                                                                                                   | Cost       |
|-----------------------------------------------------------------------------------------------------------------|------------|
| Project to bid<br>criteria development, posting, etc.                                                           | \$ 500     |
| Contractor selection<br>meetings, mileage, project team assembly,<br>etc.                                       | \$ 1,000   |
| Outside engagement<br>ODOT, public, BIPOC, railroad, etc.                                                       | \$ 55,000  |
| Environmental assessment<br>species identification, stormwater<br>management, wetlands, etc.                    | \$ 48,000  |
| Safety assessment<br>hazard identification and mitigation, etc.                                                 | \$ 20,000  |
| Existing conditions mapping<br>topography, soil stability, etc.                                                 | \$ 23,000  |
| Funding assessment<br>land acquisition cost, funding source<br>identification, construction cost estimate, etc. | \$ 21,500  |
| Maintenance plan<br>short, mid and long term maintenance<br>planning, funding, staffing impacts, etc.           | \$ 21,000  |
| Document development<br>draft and final reports, presentations, etc.                                            | \$ 30,000  |
| Miscellaneous<br>contingency, mileage, printing, etc.                                                           | \$ 40,000  |
| TOTAL                                                                                                           | \$ 260,000 |

*Submitted with original application*







Attachment 5 to Exhibit A: Original Application Submitted by Grantee

# 2025-2027 Regional Flexible Funds Allocation

Application for:

Regional Flexible Funds

Regional Trails Bond Funds

**Applications must be submitted to Metro no  
later than 4 p.m., February 25, 2022**

**[To submit your application, use this link](#)**

## INSTRUCTIONS

Please complete all the applicable questions in the six sections below. Enter your responses where indicated in the text boxes; they will expand as you enter text. Note that a few questions require you to select the appropriate item from the pull-down menus or complete a checklist.

Answer all questions as thoroughly as possible. It is recognized that applications requesting Project Development funding only may not have determined certain details of the project.

For complete guidance on completing the application, refer to the RFFA Application Handbook that accompanies this application form.

## SECTION A: APPLICANT AND PROJECT INFORMATION

|                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A1: Jurisdiction name                                                                                                                        | City of Forest Grove                                                                                                                                                                                                                                                                                                                                                                                                             |
| A2: Contact name                                                                                                                             | Anne Lane                                                                                                                                                                                                                                                                                                                                                                                                                        |
| A3: Contact phone #                                                                                                                          | (503)992-3237                                                                                                                                                                                                                                                                                                                                                                                                                    |
| A4: Contact email                                                                                                                            | alane@forestgrove-or.gov                                                                                                                                                                                                                                                                                                                                                                                                         |
| A5: Project name                                                                                                                             | Emerald Necklace - Trail Master Plan                                                                                                                                                                                                                                                                                                                                                                                             |
| A6: RTP Project ID#                                                                                                                          | 15                                                                                                                                                                                                                                                                                                                                                                                                                               |
| A7: Is the project included in an adopted regional or local transportation modal plan or audit? If Yes, describe.                            | Yes. The Emerald Necklace Trail is identified in the Washington County Transportation System Plan – Pedestrian System as a Regional Trail.                                                                                                                                                                                                                                                                                       |
| A8: Please describe how the members of your agency's governing body have been informed and/or indicated support of this project application. | The Emerald Necklace first officially appeared in the City Council adopted City of Forest Grove 2016 Parks, Recreation & Open Space Master Plan. The Emerald Necklace Trail Master Plan was recently brought forward to City Council for consideration to be included in the 2022 City Council Goals & Objectives. The trail project was met with favorable support and is anticipated for Council adoption in the coming month. |

## SECTION B: PURPOSE AND NEED

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B1: What are the primary and secondary facility elements of the project? (Select from dropdown lists below)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Primary: Active Transportation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Secondary: Trail - paved                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>B2: What design features are included in the project? (Check all that apply)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> Bike -Off-Street<br><input checked="" type="checkbox"/> Bike - On-Street<br><input checked="" type="checkbox"/> Bike - Bike Boulevard<br><input checked="" type="checkbox"/> Bike - Bike Track (Cycletrack)<br><input checked="" type="checkbox"/> Pedestrian - Sidewalk - New<br><input checked="" type="checkbox"/> Pedestrian - Sidewalk - Reconstruction<br><input checked="" type="checkbox"/> Pedestrian - Crossing Improvement<br><input checked="" type="checkbox"/> Active Transportation - Bike, Pedestrian<br><input type="checkbox"/> Active Transportation - Street Reconstruction<br><input checked="" type="checkbox"/> Active Transportation - Regional Trail<br><input checked="" type="checkbox"/> Trail - Off-Street<br><input checked="" type="checkbox"/> Trail - On-Street<br><input type="checkbox"/> Trail - Other<br><input type="checkbox"/> Transit - Capital - On-Street<br><input type="checkbox"/> Transportation System Management and Operations - ITS<br><input type="checkbox"/> Transportation System Management and Operations - Travel Demand Management<br><input type="checkbox"/> Roads and Bridges - New Connection<br><input type="checkbox"/> Roads and Bridges - Street Reconstruction<br><input type="checkbox"/> Roads and Bridges - Street Widening<br><input type="checkbox"/> Roads and Bridges - Bridge<br><input type="checkbox"/> Roads and Bridges - General Purpose<br><input type="checkbox"/> Roads and Bridges - Interchange<br><input type="checkbox"/> Freight - Road<br><input type="checkbox"/> Freight - Bridge<br><input type="checkbox"/> Freight - Rail<br><input type="checkbox"/> Freight - New Connection |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>B3: Provide a vicinity map or photograph showing and detailing the limits of the project, and overhead and cross-section photos of the current conditions. Include documents as separate attachments.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>B4: Provide a drawing/schematic of cross section of the anticipated completed project. Include document as a separate attachment.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>B5: Describe how the project is aligned with regional investment priorities.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Safety:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Transportation through Forest Grove along Hwy 8 (east-west) and Hwy 47 (north-south), both of which bisect the city, are considered high injury corridors for people on bicycles and walking. A key purpose of the Emerald Necklace Trail is to provide safe access to schools, parks, shopping, dining and employment throughout Forest Grove as well as connection to neighboring communities, transit and services. |
| Equity:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | A large segment of Forest Grove residents are considered to be a combination of people of color (POC), limited English proficiency (LEP), and low income (LI) at a                                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | higher than average regional rate. Much of this segment of the community resides in the central and eastern portion of Forest Grove.                                                                                                                                                                                                                                                                                                                                                                                                             |
| Climate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Development of the Emerald Necklace Trail creates an opportunity to reduce greenhouse gas emissions in the western portion of Washington County through a reduction in traditional fossil fuel powered transportation. By increasing the amount of managed vegetation and greenscapes along the Trail, the ability to counteract greenhouse gas impacts also increases. Part of a healthy ecosystem also includes habitat management. There is great potential for the Emerald Necklace Trail to act as a corridor for safe movement of habitat. |
| Congestion Relief:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | It is expected that congestion throughout Forest Grove will find relief with the addition and expansion of safe bicycle/ pedestrian transportation options. Vehicle movement along Hwy 8 and Hwy 47 in the central and eastern portions of Forest Grove in particular are likely to see a reduction in congestion and accident rate.                                                                                                                                                                                                             |
| <p>B6: Describe the specific issues or needs the project is intended to address. Answer should include information on any or all of the relevant aspects below, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Barriers (to jobs, transit, community services, etc.) this project will remove or reduce</li> <li>• Specific areas of safety concerns (high number of fatal or severe crashes, dangerous road crossing, etc.)</li> <li>• Improvements related to community health (improved air quality, increased opportunity for physical activity)</li> <li>• Economic outcomes (will the project improve or create access to commercial lands, lead to job creation, increase potential for affordable housing)</li> <li>• Access to natural areas or water bodies (applies only to request for Trails Bond funds)</li> <li>• Other</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>The Emerald Necklace Trail is intended to remove barriers to access employment, schools, transit, and community services as part of everyday needs. In addition, the Trail is intended to increase opportunities to access nature, greenspace and parks. Community health and wellness improves as air quality improves, opportunities to engage in physical activity increase, and exposure to the natural environment is enhanced.</p> <p>Economic outcomes are most likely to be seen as the Emerald Necklace Trail is utilized for tourism. As people travel through the region either on foot or by bicycle it is likely they may stop for food, lodging and/or entertainment.</p> <p>The Trail can be classified as a recreation opportunity as well as a transportation opportunity. Both perspectives contribute to an increase in quality of life and the livability of a community. As businesses seek locales in which to establish, quality of life and livability are major factors in their decision making process. Therefore, it can be assumed that as opportunities are added that enhance quality of life and livability positive economic outcomes will follow for the community.</p> <p>Gales Creek runs along the southeastern portion of Forest Grove and features a rich riparian corridor and fish habitat. The Emerald Necklace Trail is intended to connect users to this urban ecosystem in addition to that of Fernhill Wetlands to the south, and Council Creek to the north. It is possible that through future trail expansion to the south beyond Forest Grove a connection can be made to nearby Hagg Lake. Safety concerns of the Emerald Necklace Trail primarily include travel along Hwy 8 and Hwy 47 as these corridors are considered high injury corridors for people on bicycles and walking. It is likely that much of these concerns can be mitigated through design.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## SECTION C: PROJECT DETAIL

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C1: List the streets, trails or areas involved in the project.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Hwy 8<br>Hwy 47<br>David Hill Road<br>Forest Grove High School<br>Thatcher Park<br>Forest Gale Drive<br>Upper Forest Glen Park<br>Forest Glen Open Space<br>Lower Forest Glen Park<br>Willamina Avenue<br>Fernhill Road<br>Reuter Farm Park<br>Gales Creek<br>Knox Ridge Park<br>Kyle Park<br>B Street Trailhead<br>Old Town Loop Trail<br>Saucy Park<br>A. T. Smith House & Park<br>Community Alternative Learning Center<br>Fernhill Wetlands Trailhead<br>Fernhill Wetlands Park<br>Eastside Park<br>Tom McCall Upper Elementary School<br>Joseph Gale Park<br>Joseph Gale Elementary School<br>Council Creek Trail<br>Hwy 47 Trail<br>B Street Trail<br>Forest Glen Trail |
| <b>C2: List the specific project beginning and end points, or boundaries (intersections, mileposts or other indicators). These should align with the map and photos provided in question B1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Emerald Necklace Trail is a loop trail that can be accessed at many points. For sake of this document the beginning and ending point will be the crossing of the Council Creek Trail at Hwy 47.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>C3: Which intersections or street crossings (for trails) are included in the project?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Maple Street & Fernhill Road<br>Hwy 47 & Hwy 8<br>Hwy 47 & 23rd Avenue<br>Hwy 47 & Oak Street<br>Hwy 47 & Sunset Drive<br>Hwy 47 & David Hill Road<br>David Hill Road & Main Street<br>David Hill Road & B Street<br>David Hill Road & Silverstone Drive                                                                                                                                                                                                                                                                                                                                                                                                                      |

David Hill Road & Brooke Street  
 David Hill Road & Doubletree Street  
 David Hill Road & Thatcher Road  
 David Hill Road & Antler Drive  
 David Hill Road & Forest Gale Drive  
 Forest Gale Drive & Huntsman Way  
 Forest Gale Drive & Hoodview Drive  
 Forest Gale Drive & Lavina Drive  
 Forest Gale Drive & Summit Pointe Court  
 Forest Gale Drive & Kellwood Court  
 Willamina Avenue & Hwy 8  
 Willamina Avenue & Reuter Lane  
 Ritchey Road  
 B Street  
 B Street & 16th Avenue  
 Elm Street & Hwy 47  
 Maple Street

**C4: What is the functional and design classification(s) of the project streets or trail? (Use Metro Livable Streets descriptions, Ch. 2)**

The undeveloped northern portion of the Emerald Necklace Trail loop is referred to as the David Hill Trail will connect to the current terminus of the Hwy 47 Trail to the east at Sunset Drive and will travel north along Hwy 47 to David Hill Road. This section would have a street design classification of Highway and Neighborhoods land use.

The David Hill Trail then turns west at Hwy 47 and will follow David Hill Road to Thatcher Road. This section of trail would have a street design classification of Regional and Community Streets and Neighborhoods land use.

The David Hill Trail then crosses Thatcher Road and continues to travel west to Forest Gale Drive, the trail begins to turn south here and primarily consists of Neighborhoods and Parks and Natural Areas land use with street design classification of Regional and Community Streets.

The David Hill Trail terminates in Forest Glen Park and will connect to the existing Forest Glen Trail and begins to travel east.

The Forest Glen Trail travels east and terminates at Willamina Avenue near the intersection of Willamina Avenue and Hwy 8.

The future connecting piece located along the southern portion of the loop is referred to as the Gales Creek Trail. The Gales Creek Trail will connect to the current terminus of the B Street Trail at 16th Avenue near A Street. The Gales Creek Trail will consist entirely of Neighborhoods and Parks and Natural Areas land use with street design classification of Regional and Community Streets.

**C5: Using the Livable Streets and Trails guidance in Chapter 4, describe the specific improvements to be added. Provide detail for all segments, intersections, etc. indicated on the maps, photos, schematics/drawings provided in Section B.**

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pedestrian realm | Pedestrian through zone for segments of the trail classified as highway, regional street, and community street and consist of 6-8 feet of unobstructed space. This would include:<br>Hwy 47 & Sunset Drive to Hwy 47 & David Hill Road<br>David Hill Road & Hwy 47 to David Hill Road & Forest Gale Drive<br>David Hill Road & Forest Gale Drive to Forest Glen Park<br>Willamina Avenue & Hwy 8 to 16th Avenue & A Street |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travelway realm                  | <p>Separated bikeway:<br/> Hwy 47 &amp; Sunset Drive to Hwy 47 &amp; David Hill Road<br/> David Hill Road &amp; Hwy 47 to David Hill Road &amp; Forest Gale Drive</p> <p>Speed management treatment with pavement markings:<br/> David Hill Road &amp; Forest Gale Drive to Forest Glen Park</p> <p>No motorized vehicles:<br/> Willamina Avenue &amp; Hwy 8 to 16th Avenue &amp; A Street</p>                                                                          |
| Green streets & stormwater mgmt. | <p>Ponds:<br/> Hwy 47 &amp; Sunset Drive to Hwy 47 &amp; David Hill Road<br/> Willamina Avenue &amp; Hwy 8 to 16th Avenue &amp; A Street</p> <p>Swales:<br/> David Hill Road &amp; Hwy 47 to David Hill Road &amp; Forest Gale Drive</p> <p>Street trees:<br/> David Hill Road &amp; Forest Gale Drive to Forest Glen Park</p>                                                                                                                                          |
| Bikeway design                   | <p>Separated bicycle lanes (one way):<br/> Hwy 47 &amp; Sunset Drive to Hwy 47 &amp; David Hill Road<br/> David Hill Road &amp; Hwy 47 to David Hill Road &amp; Forest Gale Drive</p> <p>Conventional bicycle lanes:<br/> David Hill Road &amp; Forest Gale Drive to Forest Glen Park</p> <p>Multiuse paths:<br/> Willamina Avenue &amp; Hwy 8 to 16th Avenue &amp; A Street</p>                                                                                        |
| Transit design                   | Uncertain if transit is planned                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Intersections & crossings        | <p>Signalized intersections:<br/> Maple Street &amp; Fernhill Road<br/> Hwy 47 &amp; Hwy 8<br/> Hwy 47 &amp; Sunset Drive<br/> Hwy 47 &amp; Elm Street<br/> Willamina Avenue &amp; Hwy 8</p> <p>Enhanced midblock crossing:<br/> B Street</p> <p>Separated bicycle facilities in roundabout:<br/> Hwy 47 &amp; David Hill Road</p> <p>Unsignalized intersections:<br/> Hwy 47 &amp; 23rd Avenue<br/> Hwy 47 &amp; Oak Street<br/> David Hill Road &amp; Main Street</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>David Hill Road &amp; B Street<br/> David Hill Road &amp; Silverstone Drive<br/> David Hill Road &amp; Brooke Street<br/> David Hill Road &amp; Doubletree Street<br/> David Hill Road &amp; Thatcher Road<br/> David Hill Road &amp; Antler Drive<br/> David Hill Road &amp; Forest Gale Drive<br/> Forest Gale Drive &amp; Huntsman Way<br/> Forest Gale Drive &amp; Hoodview Drive<br/> Forest Gale Drive &amp; Lavina Drive<br/> Forest Gale Drive &amp; Summit Pointe Court<br/> Forest Gale Drive &amp; Kellwood Court<br/> Willamina Avenue &amp; Reuter Lane<br/> Ritchey Road<br/> B Street &amp; 16th Avenue<br/> Maple Street</p> |
| Regional trails                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>On-street trail connections:<br/> Hwy 47 &amp; Sunset Drive to Hwy 47 &amp; David Hill Road<br/> David Hill Road &amp; Hwy 47 to David Hill Road &amp; Forest Gale Drive<br/> David Hill Road &amp; Forest Gale Drive to Forest Glen Park</p> <p>Multiuse path:<br/> Willamina Avenue &amp; Hwy 8 to 16th Avenue &amp; A Street</p>                                                                                                                                                                                                                                                                                                          |
| Street and trail lighting                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Lighting will be dependent upon location of trail and existing lighting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Wayfinding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Wayfinding will be incorporated throughout the Emerald Necklace Trail as well as mileage markers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Placemaking elements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>As there are a number of parks along the Trail route we intend to develop those spaces to include benches, picnic tables, and possibly play structures and restrooms</p> <p>Public art is planned to be incorporated in the Trail design process</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>C6: Describe any constraints identified in the previous question that limit the project design (geographic, environmental, financial, limited right-of-way, statutory requirements, etc.) and why they cannot be overcome.</b></p>                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>There will likely be geographic challenges due to topography in some locations along the Trail. Funding to address possible acquisition and construction may have to be addressed through a bond. All possible challenges and constraints can be overcome through strategic planning.</p>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>C7: Does the project fill a gap on the regional Active Transportation or Trails network? Describe the gap to be filled, including if it is a partial or complete fill.</b></p>                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Approximately half of the total mileage of the entire Emerald Necklace Trail is already developed. The 4 sections of trail that are complete total 5.66 miles and include the Hwy 47 Trail (3.8 miles), Forest Glen Trail (0.59 miles), B Street Trail (0.74 miles) and Old Town Loop Trail (0.53 miles). The 2 remaining undeveloped sections needed to complete the Emerald Necklace Trail total 5.2 miles and include the David Hill Trail (2.1 miles) and Gales Creek Trail (3.1 miles).</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C8: Is this project addressing known locations of crashes leading to fatalities and serious injuries? If so, have safety countermeasures been included or being explored as part of the scope of work for the project?                                                                                                                                                                                                                           |
| We recognize there are some areas along the Trail route that are known locations for crashes leading to fatalities and serious injuries. These locations are being addressed within the City of Forest Grove Engineering Department and plans are in place that address safety. The Emerald Necklace Trail project intends to utilize the design safety measures implemented by the Engineering Department well in advance of the Trail project. |
| C9: Does the project create safer access to a K-12 school? If so, identify the school(s) and the specific safety improvements.                                                                                                                                                                                                                                                                                                                   |
| Yes. Development of the Emerald Necklace Trail will create direct access to Forest Grove High School. Tom McCall Upper Elementary School, Joseph Gale Elementary School, and Community Alternative Learning Center will be within close proximity to the Trail.                                                                                                                                                                                  |
| C10: Does the project improve the transit system? Describe how it improves both access to transit and transit operations, building on information provided in question C5.                                                                                                                                                                                                                                                                       |
| The Trail is intended to connect pedestrians and bicyclists to transit however it is uncertain where those transit stops and centers may be located.                                                                                                                                                                                                                                                                                             |
| C11: Describe any Transportation System Management and Operations (TSMO) project elements not covered in question C5.                                                                                                                                                                                                                                                                                                                            |
| None known at this time                                                                                                                                                                                                                                                                                                                                                                                                                          |
| C12: Does the project as described above differ from how it is defined in the RTP? If it does, please describe how and why it is different.                                                                                                                                                                                                                                                                                                      |
| No                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## SECTION D: COMMUNITY INVOLVEMENT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>D1: List the stakeholders, organizations, other agencies, utilities, funding partners etc. that are involved in the project and whether there are existing risks with any of them. For each stakeholder group, identify if their approval will be required to move the design of the project forward.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Forest Grove School District: possible competition for funds if bond needed<br/>         Clean Water Services: approval will be required<br/>         Centro Cultural<br/>         Adelante Mujeres<br/>         Forest Gove–Cornelius Chamber of Commerce<br/>         Pacific University<br/>         Forest Grove Senior &amp; Community Center<br/>         Friends of Historic Forest Grove<br/>         Fernhill Wetlands Council<br/>         City of Cornelius<br/>         Forest Grove Light &amp; Power: approval may be required<br/>         Forest Grove Planning Commission: approval will be needed<br/>         Forest Grove Parks &amp; Recreation Commission<br/>         Oregon Department of Transportation: approval may be required<br/>         Washington County Transportation: approval may be required<br/>         Oregon Parks &amp; Recreation Department: approval will be required if grant awarded<br/>         Oregon Trails Coalition: approval will be required if grant awarded<br/>         Access Recreation &amp; Access Trails<br/>         Intertwine Alliance: approval will be required if bond needed<br/>         Bonneville Power Administration: approval may be required</p> |
| <p><b>D2: Describe how community input has informed the project development to date and prioritization for a RFFA/Trails Bond funding request.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>The most recent community input related to the Emerald Necklace Trail was done in part of the 2016 Parks, Recreation and Open Space Master Plan and consisted of 6 different outreach efforts and engaged over 560 participants. Methods used included stakeholder interviews, an online questionnaire, sports and recreation providers focus group, Hispanic-Latino focus group, community workshops, Citizen Advisory Committee and Technical Advisory Committee.<br/>         One of the identified needs noted within the Plan was “Improved connectivity through added trail development”. An identified goal of the Parks and Recreation Department was noted as “ Enhance connectivity: Develop walkways and multi-purpose trails that are accessible to people with and without disabilities, pedestrians, and bicyclists to connect neighborhoods, schools, parks, recreation facilities and greenways.” One of the strategic directions provided to the City was “Open Space Greenways and Trails: Protect natural resources and provide trails to connect people to parks, open space and community destinations.”</p>                                                                                              |
| <p><b>D3: Does the project require or trigger a public outreach process prior to design? If yes, describe the process and when you will start it. Indicate in response to Question E4 whether or how the process may alter the responses provided elsewhere in this application.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Yes. Public outreach will be a major key component to the development of a master plan for the Emerald Necklace Trail. It is of high importance that members of the community have an opportunity to engage in the planning process and would begin very early on in the process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## SECTION E: PROJECT READINESS AND DELIVERY

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E1: Will the applicant agency deliver the project as a certified agency? (Not applicable for Trails Bond funding)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| E2: If the applicant agency is not certified to deliver federal-aid projects, has it identified whether a Certified LPA or ODOT is available and has agreed to deliver the project? (Not applicable for Trails Bond funding)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| E3: List the level of federal Environmental Review expected (Environmental Assessment, Categorical Exclusion, Environmental Impact Statement) and a short description of why it is the expected review classification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| It is uncertain at this time if there will be a need for a federal Environmental Review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| E4: What level of project development activities have been completed and still need to be completed. Describe how completed activities contribute to a level of certainty in the project definition such as, but not limited to, whether any preliminary survey work has been completed, whether any preliminary environmental impact assessment has been done or whether community outreach described in Section D indicates support for the project design. Describe the risk that project development or public process activities still to be completed may alter the understanding of the project definition, including: <ul style="list-style-type: none"> <li>• environmental impact area and need for additional environmental mitigation elements</li> <li>• additional right-of-way or utility impacts not already included in the project design details in Section C</li> <li>• changes to responses provided in Questions E6 – E12, and</li> <li>• impacts to the project cost estimate</li> </ul>                                                               |
| A high level concept design has been developed and included in the City of Forest Grove 2016 Parks, Recreation and Open Space Master Plan. No further work has been done on this project. There are many more steps necessary to bring the Emerald Necklace Trail to life such as develop a master plan, community engagement, design, land acquisition, permitting, construction and more. The community and City Council are demonstrating support for the project and are eager to make headway. This has been demonstrated through various community polls, general communication and feedback, and City Council has recognized the project as a priority and included it in their goals and objectives. It is possible the route of the Trail may alter from the original concept as the project moves through steps towards completion. There is a wide variety of circumstances that we are likely to encounter, some of which are described above and others that may surprise us. We are prepared to navigate each of these in a thoughtful and systematic approach. |
| E5: Describe any other alternatives considered to meet the project purpose and need and the rationale for the initial preferred alternative proposed or elimination of other alternatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The work that has been done on this project is a good starting point. We aren't yet aware of other alternatives but are open to considering all alternatives as we work through development of the Emerald Necklace Trail project. We are approaching the project with an open mind and are earnest in our desire to create the most optimal outcome for our community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| E6: Will permanent or temporary rights-of-way be needed for the project? List the number of fee acquisitions, permanent and temporary easements, and relocations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| A majority of the Gales Creek Trail portion of the Trail will require permanent or temporary rights-of-way that may impact the following parcels:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Parcel ID: R1492334  
 Parcel ID: 1S401AA14600  
 Parcel ID: 1S401AA14700  
 Parcel ID: 1S401AA14800  
 Parcel ID: 1S401AA14900  
 Parcel ID: 1S4010000550  
 Parcel ID: 1S4010000551  
 Parcel ID: R0439715  
 Parcel ID: R2179440  
 Parcel ID: R2179441  
 Parcel ID: R1262671  
 Parcel ID: R2209706  
 Parcel ID: R2209707  
 Parcel ID: R1116937  
 Parcel ID: R1117017  
 Parcel ID: R1492520

E7: Are utilities expected to be relocated? Are the utilities eligible for federal reimbursement? Provide a list of all utilities within the project and potential risks.

We do not expect utilities to be relocated.  
 It is uncertain if the utilities are eligible for federal reimbursement.  
 Forest Grove Light & Power – no known risks  
 Bonneville Power Administration – no known risks  
 Portland General Electric – no known risks  
 Clean Water Services – no known risks  
 NW Natural – no known risks

E8: List all railroads within 500 feet of the project and whether the project will be within the railroad ROW. Describe whether a Railroad crossing order will be needed and/or if a Railroad construction and maintenance agreement will be needed.

If the Emerald Necklace Trail Master Plan identifies crossing Hwy 47 at Maple Street and/or Elm Street there will be a railroad short line crossing at that location.

E9: Provide a list of known environmental resources in or adjacent to the project impact area that may be impacted and potentially mitigated. Include wetlands, streams, habitat, protected plants or trees, etc.

The section of the Trail referred to as the Gales Creek Trail may require some mitigation as a portion of the Trail travels along Gales Creek to the south through the floodplain of Kyle Park and classified as Riparian Wildlife Habitat Class I.

E10: Have you introduced and discussed the project informally with any tribal governments to understand if any tribal interests are present in the project area so that those can be considered or addressed in project implementation?

No

E11: Have you initiated work to investigate cultural or historic resources that may be present in the project area/site? (NOTE: Please do not disclose the specifics of any known resources in your application so that this information is not inadvertently publicly disclosed without appropriate Tribal Government approvals.)

No

E12: Describe whether the project will trigger stormwater treatment requirements and whether those requirements have been accounted for in the project design description and cost estimate.

It is uncertain at this time if this project will trigger stormwater treatment requirements however, we have accounted for this if it does happen.

E13: List any permits expected to be needed, along with the issuing agency (federal, state and local).

No permits will be required for the master plan development process.

E14: Describe whether project is located on a National Highway System facility or an ODOT facility and if so whether ODOT has provided concurrence with developing the project as described in this application.

The Emerald Necklace Trail is not located on a National Highway System facility. Sections of the Trail is located along Hwy 8 and Hwy 47, both of which are ODOT facilities. ODOT has provided concurrence with developing the project as described in the ODOT Transportation System Plan Update for the City of Forest Grove dated October 2013.

## SECTION F: PROJECT COST AND FUNDING REQUEST

| F1: Provide a project cost estimate that shows the methodology used in its development. <b>Include as a separate attachment.</b> See the application guide for instructions on providing the cost estimate and funding request.                                         |                                  |                                  |                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|-----------------------------------------|
| F2: Requested regional funding source:                                                                                                                                                                                                                                  |                                  | Either                           |                                         |
| F3: Provide requested regional amounts, plus local match and other funds for each phase of the project to be funded in this proposal. The total of RFFA/Trails Bond funds, required local match, and other funds should equal the cost estimate for each project phase. |                                  |                                  |                                         |
| Project phase                                                                                                                                                                                                                                                           | RFFA/Trails Bond funds           | Required local match             | Other funds <sup>1</sup>                |
| Project development: Planning                                                                                                                                                                                                                                           | \$200,000                        | \$60,000                         | Click or tap here to enter text.        |
| Project development: Pre-NEPA Scoping                                                                                                                                                                                                                                   | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.        |
| Project development: Preliminary Engineering                                                                                                                                                                                                                            | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.        |
| Right-of-Way                                                                                                                                                                                                                                                            | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.        |
| Utilities                                                                                                                                                                                                                                                               | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.        |
| Construction                                                                                                                                                                                                                                                            | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.        |
| Other <sup>2</sup>                                                                                                                                                                                                                                                      | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.        |
| <b>TOTAL</b>                                                                                                                                                                                                                                                            | <b>\$200,000</b>                 | <b>\$60,000</b>                  | <b>Click or tap here to enter text.</b> |
| F4: Describe the anticipated source of the required local match and other funds listed above and the commitment to make those funds available to the project by agency leadership should regional funds be awarded.                                                     |                                  |                                  |                                         |
| Local match funds will be provided by the City of Forest Grove through use of banked Parks Systems Development Charges. Funds are currently available for this match.                                                                                                   |                                  |                                  |                                         |
| F5: Describe how the agency will seek to provide additional funding to cover any unanticipated costs on the project as a priority expenditure relative to other spending needs.                                                                                         |                                  |                                  |                                         |
| Additional funding to cover any unanticipated costs of the project will be provided by City of Forest Grove through use of banked Parks Systems Development Charges. Funds are currently available to cover unanticipated costs.                                        |                                  |                                  |                                         |

<sup>1</sup> Indicate amount of additional funding being used on the project beyond what is required minimum match, and list the source(s) of those funds in your response to question F4.

<sup>2</sup> Indicate costs needed for other project phases or activities that do not fit into any of the identified phases above.

## SECTION G: ATTACHMENT LIST

Per the referenced questions, please upload the following documents along with your completed application form:

- Question B3: A vicinity map showing and detailing the limits of the project, and overhead and cross-section photos of the current conditions
- Question B4: Provide a drawing/schematic of the anticipated completed project
- Question F1: Provide a project cost estimate (as an attachment) that shows the methodology used in its development. (Excel preferred)
- Two-page (both sides) project description sheet. This should include brief descriptions of the project area, purpose and need, proposed design, RFFA/Trails Funding amount requested, total project amount, and photos or illustrations of the project area and design. A project description template is included in the application materials.
- A GIS shapefile of the project (per Metro specifications)



*A place where families and businesses thrive.*

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Project Name: Emerald Necklace Trail Master Plan  
Applicant: City of Forest Grove – Parks & Recreation  
Amount Requested: \$200,000                      Total Project Cost: \$260,000

**Project purpose and need:**

In 2007, through the completion of the Forest Grove Community Trails Master Plan, trails were identified and acknowledged as an integral part of a meaningful and impactful parks and recreation system that enhances community livability. It wasn't until 2016 when the Emerald Necklace Trail was formally identified in the Parks, Recreation and Open Space Master Plan as a "Proposed Multi-Use Trail". The Trail is also identified in the Washington County Transportation System Plan as Project ID# 15.

One of the goals within the 2016 Master Plan is to enhance connectivity through identified priority areas inclusive of open spaces, greenways and trails and include guiding principles for improvement of community walkability and bikeability. City Council has demonstrated support of the goal identified in the 2016 Master Plan through their recent adoption of the 2022 City Council Goals & Objectives where the Emerald Necklace Trail Master Plan project was listed.

Although not initially identified as part of the greater Emerald Necklace Trail, segments of Trail have been developed over time. Those currently existing multi-use trails are intended to be utilized as connection points to allow for greater non-motorized movement throughout the community. The developed segments of the Trail are primarily located along the south and east borders of Forest Grove and total approximately 6.1 miles. Those trails include: Hwy 47 Trail (3.8 miles), Forest Glen Trail (0.59 miles), B Street Trail (0.74 miles), and old Town Loop Trail (0.53 miles). Undeveloped segments of the Trail total approximately 5.2 miles based on the route identified in the 2016 Parks, Recreation and Open Space Master Plan. Those trails include: David Hill Trail (2.1 miles) and Gales Creek Trail (3.1 miles). The identified route has been used to develop application responses and materials. However, we acknowledge that the route may vary and is dependent upon findings through the Emerald Necklace Trail Master Plan process.

In addition to connecting the developed and undeveloped segments to one another, the Emerald Necklace Trail is also intended to connect to the western terminus of the future Council Creek Regional Trail located in the northeast quadrant of Forest Grove. It's prudent to also note that the Emerald Necklace Trail is intended to remove transportation barriers and provide safe access to employment, schools, transit and community services as part of everyday needs. In addition, the Trail is intended to increase opportunities to access nature, greenspace and parks as well as act as a connector to neighboring communities.



Viewing the project at a more macro level, the Emerald Necklace Trail has the potential to act as a regional connector to various opportunities that either currently exist or are planned for future development and may include the Yamhelas Westsider Trail, Banks-Vernonia Trail, Stub Stewart Park, Hagg Lake Park, TriMet, and the Tualatin Valley Scenic Bikeway.

Possible challenges we are anticipating with this project are likely to be related to topography as some locations contain areas of steep terrain. Another constraint may include acquisition of land and/or property easements as well as opposition by adjacent landowners. Additionally, there is a segment of the Trail that is projected to run along Gales Creek in the southeastern portion of Forest Grove which features a rich riparian corridor and fish habitat that is also in the floodplain. We anticipate that this area will require more extensive planning. We are confident we can overcome these challenges and constraints through open dialog with the community and mindful planning.

Outside engagement will be a key factor in the success of this project. There are a number of agencies that will need to be involved to varying degrees throughout the entire process. There is also a great deal of need to interact with community members that represent the many fabrics that make up the tapestry of our community. We recognize that this has not traditionally been a strong suit for the City of Forest Grove and a concerted effort is desperately needed. This will be a large contributing factor in our assessment of contractors that submit for this project.

The City of Forest Grove has a healthy reserve of Parks System Development Charges that will be used to cover the required match and we are prepared to utilize additional funds from this account should the project exceed the \$200,000 we are requesting.

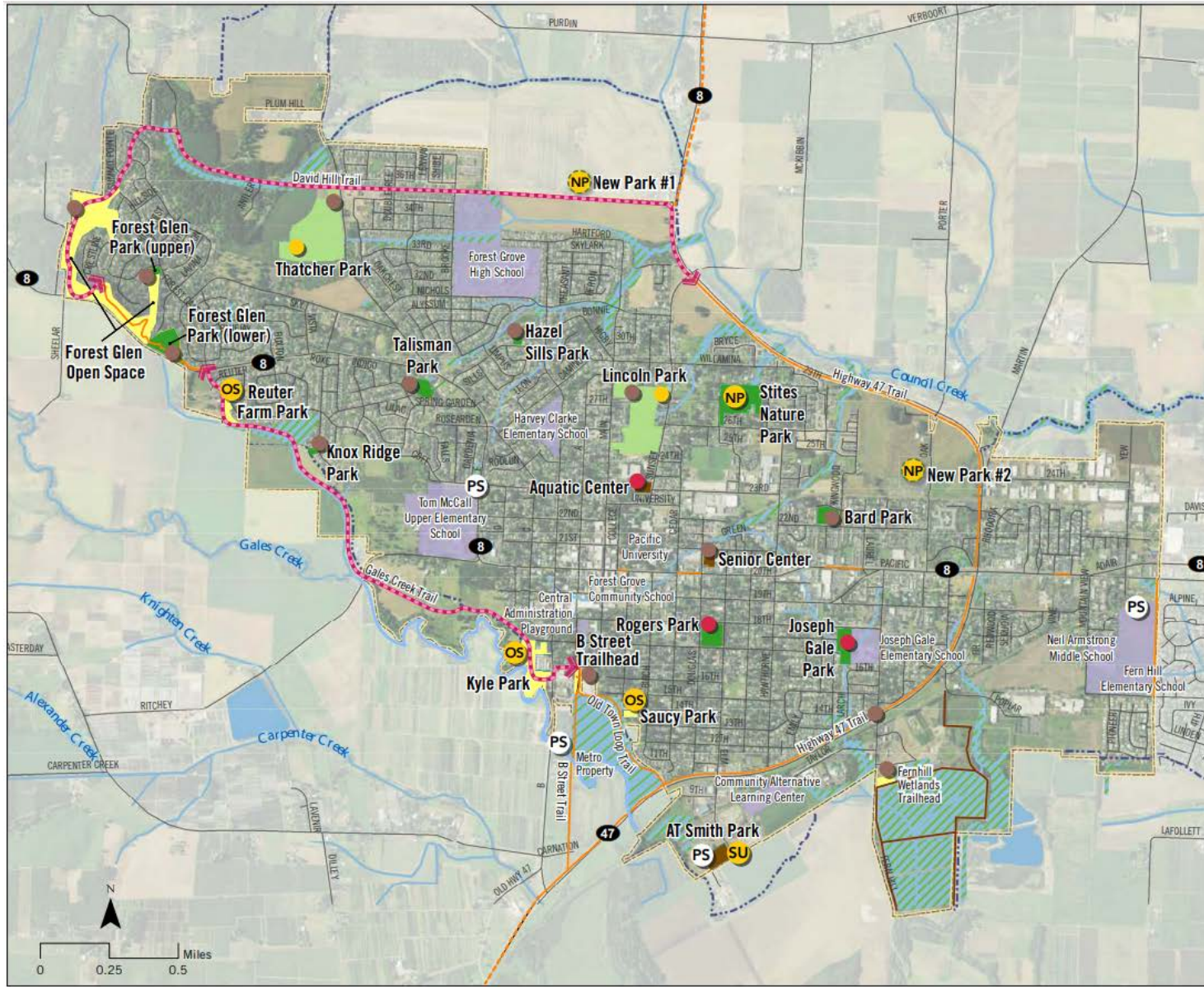
#### Proposed design:

The majority of the Trail will consist of asphalt and designed as a multiuse path. Some segments will be designed as on-street trail connections with both one way separated bicycle lanes and conventional bicycle lanes. We anticipate intersections and crossings for the Trail will primarily consist of signalized and unsignalized intersections, with minimal enhanced midblock crossings and separated bicycle facilities in a roundabout. Speed management treatment with pavement markings are also likely to be utilized. We plan to include ponds, swales and street trees along the Trail as well.

Please find the attached documents labeled: B3 Attachment, B4 Attachment and F1 Attachment per instructions contained within the application. Unfortunately I do not have a GIS shapefile of the project.

Thank you for your consideration.

Anne Lane, Parks & Recreation Director  
City of Forest Grove [alane@forestgrove-or.gov](mailto:alane@forestgrove-or.gov)  
(503) 992-3237 (971) 260-7892  
1924 Council Street Forest Grove, OR 97116



## Forest Grove Parks, Recreation and Open Space Master Plan

### EXISTING PARKS AND TRAILS

- Multi-use Trail
- Pedestrian Trail
- Community Park
- Neighborhood Park
- Special Use Park
- Open Space, Greenways and Trails

### PROPOSED PARKS AND TRAILS

- Proposed Multi-use Trail
- Planned Metro Multi-use Trail
- Proposed Neighborhood Park
- Proposed Special Use Park
- Proposed Partner Site
- Proposed Open Space
- Provide Major Enhancements
- Provide Minor Enhancements
- Develop Park or Trail
- Improve Partner Site
- Acquire Land (somewhere in this vicinity)

### OTHER FEATURES

- Forest Grove City Limits
- Urban Growth Boundary
- Streets
- Wetlands
- Water Feature
- School Parcel

**Map 2: Proposed Park System**

Data Sources: Forest Grove Engineering Department  
04.13.16

B3: Overhead and cross-section photos of the current conditions



B3: Overhead and cross-section photos of the current conditions



Trail connects at north end of Hwy 47 Trail, travels north, crosses Sunset Drive, continues north to David Hill Road, turns west on David Hill Road

End of Hwy 47 Trail - North

B3: Overhead and cross-section photos of the current conditions



Trail turns west on David Hill Road off Hwy 47, continues west crossing Main Street, B Street and Silverstone Drive

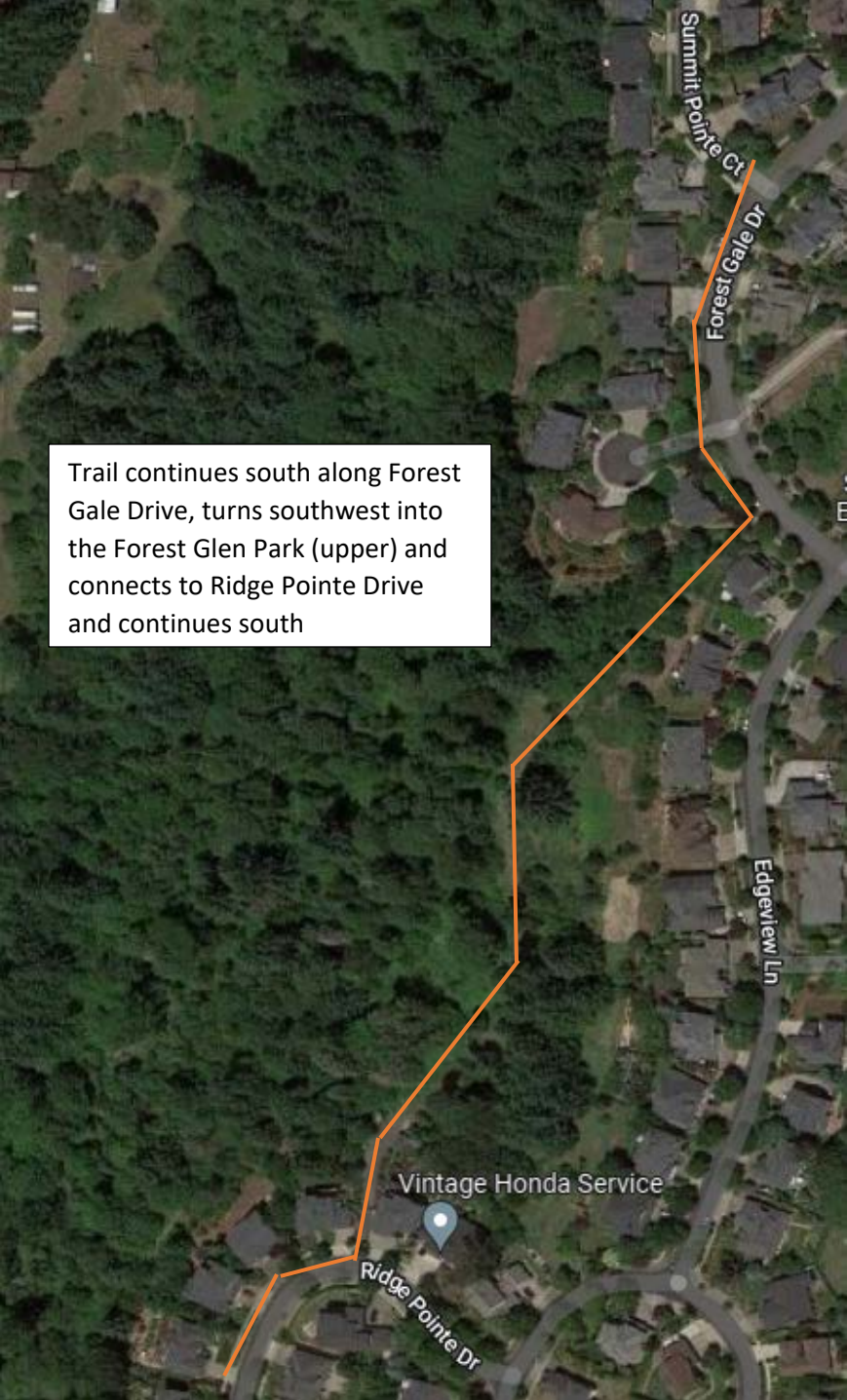


Trail continues west near Forest Grove High School and crossing Brooke Street, Doubletree Street and Thatcher Road

B3: Overhead and cross-section photos of the current conditions



B3: Overhead and cross-section photos of the current conditions



Trail continues south along Forest Gale Drive, turns southwest into the Forest Glen Park (upper) and connects to Ridge Pointe Drive and continues south

B3: Overhead and cross-section photos of the current conditions



Trail continues south along Ridge Pointe Drive and continues south to connect to the north end of the Forest Glen Trail

End of Forest Glen Trail - North

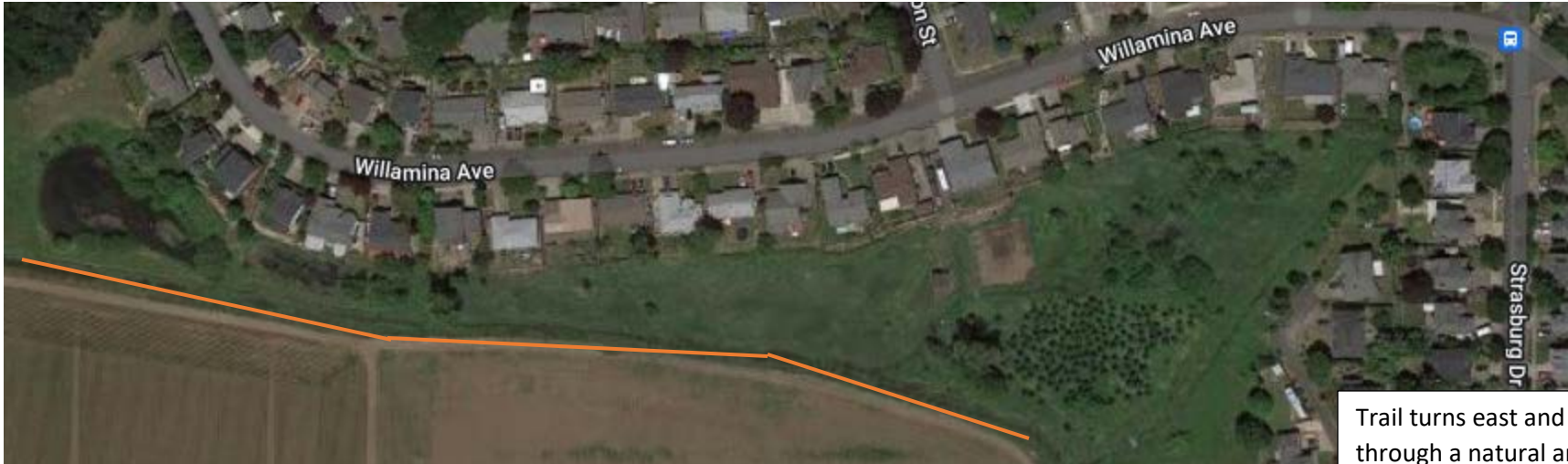


B3: Overhead and cross-section photos of the current conditions



Trail picks up at the south end of the Forest Glen Trail, crosses Hwy 8 and continues southeast along Willamina Avenue, crossing Reuter Lane and Farm Way then turns south through Reuter Park

B3: Overhead and cross-section photos of the current conditions



B3: Overhead and cross-section photos of the current conditions



B3: Overhead and cross-section photos of the current conditions



Trail travels east near Tom McCall Upper Elementary School, turns south, crossing Ritchey Road and continues southeast through a natural area

B3: Overhead and cross-section photos of the current conditions



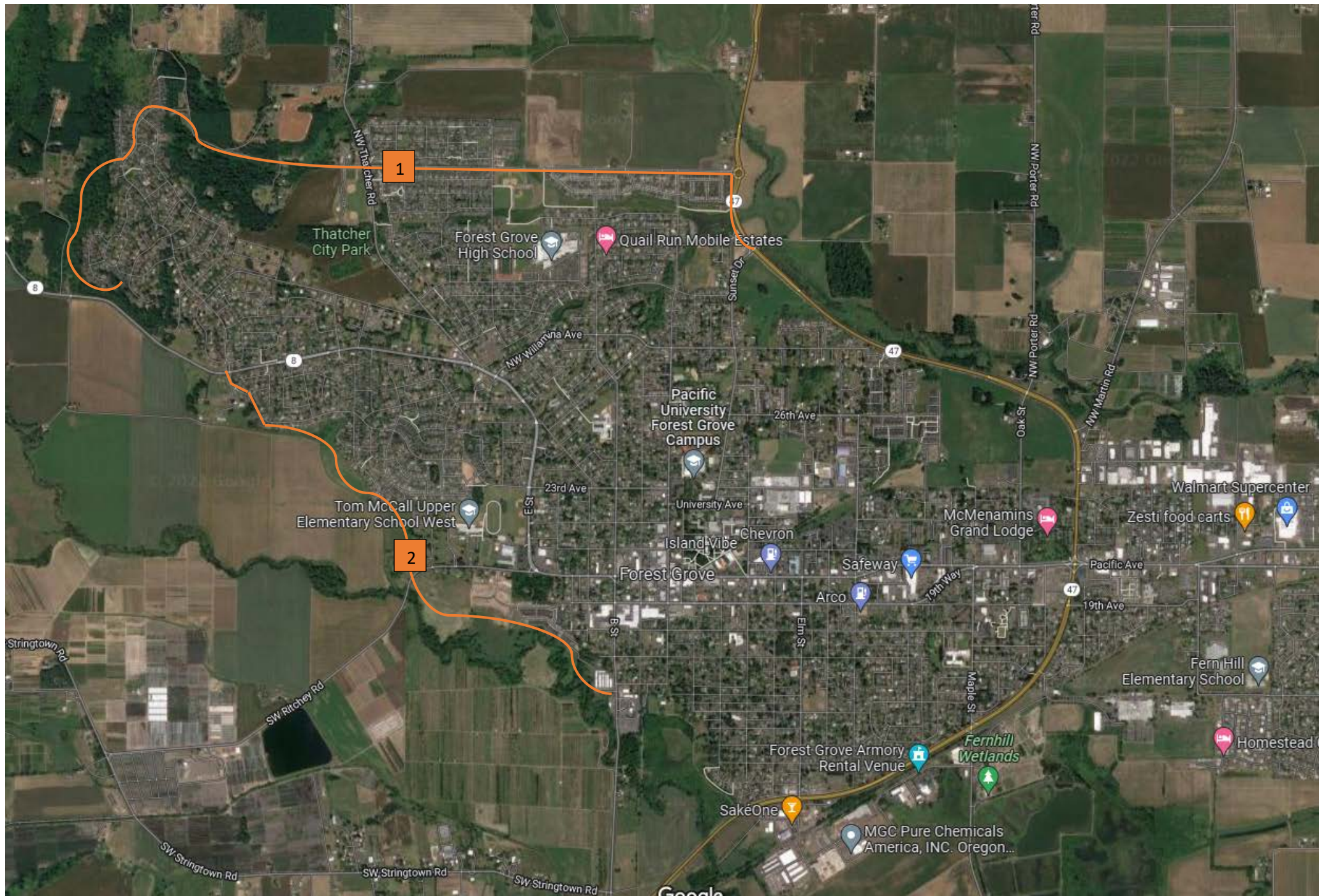
B3: Overhead and cross-section photos of the current conditions



End of B Street Trail - North

Trail turns north briefly, continues east across B Street, and follows 16<sup>th</sup> Avenue to the B Street Trail – North which connects to the Hwy 47 Trail - South

B3: Provide a vicinity map or photograph showing and detailing the limits of the project



1. David Hill Trail 2.1 miles

2. Gales Creek Trail 3.1 miles

B4: Provide a drawing/schematic of cross section of the anticipated completed project



Sections of Trail include:

- At David Hill Road and Hwy 47, west to Forest Gale Drive
- At Forest Gale Drive, turns southwest into the Forest Glen Park (upper) and connects to Ridge Pointe Drive
- At Ridge Pointe Drive, south to Forest Glen Trail
- At Willamina Avenue, turns south through Reuter Park, turns east and southeast passing by Knox Ridge Park then near Tom McCall Upper Elementary School, turns south crossing Ritchey Road and continues southeast along Gales Creek and into Kyle Park to B Street
- At B Street, north to 16<sup>th</sup> Avenue, turns east and connects to B Street Trail





Sections of Trail include:

- North end of Hwy 47 Trail, continues north along Hwy 47, crosses Sunset Drive to David Hill Road