



ATV Grant Manual

Grant Application Year 2027



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

Revised September 2026
Version 1



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

<https://www.oregon.gov/oprd/GRA/Pages/GRA-ATV.aspx>

The mission of the All-Terrain Vehicle (ATV) Program is to communicate information regarding off-highway vehicle riding opportunities, laws and rules, and to provide grant funding for off-highway vehicle projects that include Operations and Maintenance (O&M), Law Enforcement (LE), Development, Planning, Acquisition, Safety Education, and Emergency Medical Services. These projects help provide ATV recreation users quality riding opportunities and safe experiences.

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Please contact 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 ATV use. For each \$10.00 ATV Permit sold, the program receives approximately \$100 of state fuel tax revenue, depending on the type of vehicle. State fuel taxes are \$0.40 per gallon. The number of ATV permits sold is multiplied by the average number of gallons of fuel used for each vehicle to determine ATV Program revenue. The program brings in approximately \$8 million a year, which gets distributed through this grant process for ATV recreation.

The program requirements can be found in the Oregon Revised Statutes (ORS) ORS 390.550-585, the Oregon Administrative Rules (OAR) Chapter 736, the [2026 Oregon Recreational Trails Plan](#), and the current ATV Grant Manual.

The ATV Grant Program is designed to supplement programs and projects, and is not intended to be the sole source of funding for all ATV programs and projects. A 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 ATV clubs, non-profit organizations, tribes, and law enforcement agencies.

The ATV Grant Subcommittee (ATV-GS) reviews the grant applications and makes funding recommendations to the OPRD Director and Commission. ATV grant proposals are evaluated using scoring criteria from the [2026 Oregon Recreational Trails Plan](#).

1.2 ATV ADVISORY COMMITTEE (ATV-AC ORS 390.565)

The ATV Advisory Committee's mission is to make a positive difference in the ATV recreational experience by interacting with the public and utilizing resources and making recommendations regarding ATV 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

- United States 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 representatives from:

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

The ATV-GS will:

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

1.4 **OREGON STATEWIDE TRAILS PLAN**

The [2026 Oregon Recreational Trails Plan](#) is the State's official plan for motorized recreational trail management serving as a planning tool to assist Oregon recreation providers in providing motorized trail opportunities in the state. ATV projects should fit within the long-range goals, objectives, and strategies identified in the current Trails Plan Projects must also follow the findings of the current [Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#).

1.5 GENERAL PROGRAM POLICIES

Grant Application Timeframes/Meetings:

Operations & Maintenance(O&M) and Law Enforcement(LE) applications are due November 9, 2026. These will be reviewed by the ATV Grant Subcommittee at the January meeting. The OPRD Park Commission will meet in February 2027 to review and make final decisions. Funding should be available starting July 1, 2027. Most awards cover a 2-year period. New programs operate on 1-year time periods until they have had 2-3 years history to determine baseline program needs and budgets.

All Project Types (O&M, LE, Planning, Development, Safety Education, Acquisition) applications are due February 4, 2027, with letter of intent due January 4. These will be reviewed at the March 2027 ATV Grant Subcommittee Meeting. OPRD Park Commission will meet in April to review and make final decisions, with funding available July 1, 2027.

If funding is available, **a third grant cycle** for the 2027-2029 biennium will have applications due in November 2027 and an ATV Grant Subcommittee Meeting in January/February 2028. This grant cycle is for 1 year O&M and LE programs and all other project types.

Refer to the OPRD ATV website for specific cycle information at:

<https://www.oregon.gov/oprd/GRA/Pages/GRA-atv.aspx#2>

Eligible Project Types: Projects eligible for ATV grant funding assistance include land acquisition, planning, development, operations and maintenance, emergency medical services, safety education and law enforcement.

ATV projects must be consistent with the motorized recreation goals and objectives contained in the land manager's management plan, area resource plan or other planning documents that show a long range dedication to ATV 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, A minimum of 20% of the total project costs must be match. Additional match above and beyond 20% is allowed, but is best explained in the application supplemental section rather than included in the budget. Project Sponsors are encouraged to pursue additional funding sources for each ATV grant.

Minimum Grant Request: The grant request minimum is \$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. To request an exception, email the ATV Program Coordinator Ian.caldwell@oprd.oregon.gov.

Equipment: Equipment purchased with ATV Grant funds shall be dedicated and used during the entire life of the equipment for ATV activities. In the case of development and rehabilitation projects, the Grantee shall operate the improvements for its full life. Equipment must display a sticker supplied by the State, showing the ATV Grant funding source. The Grantee is

responsible for maintaining and inventorying the Equipment. ATV staff will request an inventory update every year via email. The Grantee will not sell or dispose of Equipment without prior approval from OPRD. OPRD staff will assist Grantee on disposal options of equipment based on equipment condition.

Notice to Proceed: All project work (match or grant) must occur during the project start and end dates listed in the Notice to Proceed and grant agreement.

Waiver of Retroactivity: In rare circumstances, a Waiver of Retroactivity may be granted to allow match work done prior to having a signed agreement and a notice to proceed. To request a Waiver of Retroactivity, contact the ATV Program Coordinator ian.caldwell@opr.oregon.gov.

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, other posters, and/or stickers.



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

Eligible applicants:

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

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

(see policy 1.9).

Registered Non-Profit Organizations: Organizations that provide ATV recreation or services must meet the following criteria: must be registered as a non-profit for at least three years prior to application and have a federal tax ID.

- If assistance is needed, refer to the Oregon Secretary of State:
<https://sos.oregon.gov/business/Pages/nonprofit.aspx>
- Non-profit organizations must maintain their non-profit status throughout the duration of a project. Should the original organization's status change, a successor organization must agree, in writing, to complete all ATV project responsibilities required by the contract. OPRD recommends a government agency be successor

Non-profits requesting funds for trail maintenance or development typically apply for equipment purchases and provide volunteer labor or cash as match. Club members are not paid to do trail work. If a member of a club or a family member associated with the organization or association provides contracted work for the club, they must use a competitive bidding process and make a declaration as part of their bid. Non-profits with employees or hiring contractors should consult with Grant Staff before submitting application.

Prior to a non-profit receiving a grant for land acquisition, a government agency must be named 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.

1.7 MATCH REQUIREMENTS

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

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

Eligible match sources include:

Cash: payments made towards eligible project expenses.

Volunteer or Donated Labor: Professional and technical personnel, consultants, and other individuals may contribute volunteer labor. 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 contributed towards 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 reimbursements.

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](#).

It is at the discretion of OPRD to determine the eligibility of match or expense requests. 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:** Volunteer labor is valued at a rate not to exceed prevailing wage rates determined by the U.S. Department of Labor or Oregon Bureau of Labor and Industries (BOLI). A landscape laborer's base wage value must be used for trail work unless the volunteer is performing specialized work where there is a separate wage valuation. The BOLI rates can be found at <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx> and are specific to the location where work is to be performed. If this method is used, documentation of the current rate must be uploaded as an attachment to the application.

Or

2. **Independent Sector:** Volunteer labor is limited to the volunteer hourly rate provided by the Independent Sector web site at <https://independentsector.org/resource/value-of-volunteer-time/>. There is a national rate and a state rate; be sure to use the **Oregon dollar value listed in the Independent Sector web site**.

Inmate Labor: If there is a fixed cost for an inmate labor crew you may use that. For example, some agencies pay a daily or weekly rate for a State AOC crew to work.

If there are no fixed costs, then you can use the current Oregon minimum hourly wage for each hour an inmate works.

Force Account: Means the Project Sponsor's own workforce 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. The value of donated equipment and materials should be based on the fair market value at the time of acceptance of the donation. Donated equipment valuation should be based on federal mileage, hourly rates or actual costs. Donated funds and materials must be donated within a reasonable time prior to the start of the ATV project or during the project period.

Other Grants: Can be used as match to pay for eligible project expenses.

Other match policies:

Land Acquisitions: For land acquisition projects, when unusual circumstances exist,

public agencies may request a waiver of the match requirement. Refer to the Supplemental Land Acquisition Grant Manual.

Law Enforcement: Eligible match for law enforcement grants are costs associated with the approved ATV law enforcement activities. These costs may include the value of vehicles, vehicle fuel, vehicle maintenance, dispatch, other officers' salaries, supervision, tools and supplies. For LE equipment purchases, 20% cash match is required.

Counting match across programs or grants: Match can only be used once with OPRD administered grant. Match cannot be double counted across different grants. For example, if a non-profit receives an ATV Grant that includes volunteer labor, the public land manager who also receives an ATV grant for O&M cannot count those same hours towards their own match. Only one grantee can count those hours.

1.8 INELIGIBLE PROJECTS AND EXPENSES

It is at the discretion of OPRD to determine the eligibility of match or expense requests. Ineligible expenses include but are not limited to:

1. Rental or leasing of facilities or offices
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 as reimbursement 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 reimbursable.
5. Time and expense preparing the grant application is not eligible as match.
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.

1.9 CONTROL AND TENURE

The Project Sponsor must show 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 ATV 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.

1.10 ENVIRONMENTAL and CULTURAL RESOURCE REVIEW REQUIREMENTS

The ATV grant program requires that projects are assessed for their environmental and cultural resource impacts. This review typically isn't required for Law Enforcement and EMS grants, or for grants solely used to purchase equipment.

Documentation requirements vary for projects on federal and non-federal land, and by project type. Refer to the [ATV Application Attachment Checklist](#) for specific documentation requirements. Contact ATV staff for assistance.

1.11 OPERATION & MAINTENANCE (O&M)

O&M grants provide for the normal day-to-day routine operation of ATV trails and facilities. Operations may include employees, trail patrols, camp hosts or other trail volunteers who make public contact to provide help provide information to ATV users as part of their daily routine. Maintenance projects include services and equipment necessary to maintain ATV trails and facilities. Emergency repair may be considered development or O&M depending on the situation. 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 or rental of equipment such as all-terrain vehicles and excavators used to maintain ATV trails. Sign replacement and trail guides may be included in maintenance applications.

O&M projects on non-federal land that contain new trail or facility construction or significant trail reroutes or improvements, such as bridge installation need to consult with OPRD ATV staff to determine which additional forms will need completion. This will include SHPO review and the Environmental Assessment Checklist. State Natural Resource Agency Review might be required for major work. If new ground disturbing projects come up during the active grant cycle, SHPO review will need to be conducted and State Natural Resource Agency reviews may need to be conducted based on scope of work.

1.12 LAW ENFORCEMENT (LE)

Law Enforcement grants fund services and equipment to patrol areas open to ATV recreation. Incidental responses related to ATV use to areas outside riding areas are allowed, but should not be the main focus. Law enforcement project sponsors must be representatives

of federal, state, county or city agencies. Officers must have arrest authority and their primary duties are law enforcement. Employees who focus on O&M duties but also have citation authority fit under the O&M project type. For example, in the US Forest Service, Law Enforcement Officers (LEOs) are considered law enforcement, while Forest Protection Officers (FPOs) are considered O&M. BLM Rangers are considered Law Enforcement.

Law Enforcement applications can request funds for deputy salaries, but the LE Agency must provide match in the form of the costs associated with providing a deputy.

- Deputy salary rates can be the full/loaded rate which includes “Other Payroll Expenses”.
- Match can be value of vehicles, fuel, vehicle maintenance, dispatch, supervision, other officers’ salaries, tools and supplies that an officer needs to do perform their duties.

Equipment Requests

- Patrol vehicles used on the highway such as trucks or SUVs will not be allowed for grant request. Agencies are responsible for purchase and maintenance and are considered match in future grants.
- ATVs (quads, side-by-sides and dirt bikes) can be requested but require a 20% cash match. Request can include accessories such as radios, lights, winch, storage bags, etc.
- Equipment requests can be included in the application that includes salaries or in a separate application.

Overtime can only be reimbursed at the standard rate for that employee.

1.13 DEVELOPMENT

Development mainly includes new trail construction and development of staging areas, campgrounds. Trail and facility improvements can include major upgrades, new construction, final design, and engineering and site surveys. Emergency repair may be considered development or O&M depending on the situation. Refer to the [ATV Application Attachment Checklist](#) for environmental, cultural resource, and land use review documentation requirements.

1.14 PLANNING

Includes the environmental studies, feasibility studies, appraisals, design, engineering, site surveys and other preliminary work. Volunteer hours cannot be the only match for planning projects.

1.15 EMERGENCY MEDICAL SERVICES (EMS)

ATV projects that provide emergency medical services for ATV users. Emergency medical means equipment, services and supplies used for providing emergency medical services to ATV users, such as ATVs, side-by-sides or other specialty vehicles used to access and transport ATV patients in remote locations. 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 a federal, state, county or city emergency response provider. Volunteer hours qualify only as match to the ATV project.

1.16 SAFETY AND EDUCATION

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

1.17 PROJECT TERM LENGTH

Project term dates can be for one or two-year timeframes. 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 typically available for distribution for a two-year cycle. There may be another grant cycle open to all project types if funding is available after the O&M and LE Grant meetings.

Mid-Term Reporting Requirement for two-year projects. Project Sponsors must submit their [mid-term report](#) by email to the [Grants & Agreements Contact](#). This report is due in the middle year of your 2 year O&M or LE Grant Agreement. This update is to include progress, delays and if applicable approved changes. This information will be shared with the ATV-GS.

1.18 ACQUISITION

Acquisition means the acquiring of land or easements, by donation or purchase, for public ATV 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, an appraisal and feasibility study or equivalent information must be completed, addressing issues related to ATV suitability.** Land purchased with ATV grant funds will require a recreational easement to be placed on the property to ensure public ATV 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.

Additionally, contact OPRD staff about your project prior to working on it. OPRD ATV staff will help to guide you through the process.

SECTION 2—APPLICATION PROCESS—HOW TO APPLY

2.1 APPLICATION PROCESS

All ATV application documents are available online at <https://www.oregon.gov/oprd/GRA/Pages/GRA-atv.aspx> and in the online grant system at <https://oprdgrants.org/>. Although the ATV program does not have a specific “Online Application Instructions” Manual, you can reference the [RTP Instructions](#) since they are very similar. Or contact ATV Field Representatives if you need help.

The first step is to create a user account in the online grant system. All individuals must be linked to the organization they are associated with. If you are new to the program and taking over grants from a predecessor contact ATV staff prior to requesting a new account.

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 (LOI) about 30 days prior to the grant application close date. O&M and LE grant cycles typically open in September. All grant types are cycles open in November. Refer to our ATV [website](#) for current grant schedule.

As you begin 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. When you open the Letter of Intent, the system initiates your letter. If you exit without entering text, staff will receive a blank Letter from you each time you open an LOI. PLEASE fill out the fields and submit, the first time you open the Letter of Intent.

The final scope and project cost can change from your letter of intent estimate. The LOI is used for eligibility screening and tracking. Staff will either approve your letter or contact you if there are issues. Once your letter of intent is approved you will receive an email notification and can start working on your application. Approval can be within a few minutes or up to a day or two. If you have not been approved within 48 hours, contact staff.

1. Project Sponsor – Contact information is the primary contact person for the project
2. Project name – a short name of the project
3. Project Scope – a brief description of the project; and
4. Project Location – general location of project and land manager (if different than Project Sponsor).
5. Approximate Grant Request – just looking for estimated numbers. Your final request can be different.

2.3 GRANT APPLICATION

1. Project Information

- A brief project description should outline the project deliverables. The project should be described in further detail in the supplemental form.
- Project term dates for Operations and Maintenance and Law Enforcement grants are typically July 1 to June 30, for either a one or two-year period of time. Acquisition, Development, Planning, Emergency Medical Services and Safety Education grant start date depends on OPRD Commission approval, and may be either a one or two-year project, depending on project scope. Check with OPRD ATV staff to confirm.
- Site Description – information about the project location, such as nearest town, county, description and acreages. The system will prompt you “Find Lat/Lng” to assign a single pinpoint on a google map. Use either the center of the main riding area or the main staging area. If there are multiple sites, just use the most popular site. (this gets us into the ballpark)

2. Finance Worksheet

This form shows the total cost of the project, grant and match amounts. Refer to page 13-16 of the [Online Application Instructions](#).

- **Vehicle costs.** Since agencies purchase and lease vehicles differently, 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 as match 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 12 months 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, which includes Other Payroll Expenses (OPE) can be either match or reimbursed as a grant amount.
- **Volunteer Value and Log.** Volunteers can be valued either at the prevailing wage for the specific work they do <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.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. Landscape Laborer base rate is used for general trail work.

The applicant must estimate the future labor which will occur during the grant period. Signed [volunteer logs](#) must be provided when used as match for reimbursement requests. Most applicants use the Independent Sector rate.

- **Purchases.** For the application, purchases over \$5,000 are required to have one estimate or quote for committee and staff review. For purchases \$25,000 or more, refer to Section 3.5, page 50 of this Manual for applicable guidelines and rules if an application is approved and an Agreement and a Notice To Proceed is issued.

- **Inmate Labor.** Inmate labor may be used as match calculated at the current Oregon minimum wage. If there is a fixed cost for an inmate 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.

3. Supplemental Questions: Each type of grant has its own individual questions based upon the 2026 Oregon [Recreational](#) Trails Plan. Refer to section 2.7 for more information about how the supplemental responses are scored by the ATV GS members.

Attachments: Required attachments depend on the project type and land ownership. Refer to the [ATV Application Attachment Checklist](#).

Photos:

Include several photos that illustrate elements of your application for the advisory grant subcommittee to better understand the project or your program. Examples include recent accomplishments, issues you are dealing with, signage, riders on trails, volunteers working on projects, partnerships with other agencies or examples of items you are planning on building or installing. Pictures that show the characteristics of the terrain, vegetation, trails and staging areas are also helpful. Combine all photos into one document such as Word and add captions so the committee knows what they are looking at.

Letters of support

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from ATV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support. In Supplemental Information, you will need to list the name, title, group, business or agency for each letter attached. No letters will be accepted from previous years. Make sure letters have a date.

Do not request letters of support from ATV Grant Subcommittee Members or from OPRD Grant Staff. All letters must be submitted with the application by the due date. Letters of support often take time to get. You should request letters at least 30 days before the due date, and provide them with details of the project, so they know what they are supporting. Form letters should be avoided.

Maps

Two types of maps are required with the application-a vicinity and a location map. A vicinity map needs to show where the general location of the project site/area is in Oregon. A location map is a more zoomed in view of the project site/area in relation to the closest major city/town. Both maps need to be submitted in the application by the due date. Law Enforcement maps must show the main ATV riding area(s) that will be patrolled in the county. Maps need to be a good resolution and easy to understand.

Land Manager Approval/Certification Form

For Federal agencies submitting applications for project work on their own land, the Forest Supervisor, District Ranger or Field Manager must sign the Land Manager Approval form. For Law Enforcement, Emergency Medical Service providers and Clubs, a signed Land Manager Approval form is needed for each land manager where project work will occur.

4. Electronic Submission

ATV Project applications will be due by the end of day 11:59pm on the deadline given by OPRD. You will no longer be able to submit your grant application after the deadline. The online system will not allow you to submit the application unless all sections are completed and attachments are included. Supporting application materials may not be accepted after the deadline.

Verify that your application is submitted. Refer to page 21 of the [Online Application Instructions](#). Staff can see, review and provide feedback on your application while you are working on it before it is submitted.

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. Staff will ensure the Project Sponsor's proposed project(s) meets the requirements for Oregon Revised Statutes (ORS) 390.550 to 390.585 and Oregon Administrative Rules (OAR) 736-004-0005 to 736-004-0035 and ATV Grant Manual.

2.5 APPLICATION REVIEW AND APPROVAL PROCESS

The ATV GS members 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. Meetings are usually located in Salem, but may be held in other parts of the state. All meetings will have a remote option and are open to the public.

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.

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, email it to OPRD ATV staff prior to the meeting in either a PowerPoint or PDF format.

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

Applicants will be advised of the outcome of ATV GS 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.

The grant agreement will be emailed to the Project Administrator to obtain signatures. Email the [Grants & Agreements Contact](#) a copy of the signed agreement. Later you will be emailed a fully signed agreement with a “Notice to Proceed” letter.

The Oregon Legislature must also approve the Oregon State Parks budget, which includes ATV Program’s budget. Sometimes this may delay getting your notice to proceed if your project begins at the start of the fiscal year.

Any expense incurred prior to the project start date on the “Notice to Proceed” will not be eligible for match or reimbursement unless a waiver of retroactivity is approved (see policy 1.5).

2.6 GRANT PERFORMANCE AND COMPLIANCE

APPLICATION REVIEW

As part of the ATV grant evaluation process, OPRD staff first conducts a technical review of all grant applications. Submitted grant applications need to include the minimum required materials, as outlined in the grant manual and application and must be deemed an eligible project under state policies and laws.

Ineligible or incomplete applications will be returned to the applicant with an explanation of why their application was returned. For applications that are incomplete or need corrections, applicants are given a deadline to resubmit the application. For applications that are deemed ineligible, OPRD strives to refer applicants to other grant programs or resources.

OPRD TECHNICAL AND COMPLIANCE REVIEW

As part of the technical review for eligibility and completeness, staff assess the prior performance and compliance of applicants and assess projects for readiness.

GRANT PERFORMANCE AND COMPLIANCE

OPRD is responsible for ensuring that public dollars are spent efficiently, appropriately and in compliance with applicable grant agreement conditions and timelines, policies, rules and laws. An applicant’s past performance in effectively meeting the administrative guidelines of OPRD’s grant programs is an important factor in evaluating compliance and risk. This includes reviewing active and past grant awards made to the applicant. Serious instances of non-compliance may be reason for application denial. Past non-compliance may also be cause for OPRD to place additional requirements or special conditions on the grant, if awarded.

PROJECT READINESS

In addition to technical review of application completeness and eligibility, applications are reviewed to determine that the proposal is ready to proceed if awarded grant funds. For development projects OPRD allows final planning and design to be included in project scopes, so readiness is assessed on a case-by-case basis. Staff consider baseline readiness elements such as land use compatibility, National Environmental Policy Act (NEPA) approval for projects on federal land, permit status, project timeline and more.

If an application is determined not ready to proceed, it will be denied and the applicant will be provided with information about what needs to be ready to reapply in a subsequent grant cycle.

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-GS members according to the criteria, rating factors, and points shown in the following “Project Priority Scoring System.” The criteria are based on the findings of the current state trails plan and reflect priorities identified by workshop participants, trail’s plan advisory committee members, trail user survey respondents and land managers. These criteria have been designed to evaluate and prioritize (OHV) operation and maintenance, law enforcement, land acquisition, development, planning, safety education and emergency medical services project proposals.

[2026 Oregon Recreational Trails Plan](#) should be referenced when answering Supplemental Questions. Page numbering refers to pages in the [2026 Oregon Recreational Trails Plan](#). Each project type uses these scoring criteria. Some questions remain the same for all project type, but other categories ask different questions that are specific to the project type.

A project’s final score will be calculated as an average of the sum of all individual ATV- GS member scores. The highest possible score for a project will be 100 points. (See Project priority scoring system 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.

PROJECT PRIORITY SCORING SYSTEM

CRITERIA TYPE	POSSIBLE POINTS
OPRD TECHNICAL REVIEW	
Technical Review and Compliance	0
ATV-GRANT SUBCOMMITTEE EVALUATION CRITERIA	
Project Scope, Plan, and Readiness	10
Funding and Capacity	5
Maintaining Riding Areas	15
Information and Signage	10
Reducing Barriers to the Outdoors	10
Other Statewide and Local Needs	20
Public Engagement	5
Letters of Support	5
Discretionary	20
Total Points	100

ATV GRANT SUBCOMMITTEE MEMBER SCORING CRITERIA

PROJECT SCOPE, PLAN, AND READINESS (0-10 POINTS)

Application Questions:

Operations & Maintenance

- 1. Provide a detailed description of all budget and scope elements of your O&M proposal; including staffing, equipment purchases, vehicle costs, materials, other maintenance costs, contracts, and anything else included in the budget.**
- 2. Describe the ATV riding area(s) included in the proposal; including a list of each riding area and total miles, what class(es) of ATVs are allowed, when the trails are open for use, and how many facilities or staging areas will be maintained.**
- 3. READINESS TO PROCEED. Aside from standard O&M costs included in your previous grants, describe any new or one-time elements included in the proposal such as purchasing equipment or vehicles, contracts, hiring new positions, etc. For any new elements that require additional steps to move forward, describe other actions needed to implement such as procurement, permits, NEPA (federal lands), land use approval and state natural resource agency review (non-federal lands), hiring approval, etc.**

Law Enforcement

- 1. Provide a detailed description of all your anticipated hours and staffing levels (such as a dedicated ATV Deputy or hours spread out of a number of officers). Include justification if extra personnel is needed for events or 3-day weekends. List and justify any new eligible LE equipment purchases (ATVs, side-by-sides, trailers, motorcycles).**
- 2. Describe the ATV riding area(s) included in the proposal; including a list of each riding area and total miles, what class(es) of ATVs are allowed, when the trails are open for use, and how many facilities or staging areas will be maintained.**
- 3. READINESS TO PROCEED Explain the process and timeline for purchasing items or hiring the positions.**

The intent of this category is to award points to projects with well planned, clear and realistic scopes that are ready to proceed. This category also considers the site plan and appropriateness or clarity of costs in the budget as related to the scope. As relevant to the proposal, applicants are asked questions about what the project deliverables are, why the project is being proposed, how work will be completed, what design standards will be used, accessible features, next steps and the status of any necessary permits.

The project scope communicates to OPRD, the ATV Grant Subcommittee and the public what the project deliverables are. For projects recommended for funding, the application scope will be incorporated into a legally binding grant agreement. It is imperative that the scope deliverables are clear, concise, and realistic.

FUNDING AND CAPACITY (0-5 POINTS)

Application Questions:

Describe your match specific to this project that is included in your application budget, such as volunteer labor, other grants, agency budgets or donations.

Describe other funding sources that have supported your riding areas in recent years but that aren't included in the application budget (agency funds, grants, etc.).

The intent of this category is to award points to proposals that demonstrate a strong financial need, superior leveraging of funds or partnerships and a sustainable funding strategy.

Support can be demonstrated in both financial and non-financial ways and varies depending upon the type of proposal. Applicants are asked to describe match included in their proposed budget, such as volunteer labor, other grants, agency budgets, or donations. Applicants are also asked about other grants or funding they've received in recent years which are not included in the proposed budget but relate to OHV use in your program. In order to reduce amount of documentation you will need to provide as part of your project you only need to show 20% match in your application.

See Section 1.7 of this manual for general match requirements. See Sections 1.11-1.16 for match requirements for specific project type.

MAINTAINING RIDING AREAS (0-15 POINTS)

Application Question:

Describe how your program or proposal helps to maintain existing riding areas and facilities in good and sustainable condition, including any partnerships that contribute to operations and maintenance (other federal, state or local law enforcement, EMS, stewardship partners, etc.). Include actions identified in the ATV Grant Manual.

The intent of this category is to award points to proposals that help to maintain existing riding areas in good and sustainable condition. There are many elements that go into keeping a riding area open on a daily basis. This includes partnerships that contribute to operations of the riding area, such as law enforcement, EMS and education.

Actions from the Trails Plan include:

- Prioritize maintaining the existing trail system. Maintenance includes providing routine upkeep; clean, well-maintained facilities; and completing major trail restoration/rehabilitation.
- Strive to maintain existing operations and maintenance funding levels through the ATV grant program
- Acquire trail maintenance and trail grooming equipment to adequately meet maintenance needs. Explore cooperative maintenance and equipment-sharing models that allow multiple groups to benefit from major equipment investments.
- Expand public-private partnerships and coordination with volunteer and other organizations to promote a culture of stewardship that stretches limited resources to preserve Oregon's

trails legacy.

- Expand resources (e.g. policies, partnership agreement structures, support staff) to streamline and support stewardship partnerships.
- Foster the development of “friends” groups to encourage community involvement in trail maintenance and encourage the donation of materials, equipment, and labor by local businesses to relieve maintenance costs.
- Explore additional funding opportunities to address deferred and annual trail maintenance needs through regular budgetary cycles, grant opportunities, and legislative advocacy.
- Conduct regular trails assessments to increase understanding of and adequately address trail maintenance and accessibility needs, including trail conditions, use, signage and structures.
- Facilitate regular coordination meetings between land managers and stewardship partners across regions and the state.
- Support development of national and/or statewide standards for trail volunteer training (including chain saw requirements), safety and risk management, and partnership/stewardship agreement templates to streamline partnership processes across various land managers and organizations.
- Increase availability of trail skills training for local trail stewards and field staff who manage volunteers.

INFORMATION AND SIGNAGE (0-10 POINTS)

Application Questions:

Describe ONLINE methods you use to provide information to ATV riders about riding areas, such as websites, online maps or social media. Provide links or attach screenshots.

Describe IN-THE-FIELD methods you use to provide information to ATV riders about riding areas, such as maps, signs, kiosks, information booths, courtesy sound checks, fix-it tickets or information materials.

The intent of this category is to award points to land managers and partners that provide adequate information about OHV riding areas both online and at the trail system. Information about OHV riding areas was identified as a funding priority by riders through the trail user survey and focus group meeting. There is a need for online information to set expectations such as types of vehicles allowed or type and difficulty of trails. OHV riders also need information such as driving directions and locations to unload or camp overnight. Riders want digital maps that can be georeferenced and saved on devices when cell coverage is unavailable. Once riders arrive at a riding area, they need information boards, paper maps and well signed trails. See the Information and Signage section of Chapter 8 (pages 91-95) for more information. Actions include:

- Provide informational signs at trailheads and access points, including maps, trail accessibility information (e.g. length, surface, width, grade, cross slope, obstacles/barriers) and allowed/prohibited uses. See case study for accessibility requirements and best practices.
 - Utilize Access Recreation’s Guidelines for Providing Trail Information to People with Disabilities and OPRD’s Accessibility Design Standards as guidelines for providing trail accessibility information.
- Provide wayfinding or directional signs along trails (direction, distance, land ownership).
- Provide online trail information to support trip planning and decision-making.

- Provide digital/GPS maps that include trail accessibility information and public/private land boundaries.
- Develop trail wayfinding and signage plans.
- Consider the installation of distance markers along trails to aid in management and emergency response.
- Utilize universal symbols in trail signs and maps to the extent possible.
- Consider incorporating tactile (e.g. braille, raised characters, tactile maps) and/or audible elements to improve communication for users with limited vision or cognition.
- Consider providing multilingual signage where the local, historic, or visitor demographics indicate it may be appropriate. Use QR codes to provide access to translated and/or audio versions of sign content.
- Support the coordination of systems that collect and manage standardized trail data.
- Train land managers and user groups to collect trail inventory and accessibility information. Work with trained users/staff to inventory existing trails and regularly update trail inventory and conditions information.

REDUCING BARRIERS TO THE OUTDOORS (0-10 POINTS)

Application Question

Describe how the program or related actions will reduce barriers to the outdoors.

The intent of this category is to award points to proposals and applicants demonstrating a commitment to accessibility, inclusion, and fostering welcoming spaces in their work and project planning.

These strategies direct recreation providers and partners to address inequity in the community they serve, ensure varied representation in the planning and decision-making process, lower barriers to accessing the outdoors, and promote welcoming environments. OPRD is committed to serving visitors and Oregonians through grant programs, supporting barrier removal, and providing safe and equitable access to recreation areas statewide.

The [2026 Oregon Recreational Trails Plan](#) and SCORP identifies recommended actions for recreation providers and their partners to make trails and recreation areas more welcoming, inclusive, and accessible. Applicants are asked how the project proposal and/or related efforts by their organization address these recommended investment priorities. See Chapter 6 (pages 55-59) and Chapter 8 (Priority Need #6 pages 100-104) of the [2026 Oregon Recreational Trails Plan](#) for more detail and a list of these recommended actions and investment priorities.

- Increase accessible opportunities for people with disabilities (e.g. trails for side-by-side, accessible staging areas).
- Use universal design principles when designing new trails and their amenities. Universal design is “the design of products and environments to be usable by all people, without the need for adaptation or specialized design.” ADA and ABA design standards should be used as a minimum starting point for assessing accessibility. Refer to chapter 6 of the [2026 Oregon Recreational Trails Plan](#) and resources on OPRD’s Technical Resources webpage for more information.
- Assess existing trails for accessibility and universal design improvements. Incorporate assessments into trail development, maintenance, and rehabilitation projects.
- Increase engagement of trail users and consultants who have lived experience of barriers

to recreation when planning, designing, implementing, and developing maintenance plans.

- Provide accurate and detailed information online, at visitor centers, in publications, and at trailheads to help users make informed decisions. This includes information about the accessibility of trails and trailheads to help users determine how accessible an area is based on their individual needs.
- Provide clean and well-maintained facilities, paying special attention to maintaining firm level surfaces and transitions at structures and where surface types change.
- Provide accessible experiences by focusing on “accessibility triangles” (refer to page 59 of the [2026 Oregon Recreational Trails Plan](#)).
- Offer free of charge trail access and clear information online.

Other Examples include:

- Training staff and volunteers to embody welcoming principles in their work and interaction with the public.
- Conducting outreach to diverse and underserved communities.
- Providing trails and facilities that accommodate all mobility and skill levels.
- Providing resources to communicate with people who have language, visual or hearing barriers, such as using international symbols.
- Developing brochures, websites, phone access, public meetings, informational kiosks, and other publications that provide ease of access to information, feedback and dialog.
- Information about the riding area is easily understood and accessible to the public
- Recruiting and retaining a diverse group of staff, volunteers, and partners
- Riding areas are family-friendly and welcoming of all cultures
- Brochures and signs are in multiple languages or use international symbols
- Trails are available for different recreational vehicle types (motorcycles, ATVs, side-by-sides, 4x4s, etc.)
- Partnering with community organizations that connect underserved communities to outdoor recreation opportunities
- Strive for trail systems that provide good experiences for youth, riders with a disability and new riders. Offering access to key features and viewpoints in a riding area, such as a lake.
- Offering close-to-home opportunities, since driving long distances to riding areas can also be a barrier.
- Many visitors may not speak English as a first language. Using international symbols, especially on signs, can bridge language barriers and improve user safety.
- The OPRD ATV Program has a free Spanish ATV Guide, which is available to all land managers.

OTHER STATEWIDE AND LOCAL NEEDS (0-20 POINTS)

Application Question

Describe how the project addresses statewide, user-specific and/or local needs identified in the 2026 Trails Plan or as identified in the land manager’s local planning document, such as master plan.

The intent of this category is to award points to projects meeting other statewide and/or locally identified needs. This includes needs identified in the Statewide Trails Plan and needs identified through a local planning process.

The statewide planning process identified a set of top needs reported by recreation providers, partners, and trail users. Applicants are asked if/how their proposal meets the following statewide needs:

The statewide planning process identified a set of top needs reported by recreation providers, partners, and trail users. Applicants are asked if/how their proposal meets the following statewide needs: Statewide Priority Need #3: Connectivity and Access; Statewide Priority Need #5: Safety and User Conflict; Statewide Priority Need #7: Balancing Conservation and Outdoor Recreation; ATV/OHV Priority Need #2: Create New Opportunities for Riding, Particularly Class III and IV; and ATV/OHV Priority Need #4: Maintain Law Enforcement Levels at OHV Riding Areas. See Chapter 8 and the ATV/OHV section of Chapter 9 for more detail on each of these needs. Proposals do not need to meet every category of need.

Statewide Priority Needs

#3: Connectivity and Access; Statewide Priority Need. Actions Include: (see pages 87-90 of Trail Plan)

- Improve trail connectivity within and between communities and the destinations where Oregonians live, work, and plan.
- Connect, extend, and/or close gaps in existing trails to create larger trail systems that offer a variety of opportunities and experiences.
- Construct new trails, prioritizing new construction in areas that are currently underserved and/or experiencing overcrowding.
- Partner with transportation and transit agencies to provide safe routes and public transportation to parks and trails.
- Create new or expand existing trailheads, parking areas, and water access points.
- Identify areas that are underserved by various trail activities and routes or areas of particularly high value or demand to help guide trail investments.
- Balance investments in “close to home” and dispersed trail projects.
- Support land acquisition for trail development.

#5: Safety and User Conflict; Statewide Priority Need. Actions include (see pages 96-99 of Trail Plan)

- Prioritize trail improvements to address safety concerns (e.g., user conflicts, natural hazards).
- Make improvements for security or crime prevention (e.g., enforcement, lighting and security cameras at trailheads, operational or design changes).
- Promote responsible trail use through education programs, materials, and signs regarding etiquette, rules, and safety.
- Develop best practices for shared use trail design and management to avoid conflicts and resource degradation.
- Include trail conflict reduction strategies (e.g., zoning, signage) in planning and operations for high-use or shared-use areas.
- Designate or separate use areas for different types of trail users where space and resources allow or where conflicts arise and terrain and other factors restrict improvements to address those conflicts within an existing trail corridor.
- Integrate safety audits and hazard mitigation into all trail upgrade projects.
- Develop and fund statewide trail etiquette campaigns and support localized education initiatives.

#7: Balancing Conservation and Outdoor Recreation; Statewide Priority Need. Actions include:(see pages 105-109 of Trail Plan)

- Adapt trails to respond to climate hazards (e.g. wildfire resilience and recovery).
- Maintain and protect natural resources (e.g. vegetation, water resources, wildlife habitat, addressing erosion, eradicating noxious weeds and invasive species).
- Maintain and protect cultural and historic resources and strengthen tribal partnerships, including:
- Engage tribal partners early in planning processes to ensure that recreational use and conservation goals honor cultural values and sustain these places for future generations.
- Collaborate with tribal governments to identify, protect, and interpret cultural sites and traditional use areas.
- Incorporate Traditional Ecological Knowledge (TEK) into trail design, maintenance, and educational materials, and pursue co-management opportunities where appropriate.
- Provide and highlight nature and wildlife viewing areas.
- Educate trail users on low-impact recreation practices to minimize visitor impacts, particularly reducing trash and minimizing fire risk. Examples include integrating “Tread Lightly!” principles into public information about trails.
- Adapt current infrastructure to address crowding and natural resource impacts. Examples include seasonal trail closures for habitat protection, one-way directional trails or separation of user types in crowded areas, signage, and restoration to address natural degradation from social trails.
- Use targeted communications, marketing campaigns, and web presence to provide information about crowding and encourage visitors to explore less busy locations, while identifying areas that have the capacity and amenities to support more visitors.
- Pursue large investment projects that can reduce natural resource impacts and crowding. Examples of projects that are most supported by residents include developing trails to and between different parks, acquiring new land for trails, and expanding trail opportunities in existing recreation areas.
- Quickly repair resource damage caused by off-trail use before more damage occurs.

ATV/OHV Priority Needs

#2: Create New Opportunities for Riding, Particularly Class III and IV; Actions Include: (see page 115 of Trail Plan)

- Provide more camping opportunities near staging areas and trail systems.
- Develop ATV systems which include a variety of riding challenge opportunities (easy, more difficult, most difficult) to satisfy diverse user needs. System plans should also develop ATV connectors and networks to create loop trails or provide longer rides.
- Prioritize development of new ATV routes in underused areas, especially those accessible to side-by-side vehicles.
- Consider the importance of shared-use roads for ATV use.

#4: Maintain Law Enforcement Levels at OHV Riding Areas. See Chapter 8 and the ATV/OHV section of Chapter 9 for more detail on each of these needs. (see pages 115-116 of Trail Plan)

- Pursue a balanced enforcement approach that focuses on behaviors that negatively impact safety and environmental resources while minimizing unnecessary interactions between trail users and enforcement officers.
- Expand law enforcement partnerships and explore ATV-specific enforcement units.
- Combine increased access with safety campaigns and ranger presence to balance enjoyment with conservation and public safety

Local Needs:

Applicants are also asked to describe how the proposal meets **needs identified at the local level**. Relevant information includes whether the project was identified through a local planning process (examples: forest management plan, trail system plan, other land management plans, etc.), or other public input or outreach involved in the project development (examples: open house, user surveys, public workshops, etc.). As not all proposal types will trigger a public planning process, relevant information can also include how the proposal meets goals of the land manager or partner's existing development or management plans.

PUBLIC ENGAGEMENT (0-5 POINTS)

The intent of this category is to award points to applicants that demonstrate strong public engagement in their work. This can include public engagement involved in planning processes and ongoing management decisions and volunteer or educational opportunities. For law enforcement agencies, this includes how often they conduct hands on safety-card evaluations and in-field educational contacts of riders. More information on public engagement can be found in Chapter 8 and the ATV/OHV section of Chapter 9 of the 2026 Oregon Recreational Trails Plan.

LETTERS OF SUPPORT (0-5 POINTS)

The intent of this category is to award points to proposals that include letters of support. Recent letters of support, from a variety of sources, help to demonstrate the need for funding and success of your program. Letters from OHV riders and clubs are highly encouraged. Letters from local businesses, county commissioners, and other interest groups may also be relevant to demonstrate broad support.

DISCRETIONARY COMMITTEE MEMBER CRITERIA (0-20 POINTS)

The ATV-GS membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment. ATV-GS members may award the project additional points based upon their subjective evaluation of the following: fiscal and cost considerations, projects that serve multiple classes of ATVs, level of use, exceptional need, superior leveraging of funding or partnerships, and the basic intent of the program. These factors are examples and not an exhaustive list of all discretionary criteria to be considered by committee members.

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

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 ATV Grant agreement, signed by OPRD and the Project Sponsor will be emailed to the Project Sponsor with a “Notice to Proceed” as well as uploaded as an attachment to the project in the Online Grant System

No project may begin without a signed agreement and “Notice to Proceed” letter from OPRD. Any purchases or work prior to the signed agreement is not reimbursable or qualifies as match. 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” letter.

3.2 AMENDMENTS TO PROJECT AGREEMENTS

Amendments may be requested to the ATV Agreement to change elements listed in the scope of work or budget sheet. Increases to the grant amount will not be allowed. Contact OPRD staff early on if you are considering any changes to your project. No change to the grant agreement may be made without prior approval from OPRD.

Scope Change: Requests for scope changes must be submitted in advance, via email to the OPRD ATV Program Coordinator, at least **30 days** before the grant end date. In cases of major scope changes, additional environmental review, SHPO review, project approval, and updates to other application documents may be required. Depending on the level of review needed, some scope changes may not be possible to process in that timeframe, so an earlier request is recommended. As projects are recommended by the ATV GS and approved by the OPRD Commission, some scope changes could be considered too significant to approve.

Extensions: OPRD reviews requests for extensions on a case-by-case basis. All requests for extensions must be submitted by email to the OPRD ATV Program Coordinator at least **30 days** prior to expiration date of the ATV Agreement. The request should include detailed information explaining why the project has been delayed, what work remains, and a timeline for the remaining work. Project sponsors must be up-to-date on progress reports if requesting an extension. Some agencies, including the Forest Service, may require more time internally to request an extension. Allow additional time if needed by your organization.

Some factors for an extension may be out of the Project Sponsor’s control (example: wildfire, supply chain issues, cultural resource discovery). While extensions may, at times, be granted for factors within the Project Sponsor’s control, this could reflect on the Sponsor’s performance for consideration of future grant requests.

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 PROGRESS REPORTS

OPRD requires progress reports each quarter and must be submitted through the Online Grants System at <https://oprgrants.org>. These reports are required if submitting a reimbursement request. The report must include information regarding work completed for the quarter and information on the funds expended including the match. The report must 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.

Once a Notice To Proceed has been issued, Sponsors must submit reports on a quarterly basis as follows:

For the period beginning January 1, ending March 31:	report is due April 30
For the period beginning April 1, ending June 30:	report is due July 31
For the period beginning July 1, ending September 30:	report is due October 31
For the period beginning October 1, ending December 31:	report is due January 31

3.5 MID-TERM REPORT

Grantees with an active 2-year ATV Grant agreement are also required to submit a Mid-term report after the end of the first year of their 2027-2029 ATV Grant.

The time period for this mid-term report covers July 1, 2027-June 30, 2028. It is due in August 2028.

This is not a progress report that has been previously submitted into the online grants system. Do not upload into your Grant Agreement in the Online Grants System. It needs to be emailed to the ATV Program Representative, using the Word document format shown online at <https://www.oregon.gov/oprd/GRA/Pages/GRA-atv.aspx#7>

This report is a compilation of the type of information you would provide in the quarterly progress reports, but they need to provide enough detail about the years activities. In this report, we need a 1-2 page report detailing how the year went for your ATV project. Provide a narrative related to your project. Did you accomplish everyone according to plan, or were there other issues (weather, staff turnover, hiring issues, etc) that resulted in work being delayed or not completed?

This is a good opportunity to showcase projects and accomplishments that provided positive

opportunities for OHV users, as well as challenges you have faced trying to provide for quality OHV recreation. Additionally, this report is also shared with the ATV Grant Subcommittee prior to them reviewing your next 2-year project.

3.6 PROCUREMENT

When purchasing goods (like equipment, restrooms, etc) or professional services (contracts for trail work, road grading, septic pumping, etc) must follow, at a minimum, the guidelines found in Oregon procurement code ([ORS 279](#)).

All procurement transactions must be documented and conducted in a manner to provide, to the maximum extent possible, free and open competition. Methods of procurement depend on the estimated cost and are detailed further below.

Procurement methods and thresholds are based on the requirements in ORS 279B. When a project sponsor's internal policy is more stringent, those requirements may take precedence.

1. Small Purchases (ORS 279B.065): For purchases or subawards for goods or services not exceeding \$25,000, project sponsors may award contracts in any manner deemed practical or convenient. This includes direct selection without a competitive process so long as the price is determined reasonable. To the extent practicable, project sponsors must distribute small purchases equitably among qualified suppliers or contractors. Procurements may not be artificially divided or fragmented as to constitute a small purchase.

2. Intermediate Purchases (ORS 279B.070): For procurement for goods or services exceeding \$25,000 and not exceeding \$250,000, project sponsors may use an informal request for quote process. Contractor selection may be based on price as well as other considerations documented in the request for quote, such as experience, expertise, product functionality, suitability for a particular purpose, and contractor responsibility. Project sponsors should directly solicit a minimum of three bids and/or publicize their request in an effective manner to solicit the type of goods of services requested.

3. Competitive Sealed Bids or Proposals: Procurement for contracts exceeding \$250,000 may follow one of the following methods:

a. **Competitive Sealed Bids (ORS 279B.055):** The project sponsor must award contracts by using a formal invitation to bid process if the sponsor is basing contractor selection on lowest cost bid. Sponsors must give public notice of the solicitation.

b. **Competitive Sealed Proposals (ORS 279B.060):** The project sponsor must award contracts by using a formal request for proposal (RFP) if the sponsor is basing contractor selection on criteria in addition to cost or wants the ability to negotiate terms and conditions with the selected contractor. These options are not allowed under the competitive sealed bidding process. Sponsors must give public notice of the solicitation

SECTION 4—REIMBURSEMENTS

GENERAL INFORMATION

Reimbursement requests must be submitted in OPRD's Online Grants System. Refer to the [Online Grant Reimbursement and Reporting Instructions](#) guide for assistance. A helpful tutorial for understanding how to submit a reimbursement request can also be found at: <https://www.youtube.com/watch?v=SFJTXUGh8P8>. For incomplete requests, OPRD will reject the reimbursement and provide recipients with an explanation of what changes are needed.

OPRD recommends submitting reimbursement requests on a quarterly basis, in line with the Progress Report schedule, listed in Policy 3.4

The agreement's minimum match percentage rate should be maintained throughout the project term dates. Exemptions to this may be approved by OPRD on a case-by-case basis.

The Project Sponsor is responsible to track all project costs and must maintain an auditable record for a period of not less than 7 years from the expiration date of the ATV agreement.

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.

Fiscal Year-End Request for Reimbursement: Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses, if any, accrued up to **June 30**, of each fiscal year. The Fiscal Year-End Reimbursement Request must be submitted to OPRD by **July 31**.

The state may retain 10% of the grant amount until the project and final inspection are completed.

DOCUMENTATION

Reimbursement requests are based on actual project expenditures that align with the Sponsor's ATV agreement, including the approved project application scope and budget.

Adequate supporting documentation for all expenses is required to be uploaded as an attachment with each request, as applicable, including but not limited to:

- Proof of payment, including payment for match items
- Invoices
- Donation and in-kind documentation
- Equipment purchase or rental documentation

OPRD may request additional supporting documentation in order to process a reimbursement. This section further details the required documentation for certain expense types.

ATV payments are made on a reimbursement basis. Project Sponsors must use a verifiable payment method and submit proof of payment for all project expenses with each request, including expenses submitted as match.

Proof of payment may include a ledger or transaction report generated by the Sponsor's accounting system, a bank statement or a cancelled check. **Account numbers must be redacted from bank statements and check copies before uploading to the reimbursement request.** OPRD will not reimburse for payments made in cash, as this method does not provide a verifiable audit trail. Cash payments may not be used for expenses submitted as match either.

U.S. Forest Service: Requests submitted by USFS must include a copy of the Bill for Collection, also referred to as a Dunning Notice, and the corresponding USFS Spending Detail Report. The requested amount must match the amount on the Bill for Collection.

Receipts- Reimbursements need to match with the categories you submitted in your original application "Project Budget Worksheet". All receipts need to be scanned into a PDF file and have the category written on the receipt, such as "Signs" or "Fuel". When uploading files use the term from the application Project Budget Worksheet in the field labeled "ITEM", such as "Sign" or "Fuel". We need the "Description" in the Application Project Budget Worksheet to match the "Item" in the Reimbursement. Try to combine all your Description/Items into each entry. For example, combine all "sign" purchases into one file.

LAW ENFORCEMENT organizations must submit the following documentation with each reimbursement request:

1. **Officers hours from LETS system.** The Law Enforcement Tracking System (LETS) Quarterly Report Summary (.pdf file) covering the billing period, that matches or exceeds the officer hours listed in the Project Expenses section of the reimbursement request. Producing and submitting a LETS Report is a two-part process involving two different sites, www.OPRDLE.com and <https://oprdrgrants.org/>

Once Level 3 Users (Admin/Supervisor Approval) log into the LETS program, the "Quarterly Report Summary" can be accessed via the drop-down within the "Reports" tab located on the top menu bar. Select the appropriate date-range then print to PDF. Once the report is created, it will need to be uploaded as an attachment to a reimbursement request submitted through the online grants system, located at <https://oprdrgrants.org/>

2. **Grant Fund Expenditures Form.** In the "Salaries and Wages section", enter the officer's title, first and last name, hourly rate (with benefits included) and hours. The hours listed in the Grant Fund Expenditures Form must be greater than or equal to the "Total hours by staff" recorded on the LETS Quarterly Report Summary.

Any non-salary match items (vehicle fuel, mileage, officer support) must be listed in the "Equipment, materials and Supplies" section with a breakdown of their costs.

3. **LE Match Certification Form.** If grant has non-salary match items, grantee must submit either a completed LE Match Certification Form, or a ledger or transaction report generated by the grantee's accounting system that meets or exceeds the 20% match percentage requirement with each request.

For questions about getting access to the LETS system or creating Quarterly Report Summaries, contact Jeff Trejo at (503) 568-9622 or jeff.trejo@oprdr.oregon.gov

Final Reimbursement Requests and Progress Reports – Through the Online Grants System, submit a reimbursement request with the appropriate supporting documentation. If the project is completed and no future reimbursement requests will be submitted, be sure to check the “Final Reimbursement” box, and submit a final progress report describing the project completion. Include a detailed explanation if the project is incomplete and all grant funds have not been expended.

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 17-member ATV Advisory Committee appointed by the OPRD Commission.

ATV-GS — the 7-member ATV Grants 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 ATV 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 — Work performed by adults in custody. May be used as match calculated at the current Oregon minimum wage. If there is a fixed cost for the 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.