

ATV Application Attachment Checklist

Operations & Maintenance

Non-Federal Land

- ☐ Maps
 - Location/Vicinity Map
- ☐ SHPO Attachments (for trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
 - Google Earth KMZ file or topographic map
 - [SHPO Submittal Form](#)
 - Photos of built environment resources (recommended to combine into a single document with captions)
- ☐ [Land Manager Approval Form](#) (if area covers multiple land managing organizations, provide form for each)
- ☐ [Environmental Self-Assessment Checklist](#) (for trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
- ☐ Proof of Property Ownership
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Quote(s): if not applicable, upload Word document stating "N/A", or similar. One bid for items \$5,000 or more.
- ☐ Other:
 - Other documents applicable to your project

Federal Land

- ☐ Maps
 - Location/Vicinity Map
- ☐ Section 106 Documentation (upload under "Other". For trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
 - BLM or USFS heritage form if the project falls under SHPO's programmatic agreement, or
 - SHPO concurrence letter, if required
- ☐ NEPA Documentation (upload under "Other". For trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
 - Letter indicating the categorical exclusion type, or
 - Record of Decision and EA or EIS, as applicable
- ☐ [Land Manager Approval Form](#) (Signed by Forest Supervisor/District Ranger or Field Manager)
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Quote(s): if not applicable, upload Word document stating "N/A", or similar. One quote for items \$5,000 or more. If organization has established procurement process, follow that if awarded.
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Other:
 - Other documents applicable to your project

This list is intended as a resource. Documentation requirements may vary depending on your project.

For forms not required for your project, but required in the grants system, upload a document stating "not applicable," or similar.

Contact the ATV Grant Coordinator with questions.

ATV Application Attachment Checklist

Development

Non-Federal Land

- ☐ Maps
 - Location/Vicinity Map/Site Design
- ☐ SHPO Attachments
 - Google Earth KMZ file or topographic map
 - [SHPO Submittal Form](#)
 - Photos of built environment resources (recommended to combine into a single document with captions)
- ☐ [Land Use Compatibility Form](#) (LUCS)
- ☐ [Environmental Checklist Packet](#) (for trail work that will have ground disturbing activities)
- ☐ State Agency Review Form
- ☐ [Land Manager Approval Form](#) (if area covers multiple land managing organizations, provide signed form for each)
- ☐ Proof of Property Ownership
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Quote(s): if not applicable, upload Word document stating "N/A", or similar. One quote for items \$5,000 or more.
- ☐ Other:
 - Other documents applicable to your project

Federal Land

- ☐ Maps
 - Location/Vicinity Map/Site Design
- ☐ Section 106 Documentation (upload under "Other")
 - BLM or USFS heritage form if the project falls under SHPO's programmatic agreement, or
 - SHPO concurrence letter, if required
- ☐ NEPA Documentation (upload under "Other")
 - Letter indicating the categorical exclusion type, or
 - Record of Decision and EA or EIS, as applicable
- ☐ [Land Manager Approval Form](#) (Signed by Forest Supervisor/District Ranger or Field Manager)
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Quote(s): if not applicable, upload Word document stating "N/A", or similar. One quote for items \$5,000 or more.
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Other:
 - Other documents applicable to your project

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ATV Application Attachment Checklist

Planning

Non-Federal Land

- ☐ Maps
 - Location/Vicinity Map
- ☐ SHPO Attachments
 - Google Earth KMZ file or topographic map
 - [SHPO Submittal Form](#)
 - Photos of built environment resources (recommended to combine into a single document with captions)
- ☐ [Land Manager Approval Form](#)
- ☐ [Land Use Compatibility Form](#) (LUCS)
- ☐ Proof of Property Ownership
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Other:
 - Other documents applicable to your project

Federal Land

- ☐ Maps
 - Location/Vicinity Map
- ☐ Section 106 Documentation (upload under “Other”)
 - BLM or USFS heritage form if the project falls under SHPO’s programmatic agreement, or
 - SHPO concurrence letter, if required
- ☐ NEPA Documentation (upload under “Other”)
 - Letter indicating the categorical exclusion type, or
 - Record of Decision and EA or EIS, as applicable
- ☐ [Land Manager Approval Form](#) (Signed by Forest Supervisor/District Ranger or Field Manager)
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Other:
 - Other documents applicable to your project

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ATV Application Attachment Checklist

Law Enforcement

Emergency Medical Services

Law Enforcement

- ☐ Maps
 - Location/Vicinity Map
 - ATV Law Enforcement Map (Showing areas with LE Focus)
- ☐ ATV Safety and Enforcement Report (covering past year's LE activities-can be in form of LETS report)
- ☐ [Land Manager Approval Form](#) (if area covers multiple land managing organizations, provide signed form for each)
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Quote(s): if not applicable, upload Word document stating "N/A", or similar. One quote for items \$5,000 or more.
- ☐ Officer Wages Scale: document from accounting department showing officer pay grade schedule (with benefits included)
- ☐ Other:
 - Other documents applicable to your project

EMS Projects

- ☐ Maps
 - Location/Vicinity Map
- ☐ ATV Safety and Enforcement Report (covering past year's EMS activities)
- ☐ [Land Manager Approval Form](#) (if area covers multiple land managing organizations, provide signed form for each)
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos: (recommended to combine into a single document with captions)
- ☐ Quote(s): if not applicable, upload Word document stating "N/A", or similar. One quote for items \$5,000 or more.
- ☐ Other:
 - Other documents applicable to your project

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ATV Application Attachment Checklist

Land Acquisition/Safety Education

Land Acquisition Projects

- ☐ Uniform Standards of Professional Appraisal Practice (USPAP) Appraisal
- ☐ Feasibility/Suitability Study (or equivalent information addressing issues related to ATV suitability)
- ☐ Appraisal Review (desk review)
- ☐ Proof of Willing Seller
- ☐ Maps
 - Location/Vicinity Map
- ☐ SHPO Attachments
 - Google Earth KMZ file or topographic map
 - [SHPO Submittal Form](#)
 - Photos of built environment resources (recommended to combine into a single document with captions)
- ☐ [Land Use Compatibility Form](#) (LUCS)
- ☐ [Environmental Checklist Packet](#)
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos of property: (recommended to combine into a single document with captions)
- ☐ Other:
 - Other documents applicable to your project

Safety Education Projects

- ☐ Maps
 - Location/Vicinity Map
- ☐ Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- ☐ Photos of property: (recommended to combine into a single document with captions)
- ☐ Other:
Other documents applicable to your project

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For forms not required for your project, but required in the grants system, upload a document stating "not applicable," or similar.*

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