

► CHAPTER 10

All-Terrain Vehicle Grant Program Evaluation Criteria



ALLOCATION PROCESS

The All-Terrain Vehicle (ATV) Grant Program provides funding statewide for OHV recreation in Oregon. OPRD-administered grant funds come from ATV user permit sales and a percentage of gasoline tax money. ATV Grant Program grants are awarded to projects that best meet the needs identified in the Oregon Statewide OHV Trails Plan. This plan is updated every ten years based on input from trail users and land managing agencies in Oregon. ATV grants help pay for operation and maintenance, law enforcement, emergency medical services, land acquisition, leases, planning, and development in Oregon's OHV recreation areas. The following is a brief description of the program's administration.

- For each biennium, an estimate is made for total dollar amount of annual ATV grant funds to be made available and the percentage of these funds for each major grant category (e.g., Operation and Maintenance, Law Enforcement, etc.).
- A grant meeting, typically in February, will distribute Operation, Maintenance, Law Enforcement and Emergency Medical grant funding. Operation and Maintenance projects will be evaluated using the O&M project scoring criteria; Law Enforcement and Emergency Medical projects will be evaluated using the Law Enforcement and Emergency Medical project scoring criteria. The ATV Grant Subcommittee (ATV-GS) will have the option to score the projects as presented and provide the applicant their score or hold a scoring session at the end of the meeting and provide their scores and funding recommendations at that time.
- A grant meeting, typically in April, will distribute the remaining annual funding for Acquisition, Development, and Planning projects. Acquisition, Development and Planning projects will be evaluated using the Acquisition, Development and Planning project scoring criteria. The ATV-GS will have the option to

score the projects as presented and provide the applicant their score or hold a scoring session at the end of the meeting and provide their scores and funding recommendations at that time.

- Ineligible or incomplete applications will be returned to the project sponsor with an explanation of why their application was returned. If time allows, grant applicants will have an opportunity to submit a revised application addressing specific problems.
- If any grant application or presentation causes committee members concern, the ATV-GS will have the option to table a project and request staff to obtain additional information as may be necessary.

PROJECT PRIORITY SCORING SYSTEM

Once projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-GS 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, trail’s plan advisory committee members, trail user survey respondents and land managers. These criteria have been designed to evaluate and prioritize Off-Highway Vehicle (OHV) operation and maintenance; law enforcement; acquisition, development and planning; and emergency medical project proposals.

A project’s final score will be calculated as an average of the sum of all individual ATV-GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary below for criteria point breakdowns.) 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.

ATV Grant Program Rating Criteria Point Summary

Criteria Type	Possible Points
Technical review	
1. Compliance Criteria	0
ATV advisory grant subcommittee member rating criteria	
2. Operations	20
3. Rider Benefit	20
4 Project Planning	20
5. Economic Benefit	10
6. Financial Support	5
7. Letters Of Support	5
8. Discretionary Committee Member Criteria	20
Total Points Possible	100

FOR EVALUATING OPERATION AND MAINTENANCE PROJECT PROPOSALS

Eligible operation projects provide for the normal day-to-day routine operation of open OHV trails and facilities. Operation projects may also include funding for employees who make public contact to provide help and information to OHV users as part of their daily routine. Eligible maintenance projects include services and equipment necessary to maintain OHV trails and facilities. ATV sponsors must have an agency approved 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 funding is also available for equipment such as quads and excavators used to maintain OHV trails. Sign replacement and trail guides may also be included in maintenance applications.

Technical Review – Application Completeness

As part of the ATV grant evaluation process, OPRD first conducts a technical review of all grant applications. Each submitted grant application packet will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) 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 applicants are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once operation and maintenance projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-GS members according to the criteria, rating factors, and points shown in the following “Project Priority Scoring System.” These criteria have been designed to evaluate and prioritize OHV operation and maintenance project proposals.

A project’s final score will be calculated as an average of the sum of all individual ATV-GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 175 for criteria point breakdowns.) 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.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Instructions Manual.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

A. 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.

- a. The project sponsor is on schedule with all active OPRD administered grant projects.

Yes No

- b. The project sponsor is in compliance with applicable guidelines for current and past projects.

Yes No

ATV Grant Subcommittee Member Rating Criteria

2. Operations (0-20 Points)

A. Project Description

Please provide the following information related to your operation and maintenance project:

- Provide a detailed description of your grant project request.
- Describe the OHV riding area for this project.
- What Classes of ATVs will be allowed in the area?
- On an annual basis, what are the anticipated months of use? What are the typical wildlife, snow, or fire season closures? Also discuss conditions that reduce riding such as summer heat or dust or winter rain/ snow/ cold.
- Describe how this project will result in a well-designed, managed, and sustainable trail/ facility. How will impacts and damage to trails and facilities be proactively prevented or minimized through innovative and sustainable trail and facility design and management practices? Describe how this project maintains or increases the carrying capacity at the existing riding area.
- Describe how the project will serve as a means to restore, improve or enhance, or conserve and maintain high quality or sensitive natural or cultural resources in the protected area, such as plant communities, wildlife, water bodies, terrain, and archeological or historic sites while striking a proper balance between the conservation of these resources and motorized trail use.
- Describe how you developed your maintenance schedule. How many facilities/ staging areas will be maintained in this proposal and how often?
- If you manage multiple riding areas, list each area and total miles of routes.

B. Miles Of Roads/Trails

- Please provide the number of miles of each type of road or trail in your system.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

A. Benefits

Please provide the following information related to your project:

- How does this program benefit the OHV trail user?

B. Statewide Management Issues

The statewide planning process identified three top issues on OHV trails on public lands in Oregon. Please describe how the project addresses the following statewide motorized trail issues:

Issue 1. Closure of trails. The implementation of federal travel management planning has resulted in a loss of OHV trail riding opportunities in Oregon. Closure of designated trails and routes without providing other designated routes in the same area leads to overuse and impacts in new areas.

Issue 2. Closure of unimproved backcountry roads. Again, the implementation of federal travel management planning has also resulted in the loss of OHV riding on backcountry roads in Oregon.

Issue 3. Riding in closed areas. Land managers have reported a proliferation of user created trails arising from repeated unauthorized travel by OHVs.

C. Statewide Funding Need

The statewide planning process also identified three top funding needs for OHV trails on public lands in Oregon. Please describe how the project addresses the following three funding priorities:

- Funding Need 1. Maintaining existing trails in good/ sustainable condition.
- Funding Need 2. More single-track off-road motorcycle trails (Class III).
- Funding Need 3. Prioritize loop over out-and-back trails.

D. Dispersed Riding Opportunities

The Oregon OHV Guide includes a listing of 53 Designated Riding Areas in the state. These areas are high-intensity riding areas with associated high operation and maintenance costs. There are also many designated Shared Use Roads, OHV routes and trails on public lands in Oregon which are outside the boundaries of these Designated Riding Areas. Many OHV enthusiasts seek out these less crowded riding experiences and enjoy exploring new riding areas. Others use these routes for access to special sites (lookouts, lakes, geographical features) or for activities such as hunting, fishing or gathering. A project sponsor that enhances existing or provides riding opportunities outside of the 53 Designated Riding Areas in the state will receive additional priority points. Eligible enhancement projects can include mapping and signing projects to help riders know where to ride.

- Please describe how your program is maintaining or enhancing dispersed riding in your management area (forest, district, etc.). This may be outside the scope of this application, but is a use allowed in your area?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

4. Project Planning (0-20 Points)

Project sponsors are encouraged to develop project applications that meet high priority need of the intended clientele. 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.

- Is the project part of an overall OHV plan for the area and does the project contribute the implementation of the plan?
- Describe your planning efforts to determine the staffing levels and resources required. How do you make decisions on when and how staff will work on an annual basis, such as for seasonal peak use, seasonal closures (fire, snow), holiday weekends, weekdays/weekends, and number of employees at a given time?
- Describe how your O&M program uses innovative and sustainable practices. Please see specific sustainability recommendations for OPRD-administered grant programs are included in SCORP Chapter Seven (pages 115-117). Recommendations are included for land acquisition, new facility development, major rehabilitation, and trail projects. The full support document entitled, "Developing Sustainable Park Systems in Oregon," is available at the following link: http://www.oregon.gov/oprd/PLANS/docs/scorp/2013-2018_SCORP/2013-2017-SCORP_App_D.pdf.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

5. Economic Development Opportunities (0-10 Points)

The findings from the Oregon OHV trail user survey identified that spending by Oregon residents on OHV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how this project will contribute to the local economy.

___ points awarded (0 - 10 points)

(The rating team will determine a value from 0-10 points based on the information provided by the applicant.)

6. Financial Support (0-5 Points)

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

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to OHV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on the information provided by the applicant.)

7. Letters Of Support (0-5 Points)

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from OHV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only

two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by the applicant related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0 - 20 Points)

The ATV-GS 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-GS members may award the project additional points based upon their subjective evaluation of key project considerations included in the list below²⁸. 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 trail facilities of its type in their geographic area (e.g. cost-per mile comparisons), that the 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

²⁸ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-GS members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

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, III, and IV 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 in Chapter 7.

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.

Assessment Score:

___ points awarded (0 - 20 points)

FOR EVALUATING LAW ENFORCEMENT PROJECT PROPOSALS

Eligible law enforcement projects include services and equipment that will provide a direct law enforcement presence by certified personnel in OHV riding areas for OHV recreational enthusiasts.

Technical Review – Application Completeness

As part of the ATV grant evaluation process, OPRD first conducts a technical review of all grant applications. Each submitted grant application packet will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) 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 applicants are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once law enforcement projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-GS members according to the criteria, rating factors, and points shown in the following "Project Priority Scoring System." These criteria have been designed to evaluate and prioritize OHV law enforcement project proposals.

A project's final score will be calculated as an average of the sum of all individual ATV-GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 175 for criteria point breakdowns.) 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.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Instructions Manual.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

A. 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.

- a. The project sponsor is on schedule with all active OPRD administered grant projects.

Yes No

- b. The project sponsor is in compliance with applicable guidelines for current and past projects.

Yes No

- c. The project sponsor is in compliance with entering law enforcement data into the ATV Law Enforcement Tracking System.

Yes No

ATV Grant Subcommittee Member Rating Criteria

2. Operations (0-20 Points)

Please provide the following information related to your operation and maintenance project:

- Provide a detailed description of your grant project request including seasons of use, how patrols are conducted, and types of vehicles used for patrols such as quads, motorcycles, side-by-sides, or trucks.
- What OHV areas are you patrolling?
- Please describe the need for this project. List and describe the OHV law enforcement problems/issues and how the grant will help to resolve them.
- How many law enforcement officers will patrol the OHV areas?
- What is the average hourly cost for OHV patrols including benefits?
- Provide a written summary of your OHV law enforcement activities over the previous 12 months.
- How many total hours will you patrol in the first year (12 months)? Include an estimate of hours for each of the 12 months (e.g., number of hours in July, number of hours in August, and so forth).

points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

Please provide the following information related to your law enforcement project:

- How does this project benefit the OHV trail user?
- Explain how this project is directly related to the safety of OHV users?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

4. Project Planning (0-20 Points)

Please provide the following information related to your law enforcement project:

- Describe your planning efforts to determine the staffing levels and resources requested. This should include initial planning with other agencies. How do you make decisions on when staff will patrol on an annual basis; such as seasonal peak use, seasonal closers (fire, snow); holiday weekends; weekend/weekends; and number of deputies at a given time? Please focus your responses on annual staff planning.
- How are you communicating with the land manager/ recreation staff and how often throughout the year to address issues and coordinate resources? Consider things such as events, changes in use patterns, problem riding areas, reducing duplication of patrols, providing backup, providing assistance, and sharing schedules. Please focus your responses on the day-to-day, on the ground, operations of staff.
- How are you working with other law enforcement agencies (OSP, other county Sheriffs, USFS LEOs, BLM Rangers, city police) throughout the year to assist with your patrols?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

5. Economic Development Opportunities (0-10 Points)

The findings from the Oregon OHV trail user survey identified that spending by Oregon residents on OHV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how the riding areas you patrol will contribute to the local economy.

___ points awarded (0 - 10 points)

(The rating team will determine a value from 0-10 points based on the information provided by the applicant.)

6. Financial Support (0-5 Points)

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

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to OHV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on the information provided by the applicant.)

7. Letters Of Support (0-5 Points)

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from OHV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only

two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by the applicant related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0-20 Points)

The ATV-GS 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-GS members may award the project additional points based upon their subjective evaluation of key project considerations included in the list below²⁹. 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 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.

²⁹ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-GS 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.

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

Assessment Score:

___ points awarded (0 - 20 points)

FOR EVALUATING ACQUISITION, DEVELOPMENT AND PLANNING PROJECT PROPOSALS

Technical Review – Application Completeness

As part of the ATV grant evaluation process, the Oregon Parks and Recreation Department staff first conducts a technical review of all grant applications. Each submitted grant application packet will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) 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 applicants are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once acquisition, development and planning projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-GS 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, trail's plan advisory committee members, trail user survey respondents and land managers. These criteria have been designed to evaluate and prioritize Off-Highway Vehicle (OHV) acquisition, development and planning project proposals.

A project's final score will be calculated as an average of the sum of all individual ATV-GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 175 for criteria point breakdowns.) 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.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Instructions Manual.
- Available ATV grant dollars are used in a timely manner once funding is awarded to a project sponsor.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

A. 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.

- a. The project sponsor is on schedule with all active OPRD administered grant projects.

Yes No

- b. The project sponsor is in compliance with applicable guidelines for current and past projects.

Yes No

B. 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.
- Permits such as building permits for a structure may be obtained at the time of construction, but applicant must research all permits by the time submitting application.
- NEPA, EA or Record of Decision on Federal Lands must be completed by the Committee Review Meeting date.
- Construction plans
- Archaeological surveys

C. Acquisition Status (For acquisition 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:

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

D. 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
- An advisory committee
- A method to involve landowners, neighbors, public officials, and user groups in the planning process

ATV Grant Subcommittee Member Rating Criteria

2. Operations (0-20 Points)

Please provide the following information related to your project:

- Provide a detailed description of your grant project request.
- Describe the OHV riding area for this project.
- What Classes of ATVs will be allowed in the area?
- On an annual basis, what are the anticipated months of use? What are the typical wildlife, snow, or fire season closures? Also discuss conditions that reduce riding such as summer heat or dust or winter rain/ snow/ cold.
- Describe how this project will result in a well-designed, managed, and sustainable trail/facility. How will impacts and damage to trails and facilities be proactively prevented or minimized through innovative and sustainable trail and facility design and management practices? Describe how this project maintains or increases the carrying capacity at the existing riding area.
- Describe how the project will serve as a means to restore, improve or enhance, or conserve and maintain high quality or sensitive natural or cultural resources in the protected area, such as plant communities, wildlife, water bodies, terrain, and archeological or historic sites while striking a proper balance between the conservation of these resources and motorized trail use.

- Explain your plan to continue trail/facility operation and maintenance. Include maintenance requirements and future funding and partnerships.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

A. Benefits

Please provide the following information related to your project:

- How does this program benefit the OHV trail user?

B. Statewide Management Issues

The statewide planning process identified three top issues on OHV trails on public lands in Oregon. Please describe how the project addresses the following statewide motorized trail issues:

Issue 1. Closure of trails. The implementation of federal travel management planning has resulted in a loss of OHV trail riding opportunities in Oregon. Closure of designated trails and routes without providing other designated routes in the same area leads to overuse and impacts in new areas.

Issue 2. Closure of unimproved backcountry roads. Again, the implementation of federal travel management planning has also resulted in the loss of OHV riding on backcountry roads in Oregon.

Issue 3. Riding in closed areas. Land managers have reported a proliferation of user created trails arising from repeated unauthorized travel by OHVs.

C. Statewide Funding Need

The statewide planning process also identified three top funding needs for OHV trails on public lands in Oregon. Please describe how the project addresses the following three funding priorities:

- Funding Need 1. Maintaining existing trails in good/ sustainable condition.
- Funding Need 2. More single-track off-road motorcycle trails (Class III).
- Funding Need 3. Prioritize loop over out-and-back trails.

D. Dispersed Riding Opportunities

The Oregon OHV Guide includes a listing of 53 Designated Riding Areas in the state. These areas are high-intensity riding areas with associated high operation and maintenance costs. There are also many designated Shared Use Roads, OHV routes and trails on public lands in Oregon which are outside the boundaries of these Designated Riding Areas. Many OHV enthusiasts seek out these less crowded riding experiences and enjoy exploring new riding areas. Others use these routes for access to special sites (lookouts, lakes, geographical features) or for activities such as hunting, fishing or gathering. A project sponsor that enhances existing or provides riding opportunities outside of the 53 Designated Riding Areas in the state will receive additional priority points. Eligible enhancement projects can include mapping and signing projects to help riders know where to ride.

- Please describe how your program is maintaining or enhancing dispersed riding in your management area (forest, district, etc.). This may be outside the scope of this application, but is a use allowed in your area?

— **points awarded (0 - 20 points)**

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

4. Project Planning (0-20 Points)

A. Readiness To Proceed

- Is the project ready to start? Demonstrate what it will take to get this project completed. Please include items such as permits, environmental clearances, signed agreements, construction plans, contract bids, cultural, historical, or archaeological surveys.
- Has an EA, EIS or Record of Decision been completed for this project? (Federal applicants only)
- Describe other information pertaining to this site, such as noise issues, noise impacts, environmental concerns, social issues, or tribal, cultural, or heritage issues.

B. Public Involvement

- Please describe how public involvement was received through public meetings/ workshops, open houses, interviews, club input, rider input, questionnaires. Summarize their comments both in support and opposition of the project.

C. Local Funding Need

Project sponsors are strongly encouraged to develop project applications that meet high priority need of the intended clientele. Need can be demonstrated through results of the trails plan needs assessment (item a below), coordinated, long-range planning with a minimum of a 5-year planning horizon (item b below), or through a substantive public involvement process (item c below). If the project isn't identified as a region-level need by the trails plan needs assessment, local need should be demonstrated through the project's inclusion in a current planning document or by describing the project's public involvement process.

- a. The 2016-2025 trails planning effort included a region-level analysis to identify priority projects. Please identify if the project satisfies region-level needs included in the tables in Chapter 6.
- b. The extent to which the project will satisfy priority needs, as identified in a current planning

document such as a comprehensive local plan or recreation master plan, county or regional master plan, trail system plan or land use/management plan.

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

- c. If the project is not included in a current planning document, describe the public involvement effort that led to the selection of the project such as citizen involvement through public meetings/workshops, open houses, interviews, questionnaires, etc.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

5. Economic Development Opportunities (0-10 Points)

The findings from the Oregon OHV trail user survey identified that spending by Oregon residents on OHV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how the riding areas you patrol will contribute to the local economy.

___ points awarded (0 - 10 points)

(The rating team will determine a value from 0-10 points based on the information provided by the applicant.)

6. Financial Support (0-5 Points)

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

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to OHV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on the information provided by the applicant.)

7. Letters Of Support (0-5 Points)

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from OHV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by the applicant related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0-20 Points)

The ATV-GS 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-GS members may award the project additional points based upon their subjective evaluation of the following³⁰:

- **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 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 the 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 sponsor has budgeted enough money to successfully complete the project.
- **Commitment to Long-Term Operation and Maintenance:** 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 applicant does not presently have an operation/ maintenance responsibility for an existing trail or park, information about other public facilities or resources within the sponsor's jurisdiction may be presented.
- **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.
- **Project Urgency.** Project sponsors should show 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.
- **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 in Chapter 7.

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.

Assessment Score:

___ points awarded (0-20 points)

³⁰ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-GS members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

FOR EVALUATING EMERGENCY MEDICAL PROJECT PROPOSALS

Eligible emergency medical projects include equipment, services and supplies used for providing emergency medical attention to OHV users.

Technical Review – Application Completeness

As part of the ATV grant evaluation process, OPRD first conducts a technical review of all grant applications. Each submitted grant application packet will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) 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 applicants are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once emergency medical projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-GS members according to the criteria, rating factors, and points shown in the following “Project Priority Scoring System.” These criteria have been designed to evaluate and prioritize OHV emergency medical project proposals.

A project’s final score will be calculated as an average of the sum of all individual ATV-GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 175 for criteria point breakdowns.) 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.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Instructions Manual.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

A. 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.

- a. The project sponsor is on schedule with all active OPRD administered grant projects.

Yes No

- b. The project sponsor is in compliance with applicable guidelines for current and past projects.

Yes No

ATV Grant Subcommittee Member Rating Criteria

2. Operations (0-20 Points)

Please provide the following information related to your operation and maintenance project:

- Provide a detailed description of your grant project request including seasons of use, how patrols are conducted, and types of vehicles used for patrols such as quads, motorcycles, side-by-sides, or trucks.
- What OHV areas are you patrolling?
- Please describe the need for this project. List and describe the medical problems/ issues and how the grant will help to resolve them.
- Provide a written summary of your ATV medical calls over the previous 12 months.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

Please provide the following information related to your law enforcement project:

- How does this program benefit the OHV trail user?
- Explain how this project is directly related to the safety of OHV users?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

4. Project Planning (0-20 Points)

Please provide the following information related to your law enforcement project:

- Describe your planning efforts to determine the staffing levels and resources requested. This should include initial planning with other agencies. How do you make decisions on when staff will patrol on an annual basis; such as seasonal peak use, seasonal closers (fire, snow); holiday weekends; weekend/weekends; and number of deputies at a given time? Please focus your responses on annual staff planning.
- How are you communicating with the land manager/ recreation staff and how often throughout the year to address issues and coordinate resources? Consider things such as events, changes in use patterns, problem riding areas, reducing duplication of patrols, providing backup, providing assistance, and sharing schedules. Please focus your responses on the day-to-day, on the ground, operations of staff.
- How are you working with other law enforcement agencies (OSP, other county Sheriffs, USFS LEOs, BLM Rangers, city police) throughout the year to assist with your patrols?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

5. Economic Development Opportunities (0-10 Points)

The findings from the Oregon OHV trail user survey identified that spending by Oregon residents on OHV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how the riding areas you respond to will contribute to the local economy.

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(The rating team will determine a value from 0-10 points based on the information provided by the applicant.)

6. Financial Support (0-5 Points)

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

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to OHV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on the information provided by the applicant.)

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Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from OHV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only

two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by the applicant related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0-20 Points)

The ATV-GS 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-GS members may award the project additional points based upon their subjective evaluation of the following³¹:

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 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 the 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 sponsor has budgeted enough money to successfully complete the project.

³¹ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-GS members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

Commitment to Long-Term Operation and Maintenance: 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 applicant does not presently have an operation/ maintenance responsibility for an existing trail or park, information about other public facilities or resources within the sponsor's jurisdiction may be presented.

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.

Project Urgency: Project sponsors should show 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.

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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 in Chapter 7.

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.

Assessment Score:

___ points awarded (0-20 points)