

# ARIZONA

## STATE PARKS & TRAILS

### JULY 2017 GRANTS MANUAL

#### Supporting Motorized Trail Projects & Activities



**BUILDING NEW TRAILS  
MAINTAINING EXISTING TRAILS  
ACCESSIBILITY UPGRADES**



**ACQUISITION FOR FUTURE USE  
OHV SAFETY, EDUCATION  
& ENFORCEMENT**



**Application Deadline: September 1, 2017**

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**FUNDING ANNOUNCEMENT**

Arizona State Parks (ASP) invites non-profits, clubs, local, regional, state and tribal governments to submit grant applications for motorized recreational trail uses. Eligible projects could include off-highway vehicle recreation facilities, trail development and trail maintenance for off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

**LINKS TO ELIGIBLE ACTIVITIES**

- 1) [Summary of Funding Priorities](#), 2015 Arizona Trails Plan
- 2) Full Report: [2015 Arizona Trails Plan](#)

**AVAILABLE FUNDS / FUNDING CAP**

The **State Off-Highway Vehicle Recreation Fund** anticipated revenue available to fund projects in this grant cycle is at a minimum of:

<b>Total OHV Funds Available</b>		<b>\$750,000.00</b>
<b>Maximum Amount Applicants May Apply For</b>		<b>\$750,000.00</b>
<b>Match Requirements</b>	<p>Although there are no matching requirements for projects <u>under \$300,000.00</u>, sponsors are encouraged to demonstrate a commitment to their project by providing match or funds to supplement the requested grant amount.</p> <p><b>Note:</b> Project sponsors requesting more than \$300,000 in grant funds must equally match any grant funds over that amount. For example, a project costing \$355,000 will need to provide \$55,000 in match. Project sponsors who provide match of at least 15% will receive points in the BONUS CATEGORIES MOTORIZED PRIORITY of the Project Criteria Scoring</p>	
<b>APPLICATION DUE DATES:</b>	<b>Applications are due by 5:00p.m. September 1, 2017</b>	

Applicants are required to discuss proposed projects with the ASP Chief of Grants and Trails no later than August 11<sup>th</sup> and submit the Grant Scope Sheet no later than August 18th. Please contact Mickey Rogers at 602-542-6942 or email [mrogers@azstateparks.gov](mailto:mrogers@azstateparks.gov).

**READY PROJECTS**

Grant Applicants (hereafter referred to as **PROJECT SPONSORS**) must have shovel ready projects. Due to the application/review process sponsors that are awarded funds in this cycle may not receive funding until after January 2018.

**ON-LINE GRANT SYSTEM UPDATE (WebGrants)**

All applicants will be submitting their applications in our on-line grant system. Please contact Mickey Rogers, 602-542-6942 to discuss your proposed project and he will give you access to the on-line system to fill out your application.

**NEWLY DEVELOPED SUPPLEMENTAL GRANT OPPORTUNITIES PROGRAM**

In addition to the July **State Off-Highway Vehicle Recreation Fund** grant cycle ASP recently developed a supplemental grant program to help address very specific OHV projects. Funds for the supplemental grant program can be used in three (3) specific areas: (1) Law Enforcement; (2) Mitigation/Emergency Repair and; (3) the Small Grant Program. Please refer to the Supplemental Grant Opportunity applications found on the ASP website for detailed information about the three new programs.

**PLEASE NOTE: THIS MANUAL IS TO BE USED AS A GUIDE FOR THE JULY STATE OFF-HIGHWAY VEHICLE RECREATION FUND GRANT CYCLE ONLY.**

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<b>PROJECT FUNDING TIMELINE</b>	
<b>July 26, 2017</b>	Parks staff will conduct a grant application workshop/webinar in Phoenix. The purpose of the workshop is to introduce Grants staff to potential grant project sponsors, discuss the application process and forms, and establish a continuing relationship with the project sponsors to assist them through the application process.
<b>No later than August 11</b>	Project Sponsors <u>MUST contact</u> Grant Program Leader, Mickey Rogers, to discuss their project for eligibility and answer questions about the process.
<b>No later than August 18</b>	Project Sponsors MUST submit the Grant Scope Sheet to ASP (Mickey Rogers).
<b>September 1</b>	Grant applications and required documents MUST be uploaded to Arizona State Parks on-line system WEBGRANTS by 5pm. The applications will be reviewed for completeness and within one week project sponsors will receive notice of the status of the application.
<b>October</b>	Staff will present the results of the review team to the Arizona Outdoor Recreation Coordinating Committee (AORCC) and the Off-Highway Vehicle Advisory Group (OHVAG) for their independent reviews and funding recommendations.
<b>November</b>	All applicants will receive both an email and a letter indicating if their application was approved for funding at this time.
<b>No later than December 1</b>	Applicants must submit the <b>Cultural Resources Review Form, related maps and any documents including surveys</b> by December 1, 2017. For questions related to cultural resources please contact Sean Hammond, ASP Grants Coordinator, by email-shammond(at)azstateparks.gov or at 602-542-7130. After a preliminary review documents will be sent to <b>The State Historic Preservation Office (SHPO)</b> for review and approval. <b>Note:</b> All project sponsors must submit this form within 30 days after notification of award approval. Applicants may turn in the required <b>Cultural Clearance Review Form</b> with their application or at any time prior to Due Dates. By doing so this speeds up the grants process.
<b>December</b>	Starting in December State Parks staff will begin sending a Project Sponsor Agreement to each successful project sponsor. This is a legal contract between the project sponsor and State Parks identifying the conditions upon which the funds are being given to the project sponsor. The project sponsor should have the agreement reviewed by legal counsel. Failure to submit all necessary cultural clearance documents, maps, photos and surveys (if applicable) will delay any agreement.
<b>February 2018</b>	The project sponsor must return two signed originals to ASP. The agreement will be executed by State Parks within a week after submission. <b>PROJECT SPONSORS CANNOT PROCEED WITH ANY GRANT RELATED ACTIVITY PRIOR TO THE GRANT PROJECT AGREEMENT BEING EXECUTED. COSTS INCURRED PRIOR TO THIS TIME WILL BE CONSIDERED INELIGIBLE.</b>

## CHAPTER I. INTRODUCTION

### PREPARATION

1. Review both the Arizona Trails 2015 Plan (Motorized) & the 2013-2017 Statewide Comprehensive Outdoors Recreation Plan (SCORP).
2. ASP staff are here to help you with your grant application—please contact us for any questions.

### A. COMPLETION REQUIREMENTS

An awarded grant must be completed within a specified length of time from the date Arizona State Parks signs the project agreement. The specific times are:

- 1) Land acquisition -- completed within two (2) years
- 2) Facility development -- completed within three (3) years
- 3) Trail Maintenance Project— within one (1) year

### B. ELIGIBILITY

All potential project sponsors are required to contact Mickey Rogers to discuss their proposed project by **August 11<sup>th</sup>** at the latest. Through discussion with the ASP Staff the project sponsor can be assured that the proposed actions will meet the intent of the programs.

### ELIGIBLE PROJECT SPONSORS – ENTITIES & ORGANIZATIONS

1. Governmental entities –include: cities, towns, counties, tribal governments, state and federal agencies. Governmental bodies with a responsibility to provide motorized recreation related opportunities to the public and that meet the following criteria are also eligible:
  - a. Have independent governing authority;
  - b. Have independent signature authority;
  - c. Have independent authority to commit funds
2. Organizations, clubs, businesses, and any other groups or individuals (hereafter referred to as “organizations”) are eligible.
3. Third party applicants: Organizations can also develop agreements with eligible project sponsors (i.e. public land managers) to act as “third party” applicants. Third party applicants may coordinate all phases of the project and receive direct reimbursement from State Parks with appropriate documentation from the eligible applicant/project sponsor.

### C. EXAMPLES OF ELIGIBLE PROJECTS

All proposed improvements must meet the requirements of the state OHV statute.

#### Eligible Projects includes:

#### 1. ACQUISITION PROJECTS

- Designation, acquisition (or lease), and management of: future trail alignments or land for access roads, off-highway vehicle recreation facilities and off-highway vehicle use areas.
- Acquisition of easements and fee simple title to property, is self-explanatory. This category may include acquisition of old road or railroad bridges to be used as recreational trail bridges.
  - a) § 206(g)(1) prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller.
  - b)

#### 2. DEVELOPMENT PROJECTS

- Develop and construct new trails.
- Enhancement of recreational facilities for motorized use (Examples include: trailheads, restrooms, signage, and picnic areas).
- Connect motorized routes and trails.



- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails, may be interpreted broadly to include development or rehabilitation of any trailside and trailhead facility.
- a) The terms “trailside and trailhead facilities” mean trail components or associated facilities which serve the purpose and safe use of the recreational trail and may include but not be limited to the following: 1) drainage, 2) crossings, 3) stabilization, 4) parking, 5) signage, 6) controls, 7) shelters, and 8) water, sanitary, and access facilities.
- b) The definition of “rehabilitation” means extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; a highway rest area or visitor center is not an appropriate use of funds. If an organization has difficulty deciding about the eligibility of a particular trailside or trailhead facility contact the ASP Grants Leader.

### 3. MAINTENANCE PROJECTS

- Maintenance and repair of motorized trails.
- Maintenance and restoration of existing trails- may be interpreted broadly to include any kind of trail maintenance, restoration, or relocation. This category may include maintenance and restoration of trail bridges, or providing appropriate signage along a trail.
- Renovation – defined as the redesign, reconstruction, non-routine maintenance, or relocation of recreational trails to benefit the natural environment or to mitigate and minimize the impact on the natural environment. Other reasons for renovation may include erosion and deterioration, improper original alignment, improper design, safety-related issues due to hazardous conditions, and natural disasters.
- Mitigation - defined as rectifying or reducing existing damage to land and the revegetation and the prevention and restoration of damages to natural (flora, fauna) and cultural resources (prehistoric or historic archaeological sites) caused by unauthorized uses including the closure of existing access roads, off-highway vehicle use areas and off-highway vehicle routes and trails.

### 4. PURCHASE AND LEASE OF RECREATIONAL TRAILS EQUIPMENT

- Construction and maintenance equipment, including utility vehicles and trail grooming machines, provided the equipment is used primarily to construct and maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails. For example, a utility vehicle purchased under this program must be used primarily for trail and trailside maintenance, not to maintain open lawn areas or sport fields.
  - a) Arizona State Parks Trails does track all capital equipment purchases and the review of equipment will be part of inspection/site visits.
- For projects on Federal land, the most important requirement is that the Federal agency land manager must approve of the project in accordance with applicable Federal laws and regulations. This category may include construction of new trail bridges, or providing appropriate signage along a trail.
- Disposal of Property Purchased with State Funds  
The equipment purchased under the Project Sponsor Agreement shall be used for the originally authorized purposes as long as needed for that purpose. When no longer needed for the originally authorized purpose, State Parks reserves the right to claim the property.

### 5. EDUCATION PROJECTS

- Development and dissemination of motorized trails related user information, environmental education programs, information, signage, maps and responsible use programs.
- Education and workshop components will be eligible for grant funding.

#### **Typical Education Projects May Include:**

- a) Development and operation of trail safety education programs.
- b) Development and operation of trail-related environmental education programs.
- c) Production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc.



## 6. LAW ENFORCEMENT PROJECTS

For law enforcement funding for projects please refer to the newly developed **Arizona State Parks Off-Highway Law Enforcement Program**. Applications may be submitted at any time, and will be awarded on a quarterly basis. The OHV Law Enforcement Grant Program provides funding to federal, state, county, local, and tribal law enforcement agencies to conduct OHV specific enforcement on public land. Grants will be for law enforcement patrol related to off-highway vehicles (OHV) and OHV safety.

## 7. ADDITIONAL ELIGIBLE PROJECTS AND COSTS

1. Design and engineering costs incurred after the project agreement is executed are an eligible cost.
2. Cultural/environmental/archeological assessments are eligible for reimbursement with prior approval.

## 8. PROJECTS FOR PEOPLE WITH DISABILITIES & AGING POPULATIONS

Providing the public with easy access to better information on the accessibility of our parks and recreation trails throughout the state of Arizona will increase opportunities and safety by allowing visitors and recreation users to make a more-informed decision as to which trails and facilities may best suit their needs and ability levels without being limited solely to designated ADA accessible trails. **Please Note:** Rather than focus solely on mobility impairments, develop information that is useful to people with various forms of disabilities and other challenges.

### **Projects may include:**

- 1) Provide Accessible amenities such as trailheads, restrooms, picnic areas, parking lots and viewpoints (*Amenities should not be considered accessible if they are not linked by an accessible route*).
- 2) Develop detailed **trail maps**, both for online use or for posting at trailheads. **Interactive or enhanced maps** with features such as aerial photos, street views and other features.
- 3) Events/Guided tours: for guided tours audio hearing devices is an eligible cost,

## D. NON-ELIGIBLE PROJECTS/ITEMS

Landscaping and irrigation are not eligible scope items. Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area.

1. Development of local or regional plans is not eligible for funding.
2. Funds cannot be used for administrative or overhead costs, or costs associated with this grant application preparation.
3. Costs incurred prior to PROJECT APPROVAL are not eligible for funding. These may include: Costs associated with design and engineering are not eligible for reimbursement without prior approval.
4. Monies in the Off-highway Vehicle Recreation Fund shall not be used to construct new motorized trails or routes on environmentally or culturally sensitive land unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. For the purposes of this subsection, "environmentally or culturally sensitive land" means areas of lands that are either:

Administratively or legislatively designated by the federal government as any of the following: (a) **A national monument**; (b) **An area of critical environmental concern**; (c) **A conservation area**; or (d) **An inventoried road-less area**.

Determined by the applicable land management agency to contain significant natural or cultural resources or values.

## E. GRANT POLICIES

1. An entity may submit one (1) application per grant cycle.
2. **Priorities will be given to those projects that do not have a current grant open at the grant deadline.**
3. Project sponsors who have a current OHV project agreement must be at least 50% completed at the time a new application is submitted.
4. Each Forest Ranger District and Bureau of Land Management (BLM) Field Office will be considered as a separate entity.

## F. DOCUMENTS REQUIRED IMMEDIATELY POST-AWARD

Once an applicant is approved and notified for funding (est. November 2017):

1. Submit the **Cultural Clearance Review Form**, **related maps** all necessary cultural documents (**surveys, if applicable**) by December 1, 2017.

**NOTE:** A project may be cancelled if these required documents are not received by set deadlines. Applicants are encouraged to submit these forms as early as possible.

2. The Cultural Clearance Review Form and documents (e.g. surveys) may be submitted with the grant application or at anytime prior to the award notice. Early submission of these documents will speed up the approval process and ultimately allow sponsors to start projects sooner. Meeting these deadlines will make it possible for Grants staff to meet the goal of executing a project agreement within six months (180 days) after State Parks Board funding approval.

3. After the SHPO and NEPA approvals are issued, two original copies of the Project Sponsor Agreement are mailed to the project sponsor for review and signature. The individual authorized in the Resolution or Authority to Apply document must sign the agreement. The agreement has a signature line for legal counsel and review of the agreement is recommended, but not required. If acceptable, the project sponsor signs both originals of the Project Sponsor Agreement and returns them to State Parks within 45 working days of receipt for final execution by the Executive Director or the designee of State Parks. The agreement is effective as of the date signed by State Parks and the project sponsor is notified that eligible project expenditures may begin.

- If the project sponsor cannot return the signed Project Sponsor Agreement within the 45 days from the date of receipt, a time extension may be requested. The extension request must be justified in writing and received by State Parks at least 10 working days prior to the end of the 45-day period. If agreements are not signed and returned to State Parks within the 45 working days of the approved extended time period, the project may be cancelled.
- Projects may be cancelled if for any reason a project agreement cannot be executed within 180 days of funding approval. It is anticipated that most projects will be notified of an award by November 2017. Failure to meet this requirement will result in cancellation of the agreement. Funds allocated to cancelled projects will be returned to the appropriate fund for reallocation to other projects.

## G. PROJECT REQUIREMENTS – THE SIX-MONTH (6) RULE

As previously indicated projects must be shovel ready. Work is defined as incurring expenses and requesting reimbursements for the trail project. Any project that does not incur expenses over any 6-month period will have their funding withdrawn.

## CHAPTER II. OHV PROGRAM

### WHO ADMINISTERS THE OHV PROGRAM?

State Parks staff, with the assistance of the Off-Highway Vehicle Advisory Group (OHVAG) and the Arizona Outdoor Recreation Coordinating Commission (AORCC), administers the Statewide OHV Recreation Program.

The OHVAG establish funding priorities and evaluation elements that reflect the high priority needs of motorized trail users. Criteria to evaluate and fund OHV project applications are consistent with the priorities established in the 2015 State Trails Plan and the **Arizona State OHV** statute (A.R.S. §28-1176).

### **The Mission of the OHV Program:**

*To develop and enhance statewide off-highway vehicle recreational opportunities, and develop educational programs that promote resource protection, social responsibility, and interagency cooperation.*

### BRIEF HISTORY & SOURCE OF OHV FUNDS

The Off-Highway Vehicle Recreation Fund (A.R.S. §28-1176) has been in existence since 1991. The Arizona Legislature appropriated .55% of the state's annual vehicle gas tax revenue to support the Fund.

- In 2009, new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development.
- All vehicles weighing less than 1800 pounds and designed primarily for travel over unimproved terrain are required to display an indicia (sticker) distributed through the Department of Motor Vehicles. The \$25 cost of the sticker is added to the OHV Recreation Fund.
- State Parks receives 60% of the money in the Fund and a review team is required to examine applications for eligible projects and determine the amount of funding, if any, for each project.

## CHAPTER II. COMPLETING THE APPLICATION PROCESS

All needed forms are found in our on-line grant system WEBGRANTS. Instructions for filling these applications are available in the on-line system.

**Applicants must contact Mickey Rogers, ASP, by August 11<sup>th</sup> to discuss their project and to receive access to the on-line system to fill out application. Instructions for filling out the on-line application will be available in the system.**

### SECTION I. GUIDANCE FOR COMPLETING THE GRANT CRITERIA FORM

- This Section provides specific guidance on how to provide effective narratives for the Grant Criteria Response Form.
- The Criteria Form and supporting documentation is used to describe and identify the scope of the project and how requested funds will be used. Grants are awarded to projects that best meet the needs identified in the “Arizona Trails 2015 Plan.

### SCORING THE PROJECT APPLICATION

Projects are scored and ranked based on the Priorities and Scope Items identified in Plan. The raters will not award points under any criterion or bonus section if an appropriate response has not been submitted.

- 1) Each Scope Item is assigned a point value. To view specific point allocations and total points a project can achieve refer to *Tables 2 and 3 below*.
- 2) Costs associated with scope items that accomplish these high priority needs must represent a significant portion (10% or more) of the total project cost to get full points for a scope item.
- 3) Costs less than 10% for a scope item will receive partial points based on the pro-rated percentage of the total project cost. For example, if a scope item worth 12 points had 5% of the total project cost, the sponsor would receive 6 points.
- 4) For sponsors with an active project agreement: Project sponsors are required to submit quarterly progress reports to ASP and they must ensure that the reports are submitted at the end of each calendar quarter. If reports are not submitted by the due dates, points will be lost during the grant rating process for future grant projects.

### AVAILABLE FUNDS ARE AWARDED ON THE BASIS OF:

- (1) Meeting High Priority Needs
- (2) Good Use of the Funds.

**Please Note:** “Good use of the funds” will improve a project’s score, however, projects that “meet high priority needs” will receive the highest possible score.

To give a proposed project the best opportunity to score points, the project sponsor must understand what elements (scope of work) should be included in the project to satisfy specific priorities in the Trails Plan. An appropriate response specifically addresses the scope item or question being asked and includes the requested documentation.



**INSTRUCTIONS FOR COMPLETING THE CRITERIA RESPONSE FORMS**

1. Select the Priorities and Scope items that best fits your project.
2. Written narratives for each scope item (s) you select will have a maximum word count of no more than 250 words. (Please be brief and concise)
3. On the Criteria Form you must provide a written description of the proposed scope items (criterion) and explain how each scope item meets the intent of the specific priority. A scope item must be designed to meet the requirements of a specific criterion. Therefore, scope items cannot be submitted for more than one criterion.

The motorized recommendations are listed as “*First Level Priority*,” “*Second Level Priority*,” “*Third Level Priority*” and “*Bonus Points*.” It is important to note all recommendations within each level have equal weight and Arizona State Parks acknowledges that all recommendations are important for effective management of motorized trails. After every recommendation, a subsequent action is provided as an example of how to satisfy the recommendation. Agencies are encouraged to generate actions conducive to their settings.

Review each *Priority* and *Scope Item* listed below and the information provided in the **2015 Trails Plan**.

**MOTORIZED PRIORITIES Table 1**

<b>First Level Priorities Motorized Recommendations</b>	<b>Possible Points</b>
<b>SCOPE ITEMS</b>	
Protect Access to Trails/Acquire Land for Public Access	<b>12</b>
Maintain and Renovate Existing Trails and Routes	<b>12</b>
Provide and Install Trail/Route Signs	<b>12</b>
Establish and Designate Motorized Trails, Routes & Areas	<b>12</b>
<b>Second Level Priorities</b>	
Develop Support Facilities	<b>8</b>
Provide Maps and Trail/Route Information	<b>8</b>
Mitigate and Restore Damage to Areas Surrounding Trails, Routes and Areas	<b>8</b>
<b>Third Level Priorities</b>	
Provide Educational Programs	<b>5</b>
Completion of Environmental/Cultural Clearance and Compliance activities	<b>5</b>
Increase On-the-Ground Management Presence and Law Enforcement	<b>5</b>
<b>TOTAL POSSIBLE POINTS FROM 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> LEVELS</b>	<b>87</b>
<b>Bonus Points -2 Points for Each Item</b>	
Promote Comprehensive Planning and Interagency Coordination	<b>2</b>
Dust Abatement	<b>2</b>
Local need Per the Priorities Identified in the <u>SCORP</u> or Local/Regional Plan	<b>2</b>
Community Support/Public Support	<b>2</b>

First Time Project Sponsors/New Areas	2
Matching of at least 15% of total project cost	2
Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project	2
Multiple Motorized Use (3 or more motorized uses)	2
<b>TOTAL POSSIBLE BONUS POINTS</b>	<b>16</b>
<b>TOTAL POSSIBLE POINTS (1<sup>ST</sup> LEVEL, 2<sup>ND</sup> LEVEL, 3<sup>RD</sup> LEVEL &amp; BONUS POINTS)</b>	<b>103</b>

### MOTORIZED PRIORITIES

- The following pages below provide more detail on the recommended issues and action items for each Priority and Scope Item.
- Choose from any number of priorities and individual scope items and provide short narratives (Max 250 words)

#### First Level Priority

#### SCOPE ITEMS 1-4

**12 POINTS EACH**

#### **1. Protect Access to Trails/Acquire Land for Public Access.**

Project must acquire title or permanent easement to qualify for points under this criterion.

#### **2. Maintain and Renovate Existing Trails and Routes**

To score points under this criterion a project must take an action to maintain and/or renovate existing trails. This can be accomplished by staff labor, contracted labor, or coordinated volunteer efforts.

Time needed to coordinate and train volunteers to provide trail maintenance is an eligible project cost. Costs to educate the public about littering should be included in the Education criterion (**Scope Item #8**).

#### **3. Provide and Install Trail/Route Signs**

The cost for signs that identify routes or provide trail related information such as distances, directions, obstacles, etc. are eligible under this criterion.

- Time and materials needed to coordinate and train volunteers to monitor, install or replace signs are eligible project costs if volunteer time for sign installation or maintenance is included as part of this project.
- Kiosks are a support facility and informational signage and/or maps may be installed on a kiosk.

#### **4. Establish and Designate Motorized Trails, Routes, and Areas**

Costs for surveys to meet NEPA and cultural clearance requirements are eligible under this criterion. Surveys must be initiated with the intention to open new trails and routes. The costs of the surveys are reimbursable even if they indicate that the trails cannot be opened for substantiated reasons.

- Agency or contracted time to review route data and surveys (route evaluation) is an eligible cost. Time spent by staff or volunteers collecting route related-information is eligible. Route evaluation must result in a map of approved routes that is published and available to the public as part of this proposed project.
- Costs for the design and production of maps must be identified under Scope Item 6 – Provide Maps & Trail Route Information.

**Second Level Priority Components****SCOPE ITEMS 5-7****8 POINTS EACH****5. Develop Support Facilities**

Wildlife viewing blinds and platforms and all support facilities must be developed as an amenity directly related to an OHV use facility or area. Eligible costs include picnic areas and campsites at trailhead. Support facilities should be accessible to all users and comply with ADA standards.

**6. Provide Maps and Trails Information**

Costs to design and produce maps are eligible under this criterion. This criterion also includes the cost to provide electronic route information to users.

**7. Mitigate & Restore Damage to Areas Surrounding Trails, Routes & Areas**

A project must include components specifically designated to accomplish the suggested actions. Installing signage that promotes environmental protection must be done in addition to on-the-ground actions.

Costs to educate the public about littering should be included in the Education criterion

**Third Level Priority Components****SCOPE ITEMS 8-10****5 POINTS EACH****8. Provide Educational Programs**

Projects should: 1) promote “share the Trail” and emphasize cooperation, tolerance and respect for all trail users; 2) increase bilingual education resources for trail etiquette and environmental education; 3) emphasize educational messages that promote self-responsible behaviors; 4) post rules and regulations at trail heads; 5) develop consistent responsible use messages and promote through websites, newspapers, mass and social media; 6) develop and implement approved State OHV curriculum; and/or 7) incorporate OHV recreation use into driver education for youth programs.

**9. Completion of Environmental/Cultural Clearance and Compliance Activities**

Develop travel management plans and ensure the designated areas include projects which can be done in a reasonable amount of time. (within three years)

- a) Work closely with the public to ensure recreational trails they favor are incorporated into initial travel management plans. Requests should include quickly achievable on the ground improvements such as installing signs, kiosks, staging areas, maps and building new connector trails.

**10. Increase On-The-Ground Management Presence & Law Enforcement**

For this section applicants must complete the law enforcement application. [Click here](#) for the application and instructions.

Projects that include any of the suggested actions under this criterion must demonstrate a plan to systematically improve behaviors in a specific area. Law enforcement time may not be billed at over-time rates. Time and materials needed to coordinate and train volunteers to interact with the public are eligible project costs if volunteer time interacting with the public is included as part of the scope of this project.

**BONUS****CATEGORIES****SCOPE ITEMS 11-18****2 POINTS EACH****11. Promote Comprehensive Planning and Interagency Coordination**

Points to any project that identifies cooperation between more than one agency as key to the completion of a scope item. The project sponsor must identify what the other agency brings to the project to allow it to move forward.



**12. Dust Abatement**

Identify the action being taken and explain how it actually reduces dust emissions.

**13. Local Need Per the Priorities Identified in the State Comprehensive Outdoor Recreation Plan (SCORP) or Local/Regional Plan.**

Project sponsors must identify a relevant established plan and explain and document: (a) what circumstances brought the project to the forefront and why this project is a priority; and (b) what public outreach efforts were taken (e.g. public hearings, surveys, ads in local media, etc.). Tell how the identified local need will be accomplished by the project. NOTE: A copy of the relevant section of the plan must be provided with the pertinent information highlighted.

**14. Community Support/Public Support**

Project sponsor must show how the public (motorized individuals or groups only) demonstrated support and affirmation for the project. Documentation specific to the proposed project is required. Support from government entities, political representatives, business/economic organizations, community groups and others not exclusively representing motorized users are considered support.

**15. First Time Project Sponsors/New Areas**

The entity or organization proposing the project has never received an OHV project grant from State Parks or State Parks OHV grant funds have never been used for on-the-ground development in the proposed project area.

**16. Matching Funds (15% or more of Total Project Cost)**

Match identified on the Certified Grant Application Form will equal or exceed 15% of the total project cost.

**17. Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project**

Project sponsor must explain how the proposed project expands or connects to an existing project funded with State Parks OHV grant funds.

**18. Multiple Motorized Use (3 or more motorized uses)**

Project sponsor must explain how proposed project will benefit at least three different motorized user groups. Off-highway vehicles are motorized vehicles that include all-terrain vehicles (ATVs), utility terrain vehicles (UTVs, side by sides, recreational off-highway vehicles or ROVs), sandrails, dirt bikes, trail bikes (competitive), four-wheel drive vehicles, rock crawlers, snowmobiles, dune buggies, and other motorized vehicles when operated primarily off of highways on land, water, snow, ice or other natural terrain. User groups include individuals who use an OHV to access any type of outdoor activity.

**SECTION II. ELIGIBILITY FORMS****ASSURANCE OF COMPLIANCE TITLE II. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990  
(ALL APPLICANTS ARE REQUIRED TO COMPELTE THIS FORM)**

This form must be signed by the individual authorized by the Resolution and submitted with the application to be considered complete. It is the project sponsor entity / organization statement that they comply with all tenets of Title II of the ADA. It does not require all aspects of a project to be ADA compliant, however, Arizona State Parks is encouraging all agencies and applicants to consider individuals with disabilities when instituting projects.

**NOTE:** The person identified in the letter who conducts all negotiations and executes and submits all documents MUST provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

**A. INFORMATION FOR THIRD PARTY ORGANIZATION PROJECT SPONSORS (E.G., NON-PROFITS)****ORGANIZATION/THIRD PARTY REQUIREMENTS**

- Organizations, clubs, businesses, and any groups that can meet the terms of the grant program and enter into a project agreement are eligible project sponsors.
- Must provide the following at the time of application:

**Organization Authority to Apply** - this is a statement from the governing body of the organization stating the organization has met and discussed the proposed project in a properly scheduled meeting and the organization supports the mission of the Programs and will commit the necessary resources to the completion of the proposed project and has authorized the organization to be a party to this grant. Form provided on page 9 of the Grant Application Packet.

- Organization By-Laws and/or Statements of goals and objectives of the project sponsor organization.
- Previous two-year's operating budgets or records of income and expenditures and a recent bank statement verifying reasonable funds available to meet budget needs.
- Articles of Incorporation, 501c(3) certification, if appropriate.
- **IRS determination letter evidencing tax status as of December 31, 2014 (most recent available), if applicable.**
- **Two most recent annual reports to the Arizona Corporation Commission, or equivalent tribal commission report(s) if incorporated under tribal law, if appropriate.**

**NOTE:** A third-party organization making improvements on property in the control of an entity (e.g., public land managing agency) must submit a **LETTER** identifying that authority has been received from that entity to make the proposed improvements.

The document must be on agency letterhead and it must state the following:

- 1) The entity must state that the proposed project addresses a need or condition acknowledged as a high priority by the entity and organization.
- 2) The entity must state that the organization has the support of the entity and authority to access the project site and implement the proposed improvements.
- 3) The entity and the organization must agree that the improvements become the property of the entity and that the entity will maintain the improvements in a condition suitable and available for safe public use for a period of time commensurate with the cost of the improvement to reasonably justify the investment of grant funds.
- 4) The entity must advise State Parks of any proposed changes in the use of the developed property.

THE SIGNED LETTER MUST BE **ATTACHED** WITH THE APPLICATION BY THE APPLICATION DUE DATE of SEPTEMBER 1, 2017.

## **COMPLETING THE APPLICATION RESOLUTION FORM / AUTHORITY TO APPLY**

### **WHAT IS THE PURPOSE OF THE RESOLUTION and AUTHORITY TO APPLY FORMS?**

- 1) The intent of these forms is to provide evidence of control and tenure of the project site and authority to apply.
- 2) To protect investments made by the Arizona State Parks Board and to assure public access to those investments, sponsors must have adequate control of project sites to construct, operate, and maintain the areas for the term required by the grant program and project agreement. Control and tenure may be documented in several ways, including by showing
  - a) Fee title land ownership
  - b) Lease
  - c) Use agreement
  - d) Easement
- 3) The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.
- 4) Federal, Tribal, or Arizona State Land Department Project Sponsors must complete the form **RE: CONTROL AND TENURE / AUTHORITY TO APPLY (For Federal And Tribal Project Sponsors And The State Land Department ONLY)**. The form states that the project sponsor has the authority to apply for Off-Highway Vehicle Program funds. The form must be signed by an appropriate official authorized to commit funds.
- 5) Project sponsors in this group can satisfy the Control and Tenure requirements of the application process by incorporating in their letter an appropriate statement addressing the project sponsor's intent to use the land under it's stewardship for the purpose expressed in this application. Please edit as needed by the applying entity. If altered, it is essential that all conditions in the sample document are addressed in the document submitted with this application.

**B. NON-FEDERAL PROJECT SPONSORS:**

- 1) To be eligible for funding consideration applicant must complete the **Resolution** form certifying authority to apply for the Off-Highway Vehicle Program funds (e.g., the **Resolution** must identify the source and amount of matching funds, including donations).
- 2) All project sponsors **MUST** incorporate items 1 through 5 from the sample resolution in their resolution and it **MUST** be signed by the appropriate official authorized to commit funds.

**NOTE:** A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if the resolution is not submitted by the due date. The person identified in the resolution (see Sample Resolution: Item 6) who conducts all negotiations and executes and submits all documents **MUST** provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

**C. ORGANIZATION/THIRD PARTY PROJECT SPONSORS:**

- 1) Must submit the appropriate letter or document indicating that the governing authority of the organization has reviewed the guidelines for the OHV Program and the particulars of the proposed project and approve the application. Also, the verification documents listed on the page must be submitted.
- 2) The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.

**COMPLETING THE EVIDENCE OF CONTROL AND TENURE FORM****THINGS TO CONSIDER WHEN COMPLETING THE CONTROL & TENURE DOCUMENTS:**

- 1) The application must include the appropriate documentation to demonstrate Control & Tenure of the property (e.g., a lease, special use agreement, title or deed).
- 2) The Control & Tenure documents must state a valid term of at least 25 years with 20 years remaining at the time of application submittal.
- 3) Include a copy of the Title Insurance for all parcels with the application. (In lieu of title insurance, the project sponsor must provide a title opinion signed by their legal representative indicating all parcels are unencumbered.)
- 4) Recipients of grants funds are responsible for operation and maintenance of fund-assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the Project Sponsor Agreement – Attachment A. The default Term of Public Use is 25 years for facilities (real property) and 99 years for acquired land.
- 5) At the time of application, the project sponsor **MUST** submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located. OR, the project sponsor **MUST** include the acquisition of the proposed site in the scope of the proposed project.

For a development project, the project sponsor who **IS NOT A FEDERAL, TRIBAL, OR STATE ENTITY** must include copies of the document which evidences control and tenure of the proposed project site.

Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1A or #2:

**1A. Title or Deed** -- If the land proposed for development is owned by a municipality or county, all of the following must be submitted with the application:

- a) Copy of the recorded title or deed
- b) Legal description of the deed with an attached map
- c) Updated copy of title insurance for the property (no older than one year)

In lieu of title insurance, a “title opinion” from the project sponsor’s legal representative may be submitted. This opinion will certify that the title is vested in the project sponsor and there are no outstanding liens or encumbrances imposed against the property that would adversely affect the proposed development.

**Title or Deed** -- If the land proposed for development is owned by a Forest Service, Bureau of Land Management, Arizona Tribal Governments, or Arizona State Land Department project sponsor, the project sponsor must provide the suggested Control & Tenure letter stating that:

“All improvements proposed in this grant application are compatible with the approved land use plan of the project sponsor and will be constructed on land that is within the boundaries of and under the management of project sponsor. These lands are not classified or have been identified as base-for-exchange and will be available for public use for the term of this agreement.”

**2) Leases, Easements, Permits, or Special Use Agreements** -- Lands not owned by the project sponsor may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation.

AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF AN EXISTING LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION.

Both of the following must be submitted with the application:

- Copy of the signed lease, easement, permit, or special use agreement.
- Map depicting the area(s) existing or proposed for lease, easement, permit, or agreement

NOTE: For a development project, the project sponsor must have a minimum of a 25-year lease with at least 20 years remaining at the time an application is submitted. The lease must include the provisions that:

- (1) the lessee has the first right of lease renewal, and
- (2) the lessor cannot cancel the lease without cause. If the lease has at least 20 years remaining, but less than 25 years, the application must include a letter of intent to exercise the option to renew.

#### **D. PROJECTS ON STATE TRUST LAND**

Projects proposing improvements on land leased from the Arizona State Land Department will be considered on a case-by-case basis. All projects constructed on State Land are required to meet the 25-year Term of Public Use. A project that cannot meet this requirement may proceed under the remedies provided in the Administrative Guidelines for Awarded Grants. These options include:

- a) Conversion – providing an equivalent facility at the grant recipient’s expense;
- b) Repayment – refunding the grant funds to State Parks on a graduated scale based on the number of years the project has been available to the public; or,
- c) Obsolescence–notwithstanding neglect or inadequate maintenance on the part of the grant recipient, a recreation area or facility may be determined obsolete if:
  - the recreation area or facility is destroyed by fire, natural disaster, or vandalism,
  - reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating,
  - changing recreation needs dictate a change in the type of facility provided or
  - operating practices dictate a change in the type of facilities required

#### **NON-PROFIT CERTIFICATION STATEMENT / AUTHORITY TO APPLY FORM**

The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.

#### **RESOLUTION (FOR NON-FEDERAL ENTITY APPLICANTS ONLY)**

Non-Federal Entity Project Sponsors must provide a resolution certifying authority to apply for Program funding to be eligible for funding consideration (e.g., the Resolution must identify the source and amount of matching funds, including donations). All project sponsors MUST incorporate items 1 through 6 from the sample resolution in their resolution and it MUST be signed by the appropriate official authorized to commit funds.

**NOTE:** A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if the resolution is not submitted by the due date. The person identified in the resolution (see Sample Resolution in Application Packet) who conducts all negotiations and executes and submits all documents MUST provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.



### **SECTION III. CULTURAL RESOURCES: COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION ACT, SECTION 106**

This section addresses cultural clearances requirements:

- 1. Cultural Clearance Review Form**
- 2. The SHPO Historic Property Inventory Form**

The State Historic Preservation Office (SHPO) participates in a process to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Registers of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. The project sponsor must be able to provide all documentation necessary for submission to the State Historic Preservation Office (SHPO) for review.

#### **CULTURAL CLEARANCE REVIEW FORM** (Grant Application Packet)

All project sponsors must submit the Review Form by December 1, 2017 however, ASP is encouraging all applicants to submit this form with the application or as early as possible in the process. By submitting early this may speed up the process of executing an agreement. The **SHPO Historic Property Inventory Form** is only required if historic period standing architecture (i.e., houses, bridges, farm structures, etc. that are over 50 years old) exists within the project area or may be affected by the project.

#### **PLEASE CONSIDER THE FOLLOWING WHEN COMPLETING THE CULTURAL CLEARANCE REVIEW FORM:**

1. If a land managing agency has an archaeologist on staff, that archaeologist **MUST** sign the Cultural Clearance Review Form.
2. The Cultural Clearance Review Form and the Historic Property Inventory Form(s) (if applicable) can be included with the application.
3. If an applicant answers “yes” to **question 6., Section II of the Cultural Clearance Review Form** a completed cultural survey report must be included with the Cultural Clearance Review Form.

#### **SECTION 106 COMPLIANCE**

1. Most projects will require cultural resource surveys to be completed for the entire project area. After consultation with SHPO/ADOT the applicant will be notified of their requirements.
2. Cultural resource surveys must be conducted by qualified professional archaeologists that meet state and federal standards. The cultural resources survey report must be provided upon notification that the project will be receiving grant funds.
3. Federal agencies are required to consult with Native American tribes; the relevant federal agency must conduct this Government-to-Government tribal consultation. Depending on the location of the project, additional consideration of tribal issues may be required in the federal process. The applicant must check with the relevant federal agency to ascertain if tribal consultation has been completed **BEFORE** initiating the project in the field.
4. Federal project sponsors must submit any documentation gathered by agency archaeologists.
5. ADOT cultural resource staff is available to assist project sponsors with questions pertaining to cultural resources and/or the Section 106 compliance process. ADOT staff will participate in the 2017 Grant Workshops and also be available throughout the grant process to answer questions and provide assistance.

#### **Checklist of Required Cultural Clearance Documents:**

1. Cultural Clearance Review Form
2. Historic Property Inventory Form(s) (if applicable)
3. Cultural Survey (if applicable)
4. 7.5 USGS Map
5. A detailed map showing all project activities and any other related project actions (e.g., staging areas, the location of riprap, new access roads, etc.)

6. A copy of any comments regarding eligibility, findings of effect, and any conditions associated with findings made by the land managing agency/landowner and archaeologist (i.e. state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.
7. A copy of SHPO comments, if the survey report has already been reviewed by SHPO.
8. Project Photos: Photographs should document as many of the proposed scope items as possible. Please provide a short, written description of each photo. Attach photos of project area to document condition, particularly of those areas that have experienced impacts.

### **CHAPTER III. COMPLETING THE PRE-APPLICATION BUDGET SHEET (GRANT SCOPE SHEET) Estimated Project Cost Sheet, And Donations**

- Scope sheets are the costs that are agreed on between ASP and the Applicant. The first scope sheet (PRE-APPLICATION BUDGET SHEET) must be COMPLETED on-line and submitted to Mickey Rogers, ASP, for review and to determine if costs are eligible and are reasonable.
- Information provided in this Section will assist you in completing your project's PRE-APPLICATION BUDGET SHEET. The Pre-Application Grant Scope Sheet captures the activities, costs, and donations.

**REQUIREMENT!!** Project sponsors submitting a grant application **MUST** submit the PRE-APPLICATION GRANT SCOPE SHEET to the State Parks Chief of Grants and Trails, Mickey Rogers **NOT LATER THAN August 18, 2017**. Contact: Mickey Rogers 602.542.6942 or mrogers(at) azstateparks.gov **APPLICATIONS FROM PROJECT SPONSORS THAT HAVE NOT COMPLIED WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED.**

#### **A. COMPLETING THE PRE-APPLICATION BUDGET GRANT SCOPE SHEET AND DONATIONS**

- 1) Read the definition provided in each criterion to determine what costs may be eligible for that scope item.
- 2) Certain scope items will be essential to the project. Other items may be expendable based on the availability of funding.
- 3) Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component. Work that will be completed, as part of one contract must be broken down and costs shown for each component of the project under the contract.
- 4) As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item.
- 5) Estimates should reflect realistic prices anticipated to be in effect at the time the work is done.

#### **Additional Cost Items**

1. Mileage reimbursement: .45 cents
2. Volunteer Rate: \$22.83; If volunteer has certification/specialty: \$26.83

#### **DESIGN & ENGINEERING COSTS (D&E)**

Design & Engineering Costs (D&E) must be specific to this project and may include site planning, feasibility studies, design, construction drawings and specifications, and similar items. They are limited to 10% of the grant amount.

- The project sponsor must adhere to local rules and regulations as well as Arizona State Law in using qualified personnel to prepare final plans and specifications for the proposed development.
- If the amount of D&E being requested is clearly less than 10% of the requested grant amount, simply break down each component into materials and labor costs as applicable.

**NOTE:** To enable available funds to be used for work directly benefiting the recreational user, ASP staff may not recommend design and engineering costs for funding. If approved, design and engineering costs cannot exceed 10% of the grant amount on the Estimated Project Cost Sheet.

**STEP 1: SCOPE ITEM COST**

- 1) WITH YOUR PRE-APPLICATION BUDGET opened:
- 2) Based on the Criteria Responses for your project click “**ADD**” to complete a Scope Item Cost Breakdown for each component of the project.
- 3) Scope Item Cost Breakdown -Break down each scope item into materials and labor components as applicable. As an example, take a ranger’s salary as one item under the first Scope Item: Protect Access/Acquire.
  - a. In “BREAKDOWN” text box write: “Ranger Salary;”
  - b. In QUANTITY, place the number of hours the ranger will work under this grant.
  - c. In UNIT TYPE, click the drop-down and choose “HOURS”
  - d. In COST input the ranger’s salary/per hr (e.g. \$20.00)
  - e. Hit enter. This will automatically add and provide the totals.
  - f. In the “MATCH/IN-KIND” column indicate the amount of the project sponsor’s matching funds or donations to be applied to each scope item. When entering MATCH the system does not auto-calculate the amount; you must enter in the total amount of the match in MATCH/IN-KIND.

**ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES**

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**Application**

Application: 00195 - McGrew Springs New Trail Construction

Program Area: Recreational Trails Program

Funding Opportunity: 00169 - 2016 Non-Motorized Grant Opportunity for Federal, Tribal & State Agencies

Application Deadline: Final Application Deadline not Applicable

**Protect Access to Trails / Acquire Land for Public Access**

Breakdown\* RANGER SALARY  
List Individual Item

Quantity\* 100.0

Unit Type\* Hour(s)

Unit Cost\* \$20.00

Match/In-kind \$500

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Arizona State Parks

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**CHAPTER IV. COMPLETING/SUBMITTING THE GRANT APPLICATION**

**PLEASE NOTE: ADDITIONAL DETAILS TO BE PROVIDED ON COMLETING EACH PAGE ON WEBGRANTS DURING WORKSHOP/WEBINAR**

**ATTACH THE FOLLOWING ITEMS TO THE APPLICATION:**

Mickey Rogers will provide access to the on-line system once you have contacted him to discuss your project.

**A. At Least Four Color Photographs:**

Please upload at least four (4) color photographs that show the project area, land acquisition or specific features.

- 1) Photographs should document as many of the proposed scope items as possible. Please provide a short, written description of each photo. Attach photos of project area to document condition, particularly of those areas that have experienced impacts.

a) Place all your pictures on one (1) PDF file and upload with your application.

**B. Maps and Plans** including all of the following applicable forms must be submitted for the application to be considered complete:

- 1) Provide a legible and detailed 7.5' USGS map showing the project area (**Click here for example**)
- 2) **Trail Maps:** Provide at least one (1) legible map for each trail. The detailed map must show all project activities and any other related project actions (e.g., staging areas, the location of riprap, new access roads, etc.). **Click for example**
- 3) **Kiosks/Support Facilities:** Projects involving the installation of kiosks and or support facilities (restrooms, trailhead facilities) must provide a map and or photo(s) showing the location of each kiosks/facility.
  - a) Signage (p. 37)
  - b) Acquisition Parcel Map (if applicable) (p. 38)
  - c) Site Plan (p. 39)
- 4) Floor Plans (if applicable) (p. 40)

**Project maps shall identify the following items:**

- 1) North arrow, scale, project title, and date prepared. Project boundaries and list at the bottom of the sheet the Section, Township and Range where the proposed trail project is located.
- 2) Elevation at project endpoints or project site.
- 3) Nearest town or city and distance from project.
- 4) List at the bottom of the sheet any areas under lease and term remaining on lease(s). Note area(s) on map.
- 5) Note at bottom of sheet, any known outstanding rights and interests in the project area held by others (easements, water rights, subsurface mineral rights, etc.).
- 6) Length of trail segment under this project proposal (Project End Point A to Project End Point B).
- 7) Identify other trail or road access to the project trail.
- 8) List any future trail linkages planned.

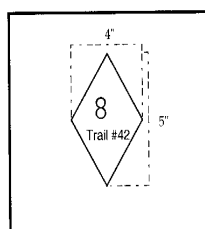
**C. COVER SHEET STATE MAP, located in the Grant Application Packet –pg 19 -include with your project maps.** Please use the Cover Sheet State Map to indicate the general location of the project within the State of Arizona. Attach all maps to your Application Packet.

#### D. SIGNAGE DESIGN PLAN

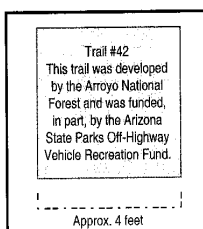
A signage design plan must be submitted if signage is part of project.

- 1) Provide a sketch or drawing of each type of sign or trail marker that is a part of the project.
- 2) Include the type of sign, sign location, width and height of the sign, sign material, and a sample of what will be printed on the sign or trail marker.
- 3) Attach to Application Packet

#### SAMPLE



**Type of Sign:** Trail Marker  
**Sign Location(s):** These signs will be tacked to trees along the length of the trail.  
**Dimensions:** 4" x 5"  
**Composition:** Carsonite™  
**# of Similar Signs:** 15



**Type of Sign:** Trailhead sign  
**Sign Location(s):** Trailhead sign will be located where the trail connects to the trailhead.  
**Dimensions:** 4' x 3'  
**Composition:** The wording will be engraved into a redwood sign. The wood will be polished, sanded and weather-proofed.  
**# of Similar Signs:** 2

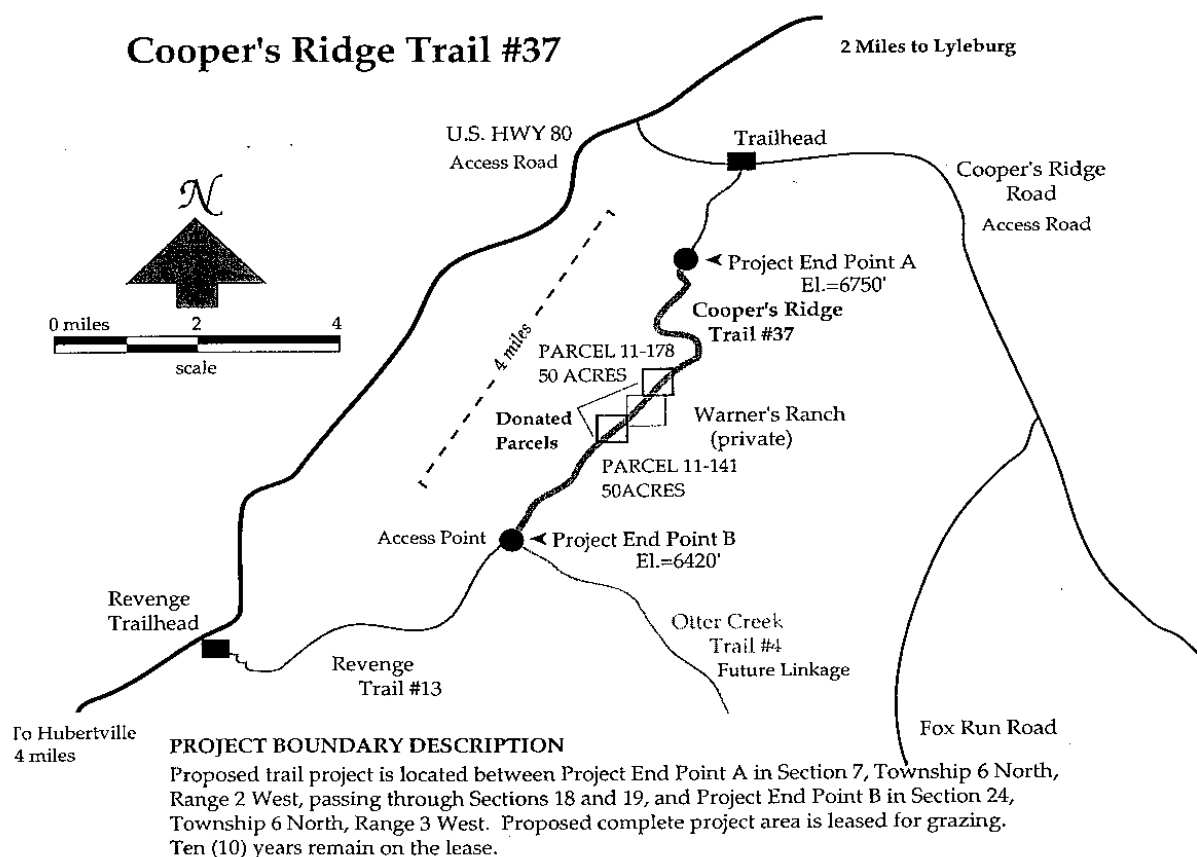
**D. ACQUISITION PARCEL MAP**

(This map is required only if acquisition or donation of property is included in the scope of the project.)

A map shall be submitted with each application (Attach to Application Packet) identifying all property to be acquired or donated under the proposed project.

**The map shall identify the following items:**

- 1) North arrow, scale, project title, and date prepared.
- 2) Property lines.
- 3) Project boundaries and Section, Township and Range for where the proposed trail project is located.
- 4) Parcel numbers and parcel sizes.
- 5) Existing development (include overhead utilities and/or easements).
- 6) Surrounding land uses.
- 7) Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.



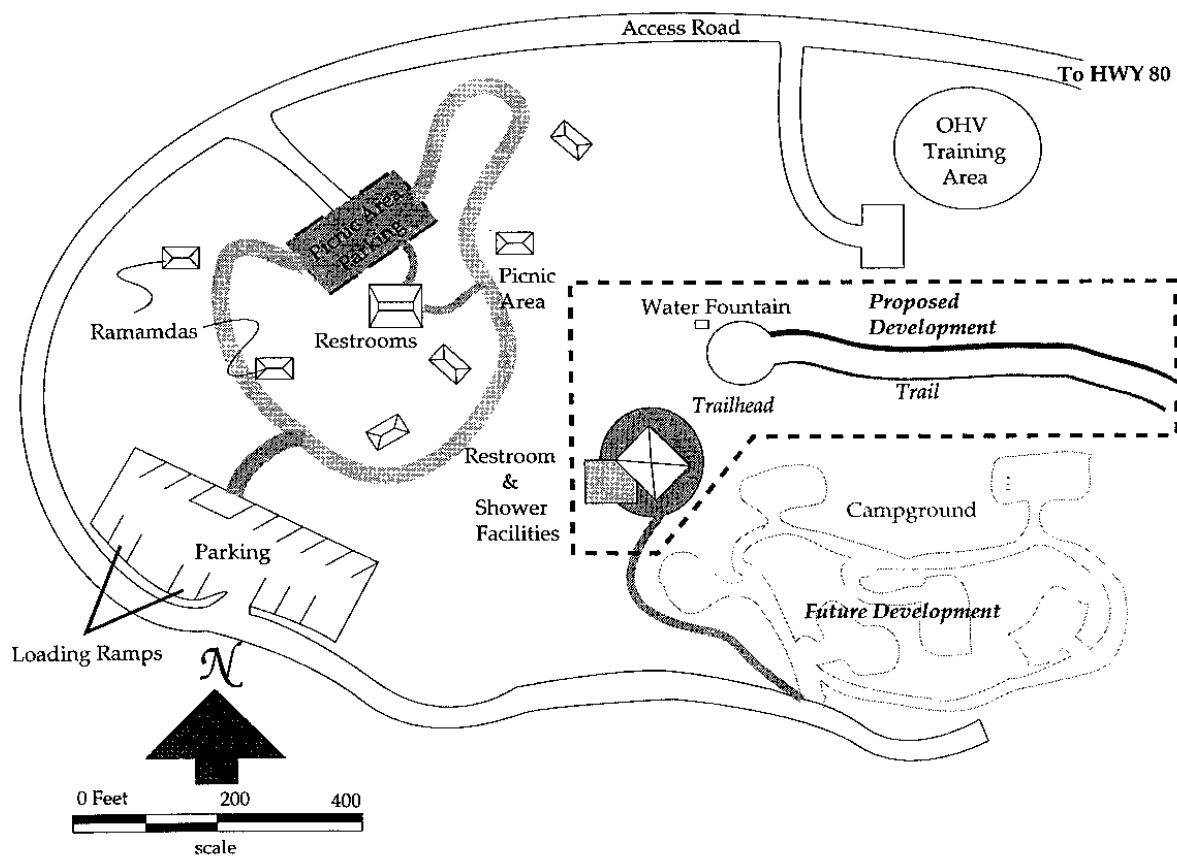


## E. SITE PLAN

### Trailheads or Site-Specific Trail Projects

- 1) A Site Plan shall be submitted with each application (**Attach to Application Packet**) and shall identify the following items:
- 2) North arrow, scale, project title, and date prepared.
- 3) Existing site development.
- 4) Proposed project development.
- 5) Show planned future development when this application is for acquisition only.
- 6) Surrounding land uses.
- 7) Any ADA Standard facilities and/or access points.
- 8) Identify other trail or road access to the project trail.
- 9) Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.

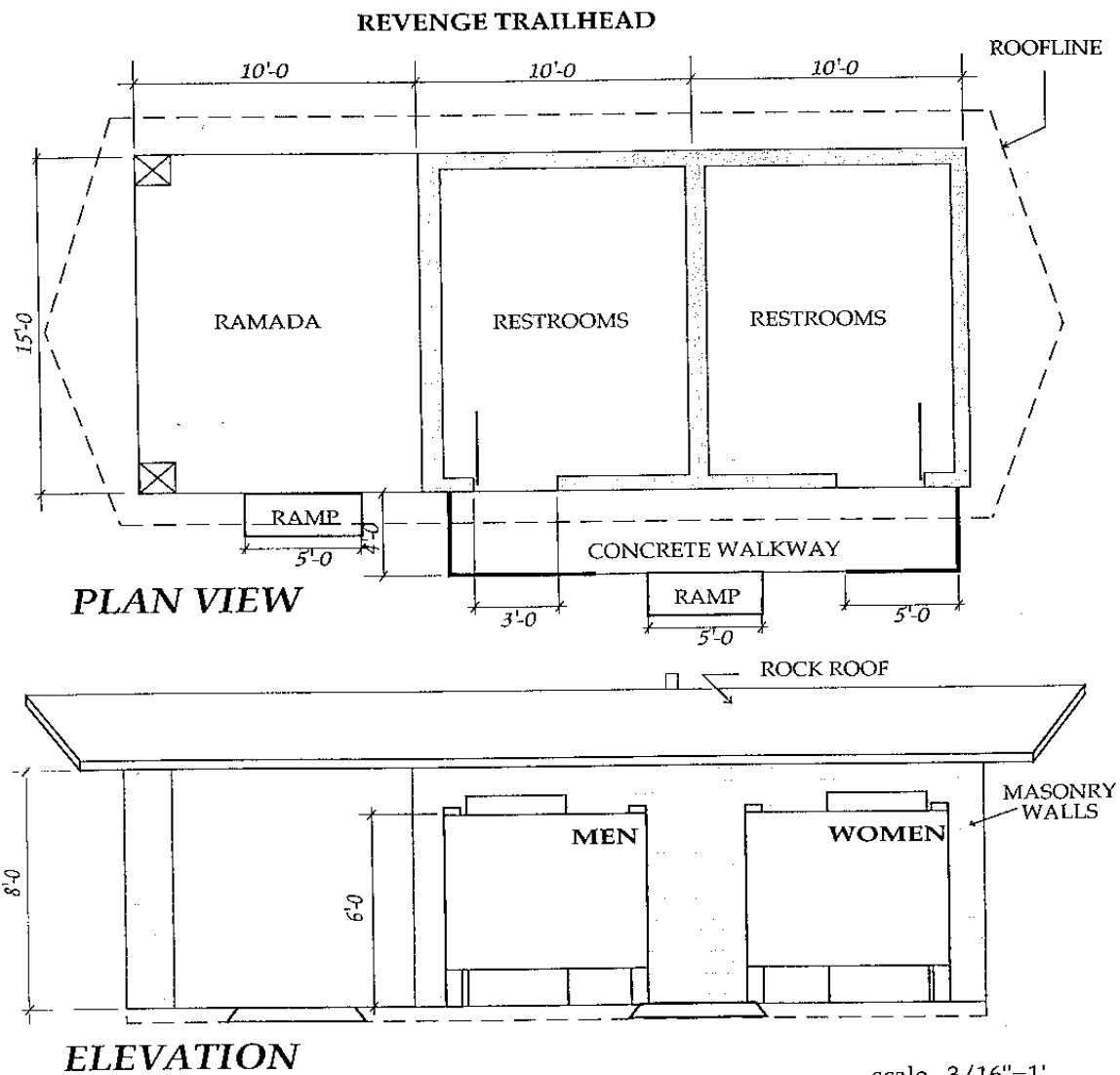
### Revenge Trailhead



## F. FLOOR PLANS

## Preliminary Floor and Elevation Plans

- 1) Floor plans must be submitted if structures are included as part of the project.
- 2) Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (Attach to Application Packet).
- 3) An elevation must be shown to indicate the architectural treatment.
- 4) Remember that structures must be designed and built as per the Architectural Barriers Act of 1968 and A.R.S. § 34-401 and Title II, Americans with Disabilities Act of 1990.



scale 3/16"=1'

## GENERAL COMPLIANCE

### Application Deadline

- Arizona State Parks Grants Section must receive completed applications no later than 5:00 p.m. on September 1, 2017. It is recommended that you submit your application early so staff can notify you if any additional items are needed to make the application complete.
- Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual, regardless of whether the proposal would expand a project funded in a previous cycle.

**NOTE:** Bonus points may be awarded for expanding on an existing project. **Project Must Be Shovel-Ready**

- Grants are available to projects that are ready to move forward immediately.
- Cultural and environmental clearances must be reviewed and approved before project funding is authorized and the approval to proceed is issued. Projects that do not receive funding, therefore, are not required to gather the documentation. However, all project sponsors must be aware that the cultural and environmental reviews will be required and should be prepared to provide the documentation.

### Post Award

- When accepting a grant award from the Arizona State Parks Board, the project sponsor must sign a Project Sponsor Agreement. This agreement is a contract identifying the terms and conditions of the grant award.
- Please have an appropriate legal representative review this agreement to ensure that it will be acceptable. Revisions may be negotiated prior to acceptance.
- State Parks may also use existing master agreements with some project sponsors (partner agencies) to create a supplemental agreement that identifies the terms and conditions of a specific project. The Project Sponsor Agreement and the supplemental agreement are generally referred to as a “project agreement”.
- All recipients and sub-recipients of funds through the Recreational Trails Program and the Statewide OHV Program must comply with applicable State and Federal laws, regulations, and Executive Orders.

### Notice of Eligibility

Within 15 working days of the application deadline, each project sponsor will receive notice indicating the status of the application. State Parks will make a determination of eligibility based on whether or not the application has met the basic requirements outlined in this manual. Applications may be deemed eligible, yet have deficiencies that must be corrected by the date indicated in the letter. If the deficiencies are not corrected by the indicated date or if the signed resolution is not received by the due date, the application will be deemed ineligible.

### Disagreement Process

Disagreements with any decision or action, which are not resolved with Grants staff to the satisfaction of the project sponsor, may be addressed in the following manner within thirty (30) working days of receiving notice of staff's decision:

- 1) The project sponsor may submit a written request for review to the Deputy Director of Arizona State Parks. The Deputy Director will address the matter and respond in writing within thirty (30) working days of receiving the request from the project sponsor.
- 2) If the disagreement is not resolved with the Deputy Director's intervention, the project sponsor may submit a written request for review and consideration to the Executive Director of Arizona State Parks. The Executive Director will respond within thirty (30) working days of receiving the request.

### Procurement and Contracting

All procurement and contracting must meet applicable federal and state regulations and statutes and review for compliance. State Parks will provide the project sponsor with a table of clauses that must be used in contracting and procurement documents.

### Reimbursement and Reporting Requirements

Project sponsors must comply with State invoicing and reporting requirements as specified in the Project Sponsor Agreement.

### Eligible Travel

All approved project related travel costs must comply with Arizona Department of Administration Vendor Travel Policy Section II-H-1-IV-F and are subject to the rates established for travel by State Employees: A.R.S. §38-621 through §38-627, Reimbursement for Expenses; State of Arizona Accounting Manual, Section II-D, Travel Policy.

### **Permitting Requirements**

State Parks-funded grant projects may involve work that requires permits and clearances from various state and federal agencies. Arizona State Parks does not determine which—if any—permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Project sponsors are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications.

If awarded a grant, the project sponsor is responsible for obtaining all applicable permits and clearances no later than 90 days after the project agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

Review the items listed below to assist you in determining if your project may require permits and/or clearances. Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Arizona?

1. Include introduction or exportation of any species not presently or historically occurring in the receiving location?
2. Affect any recognized state natural area, prime or unique ecosystem or geologic feature, or other ecologically critical area?
3. Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
4. Involve any new or modified construction or development in floodplains or wetlands?
5. Require ground or surface water through contract of acquisition for long-term project viability?
6. Include the use of any chemical toxicants?
7. Result in any discharge, which will conflict with Federal (or State) air or water quality regulations?
8. Require substantial consumption of energy to complete or maintain the project (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public use areas, etc.)?
9. Affect any archaeological, historical or cultural site or alter the aesthetics of the subject area?
10. Impact on designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
11. Have any substantive environmental impacts not addressed above, or result in cumulative impacts which separately do not require assessment, but together must be considered substantial?

### **Appraisals**

Appraisals for proposed land acquisitions must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser not more than one year before the date of purchase. If the appraisal was prepared more than one year before the date of purchase, an updated appraisal will be required. The appraisal must be in the “Complete and Self-contained” format. Contact Arizona State Parks for additional information on acquisition project requirements.

### **Inspections**

All grant project sites are subject to periodic inspection by State Parks staff.

### **Operation/Maintenance**

The grantee is responsible for continued operation and maintenance of funded facilities for the term of public use as described in the project agreement. Grant funds are not available for operation and maintenance costs.

**Title Transfer and Site Development**

Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities on the acquired land, or other land proposed for development may not commence until there is an executed Project Agreement between the Participant and the Board. Such work or acquisition accomplished prior to execution of the Project Agreement shall be the full responsibility of the project sponsor. A waiver may be requested in advance if the desired parcel must be acquired to avoid possible loss or price increase.