



Nature
HISTORY
Discovery

ATV Grant Program

Grant Application Year 2017



The ATV Grant Manual is an important resource for completing the grant application process, the billing and progress reporting.



The current ATV Grant Manual, online application and forms can be accessed at:

www.oregon.gov/OPRD/ATV/Pages/grant_info.aspx

The mission of the Oregon Parks and Recreation Department is to provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

Oregon Parks and Recreation Department
725 Summer St. NE, Ste C
Salem, OR 97301-0792
www.oregon.gov/oprd/pages/index.aspx

ATV Program Staff

Field Staff

Ian Caldwell East Side Representative
(541) 504-7746 xt 23
(541) 410-5512
Ian.Caldwell@oregon.gov

Mike Law West Side Representative
(541) 991-1989
(503) 986-0592
Mike.Law@oregon.gov

Headquarters Staff

Pamela Berger ATV Grant Contracts & Reimbursements
(503) 986-0785
Pamela.Berger@oregon.gov

Jeff Trejo ATV Safety & Education Program Coordinator
(503) 986-0585
Jeff.Trejo@oregon.gov

Jan Hunt Business & Technology Services Grants and ATV Manager
(503) 986-0705
Jan.l.hunt@oregon.gov

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

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SECTION 1 – ALL-TERRAIN VEHICLE PROGRAM

1.1 ATV PROGRAM OVERVIEW

The All-Terrain Vehicle (ATV) Program was created in 1986 and operated under Oregon Department of Transportation (ODOT). The program was transferred to Oregon Parks and Recreation Department (OPRD) from ODOT on January 1, 2000.

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 2005-2014: Statewide Action Plan—Motorized Trails Plan and the current 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 Grant Subcommittee 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 2016: A Vision For The Future*, Motorized Trails Plan.

1.2 ATV ADVISORY COMMITTEE (ORS 390.565)

The ATV Advisory Committee's (ATV-AC) mission is to make a positive difference in the OHV recreational experience by interacting with the public and utilizing resources and making recommendations regarding OHV classifications, safety requirements in all classes to protect riders and the future funding of ATV grant projects.

The seventeen member ATV-AC consists of one representative from the following:

- Class I organization (ATV)
- Class II organization (4x4)
- Class III organization (Motorcycle)
- Class IV organization (Side-by-Side)
- ATV user at large
- Representative of persons with disabilities
- Law Enforcement Agency
- U.S. Forest Service
- Bureau of Land Management
- Oregon Department of Forestry
- Oregon Vehicle Dealer Association
- Oregon Department of Transportation

- Oregon Health Authority
- Oregon Department of Fish and Wildlife
- Emergency Medical Services
- Rural Fire Protection
- Oregon Parks and Recreation Department (non-voting member)

The ATV-AC will:

- Review accidents and fatalities resulting from ATV recreation and make recommendations to the Commission
- Review changes to statutory vehicle classifications and make recommendations to the Commission
- Review safety features of all classes of OHVs and make recommendations to the Commission
- Recommend appropriate safety requirements to protect child operators and riders of OHVs to the Commission

1.3 [ATV Grant Subcommittee \(ATV-GS\)](#)

The seven member subcommittee is composed of the representatives from:

- Class I organization (ATV)
- Class II organization (4x4)
- Class III organization (Motorcycle)
- Class IV organization (Side-by-Side)
- At-large ATV user
- Law Enforcement
- Persons with disabilities

The ATV-GS will:

- Advise OPRD on the allocation of monies within the ATV account
- Review the grant applications and make recommendations to the OPRD Director and Commission as to which projects should receive grant funding

1.4 [The Oregon Statewide Trail Plan](#)

The 2016-2025 statewide trails plan, entitled [Oregon Trails 2016: A Vision For The Future](#), 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. ATV projects must fit within the long-range goals, objectives and strategies identified in the current motorized portion of the [Oregon Trails 2016: A Vision For The Future](#). Projects must also be in compliance with the findings of the current [Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#).

1.5 General Program Policies

Grant Application Timeframes

Generally there are two grant meetings each year, in February and April. The February meeting focuses on Operation and Maintenance and Law Enforcement requests. The April meeting focuses on Emergency Medical Services, Planning, and Development. Acquisition requests can be reviewed at either meeting. During odd number years, such as 2017, Operation & Maintenance and Law Enforcement Grants are award on a 2 year basis. Grants will only be reviewed on even number of years, such as 2018 if there are still dollars remaining in the budget.

Eligible Project Types

Projects eligible for ATV grant funding assistance include land acquisition, planning, development, operations and maintenance, Emergency Medical Services and law enforcement.

ATV projects must be consistent with the motorized recreation goals and objectives contained in the [*Oregon Trails 2016: A Vision For The Future*](#) 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 that are applicable.

Match Requirements: 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. Project Sponsors are encouraged to pursue additional funding sources for each ATV grant project.

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 and minimum match requirement of \$1,250). Under special circumstances an exception to this minimum may be approved. Exceptions must be requested in writing by the project sponsor and approved in writing from the State ATV Grant Program Coordinator.

Reimbursement for Work Prior to Signed Agreement is ineligible. In rare circumstances, and exemption can be made for work done prior to having a signed agreement and a notice to proceed. Exemptions must be requested in writing by the project sponsor and approved in writing from the State ATV Grant Program Coordinator. Approval and payment may be made on a case by case basis.

Partial Funding. If partial funding of a project is offered and recommended by the ATV Grant Subcommittee, the Project Sponsor may 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, a revised application will be required.

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 Sponsor will be supplied with OPRD grants metal signs (12”W x 18”H) and other posters and stickers.



Project Sponsors will make every effort to acknowledge and publicize OPRD participation and assistance with the project by placing signage acknowledging the OPRD grant program support. The Sponsor will maintain the signage throughout the life of the project. OPRD may withhold final or future reimbursement payments until signage has been placed.

1.6 Eligibility

Who is Eligible

Public Agencies. Municipalities such as cities, towns, counties, school districts, state and federal agencies and other government entities that provide OHV recreation or services.

Private Land Managers. Private land owners or managers who provide for public OHV recreation and maintain the riding opportunity. Private land owners or managers must make the land available and open to the public for OHV recreation for a prescribed period of time.

Registered Non-Profit Organizations. Organizations that provide OHV recreation or services must meet the following criteria:

- **Clubs and Associations** must be currently registered with the State of Oregon Business Registry <http://sos.oregon.gov/business/Pages/register.aspx> 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 and associations must not discriminate on the basis of age,

disability, gender, income, race, or religion.

- **Conflict of Interest.** It is unethical for a Project Sponsor to render or receive financial gains from the proceeds of a grant. The clubs and associations cannot manage a grant and pay itself at the same time. Club and association members cannot receive hourly wages or other fiscal compensation for work rendered on grants. All club and association work is voluntary labor and is precluded from being compensated fiscally. A member of a club or a family member associated with the club or association 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.

1.7 Match Requirements

The minimum match contribution required for most ATV projects is 20% of the total project cost.

The Project Sponsor's match must be specific to the ATV project and meet the same project eligibility requirements as the entire project.

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.

For land acquisition 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.

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. Volunteer labor may be used as match only and is never a reimbursable item.

Hours 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, rate of valuation per volunteer and number of hours the

volunteer worked must accompany ATV billings.

It is at the discretion of OPRD to determine the eligibility of match or expense requests and any work started prior to the project start date. All exceptions must be requested and obtained in writing from the ATV Grant Program Coordinator.

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. We suggest utilizing the [Donated Labor Timesheet](#).

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

1. **Department 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.wdol.gov/dba.aspx>. 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. **Independent Sector.** Volunteer labor is limited to the volunteer hourly rate provided by the Independent Sector web site at http://www.independentsector.org/volunteer_time. There is a national rate and a state rate; be sure to use the **Oregon dollar value**. The 2016 rate is 22.75.

Inmate Labor. Inmate labor may be used as match calculated at the current Oregon minimum wage. For example, several inmates from a county or city facility might be able to work on a project

If there is a fixed cost for a prison crew you may use that in place of the current minimum wage. For example some agencies pay a daily or weekly rate for a State inmate crew to work.

Force Account. Means the governmental entities own work force performing project work rather than contracting out for the services. Force Account refers to the use of a Project Sponsor's staff and equipment. All or part of the Project Sponsor's share may be provided through force account. Public employee labor costs may count towards either agency match or reimbursable project expense.

Equipment and Materials. Equipment and materials used as match must be contributed for the purpose of the ATV project and must be used during the project grant cycle.

User Fees. May be used as a match only and are to be listed as “other” on the reimbursement form. Project Sponsors must show what the fee monies will purchase.

Other Grants. Can be used as match; however a copy of the signed agreement from the other grant must be provided to OPRD upon request. The other grants used as match must be included in the scope of the ATV project and eligibility will be reviewed.

1.8 Ineligible Projects and Expenses

Ineligible expenses include but are not limited to:

1. Overhead is 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.
2. Overtime, in most cases 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.
3. 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.
4. Generally, ATV project work or expenses incurred prior to the project start date on the agreement and Notice to Proceed letter and are not typically reimbursable.
5. Costs of grant writing are not eligible.
6. Legal counsel or attorney fees not requested or authorized in writing by OPRD.
7. Real Estate, Realtor Brokerage, or real property consultant fees not ordered or authorized in writing by OPRD.
8. Uniforms and personal safety equipment (including ATV helmets) are not eligible, but may be used as match. It is at the discretion of OPRD to determine the eligibility of match or expense requests.

1.9 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:

1. Copy of Fee Simple Deed

2. Copy of Lease Agreement
3. Easement Agreement
4. A Use Agreement or Interagency Agreement – must include length of use
5. Project Sponsor must ensure land will be open to public use for at least 25 years.

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.

1.10 Environmental Requirements

The ATV grant program may require documentation of compliance with the National Environmental Policy Act (NEPA) on federal land, 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.

1.11 Operation and Maintenance (O&M)

ATV projects that provide for the normal day-to-day routine operation of OHV trails and 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.

1.12 Law Enforcement

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.

1.13 Development

Includes final design, engineering, site surveys, major upgrades to trails or facilities, and new trail construction or facilities. Emergency repair is considered development and 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, Project Sponsors must ensure that the following items are in place:

- boundary markers
- safety recommendations
- riding ethics

1.14 Planning

Includes the environmental studies, feasibility studies, appraisals and other preliminary work. Planning projects require a 20% match by the Project Sponsor. Volunteer hours cannot be the only match for planning projects.

1.15 Emergency Medical Services

ATV projects that provide emergency medical services for OHV users. Emergency medical means equipment, services and supplies used for providing emergency medical services to OHV users. Project Sponsors 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. Volunteer hours qualify only as match to the ATV project.

1.16 Biennial Grants - For all project types

Qualifications and Process. Biennial grants are available to Project Sponsors applying for any project type.

Prior to submitting your application, please contact your Grants & Community Program rep to determine if your project qualifies for a biennial grant. Normal cost increases (cost of living, inflation, etc.) should be considered when determining your two-year project costs.

Upon approval, the biennial funds are available for distribution for a two-year cycle (July 1, odd number year to June 30, odd number year) and may be submitted only during the meeting in the odd number year. However, if unpredicted costs arise, the Project Sponsor may submit an additional one-year application, of no less than \$5,000 (grant amount), during the even year grant cycle. Your current grant will not be amended and the new grant will need new match.

Mid-Term Reporting Requirement - For 2 year projects. Project Sponsors

must submit their report through the online grant reporting system by July 31, in the even year. This update is to include progress, delays and or approved changes. This information will be shared with the ATV–GS

Substitutions. Requested changes for purchases or labor must be requested by email and approved by the ATV Grant Program Coordinator. Like for like examples:

- Under supplies and services you originally planned to purchase 20 new tables and 20 new fire rings. The need changes to only 10 new fire rings and 30 tables. This change would be allowed.
- The same applies to salaries. You planned 40 hours of dozer work but only used 30. You would like to use the “extra” 10 hours for backhoe work. This change would be allowed.
- Substitutions that are not within the same category, such as exchanging the costs for lumber to pay for salary, may not be allowed.

To ensure maximum reimbursement, be sure to obtain prior written approval.

1.17 Acquisition

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.

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 and the Uniform Appraisal Standards for Federal Land Acquisitions.

Please refer to the supplemental Land Acquisition Grant Manual for more information. Additionally contact OPRD staff about your project prior to working on it. Park staff will help to guide you through the process.

SECTION 2—APPLICATION PROCESS—HOW TO APPLY

2.1 APPLICATION PROCESS

OPRD solicits public agencies and private organizations through public notice via news media statewide and is posted on the Oregon State Parks web site. All ATV application documents are available online at http://www.oregon.gov/oprd/ATV/Pages/grant_info.aspx, and in the [online grant system: http://oprgrants.org/](http://oprgrants.org/) All required documents must be submitted through the [online grants system](http://oprgrants.org/).

Applications are only accepted during the open periods as announced, and after receiving a letter of intent.

2.2 LETTER OF INTENT

All applicants are required to submit a letter of intent 30 days prior to the grant application close date. As you open your online grant application, the first step is the Letter of Intent. This is not an actual “letter” but rather an electronic memo to staff. Staff will either approve your letter or contact you if there are issues. Once approved you will be able to start working on your application.

1. Project Sponsor Contact information – the primary contact person for the project;
2. Project Type
3. Project Scope – a brief description of the project; and
4. Project Location – general location of project and land manager (if not Project Sponsor).

2.3 GRANT APPLICATION SUBMISSION

1. Letter of intent

Submit your Letter of Intent and application through the [online grants system](http://oprgrants.org/). An account with the system must be created prior to submitting a letter of intent and application. Visit the website above for more details.

System requirements, application documents, and reimbursement forms are located online at http://www.oregon.gov/oprd/ATV/Pages/grant_info.aspx, as well as in the [online grant system: http://oprgrants.org/](http://oprgrants.org/) All required documents must be submitted through the [online grants system](http://oprgrants.org/).

2. ATV Grant Application

- A brief project description should outline the project in broad terms. The project should be described in further detail in the supplemental form.
- Project term dates typically start on July 1 and finish by June 30, which is based on the State Biennium Calendar. Projects can run a maximum of two years. Two-year grants would start and finish in odd years. For example July 1, 2017 – June

30, 2019.

- Legislative districts need to be identified by number only. Please refer to the maps to determine all the districts for your entire trail system. Some trail systems may be in several districts. Find your House and Senate District numbers at: <https://www.oregonlegislature.gov/> Enter your zip code in “Find My Legislators”. This will give you a map which you can check both the house and senate numbers.

3. Finance Worksheet

- This form shows the total cost of the project, grant and match amounts.
- Vehicle costs. Since agencies purchase and lease vehicles differently, we need show the value of vehicle as close to actual costs as possible. Many federal and state agencies have a lease program that the agency needs to pay a monthly and a per mile rate. This can be used as either match or grant amount. If you do not have this, you can estimate mileage you will drive and use the federal rate for private vehicle mileage. Or if your agency has purchased a truck, you can donate the value of the vehicle to the program on a monthly or yearly basis based on the actual purchase price. For example, if a truck cost \$25,000 and you will be using it for one year and the truck has a five-year life expectancy, then the one-year value would be \$5,000.
- Employee Rates. Actual rates that employees cost an agency can be either match or reimbursed as a grant amount.
- Volunteer Value. Volunteers can be valued either at the prevailing wage for the specific work they do <http://www.wdol.gov/dba.aspx>, or the Independent Sector’s Oregon Dollar Value of a Volunteer Hour http://www.independentsector.org/volunteer_time . Only one source can be used throughout the application.
The applicant must estimate the future labor which will occur during the grant period. Volunteer logs must be kept and turned in when showing as match for reimbursement requests. Most applicants use the Independent Sector rate.
- Equipment Purchases. Agencies must use their own bidding process. If no bidding process exists, then purchases over \$10,000 must have three bids. Regardless, a bid or quote included with the ATV application can be useful for reviewing grants.
- Inmate Labor. Inmate labor may be used as match calculated at the current Oregon minimum wage. If there is a fixed cost for a prison crew, you may use that in place of the current minimum wage.
- Source of Funding. The source of funding column explains where the match is coming from, such as volunteer labor, other grants, cash match, or force account.

4. **Supplemental Questions:** Each type of grant has its own individual questions based upon the Future, and is a significant source of scoring points.

5. Attachments

- A. Maps – vicinity, location, trail, etc.
- B. Schematics
- C. Letters of support – maximum of 10, user letters, agencies, local businesses, etc.
- D. Pictures – maximum of 10
- E. Bids - if the agency or organization does not have internal procurement procedures, they must provide a minimum of three bids for purchases over \$10,000
- F. Land Acquisitions – contact staff for additional information.
- G. Land Manager Certification
- H. ATV Safety and Enforcement Report – the last 12 months activity

6. Electronic Submission

If you are unable to complete the online application or attachments using the online process, please contact your nearest appropriate ATV Program representative listed below.

Eastern Oregon Projects:

Ian Caldwell
541-410-5512

Western Oregon Projects:

Mike Law
541-991-1989

ATV Project applications will be due by the end of day (midnight) on the date announced by OPRD. You will no longer be able to access your grant application after the deadline. Incomplete applications will not be accepted. Supporting application materials will not be accepted after the deadline. OPRD is not responsible for postal or electronic problems that may delay receipt of applications.

2.4 TECHNICAL REVIEW

As part of the ATV grant evaluation process, the OPRD first conducts a technical review of all grant applications. Each submitted grant must include all required materials listed in the ATV Online Grant system. Applicants are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process. Staff will ensure the Project Sponsor’s proposed project(s) meets the requirements for Oregon Revised Statutes ORS 390.550-585 and Oregon Administrative Rules OAR Chapter 736 and the most current version of the ATV Online Grant Instructions Manual.

2.5 GRANT APPLICATION REVIEW AND APPROVAL PROCESS

The ATV Grant Subcommittee will review the applications prior to the scheduled public meeting.

Applicants are to provide a short presentation of their project and answer any questions from the committee within an approximate 20 minute time period.

Presentations will be arranged in advance of the meeting. Grant requests under \$20,000 may have the option of not providing a presentation, based on OPRD staff's discretion.

The entire meeting is open to the public so you are welcome and encouraged to arrive early. Often times, presentations will get ahead of schedule, in which case we will review the next grant early, if you are ready. Presentations are schedule based on driving distances. Often several agencies from one area are scheduled in a block to encourage car-pooling and so you can see other presentations in your area.

Be prepared to answer questions regarding your grant. Your presentation should only highlight key points, show pictures and/or maps. If you would like to use Microsoft PowerPoint, bring a CD or thumb drive to the meeting, giving it to staff as soon as you arrive so they can load it onto the computer prior to your presentation. OPRD will not be responsible for any technical difficulties.

The public meeting is held for the ATV Grant Subcommittee to review and score the applications. Based upon the evaluation criteria, the ATV Grant Subcommittee will prioritize projects to recommend to the OPRD Director and Commission for approval.

Applicants will be advised of the outcome of ATV Grant Subcommittee recommendations sometime after the meeting. Once project approval is received from the OPRD Commission, an ATV Grant Agreement will be completed for signature by both the applicant and OPRD staff.

You will receive an email with the agreement attached to print and obtain signatures on two copies. Return both copies of signed agreements. You will then receive a "Notice to Proceed" letter and one fully signed copy of the agreement. **Any expense incurred prior to the project start date on the "Notice to Proceed" will not be eligible for reimbursement.**

2.6 GRANT PERFORMANCE AND COMPLIANCE

The successful completion of projects in a timely and efficient manner is important for 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.

2.7 GRANT SCORING CRITERIA

Once projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-Grant Subcommittee 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-Grant Subcommittee 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	20
Total Points Possible	100

[2016-2025 Statewide Trails Plan](#) (entire document-9MB file)

-Motorized sections:

- [Top Statewide Trail Issues and Strategic Actions](#)
- [Identified Management Issues](#)
- [All-Terrain Vehicle Grant Program Evaluation Criteria](#)

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- Grant Subcommittee 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- Grant Subcommittee 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- Grant Subcommittee members may award the project additional points based upon their subjective evaluation of key project considerations included in the list below¹. 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 the degree to which a significant portion of the State's annual apportionment is requested for one project.

¹ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV- Grant Subcommittee members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

- **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)

Law Enforcement

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 Manual. 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- Grant Subcommittee 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- Grant Subcommittee 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- Grant Subcommittee 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- Grant Subcommittee members may award the project additional points based upon their subjective evaluation of key project considerations included in the list below². 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.
- **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)

² This list is not intended to be a complete list of all discretionary criteria to be considered by ATV- Grant Subcommittee members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

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 Manual. 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- Grant Subcommittee 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- Grant Subcommittee 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.

1. 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- Grant Subcommittee 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- Grant Subcommittee 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 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.

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

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

Assessment Score: _____ points awarded (0-20 points)

EMS

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 Manual. 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- Grant Subcommittee 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- Grant Subcommittee 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.

___ 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- Grant Subcommittee 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- Grant Subcommittee members may award the project additional points based upon their subjective evaluation of the following⁴:

- **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)

⁴ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV- Grant Subcommittee members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

SECTION 3—PROJECT AGREEMENTS, AMENDMENTS, EXTENSIONS, INSPECTIONS AND QUARTERLY REPORTS

3.1 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 and “Notice to Proceed from OPRD. All project costs must be incurred during the project period as identified in the Project Sponsor’s grant application and agreement.

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

3.2 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.

Extensions: Requests to amend ATV project agreements for time extensions may be approved based solely upon the OPRD consideration. All requests for extensions must be submitted in writing to the OPRD ATV Program Coordinator at least 30 days prior to expiration date of the ATV Agreement. If a time extension is approved, it may be for no more than an additional six months and only when unusual circumstances warrant.

Note: Projects ending in odd years (example, June 30, 2019) may not be eligible for extensions due to biennium budget restrictions.

3.3 ATV PROJECT INSPECTIONS

Periodic on-site inspections may be made to assure that the project is underway and on schedule. Upon project completion, contact your Field Representative to schedule a final inspection. Those will be made to assure that the project has been completed successfully and according to the specifications outlined in the ATV agreement. Final reimbursements may be withheld until after a final inspection has been completed.

3.4 QUARTERLY REPORTS

Progress Report. OPRD requires reports each quarter. The form must

be used and attachments may be included, if needed. The report must include information regarding work completed for the quarter and information on the funds expended including the match. The 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 Tracking System (LETS). Law enforcement hours (patrol time) and ATV equipment maintenance information must be submitted through the online LETS system. A report from this system must be submitted to OPRD staff quarterly, that corresponds with the quarterly reimbursement requests and progress reports.

SECTION 4 – HOW TO BILL FOR REIMBURSEMENTS AND ADVANCES

GENERAL INFORMATION

The following are guidelines for all recipients participating in the state ATV grant program. Copies of receipts must be provided. Estimates are not sufficient. Please include your ATV Project Number on any correspondence.

1. Partial Billings - A partial billing along with supporting documentation may be submitted to OPRD after portions of the work have been completed. ATV projects are to be billed once per quarter, but may be billed more often. Reimbursement requests must be submitted online through the [Online Grants system](#). The state may retain 10% of the grant amount until the project and final inspection are completed.

The following supporting documents are required and available on the OPRD online Grants system:

- [ATV Grant Fund Expenditure Form](#)
- [Volunteer Logs](#)

Staff time will be summarized in the ATV Grant Fund Expenditure Form. Law enforcement recipients must submit a report from the LETS system with matching patrol hour time to verify officer hours listed in the grant. All other grant recipients must submit a summary payroll sheet with employees' time. Do not send individual time sheets. Small purchases such as gasoline can be summarized in the Expenditure Form. Patrol hours for law enforcement recipients are to be documented in the LETS system. All documentation must be maintained for a minimum of seven years for auditing purposes.

For incomplete requests, OPRD will provide recipients with an explanation of what documentation is needed.

2. Advance of Funds – In rare situations, an advance may be allowed at the discretion of OPRD. In order to obtain an advance, first contact OPRD. If approved, you will submit an [Advance Funding Request Form](#).
3. Final Billings – Through the [Online Grants system](#), submit a reimbursement request with supporting documentation and a final progress 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.

The supporting documentation includes the following found on the OPRD Online Grants system:

- Final Progress Report
- [ATV Grant Fund Expenditure Form](#)
- [Volunteer Logs](#)

For incomplete requests, OPRD will provide recipients with an explanation of what documentation is needed.

The Project Sponsor is responsible to track costs according to the categories on the ATV Grant Reimbursement Request Form and must maintain an auditable record for a period of not less than 7 years from the expiration date of the ATV agreement.

SECTION 5 – GLOSSARY OF TERMS

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

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.)

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 — All-Terrain Vehicle.

ATV-AC —the 15-member ATV Advisory Committee appointed by the OPRD Commission.

ATV-GS —the 7-member Subcommittee that reviews grant requests.

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

COMMISSION— the Oregon Parks and Recreation Commission.

CONVERSION – any real property, acquisition or development that is later wholly or in part, converted to another use other than its intended and stated use as described in the grant application and the grant agreement.

DEPARTMENT—the Oregon Parks and Recreation Department (OPRD).

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

DIRECTOR—the Director of the Oregon Parks and Recreation Department.

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

DONATED TIME—work time donated to the project.

ELIGIBLE PROJECT—an acquisition, development, operations and maintenance, planning, law enforcement, safety education, or emergency medical services that satisfies the requirements of the ATV Grant Program.

FISCAL YEAR—12-month period from July 1 of any year and ending June 30 of the next year.

FORCE ACCOUNT—the governmental entities own work force performing project work rather than contracting out for the services.

GRANT AGREEMENT—an agreement between OPRD and a project sponsor describing the terms and conditions of a project and its associated grant of funds.

INMATE LABOR— inmate labor may be used as match calculated at the current Oregon minimum wage. If there is a fixed cost for a prison crew, you may use that instead.

NOTICE TO PROCEED—the notification from OPRD that the Director or designee and the project sponsor have signed the grant agreement authorizing the project.

OHV—Off-Highway Vehicle, also referred to as ATV.

OPRD—the Oregon Parks and Recreation Department.

PROJECT ADMINISTRATOR—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.

PROJECT SPONSOR—the recipient of the grant funds and the entity responsible for implementation of the project.

PUBLIC AGENCY—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”— the Statewide Comprehensive Outdoor Recreation Plan that is Oregon's basic five-year plan for outdoor recreation 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) catalog and rank their recreation needs, obtain funding through partnerships and grants, and affirm their respective roles.

SUCCESSOR—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—using, developing, protecting, and managing the resource in a manner that enables 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.