

ATV

GRANT PROGRAM



2009

ALL-TERRAIN VEHICLE GRANT INSTRUCTIONAL MANUAL

OREGON PARKS AND RECREATION DEPARTMENT
ALL-TERRAIN VEHICLE PROGRAM
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The ATV Grant Instructional Manual
is an important resource for information
regarding the grant application process
as well as the
billing and progress reporting.

Please use it as a reference whenever needed



The current ATV Grant Manual, ATV Grant Application, forms, and materials can be accessed
at: http://www.oregon.gov/OPRD/ATV/grant_info.shtml#manuals

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Please contact the ATV staff anytime you have questions or would like help with your application.

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Section 1

THE ALL-TERRAIN VEHICLE PROGRAM

SECTION 1 – ALL-TERRAIN VEHICLE PROGRAM

1.0 ATV Program Overview - The All-Terrain Vehicle (ATV) Program was transferred to Oregon Parks and Recreation Department (OPRD) from the Oregon Department of Transportation on January 1, 2000.

a) Intent: The intent of the ATV Grant Program is to provide opportunities for Off-Highway Vehicle (OHV) recreation. The ATV Grant program is funded with revenue collected from ATV user permit sales and a percentage of gasoline tax dollars attributed to OHV use. The management requirements are accomplished through procedures found in the Oregon Revised Statutes (ORS) ORS 390.550-585, the Oregon Administrative Rules (OAR), Chapter 736, and Oregon Trails Plan (<http://www.oregon.gov/OPRD/PLANS/trailsplanning.shtml>) and the most current revision of the ATV Grant Instruction Manual. The ATV Grant Program is designed to supplement projects and is not intended to be the sole source of funding for all ATV projects. A project match is required for most ATV grant projects. Funds are allocated to eligible Project Sponsors which include managers of publicly and privately held land, registered OHV clubs, non-profit organizations, and law enforcement agencies. The ATV Account Allocation Committee reviews the grant applications and makes funding recommendations to the OPRD Director and Commission. The ATV grants are allocated on scoring criteria based on the Oregon Trails 2005-2014:

1.5 ATV Account Allocation Committee (ATV-AAC) – The ATV-AAC represents Oregon OHV users and serves as an advisory committee to OPRD for the purpose of recommending OHV grant funding assistance. The committee consists of seven voting and four non-voting members each serving four-year terms are appointed by the Oregon Parks and Recreation Commission (Commission). The make-up attempts to represent each of the five regions of the state including the coast, western, southern, central, and eastern regions of Oregon.

a). Membership:

The **voting committee members** represent the three classes of ATV vehicles as follows:

- Class I (quads) representative (2)
- Class II (jeeps) representative (2)
(One member shall represent dune buggy users; one member shall represent four-wheel drive users)
- Class III (motorcycles) representative (2)
- At-Large Representative representing general OHV recreation (1)

The **non-voting committee members** represent the following:

- OPRD representative (1)
- U.S. Forest Service representative (1)
- BLM representative (1)
- Snowmobile user organization representative (1)

b) Mission: It is the mission of the ATV-AAC to provide OHV recreation users the maximum riding opportunities and quality experiences by recommending funding for public and private landowners and managers.

c) The 2005-2014 Motorized Trails Plan is the State's official plan for motorized recreational trail management serving as statewide and regional information and planning tool to assist Oregon recreation providers in providing motorized trail opportunities in the state. Following the completion of the plan, the ATV-AAC used key findings and recommendations from the plan to further clarify their specific role in the management of motorized recreation in relation to their mission in a document

entitled the "ATV-AAC Strategic Plan" found at: <http://www.oregon.gov/OPRD/PLANS/trailsplanning.shtml>.

The following is a listing of the seven goals identified in this strategic plan:

- Goal 1: Allocate funding for maintenance and operations grants that provide safe and high quality ATV/OHV areas. (Statewide Motorized Trail Issues A, B & D)
- Goal 2: Promote and assist with acquisition and/or development of motorized riding opportunities. (Statewide Motorized Trail Issue A)
- Goal 3: Promote information and education. (Statewide Motorized Trail Issues C & D)
- Goal 4: Protect ATV/OHV riding opportunities and reduce the loss of riding opportunities on public and private lands. (Statewide Motorized Trail Issue D)
- Goal 5: Establish a partnership with riders and land managers (public and private), clubs and organizations, the ATV/OHV industry and OPRD, that is based on mutual respect and minimizes conflicts among various public land uses. (Statewide Motorized Trail Issue. (Statewide Motorized Trail Issue B, C & D)
- Goal 6: Make the ATV/OHV program clear, accountable, respected, responsible and equitable to all users throughout Oregon. (Statewide Trail Issue B & D)
- Goal 7: Determine a responsible level of funding to support Goals 1-6. (Statewide Motorized Trail Issue A)

1.10 General Program Policies - OPRD and the ATV-AAC are committed to the distribution of ATV grant funds to enhance OHV recreational riding opportunities statewide. Except for some land acquisitions, Project Sponsors must contribute to their projects with a *minimum match* of at least 20% of the total cost of their project. It is preferred that the Project Sponsor's match is not entirely volunteer labor. Project Sponsors are encouraged to pursue other funding sources for each ATV grant project.

ATV projects must fit within the long-range goals, objectives and strategies identified in the current motorized portion of the Oregon Trails 2005-2014: Projects must also be in compliance with the findings of the current Statewide Comprehensive Outdoor Recreation Plan (SCORP) found at: <http://www.oregon.gov/OPRD/PLANS/SCORP.shtml>

a) Minimum Grant Request: Due to the program's administrative costs ATV grants will be limited to a *minimum grant of \$5,000* (minimum project total cost of \$6,250.00 and minimum match requirement of \$1,250.00). Under special circumstances an exception to this minimum may be approved. All exceptions must be requested and obtained in writing from the State ATV Grant Program Coordinator. The written approval must be included with the ATV grant application.

b) Reimbursement for Work Prior to Signed Agreement is Not Reimbursable: The OPRD Director and the OPRD Commission approve, in writing, all ATV projects that have been recommended by the ATV-AAC prior to any work being performed on the project. This is very important to you: the state cannot pay for work done prior to having a written agreement.

c) Partial Funding: If partial funding of a project is offered and recommended by the ATV-AAC, the Project Sponsor will be given the option of reducing the cost and scope of the project or withdrawing the grant application. If the Project Sponsor chooses to reduce the project, new application information, such as the details of the budget, may be required.

d) OPRD Signage: Projects completed with ATV grant funds must show in a visible way the project was funded through the ATV grant program. Upon the final inspection by OPRD staff, the project administrator will be supplied with OPRD Grants metal signs (12"W x 18"H) and other posters, decals and stickers. Project Sponsors will make every effort to acknowledge and publicize OPRD's participation and assistance with the project. Prior to the completion of the project, the Sponsor agrees to place signage acknowledging the OPRD's grant program support. Sponsor also agrees to maintain the signage throughout the life of the project. OPRD may withhold final or future reimbursement payments until signage has been placed.

1.15 Conversion Requirements:

a) Land - Real Property that has been acquired using ATV funds shall be made available for ATV use in perpetuity. If ATV use is terminated on lands purchased with ATV funds, the Project Sponsor shall, within 24 months of the conversion, either;

1. Replace the land with land of equal or greater suitability for ATV use and equal or greater fair market value or,
2. Shall reimburse the ATV fund an amount equal to the percentage amount as was originally provided to the Project Sponsor of the current fair market value of the property. Fair market value of the converted land and replacement property shall be determined by appraisals.

b) Development - The Project Sponsor must notify OPRD if a facility that has been funded with ATV grant funds is closed, service is terminated, or land is closed to public OHV use. If ATV grant funds have been invested in a project or facility that is closed to the public, a value equal to the percentage of useful life remaining in the closed facility must be returned within 90 days to OPRD.

1.20 Eligibility

a) Grant Application Timeframes: Generally there are three grant periods each year.

- Operation and Maintenance ATV grants are reviewed at the January meeting.
- First Aid and Law Enforcement applications are reviewed the April meeting.
- ATV Safety and Education applications are reviewed in September.
- Acquisition, Planning, Development, and Emergency Repair ATV grant applications may be reviewed at any of the above mentioned ATV allocation meeting.

b) Who is Eligible?

1. Public Agencies: Federal land managers, state agencies and local governments that have the responsibility of providing OHV recreation.
 - Municipal agencies such as cities, towns, counties, school districts.
 - State agencies such as OPRD, Oregon Dept. of Fish and Wildlife, Oregon Dept. of Forestry.
 - Federal government agencies such as the BLM, USFS, National Park Service (NPS).
 - Other government entities such as regional governments and port districts.

2. Private Land Managers: Private land owners who can present an opportunity for public OHV recreation and maintain the riding opportunity to the public for a prescribed period of time. Private land owners must make the land available and open to the public for OHV recreation. ATV Grant funds may be used only for public OHV recreation purposes.
3. Registered OHV Clubs: Clubs that are non-profit organizations must meet the following criteria:

A Non Profit Clubs must be currently registered with the State of Oregon Business Registry <http://www.filinginoregon.com/business/index.htm> as a non-profit. A copy of the registration is required with the ATV grant application. They must maintain the registration throughout the project period. They must be registered and active for at least three concurrent years in OHV related activities prior to the submission of an ATV grant application. Prior to receiving a grant, they must name a government agency as a successor in case of a change in their organizational status (for example, dissolution). The named governmental agency must agree to become the successor. Clubs must not discriminate on the basis of age, disability, gender, income, race, or religion.

B Conflict of interest and unethical for a Project Sponsor to render or receive financial gains from the proceeds of a grant. You cannot manage a grant and pay yourself at the same time. Club members cannot receive hourly wages or other fiscal compensation for work rendered on grants. All club work is voluntary labor and is precluded from being compensated fiscally. A member of a club or a family member associated with the club cannot complete contracted work for the club; there is a perceived conflict of interest in this arrangement. The only avenue to remove this conflict of interest is to show proof that a family member or relative won the contract through a competitive bidding process and made a declaration as part of their bid to mitigate any perception of their potential conflict of interest.

b) Types Of Eligible Projects – Projects eligible for ATV grant funding assistance include land acquisition, planning, development, maintenance, operation, first aid, law enforcement, and safety education, maps and brochures. ATV projects must be consistent with the motorized recreation goals and objectives contained in the Oregon Trails 2005-2014: A Statewide Action Plan and land manager's management plan, area resource plan, or other planning documents that show a long range dedication to OHV recreation and its future. All projects must meet all state, federal, and county rules, regulations, laws and local planning department requirements.

1.25 Acquisition means the acquiring of land or easements, by donation or purchase, for public OHV recreational use. This includes fee simple title to property or long-term lease. There are conversion requirements connected to lands purchased with ATV grant funds. Prior to submitting a grant application for a real property acquisition, appraisal and feasibility study or equivalent information must be completed addressing issues related to OHV suitability. Land purchased with ATV grant funds will require a recreational easement to be placed on the property to ensure public OHV activity in perpetuity.

a) Methods of Acquisition - Acquisition of lands, or interests therein (such as easements), may be accomplished through purchase, eminent domain, transfer, gift, or other means that will assure the desired public use. All acquisitions must conform to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646, as amended http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr24_03.html and the Uniform Appraisal Standards for Federal Land Acquisitions

<http://www.usdoj.gov/enrd/land-ack/yb2001.pdf>

- Every reasonable effort should be made to acquire real property by negotiated purchase.
- Real property must be appraised, and the property owner given a statement of just compensation for the property. In no event can the amount established, as just compensation is less than the amount of the approved appraisal. However, this does not preclude the property owner from donating a portion or all of the value to the Project Sponsor. Property owners shall be afforded an opportunity to accompany the appraiser during the inspection of the property.
- Condemnation should not be advanced or delayed in order to induce an agreement on price. If an agreement does not appear possible after a reasonable period of negotiation, the Project Sponsor may, if authorized by law, institute condemnation proceedings.
- If a partial taking would leave the owner with an uneconomic remnant, the Project Sponsor shall offer to acquire the entire property.
- In determining the boundaries of a project, the Project Sponsor should take into account human considerations, including the economic, environmental, and social effects of the acquisition and subsequent development on owners and tenants in the adjacent area, in addition to engineering and other factors.

b) Acquisition of Structures and Impoundments - Project Sponsors must list all structures, impoundments and support facilities, and their proposed use for outdoor recreation or disposition. Generally, the ATV Grant program will not pay for residential facilities or structures not having a direct relationship to the grant project.

c) Acquisition for Delayed Development – ATV funding assistance may be available to acquire property for which development of OHV recreation facilities is planned for a future date. In the interim, the property is to be open for those public recreation purposes that the land is capable of supporting or that can be achieved with a minimum public investment.

If development will be delayed for more than two years from the date of acquisition, the Project Sponsor must include the following information in the project application:

- Reasons for immediate acquisition of the property.
- Facilities to be developed and timeline for development.
- Non-recreation uses to be continued on the property and date such non-recreation uses will be terminated. If non-recreation use on the property is not terminated within 3 years from date of acquisition, then conversion requirements outlined in this manual will apply.
- Type of public recreation access to be provided during the interim period.
- Demonstration that income derived during the interim period will be used on the project site.

d) Requirements for Match -The minimum match required for eligible ATV projects is 20% of the total project cost except for land acquisitions. For land acquisitions and when unusual circumstances exist, Public Agencies only may request a partial or full waiver of the 20% match requirement. Consideration for the waiver will be based upon the following criteria:

Match for Land Acquisitions is limited to cash only; match cannot be labor appraisal, survey work, materials, equipment, volunteer or paid employee time.

e) **The Public Agency** is able to demonstrate due diligence was exercised in obtaining other funds and that the following limitations, among others, are present:

- Budget authority does not exist;
- Budget appropriations cannot be obtained in a reasonable time yet public support does exist; and
- No saleable assets such as conservation easements exist from which to generate the full cash match requirement.

f) The Public Agency is able to demonstrate their ability to operate and maintain the project property for ATV recreational purposes:

- By having budgeted funds in place; or
- Other resources are identified such as volunteers or contracted services.

g) The Public Agency is able to demonstrate that time is of the essence: the seller of the real property has placed time limits in which the Public Agency can affect a purchase, such as the expiration of an Option to Purchase or a First Right of Refusal; or

h) The Public Agency can identify the possible loss of other existing matching funds such as grants from other entities that may have an expiration date.

i) If a waiver to the required partial or full match is approved, the Public Agency shall be limited in all future grant requests to receiving ATV grant funds in an amount of 50 percent or less of the total costs for any development projects located on the acquired property.

j) **Acquisition Procedures**

1) An acquisition that occurs prior to grant approval and prior to OPRD'S Notice to Proceed will not be eligible for program assistance unless a waiver of retroactivity has been approved in writing by OPRD prior to the acquisition.

2) For acquisition opportunities that may be lost due to the required time it takes to go through the grant application process, OPRD may authorize such acquisitions to occur prior to grant approval through a Waiver of Retroactivity for Land Acquisition.

Caution: This does not guarantee that the future grant application will be approved by the ATV-AAC, the Director, or the OPRD Commission.

3) At any point in the grant process the Project Sponsor may contact the landowner to determine if the land is available for acquisition, to determine if the owner is willing to sell, donate, or partially donate the subject property.

4) Independently prepared appraisal reports will be reviewed prior to acceptance by OPRD.

5) Notwithstanding the waiver of retroactivity, the Project Sponsor may proceed with final property acquisition upon receipt of OPRD's Notice to Proceed,

6) Partial payments up to 100% of the grant amount may be billed for the acquisition. Final payment will be made after all required documentation is reviewed and approved

by OPRD. OPRD may advance the full grant amount for real property acquisition if the funds are to be disbursed in Escrow.

- 7) OPRD will only approve reimbursements upon evidence that no liens or encumbrances remain on the property with the following exceptions: utility easements, ingress/egress easements, conservation easements, previously dispensed mineral rights, or other such encumbrances that, within the opinion of OPRD, do not limit the purpose for which the property is being acquired.
- 8) Once the acquisition is complete, a program acknowledgment sign must be posted. OPRD will prescribe the format for signage.
- 9) The Project Sponsor may have a purchase agreement in place prior to a grant award but title should not be transferred prior to OPRD's Notice to Proceed without OPRD's written waiver of retroactivity.

k. Appraisals

- 1) The Project Sponsor shall secure an appraisal of the appropriate type by a qualified person for each parcel to be acquired. Standards for appraisals used should be consistent, to the extent appropriate, with the current Uniform Appraisal Standards for Federal Land Acquisitions published by the Land Acquisition Conference. <http://www.usdoj.gov/enrd/land-ack/>
- 2) Except for written Findings of Value, the appraisal should be an analytical narrative report following current professional appraisal practices involving the application of standard techniques, such as comparative or market cost less depreciation, and income approaches to value. Other portions of the report, such as introductory and supporting data, limiting conditions and certifications should also meet these standards.
- 3) The formality and detail of required documentation will be determined by the value of the real property involved in each instance:
 - Detailed Appraisal Reports for any acquisition exceeding \$25,000
 - Abbreviated Appraisal Reports for any acquisition between \$5,000 and \$25,000
 - Written Finding of Value for any acquisition less than \$5,000.
 - Detailed appraisal reports for all projects involving donation of real property or interests therein.

I. Documentation - Evidence of title, title insurance, or other means considered reasonable and adequate must be submitted to OPRD before requesting reimbursement or disbursing funds from Escrow. The following is a checklist for documenting an acquisition:

- 1) First contact with owner. If verbal, note date and subjects discussed, owner's reaction to Project Sponsor's interest in the acquisition.
- 2) Ten-year history of conveyance. This is frequently included in the appraisal report and the title report.
- 3) Invitation to the owner from the appraiser or Project Sponsor to accompany the appraiser while he is viewing the property for the purpose of making the appraisal.

- 4) Written offer of purchase at not less than the review appraisal amount unless the owner has clearly identified in writing any donation amount in the purchase agreement.
 - 5) A property documented waiver of just compensation, if required.
 - 6) If purchase price exceeded the fair market value, is there adequate justification.
 - 7) A copy of the deed.
 - 8) A copy of the check or voucher (both sides) used to make the payment.
 - 9) A copy of the title insurance policy.
 - 10) A copy of the vesting deed. This is the deed or deeds under which the seller acquired the property.
 - 11) One copy of each easement that affect the property, and a statement as to the effect of each easement on the proposed recreation use of the property.
 - 12) One copy of each of any deeds referred to in the deed to the purchaser, the vesting deed or in the easements. These are called reference deeds.
 - 13) One copy of the motorized recreation conservation easement, or equivalent, to ensure public access for motorized recreation in perpetuity.
 - 14) A statement of unrecorded interests is required for each parcel. Unrecorded interests include such items as unrecorded sales contracts, leases or easements that are not part of the public record. Also, a statement of the effect on recreation utility of any unrecorded interests discovered must be made.
 - 15) A statement on any liens by public agencies that is not included in the title reports.
 - 16) One copy each (if applicable) of an assessor's map of the property, any official plats, county or private land surveys or documents pertaining to the vacation of platted streets or roadways.
 - 17) A statement of payments made to the seller for relocation and other allowable costs in conformance with Public Law 91-646.
 - 18) If any of these documents has been previously submitted to the Department, they need not be resubmitted, but such prior submittals should be mentioned in the transmittal letter.
- m. Acquisition of Interest in Real Property** - The acquisition of easements, rights-of-way, etc., will be viewed in the same light as full takings. Documentation of value by appraisals will be the same.
- n. Waiver of Retroactivity**
- 1) OPRD intends that ATV grant assistance be awarded for acquisitions not yet undertaken, rather than for acquisitions already begun or land already acquired. A waiver of retroactivity will be made only when immediate action is necessary and the time necessary to process a grant application will result in a significant opportunity

being lost. A waiver of retroactivity allows land acquisitions prior to grant approval. Note: Waiver of Retroactivity will not be approved for construction and/or development projects.

- 2) Under no conditions does a Waiver of Retroactivity commit OPRD to future funding of a grant application.
- 3) A waiver of retroactivity must be approved by OPRD prior to the acquisition.
- 4) To request a waiver of retroactivity, Project Sponsors must submit in writing to OPRD:
 - Cover letter addressing the reasons, scope and urgency of the waiver.
 - An assurance that the Project Sponsor understands that the granting of a waiver will in no way commit OPRD to future funding of a grant application.
 - Location and boundary map
 - Proposed conceptual development plan
 - Environmental Assessment
- 5) Project proposals must be submitted for funding as soon as possible after the granting of a waiver of retroactivity.

o. State Natural Resource Agency Review Procedures

Prior to any funds being provided for land acquisition, the Project Sponsor must contact various natural resource agencies and seek their comments. It is important to determine early on if there are any issues with the land and if so, what can be done to mitigate them. For example, if the Oregon Department of Fish & Wildlife has concerns about a particular fish bearing stream, it may be possible to simply provide fencing in order to keep riders out of certain areas. If there are historical, cultural, or archeological issues on site, it may be possible to work with affected tribes or others to protect the site while still being able to recreate around it.

p. Provide forms and attachments to the list of State Natural Resource Agencies for review:

- Transmittal Memo (see appendix)
- State Agency Review Comment Form
- Grant Application Form
- Program Narrative
- Park Boundary Map (include project items)

Note: Ask the reviewing agency to send original form to OPRD and copies to your agency.

A word of caution: Reviews by other agencies can sometimes take a long time due to the complexity of the project or because of agency workloads. You may find it beneficial to place reminder dates on your calendar to call the agencies and check on the status of their review.

1.30 PLANNING - includes the environmental studies, feasibility studies, appraisals and other preliminary work. Planning projects require a 20% match by the Project Sponsor. Volunteerism cannot be the only match for planning projects.

- 1.35 DEVELOPMENT** - includes final design, engineering, site surveys, major upgrades to trails or facilities and new construction of OHV trails and facilities for public OHV recreational use. Emergency Repair is considered development. Emergency Repair is defined as major or critical repair to existing OHV trails or facilities that create significant issues for use or environmental impacts and are time sensitive. In addition, for Development projects, Project Sponsors must ensure that the following items are (or will be) in place, or upon receiving an ATV Grant, they will provide signage for:
- Boundary markers
 - Safety Recommendations
 - Riding Ethics
- 1.40 EMERGENCY MEDICAL SERVICES** - ATV projects that provide emergency medical attention for OHV users in OHV riding areas. Emergency medical means equipment, services and supplies used for providing emergency medical attention to OHV users. Project Sponsors of Emergency Medical Services projects must be representatives of federal, state, county or city agencies. Volunteer organizations that participate in first aid emergency services must be affiliated with federal, state, county or city providers. Volunteers qualify only as match to the ATV project. Interagency cooperation between agencies is highly encouraged.
- 1.45 LAW ENFORCEMENT** - means services and equipment that will provide a direct law enforcement presence that have citation authority. Project Sponsors of Law Enforcement projects must be representatives of federal, state, county or city agencies.
- 1.55 OPERATION AND MAINTENANCE (O&M)** - means ATV projects that provide for the normal day to day routine operation of open OHV trails and OHV facilities. Operations may also include employees, trail patrols, camp hosts or other trail volunteers who make public contact to provide help and information to OHV users as part of their daily routine. Maintenance projects include services and equipment necessary to maintain OHV trails and facilities. ATV Project Sponsors must have a maintenance plan in place that includes how each trail or facility will be maintained, how often maintenance will be provided and the maintenance standard to be used. Maintenance includes purchase of equipment such as quads and excavators used to maintain OHV trails. Sign replacement and trail guides may be included in maintenance applications. In addition, for Operations and Maintenance projects, Project Sponsors must ensure that the following items are (or will be) in place, or upon receiving an ATV Grant, they will provide signage for:
- Boundary markers
 - Safety Recommendations
 - Riding and Environmental Ethics

A Multi-Year O&M Grant Pilot Project was created in 2006 and is available to Project Sponsors who are in good standing with OPRD and have a 4-year history with the ATV Grant program. Applications can be either for two years (biennial) or four years (quadrennial) and must be reviewed by OPRD staff before being submitted. Multi-year grants are intended to provide stability and a commitment of future maintenance dollars. Project Sponsors must update the committee on an annual basis at the January meeting. Normal cost increases (cost of living, inflation, etc.) should be figured into the original application. However, if unpredicted costs arise, the Project Sponsor may submit an updated ATV Grant request for additional dollars in the January meeting.

1.60 **SAFETY AND EDUCATION** funding assistance may be awarded for development of curriculum, media, and personnel to reach the public on environmental issues, riding ethics, safety, regulations, guides/maps and signage. All media funded by ATV funds must be reviewed and approved by OPRD prior to any publication.

Ineligible Projects And Expenses cannot be used as project match.

Ineligible expenses include but are not limited to:

- A. Overhead - The regular operating expenses such as rent, building upkeep, utilities, and all fixed costs associated with the daily operations of a business, agency or group.
- B. Overtime - In most cases overtime is not eligible. All ATV project hours will be reimbursed at established straight time rates. The extra cost above straight time may be used as match. Consideration of overtime or shift differential may be allowed for special circumstances on an individual basis.
- C. Expenses of vehicles and equipment used outside the scope of an ATV project are not eligible. Vehicles and equipment used in a dual use situation will only qualify as eligible for the portion of time they are used for and dedicated to the ATV project.
- D. ATV Project work or expenses incurred prior to the date of final signature on the ATV Grant Agreement are not eligible and will not be reimbursed.
- E. Costs of grant writing are not eligible.
- F. Legal Counsel or Attorney fees not ordered or authorized in writing by OPRD.
- G. Real Estate, Realtor Brokerage, or real property consultant fees not ordered or authorized in writing by OPRD.
- H. Uniforms and personal safety equipment are not eligible, but may be used as match.

Match Requirements: The minimum match contribution required for all ATV projects is 20% of the total project cost.

- Planning projects require a 20% match.
 - For Land Acquisitions projects and when unusual circumstances exist, Public Agencies may request a partial or full waiver of the 20% match requirement. Consideration for the waiver will be based upon the criteria outlined in this manual.
 - Match for Land Acquisitions is limited to cash only; match cannot be labor, materials, equipment, volunteer or paid employee time.
 - Equipment purchases may not be matched with volunteerism only. In general, eligible match must meet the same eligibility requirements as the entire OHV project.
- A. The Project Sponsor's match must be specific to the ATV project and meet the same project eligibility requirements as the entire project.
 - B. The value of donated equipment and materials should be based on the fair market value at the time of acceptance of the donation. Donated funds and materials must be donated within a reasonable time prior to the start of the ATV project or during the project period.

- C. The Project Sponsor may choose one of the two methods to **calculate volunteer labor** (prevailing wage or Points of Light and or independent sector – see 1 and 2 below. The same calculation method must be used throughout the entire project:
- 1) Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the Project Sponsor. The time of a person donating services will be valued at a rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. plumber doing work on pipes, mason doing work on brick building). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rate cannot exceed prevailing wage charges determined by the Department of Labor. A list can be found at <http://www.access.gpo.gov/davisbacon/or.html>. A general labor's wages may be charged in the amount of what the Project Sponsor in the immediate area would pay their employees for performing similar duties. The standard rate would be the State's minimum wage. The rates for labor should **not** include payroll additives or overhead costs. Volunteer labor may be used as match only and is never a reimbursable item.
 - 2) Volunteer labor is limited to the volunteer hourly rate provided by the Points of Light Foundation. In Oregon a member of the Points of Light Foundation is Volunteer Works in Portland. They may be contacted at (503) 413-7787 or www.independentsector.org. The current hourly rate is \$19.51. They may be contacted for the most current hourly volunteer rate. Volunteer labor may be used as match only and is never a reimbursable item.
- D. **Donated labor and volunteer hours** that are used for the ATV project must occur during the ATV grant agreement period. A log, which includes the name of the volunteer, date the volunteer worked, the location the volunteer worked, the rate of valuation per volunteer and the number of hours the volunteer worked must accompany ATV billings.
- E. Public agency employee labor is considered **force account labor** and is not considered volunteer or donated time. Public employee labor costs may count towards either agency match or reimbursable project expense.
- F. Equipment and materials used as match must be contributed for the purpose of the ATV project and received by the Project Sponsor within a reasonable period of time related to the ATV project.
- G. User fees may be used as a match. Applicant must show what the monies raised from fees will be purchasing.
- H. Other Grants - If other grants are used as match, a copy of the signed agreement must be provided to OPRD upon request. Other grants used as match must be included in the scope of the ATV project and eligibility will be reviewed.
- I. Uniforms and personal safety equipment can be used as match.

Sample of Eligible and Non-Eligible Reimbursements

Salary	Grant	Match	Notes
Employee	Allowed	Allowed	-Provide total hours multiplied by hourly wage -Do not submit timesheets -See sample on following page
Volunteers, including those receiving a stipend	Not allowed	Allowed	-Submit volunteer log with reimbursement request -See: Volunteer or Donated Labor Volunteer hourly rates and timesheet requirements -Must choose one method and use throughout project. -Salary for volunteer labor is not reimbursable and must be recorded as match.
Force Account Labor (Employee Labor)	Not allowed	Allowed	-Must be entered separate from volunteer hours – can be listed in “other” column.
Penal (Inmate) Labor	Not allowed	Allowed*	This labor can be used as match for the amount that it costs the project sponsor, such as crew leader costs, vehicle cost, etc. If the labor is free to you, it cannot be used. It cannot be considered “volunteer” and used as hourly match, however, the actual costs of their participation can be used
Overtime	Straight time*	Extra ½ time*	*Only allowed under special circumstances, with OPRD approval
First Aid Volunteer Organizations	Not allowed	Allowed	- Volunteer organizations that participate in first aid emergency services must be affiliated with federal, state, county or city providers. Volunteers qualify only as match to the ATV project.

Equipment, Materials, & Supplies	Grant	Match	Notes
Purchase of equipment, materials, and /or supplies	Allowed	Allowed	- A copy of paid invoices must be provided with reimbursement request form
Rental equipment	Allowed	Allowed	- When equipment is rented by the Project Sponsor an invoice is necessary showing the cost and time of rental -Hours and rates should be shown on invoice
Project sponsor owned equipment	Allowed	Allowed	-Sponsor owned equipment use rates must be documented by hour or mileage costs established on the grant application budget worksheet
Uniforms & personal safety equipment	Not Allowed	Allowed	

Mileage	Grant	Match	Notes
Volunteer reimbursement using private vehicle	Allowed	Allowed	-Mileage for volunteers may be reimbursed only for travel from staging area to the project site only. -Mileage from volunteer's home to the worksite is not reimbursable
Project Sponsor vehicle use	Allowed	Allowed	-Mileage may be reimbursed for vehicle used for project related use. -Mileage is not allowed for use outside scope of the project. -Mileage from an employee's home to worksite is not reimbursable.

Reimbursement Advance	Grant	Match	Notes
	Allowed	n/a	-Usually limited to 25% of the ATV Grant amount. -Written Request for Advance form required with approval from OPRD staff.

Miscellaneous	Grant	Match	Notes
<i>Items that do not fall under Equipment, Material, or Supplies</i>			-List all other expenditures that do not fit into the Equipment, Material, or Supplies categories. -Provide a detailed breakdown of these costs and paid invoice with the reimbursement form.
Overhead	Not allowed	Not allowed	
Inherent Costs	Not allowed	Not allowed	
Grant Writing	Not allowed	Not allowed	
Travel to Grant Workshops	Not allowed	Not allowed	
User Fees	Not allowed	Allowed	Applicant must show what the monies raised from fees will be purchasing.
Other Grants	Not allowed	Allowed	If other grants are used as match, a copy of the signed agreement must be provided to OPRD upon request. Other grants used as match must be included in the scope of the ATV project and eligibility will be reviewed.

SAMPLE

EXPENDITURES ATV Agreement # ATV 07-00

ATV GRANT FUND EXPENDITURES

Salaries & Wages

	Hourly Rate	Hours	Match	Grant
Jones, staff	\$25,00	24		\$600.00
Price, volunteer	\$25,00	21	\$525	
Law, volunteer	\$31.00	8	\$248	
subtotal		\$76	\$773	\$600

Equipment, Materials & Supplies

	Item	Match	Grant
Equipment	ATV Winch ATV Tires	X\$290.00 x	X\$180.00
Supplies			
Materials	Lumber		\$800
Other			
Total		\$290	\$980

Total Grant Request: \$1,580

Total Match Provided: \$1,063

Please attach a copy of your receipts for equipment, materials and supplies purchased and being shown as match or grant funds.

- # **Control And Tenure** - The Project Sponsor must show their interest in and adequate control over the land (public or private) to be improved or developed, patrolled or maintained with ATV grant funds. The following documentation may be required for certain ATV projects:
- Copy of Fee Simple Deed
 - Copy of Lease Agreement
 - Easement Agreement
 - A Use Agreement or Interagency Agreement – must include length of use
 - Project Sponsor must ensure land will be open to public use.

The application must identify all outstanding rights or interests held by others to the land upon which the OHV project is proposed.

The Project Sponsor will be required to submit a signed and dated approval form from the official that manages the land and is responsible for the location of the ATV project.

ATV development projects must have approval in writing from local planning departments. All federal, state, county and local permits and planning issues must be satisfied prior to disbursement of ATV funds to the Project Sponsor.

- # **Cultural, Historical, Archeological Reviews** - Reviews are required to address historical, environmental, cultural, archeological or tribal issues prior to land purchases.

- # **Environmental Requirements** - The ATV grant program may require documentation of compliance with the National Environmental Policy Act (NEPA) and other federal environmental laws, regulations, and executive orders. Compliance with state, county, city or other local law is also required. In most cases, this means a certification of compliance from the Project Sponsor. OPRD may review the ATV project for significant environmental impacts, request documentation and verify sustainability goals.

- # **Sustainability in OPRD Grant Programs** - Project Sponsors will need to identify and show efforts to achieve sustainability as part of their proposed ATV project. The following is a description of sustainability as adopted by Oregon Parks and Recreation Department.

Executive Order No. EO 03-03 issued by Governor Kulongoski states:

"Establish criteria for the evaluation of grant proposals that include considerations for use of sustainable materials, efficient use of energy, waste and hazardous substance reduction and impact on ecosystems. Such criteria could apply to all projects through the Local Government Grant Program, County Opportunity Grant Program, Land and Water Conservation Fund, Recreational Trails Program and the All Terrain Vehicle Grant Program. (Proposed Implementation Deadline: January 2004)."

The Oregon Parks and Recreation Department Commission adopted this as a core value in the "Target 2014" within Goal #2.

Sustainability means using, developing, and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.

Project Sponsor should provide description of intent, strategies, documentation of results, and long-term management plans.

Some examples of sustainability efforts are given below. The list is not exhaustive and is simply suggestions on how to get started. The Project Sponsor should develop their particular sustainable processes.

Recycling

- Increase the use of recycled projects for trail coverings
- Increased recycled products for park infrastructure
- Deconstruction of facilities versus demolition (reuse of existing materials)
- Increase recycling of materials back to manufacturer
- Extend life cycle of building materials
- Provide recycle collection stations (glass, metal, paper, cardboard, plastic, organic materials)
- Project design indicating sustainability products for procurement

Water Quality/Conservation

- Increased water quality
- Diversion of rainwater from storm water infrastructure
- Improve quality of watersheds
- Efficiency in use of water for landscaped needs (reduce or eliminate)
- Increase building water use efficiency (improved/innovative fixtures)
- Increase stream quality for habitat and complexity
- Erosion and sediment controls

Plant Conservation

- Decreased invasive plants
- Protection, restoration and maintenance of native plants
- Provision of maintenance contract or schedule of plantings
- Increase stream-side native vegetation

Wildlife Conservation

- Protection, restoration and maintenance of native wildlife
- Use of Salmon Trout Enhancement Program (STEP) services

Energy Conservation

- Minimize electrical, gas, oil, and propane energy use in facilities
- Increase electrical, gas, oil, and propane energy
- Increase use of photovoltaic panels, high temperature solar and/or geothermal, wind, biomass, and biogas energy sources
- Purchase green power from energy providers

Pollution Control

- Decreased amount of carbon dioxide emissions
- Eliminate use of Halon and of CFC-based refrigerants for HVAC systems
- Use of 4-stroke engines instead of 2-stroke engines

General Environmental Protection/Restoration

- Placement of project within degraded or damaged areas
- Placement of project away from sensitive site elements
- Reduced site disturbance
- In-place sustainability management plans
- Utilization of professional ecologists in plan/project design/maintenance plans

- Purchase materials locally reducing environmental impact of transportation
- Use of innovative wastewater treatment to reduce burden on waste system
- Integration of facilities into landscape
- Reduce thermal gradient differences between developed and underdeveloped areas to minimize impact on microclimates and habitat
- Use of certified wood

SECTION 2

APPLICATION PROCESS

HOW TO APPLY

Application Process - OPRD solicits public agencies and private organizations by sending out a notice with information about the public meeting and the application due dates. A public notice is provided to the news media statewide and is posted on the Oregon State Parks website. Interested parties may request an ATV Grant Manual and Application packet from OPRD by calling or writing. The manual and packet may be retrieved from the Internet website at:
http://egov.oregon.gov/OPRD/ATV/grant_info.shtml#manuals

Applications are only accepted during the open periods, as announced, and after receiving a letter of intent. Applications may be denied if received past the deadline.

Letter Of Intent – All Project Sponsors are required to submit a letter of intent 30 days prior to the grant application close date. The letter of intent must include the following:

- Project Sponsor Contact information – Who is the primary contact person for the project
- Project Type –
- Project Scope – A brief (less than 1 page) description on what the Project Sponsor plans to do.
- Project Location – General location of project & land manager (if not Project Sponsor).

Grant Application Submission

- A. Read the instruction manual carefully . Using the latest Instruction Manual from [www.http://egov.oregon.gov/OPRD/ATV/grant_info.shtml#manuals](http://egov.oregon.gov/OPRD/ATV/grant_info.shtml#manuals).
- B. Contact your area's ATV Field Representative to discuss the project (listed below).
- C. Complete a Letter of Intent and submit 30 days prior to grant application close date
- D. Complete the current ATV Grant Program Application Form obtained at: [www.http://egov.oregon.gov/OPRD/ATV/grant_info.shtml#manuals.org](http://egov.oregon.gov/OPRD/ATV/grant_info.shtml#manuals.org)
- E. Complete the ATV Grant Supplemental Application matching your ATV project proposal.
- F. Format: Submit all attached materials (including exhibits) on letter-size pages (8½ x 11). Text must be no smaller than font 11. Please be sure that forms downloaded from the Internet are complete and do not skip sections.
- G. Submit fifteen applications, 3-hole punched, and paper clipped to bind the materials, of your completed application. Please do not staple. Submit all materials together (including maps, etc.)
- H. One application must have original signatures signed in blue ink. Please mark "Original" with a post-it note.
- I. Large documents such as maps, schematics, or photos must be folded down to an 8x11 size so they are able to be folded out while still retained by their 3-hole punch notebook.
- J. Do not put applications in notebooks or binders.

- K. Do not submit your applications with a cover letter.
- L. Send applications to:
Oregon Parks and Recreation Department
Attn: ATV Grant Program Coordinator
725 Summer Street NE, Suite C
Salem Oregon 97301-1271
- N. **Deadline:** ATV Project applications will be due in the OPRD Headquarters Office on the date and time announced by the Oregon Parks and Recreation Department. Application packets or supporting application material will not be accepted after the deadline.
- Old or incomplete application forms will not be accepted. Please be sure to check our website for the newest application forms
 - Faxes will not be accepted. OPRD is not responsible for postal problems that may delay receipt of applications.
- O. **Incomplete Applications:** Project Sponsors will be scored on completeness of the application. Incomplete applications will not be forwarded to the ATV-AAC committee for review. The Project Sponsor is encouraged to send their application in early to allow time for OPRD staff time to review the application for completeness. OPRD will make every effort to contact the Project Sponsor and help them identify where the grant application is incomplete thereby allowing the complete and acceptable application to be submitted prior to the deadline.
- P. **Supplemental Forms:** All information in supplemental forms must meet the scoring criteria that are part of that form. Special arrangements may be necessary for Land Acquisition grant applications due to time restrictions or other circumstances. Contact an OPRD ATV Program staff member with specific details.

Technical Review - Application Completeness - As part of the ATV grant evaluation process, the OPRD first conducts a technical review of all grant applications. Each submitted grant application packet must include all materials requested (Grant Application Submission) of the ATV Grant Instruction Manual & Application Packet. Ineligible or incomplete applications will be returned to the Project Sponsor with an explanation of why their application was returned. Project Sponsors are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Staff Evaluation: Staff will review each grant application for the following purposes:

- To ensure that the Project Sponsor's past performance with grants received was in compliance with any federal or state regulations;
- The Project Sponsor was not in default with any previously awarded grants;
- The Project Sponsor properly expended funds received for previous grants;
- The Project Sponsor completed their previous projects on time;
- To ensure the Project Sponsor's proposed project(s) meets the requirements for Oregon Revised Statutes ORS 390.550-585, Oregon Administrative Rules OAR Chapter 736, and the most current version of the ATV Grant Instructions Manual.

Note: No scoring points will be awarded for compliance criteria. However, failure to comply with or lack of sufficiently demonstrated progress with the compliance criteria may result in the disqualification of consideration for new grant assistance during the current grant review period.

Grant Performance And Compliance - The successful completion of projects in a timely and efficient manner is an important goal of the ATV grant program. A Project Sponsor's past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.

Grant Application Review & Approval Process - The ATV-AAC will be sent copies of the grant applications after OPRD has completed a technical review. The ATV-AAC committee members will review the ATV grant applications prior to the scheduled public meeting. The ATV-AAC will review and score the ATV projects at the public meeting.

- The public meeting is held for the ATV-AAC to review applications and form a list of OHV projects to recommend to the Oregon Parks and Recreation Director and Commission for approval.
- Project Sponsors are to provide a short presentation of their project. Presentations will be arranged in advance of the meeting.
- Project Sponsors will be advised of the outcome of the ATV-AAC recommendations and the information will be posted on the OPRD website.
- A list of ATV projects and the committee recommendations will be completed and forwarded to the OPRD Director and the OPRD Commission.
- Once approval is received by the OPRD Commission, an ATV Grant Agreement will be completed for signature by both the Project Sponsor and OPRD staff.

Grant Scoring Criteria – Once projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-AAC members according to the criteria, rating factors, and points shown in the following "Project Priority Scoring System." The criteria are based on the findings of the current state trails plan and reflect priorities identified by workshop participants, trails plan steering committee members, and trail user survey respondents.

A project's final score will be calculated as an average of the sum of all individual ATV-AAC member scores. Each category of ATV grants has its own scoring criteria. The highest possible score for a project will be 100 points. The priority rank of a project will depend on its score relative to other projects and in relation to the amount of ATV grant funds available each year.

ACQUISITION, PLANNING & DEVELOPMENT GRANT SCORING CRITERIA

Evaluation Criteria Point Summary

Criteria Type	Motorized Potential Points
Technical Review	
1. Compliance Criteria	0
ATV-AAC Member Evaluation Criteria	
2. Readiness to Proceed	4
3. Matching Shares	5
4. Close-To-Home Opportunities	6
5. Trail Maintenance	10
6. Top Statewide Trail Issues	12

7. Local Needs and Benefits	10
8. Motorized Trail Opportunities	6
9. Class II (4x4) Trail Opportunities	5
10. Economic Development Opportunities	4
11. Motorized Trail "Destination Area"	6
12. Motorized Trail Design & Management	7
13. Project Urgency	5
14. Discretionary Committee Member Criteria	20
Total Potential Points	100

1. COMPLIANCE CRITERIA (0 POINTS) –

Staffs review the applications for accuracy, completeness and compliance. Please contact staff with questions.

2. READINESS TO PROCEED (4 POINTS)

OPRD intends to ensure that available ATV grant dollars are used in a timely manner once funding is awarded to a Project Sponsor.

A. Permit Status (For development projects only)

Project Sponsor has demonstrated what it will take to get their particular development project completed in a timely manner including such items as:

- Needed permits, environmental clearances and signed agreements
- Construction plans
- Archaeological, cultural, historical, and other surveys

_____ 0-4 points awarded

B. Acquisition Status (For acquisition projects only)

Project Sponsor has demonstrated what it will take for their particular trail-related land acquisition to be completed in a timely manner including items such as:

- Completed appraisal
- Preliminary Title Report
- Level 1 or higher Environmental Assessment
- Proof of willing seller or donor

_____ 0-4 points awarded

C. PLANNING STATUS (For planning projects only)

Project Sponsor has demonstrated the need for the plan and basic public involvement strategies including items such as:

- A clearly defined concept and purpose
- A method to involve landowners, neighbors, public officials, and user groups in the planning process

_____ 0-4 points awarded

3. MATCHING SHARES (5 POINTS)

Priority points will be provided to the extent that the Project Sponsor matches the ATV grant with contributions from its own cash and/or in-kind services.

For evaluating project proposals from **public-sector** Project Sponsors

- The Project Sponsor provides:

0 to 19.9% of the project's value	(0 points)
20 to 30% of the project's value	(1 point)
30.1 to 40% of the project's value	(2 points)
40.1 to 50% of the project's value	(3 points)
50.1 to 60% of the project's value	(4 points)
Over 60% of the project's value	(5 points)

For evaluating project proposals from **non-profit** Project Sponsors

- The Project Sponsor provides:

0 to 19.9% of the project's value	(0 points)
Over 20% of the project's value	(5 points)

_____ 0-5 points awarded)

4. CLOSE-TO-HOME TRAIL OPPORTUNITIES (6 POINTS)

The 2004 Oregon Statewide Trail User and Non-Motorized Boater Survey identified that over half of motorized trail users travel more than 40 miles to enjoy their favorite trail activity, and one-fifth travel more than 100 miles. The survey also reports that lack of time and lack of close by riding opportunities are the top two reasons why motorized trail users do not use trails as much as they wanted. A Project Sponsor that develops a close-to-home motorized trail project will receive up to 6 priority points.

- The Project Sponsor should describe how their project is intending to provide close-to-home motorized trail opportunities including information such as driving distances from nearby communities and populations served.

_____ 0-6 points awarded)

5. TRAIL MAINTENANCE (10 POINTS)

Commitment to Long-Term Maintenance

Trail maintenance was identified as the top funding priority for all trail user groups in the 2004 Oregon Statewide Trail User and Non-Motorized Boater Survey.

- The Project Sponsor should describe how they plan to continue trail operation and maintenance after the project is completed. List maintenance requirements (including the level of annual maintenance required for the trail) and strategies to be used. Also describe the degree of commitment by reporting on such items such as on-going funding, partnerships with other agencies, or volunteer maintenance.

_____ 0-10 points awarded

**Note: Please provide commitment letter from sources other than the ATV Grant Program.*

6. TOP STATEWIDE TRAIL ISSUES (12 POINTS)

The Oregon Trails 2005-2014: A Statewide Action Plan involved representatives from 56 public-sector provider organizations (including representatives from federal, state, county, and municipal agencies, Park and Recreation Districts, Ports, Native American Tribes and many citizen and interest groups in the process of identifying top statewide trail issues. The trails plan criteria is based on this public input process.

Statewide trail issues were identified during the current trails planning process. Project proposals addressing statewide trail issues will receive additional priority points. The top statewide-motorized trail issues are included below.

Statewide Motorized Trail Issues

Issue A: Need for new trails/managed riding areas.

Issue B: Need for regional interagency coordination/cooperation in trail planning and management.

Issue C: Need for user education/training (regulatory and safety information).

If the motorized trail project addresses:

- 0 statewide motorized trail issues 0 points
 - 1 statewide motorized trail issue 4 points
 - 2 statewide-motorized trail issues 8 points
 - 3 statewide-motorized trail issues 12 points
- _____ 0-12 points awarded

7. LOCAL NEEDS AND BENEFITS CRITERIA (10 POINTS)

A. Comprehensive Planning

Project Sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. The assessment of these needs should be based upon coordinated, long-range planning.

Priority points are awarded to projects satisfying priority needs, as identified in a current comprehensive local plan or recreation master plan, county or regional master plan, trail system plan or land use/management plan.

_____ 0-5 points awarded

(5 points for projects identified in a current plan, 0 points for all other projects.)

Note: The local planning document must be adopted/approved by the applicable governing body.

B. Public Involvement

Involving the public throughout a trail development project can be the cornerstone for future success. Public involvement is a means of building support and developing a constituency and a partnership for the development effort.

The extent to which public involvement through public meetings/ workshops, open houses, interviews, questionnaires, and so forth were used in the long-range comprehensive planning process to identify public support for this trail project.

_____ 0-5 points awarded

8. MOTORIZED TRAIL OPPORTUNITIES (6 POINTS)

A. Need for riding opportunities outside of federal lands

According to recreation providers and members of the general public, there is a need for more riding opportunities on lands outside of federal ownership. They stated a need

to explore motorized recreation opportunities on private timberlands, state or local government land, and work with private landowners for access.

The motorized trail project will develop riding opportunities on private, state, county or local recreation provider land.

_____ 0-3 points awarded

(3 points for projects located outside of federal lands, 0 points for projects on federal lands.)

Note: If funded, riding opportunities on private land must be open to the general public.

B. Need to maximize the sustainable carrying capacity at existing managed riding areas

In recent years, the trend in motorized recreation in Oregon has been that more motorized areas and trails are being closed to use rather than opened. The result has been increased pressure on other trails and riding areas and increased violation of posted closure. As a result, there is a need to develop additional riding opportunities at existing OHV recreation areas identified in The Official Guide to Oregon Off Highway Vehicle Recreation¹.

Priority points are awarded to design, management and marketing projects intending to maximize the sustainable carrying capacity where such a need exists.

_____ 0-3 points awarded

9. CLASS II (4X4) TRAIL OPPORTUNITIES (5 POINTS)

The 2003-2007 Oregon SCORP demand and needs analysis and regional issues workshops identified a need for additional Class II trails (for 4-wheel drive vehicles such as jeeps, pickups, SUV's) in the state. This need was also reinforced during the trails planning regional issues workshops. Class II trails should be designed to accommodate a wide range and variety of vehicle types (from Hummers to Suzuki Samurai) and to accommodate a range of vehicle widths, lengths and, where appropriate, technical driving areas for a range of driving capabilities.

Note: Priority points are awarded for developing Class II trails.

_____ 0-5 points awarded

10. ECONOMIC DEVELOPMENT OPPORTUNITIES (4 POINTS)

The findings from the Oregon State University report entitled "The 1999 Oregon Off-Highway Vehicle User Survey" identified that Off-Highway Vehicle recreation contributed an estimated \$120 million and 1,809 jobs in the Oregon economy in 1999. Trip expenditures by Oregonians and out-of-state visitors include gas and oil, food and beverages, lodging, rentals and other retail purchases in the region of the state where the OHV activity occurred.

¹ A listing of managed OHV riding areas in the state is available at the following website:
<http://atv.prd.state.or.us/places.php>

OPRD would like to encourage the development of motorized trails in areas of the state designated as economically distressed by the Oregon Economic & Community Development Department. Such areas could greatly benefit from the trip expenditures and job creation associated with Off-Highway Vehicle recreation.

Priority points are awarded for developing OHV trail opportunities in economically distressed counties and nearby economically distressed cities (see listing of counties and cities below).
_____ 0-4 points awarded

(4 points for Project Sponsors with a project in an economically distressed county or nearby economically distressed city, 0 points for all other Project Sponsors.)

Oregon Department of Economic Development 2007 distressed areas

Distressed Counties

County	Economic Status
Baker	Severely Distressed
Columbia	Distressed
Coos	Severely Distressed
Crook	Severely Distressed
Curry	Severely Distressed
Douglas	Severely Distressed
Gilliam	Distressed
Grant	Severely Distressed
Harney	Severely Distressed
Hood River	Distressed
Jackson	Distressed
Jefferson	Severely Distressed
Josephine	Severely Distressed
Klamath	Severely Distressed
Lake	Severely Distressed
Lincoln	Distressed
Linn	Severely Distressed
Malheur	Severely Distressed
Marion	Distressed
Morrow	Severely Distressed
Sherman	Severely Distressed
Tillamook	Distressed
Umatilla	Severely Distressed
Union	Distressed
Wallowa	Distressed
Wasco	Distressed

Distressed Cities by County

Benton	Albany	Severely Distressed
	Monroe	Severely Distressed
Clackamas	Estacada	Severely Distressed
	Johnson City	Distressed
Clatsop	Astoria	Severely Distressed
	Seaside	Distressed
	Warrenton	Distressed
Deschutes	Deschutes River Woods	Distressed
	La Pine	Severely Distressed
	Sisters	Severely Distressed
Lane	Cottage Grove	Severely Distressed
	Creswell	Severely Distressed
	Florence	Severely Distressed
	Lowell	Severely Distressed
	Oakridge	Severely Distressed
	Springfield	Severely Distressed
	Veneta	Distressed
	Westfir	Distressed
Multnomah	Fairview	Distressed
	Gresham	Distressed
	<u>Lents**</u> (Portland)	Severely Distressed
	<u>North/NE Portland**</u>	Severely Distressed
	<u>Rockwood***</u> (Portland)	Severely Distressed
	Wood Village	Distressed
Polk	Dallas	Distressed
	Falls City	Severely Distressed

Grand Ronde	Severely Distressed
Independence	Severely Distressed
Monmouth	Distressed

Washington	Cornelius	Severely Distressed
	Forest Grove	Severely Distressed
	Gaston	Severely Distressed

Yamhill	Amity	Distressed
	Dayton	Severely Distressed
	Lafayette	4 Severely Distressed
	McMinnville	4 Severely Distressed
	Newberg	3 Distressed
	Sheridan	4 Severely Distressed
	Willamina	3 Distressed

****Lents**—the city of Portland's "outer southeast target area," comprising area within street boundaries of SE 112th, SE Clatsop, SE 52nd and SE Powell. **North/Northeast Portland**—area within city of Portland bounded by N Portland Harbor, Willamette River, Division St. and 15th Ave. (Hayden Island is not included as part of the distressed area.)

11. Motorized Trail “Destination Area” (6 Points)

Priority points will be awarded for projects intending to develop motorized trail destination areas. Destination areas are designed, developed and operated to primarily serve the specific needs and desires of OHV enthusiasts.

Factors considered in identifying motorized trail destination areas include miles of trail, acres of sand/open riding area, scenic qualities, ease of access, onsite and nearby facilities, quality of trails, seasonal/local weather conditions, travel distances and the amount of use. Motorized trail destination areas often include additional motorized riding facilities such as children’s play areas, motocross tracks, hill climbs, rock crawls and special event facilities. Facilities like restrooms, camping, water, and in some cases OHV parts stores are provided. Finally, public services such as law enforcement, first aid, and search and rescue are provided.

OPRD has identified a list of current motorized trail destination areas in the state. Current motorized trail “destination areas” in Oregon include the Tillamook OHV Area, Central Oregon (including East Fort Rock and Millican Valley), Morrow County Trails, Winom Frazier, Oregon Dunes National Recreation Area, Sand Lake Recreation Area, Prospect and John’s Peak.

Priority points will be awarded for motorized trail projects that are in a current motorized trail destination area or intending to develop a new motorized trail destination area. If the Project Sponsor is proposing the development of a new motorized trail destination area not included in the above list, they should clearly state the reasons why the area should be considered by the ATV-AAC as a motorized trail destination area.

_____ 0 or 6 points awarded

(6 points for a project in a motorized destination area or proposed destination area, 0 points for all other.)

12. Motorized Trail Design And Management (7 Points)

Increasing use levels often results in resource impacts on motorized trails and damage to trail facilities. Resource damage can be proactively prevented or minimized through innovative and sustainable trail and facility design and management practices.

The National Park Service describes a sustainable trail as follows².

A Sustainable Trail:

- Supports current and future use with minimal impact to the area’s natural systems.
- Produces negligible soil loss or movement while allowing vegetation to inhabit the area.
- Recognizes that pruning or removal of certain plants may be necessary for proper maintenance.
- Does not adversely affect the area’s animal habitat.
- Accommodates existing use while allowing only appropriate future use.
- Requires little rerouting and minimal long-term maintenance.

² National Park Service, Rocky Mountain Region, January 1991.

In addition, specific examples of sustainable efforts are included on the OPRD grant website at: <http://www.oregon.gov/OPRD/sustainability.shtml> under the heading Sustainability in OPRD Grant Programs.

The Project Sponsor should describe how the motorized project results in a well designed, managed and sustainable OHV riding area or trail system. The Project Sponsor should address specific strategies for "sound" (decibel level) management.
_____ 0-7 points awarded

13. Project Urgency (5 Points)

The ATV-AAC is aware that timing can often be a critical factor in the acquisition and operation of motorized recreation areas. The intent of the following criteria is to provide priority for project proposals showing an urgent need for time-sensitive land acquisitions, immediate threat of closure because of non-compliance with state and federal law, threat of lost opportunity, meeting project completion deadlines, public health and safety concerns or impacts on cultural and natural resources. Note: Opportunities that may be lost as a result of Project Sponsors budget cycles or other activities within the control of the Project Sponsor will not be considered as "urgent."

_____ 0 or 5 points awarded

(5 points for Project Sponsors with an urgent trail project, 0 points for all other Project Sponsors.)

14. DISCRETIONARY COMMITTEE MEMBER CRITERIA (20 POINTS)

The ATV-AAC membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

Each committee member will determine the number of points awarded for each project. ATV-AAC members may award the project additional points based upon their subjective evaluation of the following³:

- **Site Suitability:** The extent to which the site is suitable for the proposed development (e.g. minimizes negative impacts on the environment, surrounding neighborhood).
- **Fiscal Consideration:** Under this review, Project Sponsors may be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other trail facilities of its type in their geographic area (e.g. cost-per mile comparisons), is justifiable in terms of the quantity and quality of recreation opportunities the facilities will provide, and that the Project Sponsor has budgeted enough money to successfully complete the project.
- **Commitment to Long-Term Operation and Maintenance:** Project Sponsors should show evidence of a commitment to long-term operation and maintenance that their organization has demonstrated at existing trail and park resources. In those cases where the Project Sponsor does not presently have an operation/maintenance responsibility for an existing trail or park, information about other public facilities or resources within the Project Sponsor's jurisdiction may be presented.

³ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-AAC members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

- **Project Cost:** Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project.
- **Mixed-Use Trails:** Project Sponsors should provide evidence that the specific trail design demonstrates that the project will support mixed-use recreational trail opportunities serving a wide range of abilities including the elderly and handicapped as well as the more active and highly skilled trail user.
- **Regional Issues:** Regional trail issues were also identified in the current trails planning process. Project Sponsors should describe how the project addresses appropriate regional trail issues. Regional motorized trail issues are included on the following pages.

Note: Locate the Project Sponsor's region and identify each regional trail issue addressed in the project proposal.

_____ 0-20 points awarded

OPERATION & MAINTENANCE GRANT SCORING CRITERIA

Evaluation Criteria Point Summary

Criteria Type	MOTORIZED Potential Points
Technical Review by Staff	
1. Compliance Criteria	0
ATV-AAC Member Evaluation Criteria	
2. Project Need	25
3. Project Support	10
4. Project Planning	20
5. Matching Shares	10
6. Natural And Cultural Resource Protection	15
7. Discretionary Committee Member Criteria	20
<i>Note: Each ATV-AAC committee member will determine the number of points awarded for each project.</i>	
Total Potential Points	100

1. Compliance Criteria (0 Points)

2. Project Need (25 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund urgent projects.

a. What is the need for this project?

_____ 0-7 points awarded

b. Is the project funding or match at risk?

_____ 0-6 points awarded

c. Are there urgent environmental consequences by not completing this project or urgent environmental benefits by completing this project?

_____ 0-6 points awarded

d. Is the project directly related to the safety of the trail users?

_____ 0-6 points awarded

3. Project Support (10 Points)

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type.

Examples of support/endorsement include:

- Donations to help complete the project such as labor, equipment, money or materials.
- Project Sponsors should list other grant programs that the organization has applied or received funding for this project or overall OHV program during the past two years.
- Project Sponsors should show evidence of a commitment to long-term operation and maintenance and that the organization has demonstrated at existing trail and park resources.
- Positive letters, oral testimony at public meetings, support from “friends/user groups.”

No to minimal evidence presented (0-5 points)
Moderate to overwhelming support (6-10 points)

_____ 0-10 points awarded

4. Project Planning (20 Points)

Priority points are awarded for Project Sponsors demonstrating that they have conducted both long-term and short-term operation and maintenance planning and use innovative and sustainable trail and facility design and management practices.

- The project is part of an overall OHV plan for the area and contributes to the implementation of the plan.

_____ 0-7 points awarded

- List the project’s operation and maintenance requirements. This includes the level of annual, biennial, or quadrennial operation and maintenance required for the trail and strategies to be used.

_____ 0-7 points awarded

- Increasing use levels often results in resource impact on recreational trails and damage to trail facilities. Such impacts and damage can be proactively prevented or minimized through innovative and sustainable trail and facility design and management practices.

The National Park Service describes a sustainable trail as follows⁴

- Supports current and future use with minimal impact to the area’s natural systems;
- Produces negligible soil loss or movement while allowing vegetation to inhabit the area;
- Recognizes that pruning or removal of certain plants may be necessary for proper maintenance;
- Does not adversely affect the area’s wildlife;
- Accommodates existing use while allowing only appropriate future use; and
- Requires little rerouting and minimal long-term maintenance.

The trail operation and maintenance project uses innovative and sustainable⁵ trail practices.

_____ 0-6 points awarded

⁴ National Park Service, Rocky Mountain Region. January 1991.

⁵ Some examples of sustainable efforts are included on the OPRD grant website at: <http://egov.oregon.gov/OPRD/GRANTS/lwcf.shtml> - Sustainability.

5. Matching Shares (10 Points)

Priority points will be provided to the extent that the Project Sponsor matches the ATV grant with contributions from its own cash and/or in-kind services.

For evaluating project proposals from **public-sector** Project Sponsors

- The Project Sponsor meets:
 - 20 to 30% of the project's value (2 points)
 - 30.1 to 40% of the project's value (4 points)
 - 40.1 to 50% of the project's value (6 points)
 - 50.1 to 60% of the project's value (8 points)
 - Over 60% of the project's value (10 points)
- _____ 2-10 points awarded

For evaluating project proposals from **non-profit** Project Sponsors

- The Project Sponsor meets:
 - 20% or more of the project's value (10 points)*
- _____ 0-10 points awarded

6. Natural and Cultural Resource Protection (15 Points)

Priority points will be awarded to rehabilitation and trail rerouting projects aiding in the restoration, enhancement, conservation, or maintenance of natural, historical, archeological and cultural resources.

- A. Project will serve as a means to **significantly restore** high quality or sensitive resources in the project area, such as plant communities, wildlife, water bodies, terrain, and archeological, cultural, or historic sites while striking a proper balance between the conservation of these resources and motorized trail use.
- _____ 11-15 points awarded
- B. Project will serve as a means to **improve or enhance** high quality or sensitive resources in the project area, such as plant communities, wildlife, water bodies, terrain, and archeological, cultural, or historic sites while striking a proper balance between the conservation of these resources and motorized trail use.
- _____ 6-10 points awarded
- C. Project will serve as a means to **conserve and maintain** high quality or sensitive resources in the project area, such as plant communities, wildlife, water bodies, terrain, and archeological, cultural, or historic sites while striking a proper balance between the conservation of these resources and motorized trail use.
- _____ 0-5 points awarded

7. Discretionary Committee Member Criteria (20 Points)

The AAC membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

ATV-AAC members may award the project additional points based upon their subjective evaluation⁶ of key project considerations included in the list below. Please note that some considerations may add to while others may reduce the number of discretionary points a project receives.

⁶ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-AAC members. Other considerations could include special needs, project presentation and superior leverage of funding and partnership.

- **Fiscal Consideration:** Under this review, Project Sponsors will be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other trail facilities of its type in their geographic area (e.g. cost-per mile comparisons), that the Project Sponsor has budgeted enough money to successfully complete the project and if the requested amount is greater than the prior years' funding, a proper justification for increased funds.
- **Project Cost:** Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project.
- **Mixed-Use Trails:** Project Sponsors should provide evidence that the project will support Class I, II and III riding opportunities serving a wide range of abilities including the handicapped and a range of skill levels.
- **Use Levels:** Project Sponsors should describe the level of use the trail and support facilities receive.
- **Special Maintenance Problems:** If the site poses special maintenance problems, it may not be cost effective to continue maintenance over the long term.
- **Regional Issues:** Regional trail issues were also identified in the current trails planning process. Where appropriate, Project Sponsors should describe how the project addresses appropriate regional trail issues. Regional motorized trail issues are included on the following pages.

Note: Locate the Project Sponsor's region and identify each regional trail issue addressed in the project proposal.

_____ 0-20 points awarded

SAFETY EDUCATION GRANT SCORING CRITERIA

EVALUATION CRITERIA POINT SUMMARY

Criteria Type	Motorized Potential Points
Technical Review	
1. Compliance Criteria	0
ATV-AAC Member Evaluation Criteria	
2. Project Need	30
3. Project Support	15
4. Matching Shares	10
5. Project Administration	25
6. Discretionary Committee Member Criteria	20
Total Potential Points	100

1. Compliance Criteria (0 Points)

2. Project Need (30 Points)

Project Sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. The assessment of these needs should be based on coordinated, long-range planning.

- A. What is the immediate need for this project? _____ 0-5 points awarded
- B. Is the project funding or match at risk? _____ 0-5 points awarded
- C. Are there urgent environmental consequences by not completing this project or urgent environmental benefits by completing this project? _____ 0-5 points awarded
- D. Is the OHV safety education need included in an overall plan for the area or managing agency policy and does the grant contribute to the implementation of the plan or policy? _____ 0-5 points awarded
- E. Describe the project's purpose and how the project will contribute to the instruction of safe and environmentally responsible operation of OHVs. _____ 0-5 points awarded
- F. Describe the size/scope of the project's target audience. _____ 0-5 points awarded

3. Project Support (15 Points)

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type. Examples of support/endorsement include:

- Donations to help complete the project such as labor, equipment, money or materials.
- Project Sponsors should list other grant programs that the organization has applied or received funding for this project or overall OHV program during the past two years.
- Positive letters, oral testimony at public meetings, support from "friends/user groups."
- User group involvement in this project's planning process.

No or very weak evidence presented	(0-5 points)
Moderate support	(6-10 points)
Exceptional – overwhelming support	(11-15 points)

_____ 0-15 points awarded

4. Matching Shares (10 Points)

Priority points will be provided to the extent that the Project Sponsor matches the ATV grant with contributions from its own cash and/or in-kind services.

For evaluating project proposals from **public-sector** Project Sponsors

- The Project Sponsor meets:

20 to 30% of the project's value	(2 points)
30.1 to 40% of the project's value	(4 points)
40.1 to 50% of the project's value	(6 points)
50.1 to 60% of the project's value	(8 points)
Over 60% of the project's value	(10 points)

_____ 2-10 points awarded

For evaluating project proposals from **non-profit** Project Sponsors

- The Project Sponsor meets: *Over 20% of the project's value (10 points)*

_____ 10 points awarded

5. PROJECT ADMINISTRATION (25 POINTS)

Priority points are given to Project Sponsors demonstrating an ability to successfully complete the safety education project in a timely and efficient manner.

- Describe the project work plan. Indicate the planned activities, the resources required for each activity, responsible person for each activity, the target group that your project is intended to reach, and the expected time frame for completion of the project.
- For signing projects, is there a sign plan in place for the OHV riding area?
_____ 0 or 25 points awarded

6. Discretionary Committee Member Criteria (20 Points)

The ATV-AAC membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

ATV-AAC members may award the project additional points based upon their subjective evaluation⁷ of key project considerations included in the list below. Please note that some considerations may add to while others may reduce the number of discretionary points a project receives.

- **Fiscal Consideration:** Under this review, Project Sponsors will be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other projects of its type in their geographic area and that the Project Sponsor has budgeted enough money to successfully complete the project.
- **Project Cost:** Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project.
- **Regional Issues:** Regional trail issues were also identified in the current trails planning process. Where appropriate, Project Sponsors should describe how the project addresses appropriate regional trail issues. Regional motorized trail issues are included on the following pages.

Note: Locate the Project Sponsor's region and identify each regional trail issue addressed in the project proposal.

Each committee member will determine the number of points awarded for each project.

_____ 0-20 points
awarded

⁷ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-AAC members. Other considerations could include special needs, project presentation and superior leverage of funding and partnership.

2.6.4 EMERGENCY MEDICAL & LAW ENFORCEMENT GRANT SCORING CRITERIA

EVALUATION CRITERIA POINT SUMMARY

Criteria Type	Motorized Potential Points
Technical Review	
1. Compliance Criteria	0
ATV-ACC Member Evaluation Criteria	
2. Operational Need	30
3. Project Support	10
4. Matching Shares	10
5. Planning/Evaluation	25
6. Discretionary Committee Member Criteria	25
Total Potential Points	100

1. Compliance Criteria (0 Points)

2. Operational Need (30 Points)

Project Sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele.

a. What is the immediate need for this project? _____ 0-8 points awarded

b. Describe the OHV emergency medical or law enforcement problems/issues and how the grant will solve these problems/issues. _____ 0-8 points awarded

c. Is the project funding or match at risk? _____ 0-7 points awarded

d. Is the project directly related to the safety of the trail users? _____ 0-7 points awarded

3. Project Support (10 Points)

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type. Examples of support/endorsement include:

- Donations to help complete the project such as labor, equipment, money or materials.
- Project Sponsors should list other grant programs that the organization has applied or received funding for this project or overall OHV program during the past two years.
- Positive letters, oral testimony at public meetings, support from "friends/user groups."

No to minimal evidence presented (0-5 points)

Moderate to overwhelming support (6-10 points)

_____ 0-10 points awarded

4. Matching Shares (10 Points)

Priority points will be provided to the extent that the Project Sponsor matches the ATV grant with contributions from its own cash and/or in-kind services.

For evaluating project proposals from **public-sector** Project Sponsors:

- The Project Sponsor meets:
 - 20 to 30% of the project's value (2 points)
 - 30.1 to 40% of the project's value (4 points)
 - 40.1 to 50% of the project's value (6 points)
 - 50.1 to 60% of the project's value (8 points)
 - Over 60% of the project's value (10 points)

_____ 2-10 points awarded

For evaluating project proposals from **non-profit** Project Sponsors:

- The Project Sponsor meets:
 - 20% or more of the project's value (10 points)

_____ 0-10 points awarded

5. Project Planning/Evaluation (25 Points)

An objective of the statewide motorized trails plan is to reduce the number of personal injury accidents involving recreational OHV use. Key strategies to accomplishing this objective include developing systematic methods to track OHV-related accidents, injuries and OHV-related enforcement violations and to evaluate the effectiveness of emergency medical and law enforcement service projects in reducing accidents and injuries.

- Identify the number and classification of law enforcement/emergency medical personnel involved in implementing the project.
- Provide a map that shows where significant OHV emergency medical or law enforcement problems occur and the areas, routes and corridors that will be patrolled and enforced with the grant funds.
- Provide historical and documented accident/enforcement data that justifies the need for funding. If appropriate, provide documentation of unauthorized trails or extensive damage to private or public property and documentation of complaints from public/landowners.
- Describe all enforcement/emergency medical service agreements with other agencies that pertain to this project.
- Describe how you will allocate patrol resources in response to critical needs.
- Describe how you will evaluate the success of the project. Include in the description what information will be gathered, how you will know your project is a success, and how the information will determine success and/or need for improvement.
- Describe any interagency planning efforts pertaining to this project.

_____ 0-25 points awarded

6. Discretionary Committee Member Criteria (25 Points)

The ATV-AAC membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

ATV-AAC members may award the project additional points based upon their subjective evaluation⁸ of key project considerations included in the list below. Please note that some considerations may add to while others may reduce the number of discretionary points a project receives.

- **Fiscal Consideration:** Under this review, Project Sponsors will be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other projects of its type in their geographic area, that the Project Sponsor has budgeted enough money to successfully complete the project and if the requested amount is greater than the prior years' funding, a proper justification for increased funds.
- **Project Cost:** Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project.
- **Regional Issues:** Regional trail issues were also identified in the current trails planning process. Where appropriate, Project Sponsors should describe how the project addresses appropriate regional trail issues. Regional motorized trail issues are included on the following pages.

Note: Locate the Project Sponsor's region and identify each regional trail issue addressed in the project proposal.

Each committee member will determine the number of points awarded for each project

_____25 points awarded

REGIONAL MOTORIZED TRAIL ISSUES

Northwest Region: Includes Clatsop, Columbia, Multnomah, Hood River, Tillamook, Lincoln, Washington, Yamhill, Clackamas, Polk, Marion, Linn, Lane and Benton Counties.

Issue A: Need for adequate and consistent information resources.

Issue B: Need for new trails including loop trails.

Issue C: Need to better manage for trail-related environmental impacts and resource protection through careful selection of riding area locations, planning, design, public education and understanding the capacity limits of motorized areas.

Southwest Region: Includes Coos, Curry, Josephine, Jackson, and Douglas Counties.

Issue A: Need to increase motorized trail and trailhead capacity within the region by developing motorized recreation opportunities on private timberlands and designating trails/areas for motorized use including trails currently used in that manner.

Issue B: Need for increased user education (rules, regulations, restrictions, environmental) and safety training in the region.

Issue C: Need to provide managed motorized areas.

⁸ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-AAC members. Other considerations could include special needs, project presentation and superior leverage of funding and partnership.

North Central Region: Includes Wasco, Sherman, Gilliam, Morrow, Umatilla, Jefferson, Wheeler, Deschutes and Crook Counties.

- Issue A: Need to use snow park areas for OHV use during summer months.
 - Issue B: Need to repair or reroute OHV trails to minimize resource damage.
 - Issue C: Need for a wide variety of Class II (4-wheel drive, jeep, SUV) riding opportunities, particularly technical riding areas.
-

South Central Region: Includes Klamath and Lake Counties.

- Issue A: Need for more designated motorized areas.
 - Issue B: Need for interagency cooperation for developing a seamless long-range trail system across jurisdictional boundaries.
 - Issue C: Need for increased management (safety, environmental and regulatory) of OHV riding areas.
-

Northeast Region: Includes Wallowa, Union, Grant and Baker Counties.

- Issue A: Need for standardized trail signage to provide consistency and continuity between riding areas.
 - Issue B: Need for additional motorized camping areas and related facilities (staging areas, restrooms and amenities) to minimize damage to existing riding areas.
 - Issue C: Need for more motorized trails throughout the region—especially in Baker, Pine and Wallowa Valley Ranger Districts.
-

Southeast Region: Includes Harney and Malheur Counties.

- Issue A: Need to consider OHV use of roads proposed for closure or abandonment and to review recreational use on roads previously closed or abandoned.
- Issue B: Need for designated and managed OHV areas for ATVs and motorcycles.
- Issue C: Need for safety information and training for young adults (over 15 years of age) who are beginning to ride snowmobiles.

SECTION 3

PROJECT AGREEMENTS, AMENDMENTS, EXTENTIONS, PROJECT INSPECTIONS and QUARTERLY REPORTS

ATV Grant Agreements - The ATV Grant Agreement is an agreement between the State and the Project Sponsor that documents the project elements, the funding limits and the project period. An original copy of the ATV Grant agreement, signed by OPRD and the Project Sponsor will be returned to the Project Sponsor with a "Notice to Proceed".

No project may begin without a signed agreement from OPRD. All project costs must be incurred during the project period as identified in the Project Sponsor's grant application.

Copies of all required documentation such as pending permits, bids, plans and specifications must be received by OPRD prior to the Project Sponsor receiving Notice to Proceed.

Amendments to Project Agreements: Amendments may be made to the ATV project agreements to delete work items, which may decrease grant funds. **Increases to the grant amount will not be allowed.** Requests to amend ATV project agreements for time extensions may be approved based solely upon OPRD's consideration. All requests for amendments must be submitted in writing to the OPRD ATV Program Coordinator at least 30 days prior to expiration date of the ATV Agreement.

Extensions: If a time extension is approved, it will be for no more than an additional six months and only when unusual circumstances warrant. Additional extensions may not be granted. *Projects ending in odd years (example, June 30, 2009) may not be eligible for extensions due to biennium budget restrictions.*

ATV Project Inspections: Periodic on-site inspections will be made to assure that the project is underway and on schedule. Final inspections may be made by OPRD to assure that the project has been completed successfully and according to the specifications outlined in the ATV agreement.

Final reimbursements will be made after any final inspections have been made by OPRD. Upon approval by OPRD the final reimbursement will be made. *(Note: Please contact your field representative to schedule a final inspection.)*

QUARTERLY STATUS REPORTS: OPRD requires status reports each quarter. The OPRD form titled "Progress Report" must be used; attachments may be included with this form if needed. The report must include information regarding work completed for the quarter and information on the match funds expended. The status report should include an estimate of the percentage of work completed for the quarter. The Project Sponsor's final reports must be received at OPRD within 45 days of project completion or the expiration date of the ATV project agreement.

Law Enforcement must also use the form titled "OHV Safety and Law Enforcement Monthly Report". This form will be completed monthly, but submitted quarterly with the progress report.

SECTION 4

HOW TO BILL for REIMBURSEMENTS & ADVANCES

4.0 GENERAL INFORMATION: The following are guidelines for all recipients participating in the state ATV grant assistance program. In any program where reimbursement is requested for a portion of the project costs, adequate documentation and records are essential. There must be definite supporting documentation (i.e. invoices) for each item of cost claimed - estimates are not sufficient. OPRD may request support documentation in order to process a billing. Please include your ATV Project Number on any correspondence.

A. Partial Billings - A partial billing along with supporting documentation may be submitted to OPRD after portions of the work have been completed. Submit the completed "**Reimbursement Request Form**". The state will retain 25% of the grant amount until the project is complete and a final inspection report is completed. It is preferred that ATV projects are billed a minimum of once per quarter, but may be billed more often as necessary.

The supporting documentation includes the following:

- a. Progress Report
- a. Expenditure Records
- b. Volunteer Logs – see: example format in this manual.
- c. Your Request for Reimbursement will not be processed until complete supporting documentation is provided. Staff will return incomplete requests explaining what documentation is required..

B. Advance of Funds: An advance of up to 25% may be allowed at the discretion of OPRD. In order to obtain an advance, submit a "Request for Advance Form" http://egov.oregon.gov/OPRD/ATV/grant_info.shtml#manuals Be sure to include the grant agreement number on the advance form.

C. Final Billings - Submit a "Reimbursement Request Form" http://egov.oregon.gov/OPRD/ATV/grant_info.shtml#manuals with supporting documentation and a final status report describing the project completion. Include copies of invoices and other supporting documentation. Please include a letter of explanation if the project is incomplete and all grant funds have not been expended. Please contact one of the ATV representatives to discuss completion of the ATV project and arrange for the final inspection.

1. The supporting documentation includes the following:

- a. Final Status Report
- b. Expenditure Records
- c. Volunteer Logs - see: example format in this manual
- d. Your Request for Reimbursement will not be processed without the supporting documentation.

Completing the Reimbursement Form: A separate file should be established and maintained for each ATV project. The Project Sponsor is responsible to track costs according to the categories on the ATV Grant Reimbursement Form and must maintain an auditable record for a period of not less than 3 years from the expiration date of the ATV agreement.

An ATV Grant Reimbursement Form Must Be Submitted For All Payment Requests and Reimbursements. No Other Form Will Be Accepted.

- A. ATV Reimbursement Request Information:
1. Project Sponsor Name: Name of Project Sponsor found on ATV Agreement.
 2. ATV Agreement #: Number found on ATV Agreement, page 1.
 3. Billing #: Cumulative number of billings submitted.
 4. Project Title: Title found on ATV Agreement, page 1.
 5. Billing Period: Dates that this billing includes.
 6. Partial/Final: Indicate if the reimbursement is for a partial payment (1st, 2nd, or 3rd) or if it is the final reimbursement request.
- B. Project / Grant Summary:
1. ATV Grant Amount: Amount shown on top of ATV Agreement, page 2.
 2. ATV Grant Match: Amount shown on top of ATV Agreement, page 2.
 3. ATV Project Total: Amount shown on top of ATV Agreement, page 2. This amount should equal the grant and match amounts.
 4. Hold Back: 25% of the grant amount. This amount will be held until OPRD receives all final billing information.
- C. Expenditures:
1. Salaries and Wages: Show salaries and wages incurred during the period. The salaries and wages expended by the Project Sponsor and being reimbursed by ATV funds require a record be kept in the established file that is available for audit by OPRD or an agency representative for a period of three years from the expiration date of the ATV agreement. Volunteer labor is not reimbursable and must be recorded as match.
 2. Equipment, Materials, and Supplies: Costs for equipment owned by the Project Sponsor and used for the ATV project must be supported by a schedule of hourly rates established by IRS guidelines. Hours and rates should be shown on the billings. When equipment is rented by the Project Sponsor for the ATV project an invoice is necessary showing the cost and time of rental.
 3. Other: Show all other expenditures that don't fit into the categories above. Please provide a detailed breakdown of these costs with the reimbursement form.
 4. Sub-Total - Expenditures - Please sub-total amounts across all categories.
- D. Match Verification:
1. Salaries and Wages: Show salaries and wages incurred during the period. Volunteer Labor and Force Labor must be separated for verification purposes. The volunteer labor must include the log described in this manual.
 2. Equipment, Materials, and Supplies: Costs for equipment owned by the Project Sponsor and used for the ATV project must be supported by a schedule of hourly rates established by IRS guidelines. Hours and rates should be shown on the billings. When equipment is rented by the Project Sponsor for the ATV project an invoice is necessary showing the cost and time of rental.
 3. Other: Show all other expenditures that don't fit into the categories above. Please provide a detailed breakdown of these costs with the reimbursement form.
 4. Sub-Total - Match: Please sub-total amounts across all categories.
 5. User Fees: Please enter amounts of match from user fees.

- E. Project Total: Add "Total Costs to Date" columns to generate this total.

Completing the Advance Request Form - OPRD can allow up to a 25% advance on a project. The following form is required to be completed and submitted to OPRD when the Project Administrator requests an advance.

Please reference the attached ATV Grant Advance Request Form as an example of how to fill the form out.

1. ATV Grant Advance Request Form

A. ATV Grant Information:

1. Project Sponsor Name: Name of Project Sponsor found on ATV Agreement.
2. ATV Agreement #: Number found on ATV Agreement, page 1.
3. Billing #: Cumulative number of billings submitted.
4. Project Title: Title found on ATV Agreement, page 1.

B. Project / Grant Summary:

1. ATV Grant Amount: Amount shown on top of ATV Agreement, page 2.
2. ATV Grant Match: Amount shown on top of ATV Agreement, page 2.
3. ATV Project Total: Amount shown on top of ATV Agreement, page 2. This amount should equal the grant and match amounts.
4. Hold Back: 25% of the grant amount. This amount will be held until OPRD receives all final billing information.

- C. Amount of Advance Requested: This is the amount requested for an advance. This amount cannot be more than 25% of the grant amount and must be requested in writing (letter or E-mail).

Section 5

Application
&
Supplemental
Forms

Application and Supplemental Forms

The ATV Grant Application and Supplemental Forms are now in a fillable format and will require Adobe Reader. They may be accessed on the following ATV websites:

http://www.oregon.gov/OPRD/ATV/grant_info.shtml#manuals

http://www.oregon.gov/OPRD/ATV/ATV_Publications.shtml#ATV_Grant_Application_Materials



NOTE: If you are unable to access the materials or would like to receive hard copies, email: pamela.berger@state.or.us or phone (503) 986-0785

SAMPLE TRANSMITTAL MEMO

DATE:

TO: [State Natural Resource Agencies]

FROM: [Project Sponsor]

SUBJECT: Intergovernmental Review of Proposed Project for which state funding assistance is being requested (Oregon Parks & Recreation ATV Grant Program).

Attached is a copy of a grant application, program narrative and location/boundary map for the (Project Name) project in _____(City or County).

Brief Narrative:

We would appreciate your review of the project application as well as completion and return of the enclosed form to OPRD with copies to our agency. If concerns about this project are noted on the form, we will be in contact with the person signing the form to answer those concerns.

We appreciate your cooperation in assisting us with this review process. If you have any questions please contact _____

Attachments:

INTERGOVERNMENTAL REVIEW OF PROPOSED OUTDOOR RECREATION PROJECTS FOR WHICH STATE FUNDING HAS BEEN REQUESTED

STATE AGENCY REVIEW

Project Name:	Project Sponsor:
---------------	------------------

Return Date:

To Agency Addressed: If you intend to comment, but cannot respond by the return date, please notify us immediately.

PROGRAM REVIEW AND COMMENT

We have reviewed the subject notice and have reached the following conclusions on its relationship to our plans and programs:

- It has no effect.
- We have no comment.
- Effects, although measurable, would be acceptable.
- It has adverse effects. (Explain in Remarks Section)
- We are interested, but require more information to evaluate the proposal. (Explain in Remarks Section.)
- Additional comments for project improvement. (Attach if necessary).

REMARKS

Agency: _____

Reviewed by: _____ Telephone No. _____

Return to: ATV Grant Program Coordinator
 Oregon Parks and Recreation Department
 725 Summer Street NE, Suite C
 Salem OR 97301-1002

Copy to: Project Sponsor

Volunteer or Donated Labor

Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project.

Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed and of the supervisor verifying that the record is accurate.

The Project Sponsor must choose **one** of the two methods to calculate volunteer labor. The method must be used throughout the calculation of the entire project:

1. **Dept. of Labor Prevailing Wage:** Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the Project Sponsor. The time of a person donating services will be valued at a rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. mason doing work on a retaining wall). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rate cannot exceed prevailing wage charges determined by the Department of Labor. A list can be found at <http://www.access.gpo.gov/davisbacon/or.html>. A general laborer's wages may be charged in the amount of what the Project Sponsor in the immediate area would pay their employees for performing similar duties. The standard rate would be the State's minimum wage. The rates for labor should **not** include payroll additives or overhead costs. Volunteer labor may be used as match only and is never a reimbursable item.

or....

2. **Points of Light Foundation:** Volunteer labor is limited to the volunteer hourly rate provided by the Points of Light Foundation. In Oregon a member of the Points of Light Foundation is Volunteer Works in Portland and their telephone number is (503) 413-7787 and their web address is <http://www.independentsector.org/>. They may be contacted for the most current hourly volunteer rate. Volunteer labor may be used as match only and is never a reimbursable item.

Force Account is different than Volunteer Labor or Donated Equipment and Supplies. Force Account refers to the use of a Project Sponsor's staff, equipment, and/or materials. All or part of the Project Sponsor's share may be provided through force account. Documentation must be verifiable from the Project Sponsor's record, and must be reasonable and necessary for efficient completion of the project.

Sample Volunteer or Donated Labor Timesheet

Project Title: Project #: _____

Volunteer Name: _____ Phone # _____

Address: _____

Date	Hourly Rate	Hours Worked (From – To)	Description Work	of	Initials
Date	Hourly Rate	Hours Worked (From – To)	Description Work	of	Initials
Date	Hourly Rate	Hours Worked (From – To)	Description Work	of	Initials
Date	Hourly Rate	Hours Worked (From – To)	Description Work	of	Initials
Date	Hourly Rate	Hours Worked (From – To)	Description Work	of	Initials

STATE OF OREGON NATURAL RESOURCE AGENCY MAILING LIST

State Historic Preservation Office
Coordinator
Oregon Parks and Recreation Dept
725 Summer St. NE, Suite C
Salem OR 97301
(503) 986-0764

James Johnson, Land Use & Water Planning
Coordinator
Natural Resources Division
Oregon Dept of Agriculture
635 Capitol Street NE
Salem OR 97301-2532
(503) 986-4706

Adam Morgan
Office of Energy
625 Marion Street NE
Salem OR 97310
(503) 373-1032

Greg Aldridge
Dept of Environmental Quality
811 SW Sixth Avenue
Portland OR 97204
(503) 229-6345

Patty Snow
Wildlife Division
Oregon Dept of Fish & Wildlife
3406 Cherry Avenue SE
Salem, OR 97303
(503) 947-6089

Paul Ries
Oregon State Dept of Forestry
2600 State Street
Salem OR 97310
(503) 945-7413

Lane Shetterly, Director
Oregon Dept of Land
Conservation & Development
635 Capitol Street NE #150
Salem OR 97301-2540
(503) 373-0050 Ext. 223

Caroline Stimson
Oregon Division of State Lands
775 Summer Street NE
Salem OR 97310
(503) 986-5231

Wayne Shuyler, Assistant Director
Oregon State Marine Board
435 Commercial Street NE #400
Salem OR 97301-3453
(503) 378-8587 Ext. 240

Director
Oregon State Dept of Transportation
355 Capitol Street NE Room 135 Building
Salem OR 97301-3871
(503) 986-3452

Bill Fujii, Intergovernmental Liaison
Oregon Water Resources Dept.
725 Summer St. NE, Suite A
Salem OR 97301
(503) 986-0887

Section 6

Glossary of Terms

Glossary of Terms

ACQUISITION – Means the gaining of property rights, including but not limited to fee title or easements, for public use.

ADA - Americans with Disabilities Act of 1990 prohibits discrimination based on disability -- both in the private and public sector. (ADA) (42 U.S.C. 12101 et seq.)

ACQUISITION - The gaining of property rights, including but not limited to fee title or easements, for public use by donation or purchase

AMENDMENT - A change in the cost, work items or terms included in the Agreement.

APPLICATION - A complete application packet with all questions answered, forms filled out, and required attachments for project review and approval.

ATV – Means All-Terrain Vehicle

ATV-AAC –Means the ATV Account Allocation Committee appointed by the Director to prioritize ATV grant project applications.

BIENNIUM - The 24 month period beginning July 1 of each odd-numbered year and ending June 30 of the next odd-numbered year.

COMMISSION – Means the Oregon Parks and Recreation Commission.

DEPARTMENT – Means the Oregon Parks and Recreation Department (OPRD).

DEVELOPMENT - Means the construction or rehabilitation necessary for the use and enjoyment of public OHV resources.

DIRECTOR – Means the Director of the Oregon Parks and Recreation Department.

DONATION – Means the receipt of land, labor, materials, or use of equipment without payment for it by the Project Sponsor.

DONATED TIME – Means time provided to the project when one does not receive payment.

ELIGIBLE PROJECT – Means an acquisition, development, or major rehabilitation undertaking that satisfies the requirements of the Local Government Grant Program.

FISCAL YEAR - The twelve month period beginning July 1 of any year and ending June 30 of the next year.

FORCE ACCOUNT – Means the governmental entities own work force performing project work rather than contracting out for the services. Force Account is different than Volunteer Labor or Donated Equipment and Supplies. Force Account refers to the use of a Project Sponsor's staff, equipment, and/or materials. All or part of the Project Sponsor's share may be provided through force account. Documentation must be verifiable from the Project Sponsor's record, and must be reasonable and necessary for efficient completion of the project.

GRANT AGREEMENT: Means a standardized legally binding agreement, inclusive of an approved application with program and budget components and supporting terms and conditions.

INMATE LABOR: Means the same as Penal Labor. This labor can be used as match for the amount that it costs the project sponsor, such as crew leader costs, vehicle cost, etc. If the labor is free to you, it cannot be used. While inmate or other prescriptive labor work cannot be considered “volunteer” and used as hourly match, the actual costs of their participation can be used. For example, if a county charges \$200 per day for the supervision of prescriptive labor, those costs can be used as match.

OHV – Means the same as Off Highway Vehicle

OPRD – Means the Oregon Parks and Recreation Department.

PENAL LABOR: - Means the same as inmate labor. This labor can be used as match for the amount that it costs the project sponsor, such as crew leader costs, vehicle cost, etc. If the labor is free to you, it cannot be used. Regarding penal or other prescriptive labor they cannot be considered “volunteer” and used as hourly match, the actual costs of their participation can be used. For example, if a county charges \$200 per day for the supervision of prescriptive labor, those costs can be used as match.

PROJECT – Means the site and associated improvements where acquisition, development, or major rehabilitation will occur.

PROJECT ADMINISTRATOR – Means the person who is responsible to provide required project documentation to OPRD (coordination of grant presentation, reimbursement requests, obtaining required agreement signatures, progress, quarterly reports, etc.). This person is the main contact for OPRD on project issues. *Note: Two project administrators may be listed only if above project duties are shared*

PROJECT AUTHORIZATION – Means the ATV Grant Program Agreement that authorizes the project to begin effective on or after the date signed by both the Director and the Project Sponsor.

PROJECT SPONSOR – Means the recipient of the grant funds and the entity responsible for implementation of the project and the maintenance and operation of the site.

PUBLIC AGENCY – Means any political subdivision of this state, any agency of the state government or of the United States, a sheriff’s office, any county or independent school district, and any political subdivision of another state.

“SCORP” – Means the Statewide Comprehensive Outdoor Recreation Plan that is Oregon’s basic five-year plan for outdoor recreation and that provides the state with an up-to-date regional information and planning tool serving as the basis by which all Oregon recreation providers (state, federal, local, and private) catalogue and rank their recreation needs, obtain funding through partnerships and grants, and affirm their respective roles

STATE/LOCAL AGREEMENT – Means the signed agreement between the state and Project Sponsor that authorizes the project.

SUCCESSOR - Means a governmental entity that has agreed to accept the terms and conditions of the Project Sponsor's responsibilities as contained in the Project Sponsor's Grant Agreement and grant application should the Project Sponsor existence cease; for example if a club or non-profit organization should dissolve or disband. The successor shall agree to operate the project continuously for the public benefit for the recreational purposes as identified in the grant agreement and the grant application. If OPRD is a successor under OAR 736-004-0025(1)(e), OPRD may operate, sell, or qualify another successor to the project.

SUSTAINABILITY – Means using, developing, protecting, and managing the resource in a manner that enable people to meet current and future generation needs from the multiple perspective of environmental, economic, and community objectives.

VOLUNTEER - A person who has provided work on a project without being paid. Same as donated time.

NOTES