2017 GRANTS MANUAL

Supporting Motorized and Non-Motorized Trail Projects & Activities

BUILDING NEW TRAILS
MAINTAINING EXISTING TRAILS
ACCESSIBILITY UPGRADES

ACQUISITION FOR FUTURE USE
OHV SAFETY, EDUCATION & ENFORCEMENT

Application Deadline: March 1, 2017
Executive Director
Sue Black

Deputy Director
James Keegan

Arizona State Parks and Trails
23751 North 23rd Avenue #190
Phoenix, AZ 85085

Phone & TTY (602) 542-7130
Toll Free (877) MY-PARKS (697-2757)
Fax (602) 542-4180

Equal Employment Opportunity Agency. This document is available in alternative formats. Contact the ADA Coordinator at (602) 542-7130
SECTION I. FUNDING ANNOUNCEMENT

Arizona State Parks and Trails (ASPT) invites non-profits, clubs, local, regional, state, federal and tribal governments to submit grant applications for all kinds of motorized and non-motorized recreational trail uses. Eligible projects could include:

- Trail Development
- Trail Maintenance
- Pedestrian Uses (Hiking, Running, Wheelchair Use)
- ADA/Accessibility
- Bicycling, Equestrian Use
- Off-Road Motorcycling, All-Terrain Vehicle Riding, Four-Wheel Driving, Other Off-Road Motorized Vehicles
- OHV Law Enforcement
- Trail Etiquette and Education (Safety, Environmental and Cultural Education)

A. LINKS TO ELIGIBLE ACTIVITIES

Follow these links below to view both Motorized and Non-Motorized Program recommendations and suggested actions. **Please note:** for each project an applicant will choose from the “RECOMMENDATIONS” list (Also referred to as **Criteria Response** and or **Scope Item**). Applicants may choose any number of **Recommendation** items listed. Some projects such as those that are education-related only may have 1-2 scope items. A typical grant involving several activities may involve 5-7 scope items for a project.

1. Summary of Funding Priorities, 2015 Arizona Trails Plan

B. APPLICATION DUE DATES:

Applications are due by 5:00p.m. March 1, 2017

- Applicants are required to discuss proposed projects with the ASPT Grants Program Leader, Mickey Rogers no later than FEBRUARY 10TH. Contact: 602-542-6942; email: mrogers@azstateparks.gov
- Applicants must submit a Pre-Application Budget no later than FEBRUARY 17TH.

C. APPLICATION TIMELINE SUMMARY:

- January 2017: Total of 4 workshops offered throughout state.
- Grant Deadline: March 1, 2017
- March-May 2017: Parks staff and trail advisory groups review projects and make recommendations.
- May 2017: By late May we hope to issue applicants (hereafter referred to as “sponsors”) the award announcement.
- April-January: Projects reviewed by Arizona Department of Transportation (ADOT) and or the State Historic Preservation Office (SHPO).
- Approval to Proceed: Reviewing each project to ensure that no environmental and cultural resources are negatively affected as a result of the project can take anywhere from a few weeks up to 3-4 months to complete. It is always the goal that each project receives an approval to proceed by December (2017) or earlier, however, due to the review process, projects may not receive approval until early-2018.

D. PREPARATION

1. Attend at least one (1) of four (4) scheduled grants workshops. See pages 5-6 for detailed workshop information.
2. Read the Arizona Trails 2015 Motorized and Non-Motorized Trail Plan & review the 2013-2017 Statewide Comprehensive Outdoors Recreation Plan (SCORP) and 2016 Administrative Guidelines. When developing responses to application questions reference specific information from these two (2) plans to increase application points.
3. ASPT staff are here to help you with your grant application–please contact us for any questions.
4. READY PROJECTS: Sponsors must have shovel ready projects (must start within 180 days after the award notice).

E. ON-LINE GRANT SYSTEM UPDATE (WEBGRANTS)

It is the goal of ASPT that all grant applications will be submitted using the newly developed on-line grants management tool WebGrants. All applicants and current sponsors will receive an email sometime in January/early February with information about accessing and using WebGrants. **Please Note:** The site is not active at this moment.
A Message About Using WebGrants:
Developing the on-line grants system will prove to be an extremely helpful tool for the grants program.

- WebGrants will be a depository for every document submitted, every reimbursement request and for every communication thread between Parks staff and each sponsor and will be stored in one location.
- Phase II or comparable projects: many applicants submit a grant application to continue a project or submit an application very similar to a previous project, with WebGrants you can reuse an old application to create a new application with one easy click. Every bit of information and all documents previously uploaded are transferred over – you then simply update where needed and delete items not needed in the new application.
- Automatic reminders – WebGrants will automatically send due dates on quarterly reporting, project end dates, new grant opportunities and many other important key dates and information.
- Training: ASPT will offer several training workshops for on how to use WebGrants. Additionally, as part of the upcoming grant workshops, Parks will provide instructions on using the system.

F. GETTING STARTED USING WEBGRANTS

1. Pre-Programmed Users
A mass email will be sent to all current sponsors in January/February 2017. This email will look similar to Example 1 below and will include a unique ID and password for each individual. If you did not receive an email first check your spam folder; if no email was received, please see #2. Below.

   a) You will be instructed to return to go to WebGrants and log in.
   b) After logging in please verify your Personal Information and Organization Information and enter any missing information on your “PROFILE” page.

EXAMPLE 1

Subject: WebGrants Approved Registration

**** Do Not Respond to This Email ****

Dear [Jane Doe],

Your new registration with the WebGrants grants management system has been Approved. Your user id and password are below:

User id: [User Id]
Password: [Password]

You may now log into the WebGrants system at the following location: http://www.azstateparks.com

If you have any questions, please contact your Program Administrator.
2. No Pre-Programmed Email Received

If you did not receive an email indicating you have been given access, contact Park staff for assistance. Once at the site (WebGrants) click “Register Here”.

a) You will receive two e-mails directing you to log-on and use the WebGrants system. Registering with WebGrants does not automatically allow the user to login and use the software. Parks Staff must approve each new registration before the user can log in. The new user will receive an email when their registration is approved.

Subject: WebGrants New User Registration

**** Do Not Respond to This Email ****

Dear [Jane Doe],

Message: Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password. Thank you for your patience.

b) Once your registration has been approved by Park staff you’ll receive a second email directing you to log in and provide information in the “PROFILE” page. The registration process requires users to enter their personal contact information, along with their organization’s contact information, although users can register without an organization.

G. ADD ADDITIONAL PEOPLE TO ORGANIZATION

1) Go to Profile, verify and update all information.
2) Scroll down to the bottom and click on your Associated Organizations. If previously added, you will see the list of people also associated with your organization under the Organization profile.
3) Click the Add button. From here you can add any number of additional people to your organization. Each person you add will receive a unique user ID and password.

H. AFTER REGISTRATION

The main menu is the first page of the application when you log in. The main menu will take you to the modules of the application. Each module is explained below:

Instructions: This link displays a high-level instructions page describing all the screens in the application.

Funding Opportunities: This link displays all currently posted opportunities. This is where you may create an application for each opportunity.

My Applications: All previously created applications can be found in this module.

Note: ASPT is actively migrating all active motorized and non-motorized grants from 2015 and 2016 cycles. We anticipate completing this process by February 2017—when complete each sponsor will be notified of the conversion and will begin using WebGrants to submit reimbursements and reports (Status Reports).

My Grants: All grants can be found here, you can also create status reports, request claims (reimbursement) and communication with the grantor in this module.
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ASPT Grant Timeline

### ASPT GRANT APPLICATION ANNOUNCEMENT:
**JANUARY 2017**

- Encouraged for any applicant who will be submitting an application.

### ELIGIBILITY DETERMINATION
**BY: FEBRUARY 10, 2017**
All applicants must contact Grants Leader, Mickey Rogers by February 10th. This will determine eligibility, type of project (motorized, non-motorized, Trail Maintenance). Please do not start an application through WebGrants until after communication with ASP.

### PRE-APPLICATION
**FEBRUARY 17, 2017**
Project Sponsors MUST submit a pre-application (BUDGET ONLY) by this date. Using WebGrants an applicant will select from a list provided and submit any estimated costs.

### GRANT DEADLINE
**MARCH 1, 2017**
Applications must be entered into WEBGRANTS by 5pm. Applicants will receive a confirmation call by March 3rd.

### REVIEW TEAM
March 2017
- Park Staff & 1-2 Advisory Members review all applications & make recommendations.
- Staff will present results from the review team to the Arizona State Committee on Trails (ASCOT), the Off-Highway Vehicle Advisory Group (OHVAG) and the Arizona Outdoor Recreation Coordinating Committee (AORCC) for their independent reviews and funding recommendations for Parks approval.

### ASCOT & OHVAG ADVISORY MEETINGS
- Advisory groups meet to discuss projects and make recommendations. Sponsors encouraged to attend and participate in the process.

### AWARD NOTIFICATION
All applicants to be notified on the status of their project within 5 days after ASPT Board Meeting

### GRANT WORKSHOPS JANUARY 2017

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<td>January 18th</td>
<td>Phoenix (AZ State Parks office)</td>
<td><a href="http://www.azstateparks.gov">www.azstateparks.gov</a></td>
<td>23751 N 23rd Ave. #190, Phoenix, AZ 85085</td>
<td>602-542-7130</td>
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<td>January 24th</td>
<td>Tucson (Sabino Canyon)</td>
<td><a href="https://www.fs.usda.gov/coronado">https://www.fs.usda.gov/coronado</a></td>
<td>5700 N Sabino Canyon Rd, Tucson, AZ 85750</td>
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<td>January 25th</td>
<td>Flagstaff (Riordan Mansion State Park)</td>
<td><a href="http://azstateparks.com/Parks/RIMA/index.html">http://azstateparks.com/Parks/RIMA/index.html</a></td>
<td>409 West Riordan Rd Flagstaff, AZ 86001</td>
<td></td>
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<tr>
<td>January 31st</td>
<td>Western Region –Colorado River (Buckskin State Park):</td>
<td><a href="http://azstateparks.com/Parks/BUMO/index.html">http://azstateparks.com/Parks/BUMO/index.html</a></td>
<td>5476 North US Hwy 95 Parker, AZ 85344</td>
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**PLEASE NOTE:** DUE TO CHANGES IN GRANT ADMINISTRATION GUIDELINES AND THE NEW ON-LINE GRANTS SYSTEM ATTENDANCE TO AT LEAST ONE (1) GRANT WORKSHOP FOR 2017 IS STRONGLY ENCOURAGED FOR ANY APPLICANT WHO WILL BE SUBMITTING AN APPLICATION.

1. Please choose from any of the four (4) workshops listed.
2. If you plan on attending a workshop in person a reservation is needed no later than January 16th. Please call Sean Hammond at ASPT 602-542-7130 or email Sean at shammad@azstateparks.gov.
3. **Participation Through Webinar:** For applicants who cannot attend any of the workshops in person Parks will make the Phoenix Workshop, held on January 18th (9am-2pm), available in a Webinar format.
4. Arizona State Parks staff, ADOT EPG (staff that review the cultural and environmental documents), State Historic Preservation Office (SHPO), Army Corps of Engineers, and Dulles (WebGrants Developer) staff will participate in the workshops.

**Purpose of Workshops:**

a) Introduce Grants staff to potential grant project sponsors, discuss the application process and forms, and establish a continuing relationship with applicants to assist them through the application process.

b) On-line grants management system (WebGrants) training will be part of all workshops. WebGrants development team and Parks staff will provide step-by-step instructions for registering, starting an application, navigating through system and applying for a grant.

**Who Should Attend:**

1. Any applicant considering applying for a grant in this cycle or in future cycles.
2. Any agency with an archaeologist, NEPA Planner, biologist should participate in the workshops. Most project delays occur due to mistakes made on the NEPA and Cultural Clearance Forms or from missing documentation.

**POST-AWARD PROCESS:**

*WHAT HAPPENS AFTER A PROJECT IS AWARDED FUNDING?*

**MAY 2017–FEBRUARY 2018**

**REQUIRED WEBINAR**

All projects awarded funding from this cycle will be required to participate in a webinar to discuss award requirements, project timeline, and cultural & environmental documents. Project coordinators, and if applicable, agency archaeologists/NEPA Planners required to participate.

**July 1, 2017:**

Cultural Clearance Review page/all required documents due by July 1st. NEPA due date is 90 days after notice of award

**APRIL 2017–JANUARY 2018**

ADOT EPG/SHPO review of cultural and environmental clearances completed. Process can take anywhere from one (1) month to several months.

Funding (obligation authority) request made by Parks TO ADOT FISCAL
Request permitted only after cultural/environmental review complete

**JULY 2017–FEBRUARY 2018**

Project Agreement Phase: Sponsor has 30 days to sign project agreement upon receipt of project agreement

**NO LATER THAN MARCH 2018**

All projects receive Approval to proceed

*BASED ON ESTIMATES. COMPLETION DATES FOR EACH STEP VARY BASED ON A NUMBER OF FACTORS. ULTIMATELY, IT IS THE GOAL OF ASP TO ISSUE AN APPROVAL TO PROCEED FOR ALL PROJECTS BY NOVEMBER/DECEMBER 2017 BUT NO LATER THAN FEBRUARY 2018. As mentioned throughout the manual the biggest delays occur during the cultural and environmental review. If applicable, involve your agency archaeologist, NEPA Planner/biologist during the development of the application.
IMPORTANT ADMINISTRATIVE GUIDELINE CHANGES IN 2016
These guidelines were updated in September 2016 and provide the policies and procedures that give project sponsors direction to successfully administer grant projects. Summary of important changes:

1. **Expenditures 9-Month Rule**
   - All projects must be active within any nine (9) month period beginning with the date of funding approval. Requests for reimbursement must be made within a nine (9) month period. Failure to meet this requirement will result in funds being withdrawn for a project.

2. **Progress Reports** (Status Reports)
   - If Status Reports are not submitted by specified due dates, **5 points** for each report late or missing will be lost during the grant rating process for future grant projects.
   - *This policy will take effect for the reporting period (Oct 1, 2016-December 31st, 2016; Report Due Date – January 31, 2017)*

3. **Advances**
   - Advances will be considered on a case-by-case basis and are subject to program restrictions. All advanced funds must be expended within 180 days of funds being advanced. Failure to spend these funds within the 180-day time frame will result in all project costs for the remainder of the project period to be reimbursed.
SECTION II. ELIGIBILITY

All proposed improvements must meet the following requirements:
  1) Recreational Trail Program (RTP) Guidance AND OR
  2) Arizona State OHV Statute

A. 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 and non-motorized recreation related opportunities to the public and that meet the following criteria are also eligible:
      • Have independent governing authority;
      • Have independent signature authority; and
      • Have independent authority to commit funds
   2) Organizations, clubs, businesses, and any other groups or individuals (hereafter referred to as “organizations”) are eligible.
   3) 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.

B. EXAMPLES OF ELIGIBLE PROJECTS
   *For Trail Maintenance Projects only please refer to pages 18-19

1. ACQUISITION PROJECTS
   1) 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
   2) 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.

2. DEVELOPMENT PROJECTS
   1) Develop and construct new trails.
   2) Enhancement of recreational facilities for non-motorized and motorized use (Examples include: trailheads, restrooms, signage, and picnic areas).
   3) Connect routes and trails for both non-motorized and motorized.
   4) 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 RTP funds. If an agency has difficulty deciding about the eligibility of a particular trailside or trailhead facility contact the ASPT Grants Leader.

Green Gulch Trailhead: Prescott NF working with local trails group to complete a trailhead
1. MAINTENANCE PROJECTS
   1) Maintenance and repair of non-motorized and motorized trails.
   2) 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.
   3) 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.
   4) 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.

A. 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.
     a) 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.
     b) Arizona State Parks does track all capitol 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.

2. EDUCATION PROJECTS
   1) Development and dissemination of non-motorized and motorized trails related user information, environmental education programs, information, signage, maps and responsible use programs.
   2) Education and workshop components will be eligible for grant funding.
   3) Promote safety and environmental protection as those objectives relate to the use of recreational trails.

A. Typical Education Projects May Include:
   • Development and operation of trail safety education programs.
   • Development and operation of trail-related environmental education programs.
   • Production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc.
   • Development of trail-related information in multiple languages. Having information in different formats (braille, audio) and languages is key to growing the state’s economy.

3. LAW ENFORCEMENT PROJECTS
   1) Enforcement of off-highway vehicle laws.
   2) Funds law enforcement patrols and/or educational programs.

4. DESIGN AND ENGINEERING COSTS
   1) Costs incurred after the project agreement is executed are an eligible cost only with prior approval.
5. CULTURAL/ENVIRONMENTAL ASSESSMENTS
   1) Eligible for reimbursement related to **motorized trails** only with prior approval.

6. 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) Basic trail maintenance - remove obstacles along trails, brushing and pruning branches that cross over the path, maintain [compact] crushed rock paths, maintain edge protection.
   2) Provide Accessible amenities such as restrooms, picnic areas, parking lots and viewpoints (**Amenities should not be considered accessible if they are not linked by an accessible route**).
   3) 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.
   4) The inclusion of **markers**, such as distance markers, both located on printed and web materials as well as markers between significant points such as parking, trailheads and along the trail itself, so that users that have limitations - such as knowing how far an electric wheelchair can travel on one charge - may plan better and monitor their progress.
   5) Guided tours: for guided tours audio hearing devices is an eligible cost

7. DEVELOPING AND COORDINATING YOUTH DEVELOPMENT PROGRAMS-ACTIVELY INVITING YOUTH TO PARTICIPATE IN PROJECTS.
   Work in local schools, community colleges, universities recruiting youth to participate. Involve youth in the development of projects and the activities (Trail Building, signage work...) to complete a project.

C. NON-ELIGIBLE PROJECTS ACTIVITIES
   1) 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.
   2) Development of local or regional plans is not eligible for funding.
   3) Funds cannot be used for administrative or overhead costs, or costs associated with this grant application preparation.
   4) 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.
   5) Monies in the Off-highway Vehicle Recreation Fund and the Recreational Trails Program shall not be used to construct new motorized and non-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.**
   6) **Rule on Food, beverages, and other considerations (snacks):**
      Federal guidelines prohibit funding any costs associated with food, beverages and snacks. All non-motorized projects are funded with Federal funds and therefore cannot request funding to cover food/beverages/snacks. Food and non-alcoholic beverages is an eligible cost for State-funded OHV projects only. A $10 per volunteer amount is allowable. Applicants submitting a motorized project may submit costs associated with food/beverages/snacks, however, Parks cannot guarantee a motorized project will ultimately be funded with state-funds.
### GRANT PROGRAMS

<table>
<thead>
<tr>
<th>TITLE/TYPE OF FUNDING AVAILABLE</th>
<th>SOURCE OF FUNDS</th>
<th>MAXIMUM FUNDS A PROJECT CAN REQUEST:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOTORIZED COMPETITIVE GRANTS</strong></td>
<td>• State of Arizona Off-Highway Vehicle Recreation Fund (gas tax &amp; OHV decal sticker) • Federal Recreational Trails Program (RTP)</td>
<td>$750,000.00</td>
</tr>
<tr>
<td>1. Motorized Grants—Non-profits, Clubs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Motorized Grants—Federal, Tribal &amp; State Agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Motorized Grants—Cities, Towns, and Counties</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NON-MOTORIZED COMPETITIVE GRANTS</strong></td>
<td>• Federal Recreational Trails Program</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>1. Non-motorized Grants—Non-profits, Clubs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Non-motorized Grants—Federal, Tribal &amp; State Agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Non-motorized Grants—Cities, Towns, and Counties</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NON-MOTORIZED &amp; NON-COMPETITIVE GRANTS</strong></td>
<td>• Federal Recreational Trails Program</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>1. Trail Maintenance Program (all entities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUPPLEMENTAL OHV PROGRAM</strong></td>
<td>• State of Arizona Off-Highway Vehicle Recreation Fund</td>
<td>$30,000 $100,000 $100,000</td>
</tr>
<tr>
<td>1. Law Enforcement Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Emergency &amp; Mitigation Repair Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Small Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safety and Environmental Education</strong></td>
<td>• Recreational Trails Program (FHWA)</td>
<td>$10,000</td>
</tr>
<tr>
<td>1. Motorized and Non-Motorized-Trail Maintenance (all entities)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **GRANT POLICIES**
   - All potential applicants must contact Chief of Grants and Trails, Mickey Rogers, 602-542-6942, mrogers@azstateparks.gov prior to applying for any grant.
   - Refer to the 2016 Administration Guidelines for a detailed list of policies and requirement.

2. **Policy for Safety and Environmental Education (SEE)**
   1. The Safety and Environmental Education Program is a newly developed program to help ensure that good projects with one or two scope items only have an equal opportunity for funding.
   2. See page 16 for a detailed description of the program. For policy purposes an applicant can apply for both a Competitive grant and a Safety and Environmental Education grant. However, each application must be different in scope and location. An applicant cannot submit for both hoping that at least part of the project be funded. If you are building a new 2-mile trail with kiosks, interpretive signs and printing new maps the project would all go in a competitive application.
Source of Funding For All Programs:
Funding arrives from two (2) separate sources:

1. Federal (Recreational Trails Program)
   1) Administered by Federal Highway Administration (FHWA), Arizona Department of Transportation and Arizona State Parks and Trails.
   2) Federal funds are used for motorized, non-motorized and diverse projects.
   3) Diverse trail projects are those that accommodate two or more user groups (e.g., hiking and equestrian, or hiking and ATV use, etc.)

2. State (Off-Highway Vehicle)
   1) The Off-Highway Vehicle Recreation Fund (A.R.S. §28-1176)
   2) Funding for OHV-related projects only

Table 3. Federal Recreational Trails Program
1. **MOTORIZED PROGRAMS AND FUNDING OPPORTUNITIES**

Off-Highway Vehicle projects have 2 separate funding sources –Federal and State:

1. **Federal Recreational Trails Program (RTP)**
   a) The Recreational Trails Program (RTP) provides funds to states to develop/maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses.
   b) Funds from motor fuel taxes collected from off-highway recreational fuel use (OHVs) in each state.

2. **State OHV Recreation Fund (A.R.S.§28-1176)**
   a) The Off-Highway Vehicle Recreation Fund has been in existence since 1991. The Arizona Legislature appropriated .55% of the state’s annual vehicle gas tax revenue to support the Fund.
   b) In 2009, new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development.
   c) 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.
   d) 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.

**WHO ADMINISTERS THE OHV PROGRAM?**

1) 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.

2) 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).

**A. MOTORIZED PROGRAMS**

There are currently three (3) Motorized Funding Opportunities (Programs) available.

1. **Competitive Motorized Program**
2. **Supplemental OHV Program**
   a) Includes three (3) separate programs
3. **Safety and Environmental Education (SEE)**
I. Competitive Motorized Program

1) Maximum allowable amount an applicant may request is $750,000.
2) See Eligible Projects above for additional examples of the types of allowable activities:
   • Acquisition Projects, development and/or maintenance projects, purchase/lease recreational trails equipment, education, law enforcement.
   • Design and engineering costs incurred after the project agreement is executed are an eligible cost.
   • Cultural/environmental/archeological assessments are eligible for reimbursement with prior approval.
3) OHV projects for off-road motorcycles, all-terrain vehicles, four-wheel drive vehicles, or other off-road motorized vehicles.
4) Eligible entities: Federal, State, County, City, Tribes, Clubs, Non-profits, groups, and local, regional, state Federal and tribal governments.
5) State-funded motorized projects (Competitive Program only) do not require match. Federal-funded motorized projects require a 5.7% match. Mickey Rogers, Chief of Grants and Trails, will work with each applicant to help determine if your project will need match and at what amount.
6) 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.
7) Project sponsors who provide match of at least 15% will receive points in the BONUS CATEGORIES MOTORIZED PRIORITY of the Project Criteria Scoring.

II. Supplemental OHV Program

The Supplemental Program allows a sponsor to get funds on the ground quickly and address very specific activities. Basic information about the Program:

- Simplified application
- Submission of grants may take place at any time throughout the year.
- Projects must be shovel ready, initiated within 3 months -completed within 1 year or less.
- With the exception of Mitigation/Emergency applications will be awarded on a quarterly basis. Mitigation/Emergency applications may be approved at any time.
- There are three (3) different types of funding opportunities under this Program:
  1) Mitigation and Emergency Repairs Grant
  2) Law Enforcement Program (LE)
  3) Small Grants Program

I. Mitigation and Emergency Repairs Grant

1) Funding pays for contractors to focus on mitigation of natural resources and emergency repairs on designated OHV routes and trails associated with natural disasters.
2) Contractors paid directly through Program
3) Clearances must be submitted prior to work beginning
4) Can apply at any time
5) Projects may range from $10,000-$100,000
6) No match is required.
7) State and federal land managing agencies

Ineligible Activities:

- Projects that need improvement due to old age or neglect.
- Projects that impact cultural and biological resources.
- Projects on routes/ trails not approved by the appropriate land management agency/private landowner will not be funded.
- Do not submit an application without a Land Managing Approval Letter giving approval for all project activities. An Approval Letter Template is provided in the application on WebGrants.
2. **Law Enforcement Program (LE)**
   1) Funds law enforcement patrols and/or educational programs
   2) Maximum grant amount - $30,000
   3) Minimum 5% match required
   4) The program operates on a reimbursement basis
   5) Applicants must submit a detailed LE Operational Plan with a map of the patrol areas.
   6) Eligible entities: Federal, state, local and tribal law enforcement agencies only.

   **Eligible Activities:**
   - OHV Equipment (ATV, Side-by-Side, Motorcycle, 4 Wheel Drive Vehicle and accessories).
   - Electronic Equipment (cameras, radios, traffic counters).
   - Personal Protective Equipment (related to OHV use).
   - Labor Costs related to Enforcement (Overtime is an Eligible Cost).

   **Not Eligible For Funding:**
   - Projects that displace fish and wildlife species or reduce habitat.
   - Trail projects on routes not approved by the appropriate land management agency/private landowner.
   - Envelopes and supplies.
   - Communication - Telephone expenses.
   - Administration - Salaries, Per Diem (travel expenses, mileage, gasoline meals or lodging), over-run, entertainment, supplies, taxes, and other categories not specifically allowed in eligible costs.
   - Items for sale - Promotional items produced for sale such as Video/CD’s/DVD’s, brochures, t-shirts, posters, calendars, etc.
   - Trail construction or improvements that exclude OHV use.
   - Anything contrary to state or federal law.

3. **Small Grants Program**
   1) Complete within one year.
   2) Funding pays for contractors to develop, repair and maintain designated OHV routes.
   3) Contractors paid directly through OHV Program.
   4) Cultural Clearances must be submitted prior to work beginning.
   5) Projects may range from $10,000-$100,000.
   6) Grant requires 5% match.

   **Eligible Activities:**
   - Development and/or maintenance of existing trails including trailheads, staging areas and associated OHV routes and trail facilities.

   **Ineligible Projects:**
   - Projects that impact cultural and biological resources.
   - Projects on approved routes or trails not approved by the appropriate land management agency or private landowner.
   - Projects that have not received all required clearances.
III. Safety and Environmental Education (SEE)

SEE is a new program added to the 2017 Grant Cycle and was developed to promote safety and environmental protection related to both motorized and non-motorized projects. Up to 5% of obligation of Federal funding may be set aside for the program. Scoring for the Competitive Grants Program increases as the number of criteria items are added in an application. As a result, past projects with only a few criteria items often failed to receive enough points to be awarded funding. SEE was developed to help ensure that good projects with one or two criteria items related to safety and environmental education only have an equal opportunity for funding.

Eligible Activities:

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

A. SAFETY AND ENVIRONMENTAL EDUCATION PROGRAM; HOW PROJECTS ARE SCORED

Table 5. Scoring Safety and Environmental Educational Programs

Advisory Groups grant review team members will score all submitted applications. Points listed are maximum allowable. Actual points awarded may be less than the maximum value per topic.

**RTP Grant History (0-10 points)**

<table>
<thead>
<tr>
<th>Point</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1-2 Years Ago</td>
</tr>
<tr>
<td>4</td>
<td>3-5 Years Ago</td>
</tr>
<tr>
<td>7</td>
<td>6+ Years Ago</td>
</tr>
<tr>
<td>10</td>
<td>New Applicant</td>
</tr>
</tbody>
</table>

**Most Recent Grant Completed (-4-0 points)**

(How quickly did you complete last grant project)

<table>
<thead>
<tr>
<th>Points</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Within 1 year</td>
</tr>
<tr>
<td>-2</td>
<td>Within 2 years</td>
</tr>
<tr>
<td>-4</td>
<td>More than two years</td>
</tr>
</tbody>
</table>

**Association of Project with specific Trail? 0-6 Points**

<table>
<thead>
<tr>
<th>Points</th>
<th>Trail</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Local trail</td>
</tr>
<tr>
<td>4</td>
<td>Regional trail</td>
</tr>
<tr>
<td>6</td>
<td>Statewide trails</td>
</tr>
</tbody>
</table>

**Project need is well explained: 0-15 Points**

(Examples: benefit from the project; how the project provides a new/ enhanced experience)

<table>
<thead>
<tr>
<th>Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Benefits well-explained</td>
</tr>
<tr>
<td>8</td>
<td>Benefits partially explained</td>
</tr>
<tr>
<td>0</td>
<td>Benefits not explained</td>
</tr>
</tbody>
</table>

**Demonstrates capacity for project sustainability: 0-15 Points**

(Examples – RTP funding will leverage future non RTP fund; product will last for 10+ years)

<table>
<thead>
<tr>
<th>Points</th>
<th>Sustainability</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Outstanding capacity for sustainability</td>
</tr>
<tr>
<td>8</td>
<td>Partial capacity for sustainability</td>
</tr>
<tr>
<td>0</td>
<td>No evidence of plan for sustainability</td>
</tr>
</tbody>
</table>

Safety messages using Spanish and English placed at trailheads.
Who benefits from the Project 0-6 points
Evidence of limited beneficiaries 2
Evidence of good reach and many beneficiaries 4
Evidence of outstanding reach and significant beneficiaries 6

Applicant provides a clear vision of success for the project: 0-10 Points
Reasonable vision for success presented 10
No vision of success presented 0

Project maximizes matching funds: 0-10 Points
Cash in-hand is greater than 10% of total project (committed) 10
Cash and in-kind is greater than 10% of total project 5
Cash and in kinds is less than 10% of total project 0

Compliance Reporting (-5 per infraction): (starting with reporting period 10/01/16)
History of Quarterly Compliance Reporting with any past grants.

1. NON-MOTORIZED PROGRAMS AND FUNDING OPPORTUNITIES

Non-Motorized projects have one (1) funding source – Federal:
1. Federal Recreational Trails Program (RTP)

WHO ADMINISTERS THE RTP PROGRAM?
1) Arizona State Parks and Trails is the agency responsible for administering RTP funds in Arizona with the assistance of the Federal Government (Federal Highway Administration – FHWA) and the Arizona Department of Transportation.
2) The Arizona State Committee On Trails (ASCOT) and the Arizona Outdoor Recreation Coordinating Commission (AORCC) serves in an advisory capacity.

A. NON-MOTORIZED PROGRAMS
1) With the exception of the SEE Program all non-motorized projects require completion of both the Cultural Clearance Review Form and NEPA. Once selected, project sponsors must complete all form questions and provide documents satisfying cultural and environmental requirements for the project area. When these documents have been approved, funding will be secured and project sponsors will be notified by ASPT to proceed.
2) There are currently three (3) Non-Motorized Funding Opportunities (Programs) available:

   1. Competitive Non-Motorized Program
   2. Trail Maintenance Program
   3. Safety and Environmental Education (SEE)

I. Competitive Non-Motorized Program
1) Maximum allowable amount an applicant may request is $80,000.
2) See Examples of Eligible Projects (pgs. 8-9) above for additional details:
   • Hiking, bicycling, in-line skating, equestrian use, cross-country skiing
   • Acquisition Projects, development and/or maintenance projects, purchase/lease recreational trails equipment, education
   • Design and engineering costs incurred after the project agreement is executed are an eligible cost.
3) Eligible entities: Federal, State, County, City, Tribes, Clubs, Non-profits, groups, and local, regional, state Federal and tribal governments.
4) The RTP grant funds awarded to projects in Arizona must be divided between motorized (30%), non-motorized (30%), and diverse (40%) trail projects.

5) Project grants require the project sponsor to match 5.7% of total project costs, either with in-kind contributions or dollars. A federal agency must provide at least 5% of the total project cost from a non-federal source. The remaining .7% of the total project cost can come from other federal sources. Other guidance for matching funds is available in The Match Guidelines section on 22-23.

Not Eligible:
- Cultural/environmental/archeological assessments are not eligible for reimbursement with Federal funds.
- Trail Planning

II. Trails Maintenance Program
1) Past statewide Motorized and Non-Motorized Trails Plans since 2001 have indicated that it is more important to have existing trails maintained than new trails built.
2) Simplified application and process -trail maintenance crews are paid directly to avoid additional paperwork for the sponsor.
3) To date over $9 million dollars has been spent to improve trail conditions all over Arizona.
4) Trail Maintenance Program projects address only routine maintenance on existing trails.
5) Activities include tread maintenance, clearing of pathways, drainage on existing trails, replacing existing fencing, and is limited to minor reroutes to a current non-motorized trail.
6) Shovel ready & completed in a year or less.
7) Maximum allowable amount an applicant may request is $30,000.
8) Funds from the Trail Maintenance Program can only be used to cover:
   a) Labor costs from ASPT Contracted Trail Crews
   b) Materials and supplies
9) Trail Crew(s) and Project Sponsor staff or volunteers may perform the following tasks under the Trail Maintenance Program:
   - Tread maintenance (grading tread, slough and slide removal, slump repair, surface replacement with similar material).
   - Clearing of the pathway (brush removal, hazard tree removal, litter, backslope grooming).
   - Drainage (cleaning and repairing structures, culverts, underdrains, water bars, grade dips and drainage ditches).
   - Replacing or repairing existing fencing, guardrails, berms and retaining walls with similar materials.
   - Structure maintenance (bridge and dam rehabilitation).
   - Repairing or replacing with similar material existing signage, kiosks, and markers.
   - Trail reroutes or realignment beyond 5 feet of each side of an existing trail surface, construction of connector trails, and any work that does not take place on the existing trail which is done with appropriate NEPA review and approval, however, “new trail” construction is limited to short segments.

A. How The Process Works for the Trail Maintenance Program
As with other programs the cultural/environmental review must first be completed by ADOT /SHPO before any work begins. ASPT will contact each agency to provide approval to proceed once the review is complete.
1) ASPT does not require a project agreement for the Program.
2) The project sponsor solicits the work to be completed by a list of approved trail contractors provided by Arizona State Parks. Click here for the current list.
3) The sponsor selects the trail crew.
4) Sponsor works with the crew leader to schedule the work.
5) Once the project is completed, the project sponsor will complete the following forms on WebGrants:
   a) Certification of Completion/Project Evaluation
   b) Certification of Match. This form will include information about the volunteers and other items used for the match.
6) The trail crew will send an invoice to State Parks for this work and State Parks will pay for this crew’s work directly.
**Note:** Applicants may contact a crew to request an assessment to help in the planning of the project. This way, applicants will have a better understanding of the amount of time and costs needed to complete the project. Trail Crews do not charge to conduct an assessment.

### How Trail Maintenance Program Applications are Awarded Funding

*Figure 1 Trail Maintenance Section Map*

Projects are be selected based on a model that divides the state into units representing land management boundaries.

Projects will be assigned to each of the five areas (see Chart to the left) and one project will be drawn from each area.

If there are funds still remaining, the projects selected will be drawn at random until funds have been distributed.

Project sponsors who have not received Trail Maintenance Program funding in the last two cycles will have first priority.

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**Most Recent Trail Maintenance Program Recipients**

**2016**
1. Tonto NF, Mesa RD
2. BLM, Arizona Strip
3. Oro Valley, Town
4. Picacho Peak State Park
5. Coronado NF, Sierra Vista RD

**2015**
1. Coconino NF, Mogollon RD
2. Scottsdale, City
3. Maricopa County Parks and Rec
4. Coconino National Forest, Flagstaff RD
5. Deadhorse Ranch State Park

**2014**
1. Wickenburg
2. Catalina State Park
3. BLM Kingman
4. Prescott NF, Chino Valley RD

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*Unit 1 includes:

Tonto National Forest
Prescott National Forest
  - For cities, towns, counties and other jurisdictions find your location based on the units.

**Unit 2:**

Coronado National Forest

**Unit 3:**

Coconino National Forest
Apache Sitgreaves National Forest
III. Safety and Environmental/Cultural Education (SEE)

SEE is a new program added to the 2017 Grant Cycle and was developed to promote safety and environmental protection related to both motorized and non-motorized projects. Go to pages 16-17 above to view SEE details and the scoring process for the program.

SECTION IV. COMPLETING THE BUDGET APPLICATION PROCESS ON WEBGRANTS

1) Applicants must first speak with Mickey Rogers, ASPT to discuss the project.
2) To apply for an application, you must have a unique User ID and Password. Please Note: Parks has provided a list of names of current and past project sponsors to the WebGrants developers. In turn, they will create a ID/Password and an email will be sent. It’s likely that some names were missed or emails misspelled while migrating the information. If you didn’t receive an email and need to set up an account please follow steps above from Section I., F.
3) When the system goes live a URL address will be emailed to all applicants and current sponsors.
4) Applicants will choose a Funding Opportunity (See page 11 for details) based on the type of project and the entity (Federal agency, non-profit, etc…). When the selection is made all the required forms are then attached for that specific application.

1. PRE-APPLICATION BUDGET
   a) The Pre-Application will involve submitting a budget, referred to as a Scope Sheet in past grant cycles. The first Budget Form must be returned to Mickey Rogers for review and to determine if costs are eligible and are reasonable. The sponsor will receive an email indicating if changes are needed. If the ASPT approves a pre application Budget, then the grantee will be granted full access and can begin the process of completing the grant application. If ASPT disapproves the pre application, then the applicant cannot create a grant application.
   b) Applicants are required to discuss proposed projects with the ASPT Grants Program Leader, Mickey Rogers no later than FEBRUARY 10th.
   c) Applicants must submit a Pre-Application Budget no later than FEBRUARY 17TH.

2. COMPLETING THE GRANT BUDGET
   (See next page to view Budget image format)
   a) The Budget and the Individual Breakdown items (specific expenses such as salary, trail crew costs, materials) are the costs that are agreed on between ASPT and the Applicant.
   b) All budgets, whether the project is a Non-Motorized Competitive grant or a Law Enforcement grant from the Supplemental OHV Program, must involve the Scope Items list from either the Motorized or Non-Motorized Program recommendations and suggested actions (criterion).
   c) Read the definition provided in each criterion to determine what costs may be eligible for that item. See below on pages 25-30 for a detailed description.
   d) Certain Individual Breakdown items will be essential to the project. Other items may be expendable based on the availability of funding. Scope items must be listed on the GRANT SCOPE SHEET in the order of their priority to the project.
   e) Contingency costs include within the cost of thescope item as applicable, not listed as a separate component.
   f) Work that will be completed, as part of one contract (i.e. -you would include must be broken down and costs shown for each component of the project under the contract.
   g) As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item. Estimates should reflect realistic prices anticipated to be in effect at the time the work is done.
1) Based on the Criteria Responses for your project an applicant will choose all applicable criteria.
2) Click the ADD feature associated with the chosen criterion to complete a Scope Item Cost Breakdown for each component of the project. See next page for image of a Breakdown after hitting “ADD”. Break down each scope item into materials and labor components as applicable.
   a) As an example, take a ranger’s salary as one item under Protect Access To Trails/Acquire Land
   b) In the Breakdown text box that appears type: “Ranger Salary” and the total number of staff covered for the project. “Ranger Salary; 3 Staff”
   c) Under Quantity place the combined hours all staff will work during project. Use only a valid numerical value.
   d) Unit Type: Choose from a drop down list. For purposes of this example PICK “Staff Position.”
   e) Unit Cost: Input the ranger’s salary/per hr (e.g. $20.00). If salary varies use the average for all applicable salaries.
   f) Match/In Kind: Enter the amount of match (if applicable for this specific breakdown item).
   g) Hit “SAVE” in the upper right corner. Calculations will add up automatically.
3. **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.

1) 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.
2) 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.

4. **ACQUISITION COST**
If you are acquiring any land you will use this section to provide information about the land.

1. Choose “Acquire Land for Public Access”. Click “ADD” and complete the Acquisition Cost Breakdown. Use the Breakdown text box to identify each parcel to be acquired.
2. Under Unit Cost list requested grant amount (How much you are requesting from ASP)
3. **Match:**
   a) Indicate the amount of the project sponsor’s matching funds or donations to be applied to each parcel.
   b) The totals for matching + requested grant funds will automatically add to equal the Total Parcel Cost.
4. Parcels to be acquired should be listed separately with the highest priority parcels appearing at the top of the list. The prioritization of parcels is important. During the project review process staff may recommend deleting a parcel from the project. Items at the bottom of the list are usually considered for deletion first.

5. **DONATIONS GUIDELINES**
   • Donations to the project sponsor from any source may include land, services/labor, materials, and/or equipment. The fair market value of such donations may be used as a matching share of the grant.

   • The estimated values of land and other donations may be derived from appraisals, project sponsor’s pay scales, and formalized equipment use rates. Donated labor may be charged at $22.83 per hour or lower, unless it is for a licensed or skilled trade, which may be charged at the current market rate. A certified trail crew supervisor may be charged at $26.83/hour.

NOTE: Contact ASPT staff for information on acceptable methods of assessing values of donations. Costs associated with the initiation of development and/or the value of donations accepted by the project sponsor prior to approval of an application are not eligible project costs. Letters of commitment specifically identifying the value of the contribution, the donor, and the method and date of delivery of the contribution must be provided to verify each donation/partnership. All information must be clearly identified on a Donations List. Upload this document in the Additional Documents page on WebGrants.
6. GUIDELINES FOR MATCH

**Match** – includes all expenditures for eligible work or materials used within the project area paid by the project sponsor and donated materials or labor.

**Non-Federal Match** – includes all expenditures for eligible work within the project area paid by a non-federal project sponsor and the “value” of eligible work performed by volunteers within the project period. Other donations of materials used for eligible work in the project area or money spent on eligible work in the project area within the project period:

1) Donated labor and materials must be specific to the approved scope of the grant project to qualify as match and be eligible for reimbursement.

2) Donated labor will be valued at $22.83 per hour for trail crew workers and $26.83 per hour for a certified trail crew supervisor. Certification is based on meeting the standards as set forth by the organization providing the volunteer labor.

3) The value of donated labor for a person professionally skilled in the type of work being performed for the project shall be the rate normally charged for this service (i.e., a backhoe operator operating a backhoe or a carpenter building a frame building). A person who builds trails professionally may be credited for his normal hourly rate for donated work. (Licensed Trade Standard)

4) A volunteer may not be credited for more than eight (8) hours work in a day. Daily time records for each volunteer must be maintained. State Parks will provide a tracking sheet.

5) Time and expense incurred by a volunteer in getting to the project site is not an eligible cost or donation. Volunteer time starts at the project site.

6) The expense incurred by a project manager who is transporting volunteers to a project site is an eligible cost. Volunteer time starts at the project site.

7) The value of donated materials must not exceed fair market value established by comparison with prices from a vendor.

8) For information related to food and beverages see Section II. Eligibility, II C 6 (pg 10).

9) The value of volunteer labor for a one-time non-routine trail cleanup event and non-trail construction related activities would remain at the minimum wage unless it meets the licensed trade standard.

SECTION V. GUIDANCE FOR COMPLETING THE GRANT CRITERIA FORM FOR MOTORIZED AND NON-MOTORIZED COMPETITIVE PROJECTS

*The NON-MOTORIZED TRAIL MAINTENANCE PROGRAM, SUPPLEMENTAL OHV PROGRAM AND THE SEE PROGRAM are not required to complete the CRITERIA RESPONSE FORM. Again, please contact the Grants Leader, Mickey Rogers at ASPT to determine project type AND correct application.*

- This Section provides specific guidance on how to provide effective narratives for the Grant Criteria Response Page.
- 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 2015 Arizona Trails Plan.

1. SCORING THE PROJECT APPLICATION

1) Projects are scored and ranked based on the Priorities and Scope Items identified in 2015 Trails Plan. The raters will not award points under any criterion or bonus section if an appropriate response has not been submitted.

2) Each Scope Item is assigned a point value. To view specific point allocations and total points a project can achieve refer to Tables 6 and 7 below.

3) 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.

4) 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. For sponsors with an active project agreement: Project sponsors are required to submit quarterly Status Reports to ASPT and they must ensure that the reports are submitted at the end of each calendar quarter. If reports are not submitted by January 31, 2017 for the period October 1, 2016 through December 31, 2016, five (5) points will be lost during the grant rating process for future grant projects.
2. AVAILABLE FUNDS ARE AWARDED ON THE BASIS OF:
   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.
   3) 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.

3. INSTRUCTIONS FOR COMPLETING THE CRITERIA RESPONSE FORMS FOR MOTORIZED & NON-MOTORIZED PROJECTS
   1) Choose from only one Priority list –either from the Non-Motorized or Motorized Priorities list. If submitting an application with both motorized and non-motorized activities (Diverse Projects) use the Non-Motorized Priority list.
   2) Select the Priorities and Scope items from the one Priority list that best fits your project.
   3) Written narratives for each scope item (s) you select will have a maximum word count of no more than 1750 characters (Please be brief and concise).
   4) On the Criteria Page 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 (In other words, don’t submit the same response for two (2) separate scope items).
   5) The motorized and non-motorized recommendations may be listed as “First Level Priority,” “Second Level Priority” and or “Third Level Priority”. 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 and non-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.
   6) Review each Priority and Scope Item listed below and the information provided in the 2015 Trails Plan.

<table>
<thead>
<tr>
<th>Project Focus Scenarios</th>
<th>UTILIZE the Motorized List</th>
<th>UTILIZE the Non-motorized List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your project focus is solely on motorized trails &amp; projects:</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Your project focus is solely on non-motorized trails &amp; projects:</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>The focus of your project consists of combination of motorized and non-motorized trails:</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>*Non-motorized Trail Maintenance Program, Supplemental OHV, SEE Program</td>
<td>Not required</td>
<td>Not required</td>
</tr>
</tbody>
</table>
## MOTORIZED PRIORITIES

### Table 6. Motorized Priorities, Scope Items and Scoring

<table>
<thead>
<tr>
<th>First Level Priorities Motorized Recommendations</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCOPE ITEMS</strong></td>
<td></td>
</tr>
<tr>
<td>Protect Access to Trails/Acquire Land for Public Access</td>
<td>12</td>
</tr>
<tr>
<td>Maintain and Renovate Existing Trails and Routes</td>
<td>12</td>
</tr>
<tr>
<td>Provide and Install Trail/Route Signs</td>
<td>12</td>
</tr>
<tr>
<td>Establish and Designate Motorized Trails, Routes &amp; Areas</td>
<td>12</td>
</tr>
<tr>
<td><strong>Second Level Priorities</strong></td>
<td></td>
</tr>
<tr>
<td>Develop Support Facilities</td>
<td>8</td>
</tr>
<tr>
<td>Provide Maps and Trail/Route Information</td>
<td>8</td>
</tr>
<tr>
<td>Mitigate and Restore Damage to Areas Surrounding Trails, Routes and Areas</td>
<td>8</td>
</tr>
<tr>
<td><strong>Third Level Priorities</strong></td>
<td></td>
</tr>
<tr>
<td>Provide Educational Programs</td>
<td>5</td>
</tr>
<tr>
<td>Completion of Environmental/Cultural Clearance and Compliance activities</td>
<td>5</td>
</tr>
<tr>
<td>Increase On-the-Ground Management Presence and Law Enforcement</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL POSSIBLE POINTS FROM 1ST, 2ND, 3RD LEVELS</strong></td>
<td>87</td>
</tr>
<tr>
<td><strong>Bonus Points -2 Points for Each Item</strong></td>
<td></td>
</tr>
<tr>
<td>Promote Comprehensive Planning and Interagency Coordination</td>
<td>2</td>
</tr>
<tr>
<td>Dust Abatement</td>
<td>2</td>
</tr>
<tr>
<td>Local need Per the Priorities Identified in the SCORP or Local/Regional Plan</td>
<td>2</td>
</tr>
<tr>
<td>Community Support/Public Support</td>
<td>2</td>
</tr>
<tr>
<td>First Time Project Sponsors/New Areas</td>
<td>2</td>
</tr>
<tr>
<td>Matching of at least 15% of total project cost</td>
<td>2</td>
</tr>
<tr>
<td>Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project</td>
<td>2</td>
</tr>
<tr>
<td>Multiple Motorized Use (3 or more motorized uses)</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL POSSIBLE BONUS POINTS</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>TOTAL POSSIBLE POINTS</strong></td>
<td>103</td>
</tr>
</tbody>
</table>

(1ST LEVEL, 2ND LEVEL, 3RD LEVEL & BONUS POINTS)
## NON-MOTORIZED PRIORITIES

**Table 7 Non-Motorized Priorities, Scope Items & scores**

<table>
<thead>
<tr>
<th>First Level Priorities</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCOPE ITEMS</strong></td>
<td></td>
</tr>
<tr>
<td>Renovation and Maintenance of Existing Trails</td>
<td>12</td>
</tr>
<tr>
<td>Protect Access to Trails / Acquire Land for Public Access</td>
<td>12</td>
</tr>
<tr>
<td>Mitigate and Restore Damage to Areas Surrounding Trails</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Level Priorities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Educational Programs</td>
<td>10</td>
</tr>
<tr>
<td>Enforce Existing Rules and Regulations</td>
<td>10</td>
</tr>
<tr>
<td>Provide and Install Trail Signs</td>
<td>10</td>
</tr>
<tr>
<td>Develop Support Facilities</td>
<td>10</td>
</tr>
<tr>
<td>Construct New Trails</td>
<td>10</td>
</tr>
<tr>
<td>Provide Maps and Trail Information</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL POSSIBLE POINTS FROM 1ST AND 2ND LEVEL PRIORITIES** 96

### Bonus Points 2 Points for Each Item

<table>
<thead>
<tr>
<th>Item</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matching funds at least 10%</td>
<td>2</td>
</tr>
<tr>
<td>Youth Corps Involvement</td>
<td>2</td>
</tr>
<tr>
<td>American with Disabilities Access/Standards met</td>
<td>2</td>
</tr>
<tr>
<td>All SHPO/NEPA documentation included in application</td>
<td>2</td>
</tr>
<tr>
<td>First time applicant</td>
<td>2</td>
</tr>
<tr>
<td>Diversity of Trail Use</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL POSSIBLE BONUS POINTS** 12

**TOTAL POSSIBLE POINT (1ST LEVEL, 2ND LEVEL, BONUS POINTS) 108**

The following pages below provide more detail on the recommended issues/action items for each Priority and Scope Item.

- These are the individual Scope items with helpful tips, used to describe and identify the scope of the project and how requested funds will be used.
- Choose from any number of priorities and individual scope items and provide short narratives (Max 250 words).
A. MOTORIZED PRIORITIES
FIRST LEVEL PRIORITY COMPONENTS
SCOPE ITEMS 1-4
12 POINTS EACH

1. Protect Access to Trails/Acquire Land for Public Access.
   a) Project must acquire title or permanent easement to qualify for points under this criterion.

2. Maintain and Renovate Existing Trails and Routes
   a) 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.
   b) 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
   a) The cost for signs that identify routes or provide trail related information such as distances, directions, obstacles, etc. are eligible under this criterion.
   b) 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.
   c) 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
   a) 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.
   b) Agency or contracted time to review route data and surveys (route evaluation) is an eligible cost.
   c) 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.
   d) 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
   a) Wildlife viewing blinds and platforms and all support facilities must be developed as an amenity directly related to an OHV use facility or area.
   b) 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
   a) 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) A project must include components specifically designated to accomplish the suggested actions. Installing signage that promotes environmental/cultural protection must be done in addition to on-the-ground actions.
   b) Costs to educate the public about littering should be included in the Education criterion

SCOPE ITEMS 8-10
5 POINTS EACH
THIRD LEVEL PRIORITY COMPONENTS

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

9. Completion of Environmental/Cultural Clearance and Compliance Activities
a) Develop travel management plans and ensure the designated areas include projects which can be done in a reasonable amount of time. (within three years).
b) 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
a) 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 be billed at over-time rates.
b) 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
a) 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
a) 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.
a) 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 accomplish 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
a) 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
a) 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)
a) Identify (list) Match. For points, match will equal or exceed 15% of the total project cost.

17. Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project
a) 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)
a) 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.
B. NON-MOTORIZED PRIORITIES
FIRST LEVEL PRIORITY COMPONENTS
SCOPE ITEMS 1-3  12 POINTS EACH

1. Renovation and Maintenance of Existing Trails and Support Facilities.
   a) Under this criterion a project must take an action to maintain and/or renovate existing trails or its support facility. This can be accomplished by staff labor, contracted labor, or coordinated volunteer efforts.
   b) Time needed to coordinate and train volunteers to provide trail maintenance is an eligible project cost.
   c) Costs to educate the public about littering should be included in the Education criterion.

2. Protect Access to Trails / Acquire Land for Public Access.
   a) Under this criterion, a project must acquire title or permanent easement. Access refers to the ability of the user to get to the trailhead or area where the recreational opportunities exist.

3. Mitigate And Restore Damage To Surrounding Trails.
   a) Areas around trails become damaged for a host of reasons. To score points under this category, a project must include components specifically designated to rectify or reduce this damage along or on a trail.
   b) Installing signage that promotes environmental and cultural protection must be done in addition to on-the-ground actions.
   c) Costs of signage must be included under the signage scope item.

SECOND LEVEL PRIORITY COMPONENTS
SCOPE ITEMS 4-9  10 POINTS EACH

4. Provide Educational Programs and Trail Etiquette
   a) Projects, which include promoting “share the trail” and emphasize cooperation, tolerance and respect for other trail users, are eligible under this criterion.
   b) Other actions include bilingual educational resources, Leave No Trace, Carry-in/Carry-out, and Tread Lightly.

5. Enforce Existing Rules and Regulation
   a) Trail rules and regulations are often unknown or ignored by users. People not following existing rules and laws create conflicts with other users and adjacent landowners.
   b) Programs that promote volunteer clubs or individuals to patrol and monitor trail use and educate users about these rules is eligible under this category. Actions such as installing regulatory signs, imposing heavier fines for repeat offenders and installing complaint registers or provide enforcement contacts to report inappropriate are eligible scope items under this category.

6. Provide and Install Trail Signs
   a) Projects which include costs for signs that identify routes or provide trail related information such as distances, directions, obstacles, rules and regulations, are eligible under this criterion.
   b) Time and materials needed to coordinate and train volunteers to monitor, install or replace signs is an eligible project cost. Regulatory signs are limited to safe trail use and environmental protection.
   c) Bilingual signage is encouraged for trail projects maps and signs.

7. Develop Support Facilities
   a) For RTP purposes, support facilities include trailheads and access road, restrooms, kiosks, protective fencing, water for humans and/or stock, hitching rails, and bike racks as eligible costs.
   b) Camping and picnic sites are not eligible.
   c) Lighting for trailhead areas is eligible, but not for trails.

8. Construct New Trails
   a) The proposed project must include construction of multiuse or specialized trail on a previously unused or unauthorized alignment.
   b) Trail realignment outside of fifteen feet of the existing corridor is considered a new trail. However, to score points in this category the estimated cost for the new trail construction must be at least 50% of the total cost for the new trail and any trail maintenance / renovations included in the proposed project.

9. Provide Maps and Trail Information
   a) Reprinting trail or trail system maps is not eligible for RTP funding.
b) Maps that are included with new trail construction projects that are part of a trail safety and environmental protection brochure are eligible. You must provide an example of the proposed layout with the application and the final draft must be reviewed and approved before printing.

BONUS POINTS

SCOPE ITEMS 10-16   2 POINTS EACH

10. Project Includes Matching Funds Of At Least 10%
   a) A project must have 10% or greater match and must include documentation prior to submittal. Documentation may include letters from volunteer groups, staff time and equipment and other matching funds.

11. Youth Involvement With Trail Work
   a) Federal legislation encourages the use of youth from all aspects of society –students from local colleges, to high school students interested in forest and or park service. Youth groups such as the Boys and Girl Scouts and other youth groups interested in outdoor recreation activities including Youth Conservation Corps or Service Corps for their projects.
   b) To receive points, a portion of the trail work/maintenance must have a documented letter of support from a youth group with an agreement that some or all of the proposed work will be done using a youth.

12. Includes ADA access/standards
   a) To receive points, a project must include more than 50% of the project to reach ADA standards to include not only the trail, but also the signage and support facilities.

13. All Required SHPO/NEPA Documents Are Included.
   a) Projects submitted should be shovel ready if approved. To receive bonus points, a project that has all of the required State Historic Preservation documentation and National Environmental Policy Act documentation must be complete.

14. First Time Applicant

15. Diversity of Trail Use
   a) Trail is open to more than one type of user group. Diverse trail projects are those that accommodate two or more user groups (e.g., hiking and equestrian, or hiking and ATV use, etc.).

SECTION VI. COMPLETING THE GRANT APPLICATION

Each applicant will work closely with Mickey Rogers to develop a budget and eventually, effective criteria responses.

What’s not in the grant process: We do not require a several page narrative as an addition to the application. Applicants only respond to the questions in the Criteria Forms, other application forms and provide the required information and supporting documentation.

Step 1: Applicants will choose a Funding Opportunity based on the type of project and the entity (Federal agency, non-profit, etc…)
   Step 2: Complete the Pre-Application (Budget).
   Step 3: After the budget has been approved ASPT will grant the applicant access to the full application on WebGrants.

I. GENERAL INFORMATION (For WebGrants -Click “EDIT”) top, right corner to activate forms
   • Project Title: A title, limited to 100 characters, that specifically describes the proposed effort, rather than a generality, should be entered here.
   • Primary Contact: The Primary Contact is the single point of contact and person responsible to the applicant organization for the administrative oversight of the project.
   • Additional Contacts: Select any additional contacts within your organization that will also manage this grant.
   • Organization: This is the Organization that you identified when you registered.

II. APPLICATION (Click “EDIT”) top, right corner to activate forms
   • Project Sponsor Name: Enter the name of the eligible entity / organization (not the name of the project coordinator) submitting the grant application.
   • Project Sponsor Address: Enter the official mailing address of the entity / organization.
   • Website Address: Enter Agency’s website address
• **Project Coordinator:** Enter the name, title, telephone number, and email address of the individual who will have the day-to-day responsibility for the project.

• **Secondary Contact:** Enter name, title, telephone number and e-mail address of an individual who is involved in the project in event the project contact is not available. Note: Most projects can take 1-3 years to complete and during the life of a project several changes with staff can occur to cause project delays, misunderstandings and critical mistakes. Because many project coordinates are called out on fires or other activities for weeks or months ASPT is requesting that each sponsor assign at least two staff to a project.

• **Third Party Contact:** If the project sponsor is developing the project in cooperation with a third party, enter the name, title, telephone number, and email address of the individual associated with the third party organization, who will have the day-to-day responsibility for the project.

**Project Information:**

• **Provide Nearest Town/City:** Closest town/city to the project area

• **U.S. Congressional District:** Enter the number of the U.S. Congressional district(s) in which the project site is located.

• **State Legislative District:** Enter the number of the State Legislative District(s) in which the project site is located. Follow this link to locate District information: http://azredistricting.org/districtlocator/
  a) If the project crosses over more than one district, please separate each district with a comma.

• **County:** Enter the name of the county(s) in which the project is located.

• **Brief Description of the Project:** 1750 characters or Less. Summarize the project proposal. Describe the scope and nature of what is to be accomplished. Indicate the types of proposed improvements to be developed or parcels to be acquired.

**For Competitive Grant Programs:**

**III. CRITERIA RESPONSE FORM (WebGrants):**

Detailed instructions are provided on the Criteria Response Form page on WebGrants.

1) In the middle of the page go to Grant Criteria Response, click “ADD.”

2) This will open a text box which includes a drop down box, a text field and a scope timeline. Click the drop down box and a list of each scope item will be visible. Choose a scope item, provide a description and enter in the estimated timeline for that scope item.

3) Hit “Save” and repeat the process based on the number of scope items the project will involve.

4) Special Features: The text box allows an applicant to include hyperlinks, add color, bold and italicize text.

5) The Criteria Page also includes an **Additional Project Information** area to provide the types of uses on the project trails (Dirt Bike, Hiking, etc…), Eligibility Category (Acquisition, Trail Development, etc…).

✓ **Uses Allowed on Trail:** Please check all of the boxes of users that will be allowed on the proposed trail.

✓ **Eligible Category(i(es):** Please check all of the appropriate category(ies) for the proposed work on your trail project.

✓ **Additional Criteria Response Information:** Upload news articles, examples of educational materials to be developed, etc…) here.
IV. PROJECT MAPS, TRAIL TABLES & PHOTOS

On WebGrants, follow detailed instructions on the page.

1. Project Maps, Trail Tables & Photos
   1) Please download the State Map form & mark the location of your project area; when complete upload the State Map to attach to the application.
   2) Provide a legible and detailed 7.5 USGS map showing the project area.
   3) Provide a PDF document with at least four (4) photographs that show the project area, land acquisition or specific features.
      a) Photos should document as many of the proposed scope items as possible.
      b) Please provide a description at the bottom of each photo.

2. Trail Information Table
   Each trail included in the project must be listed separately and include the following information:
   1) Trail Name, Length of work, Trail Work (New Trail, Maintain), Condition of Ground, Trail Location (Township, Range, Section).
   2) Applicants will upload a map of the specific trail (not a general project map), and a photo showing the specific trail.

3. Kiosks, Signs & Support Facilities
   1) Similar to the Trail Information Table each kiosk and support facility (Trailhead, Restrooms) included in the project must be listed separately and include this information: Trailhead Name, name of area where Kiosk/restroom will be placed (Township, Range, Section). Action (repair facility, construct new trailhead), Trail Work (New Trail, Maintain), Condition of Ground, Will original footprint change?
   2) Directional signs
      Project maps shall identify the following items:
      • North arrow, scale, project title, and date prepared.
      • Additional pages may be added if necessary, however, when uploading the trail map please combine all pages, convert to PDF, then upload.
      • Elevation at project endpoints or project site.
      • List at the bottom of the sheet any areas under lease and term remaining on lease(s). Note area(s) on map.
      • 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.).
      • Identify other trail or road access to the project trail. (If applicable)
      • List any future trail linkages planned (If applicable)
      • Identify exact locations for the placement of material such as riprap. (If applicable)

A. Acquisition Parcel Map
   Map is required only if acquisition or donation of property is included in the scope of the project.
   1) A map shall be submitted with each application identifying all property to be acquired or donated under the proposed project. Submit all parcels on one (1) PDF document; upload in the Project Area Maps & Photos section, #2.
   2) The map shall identify the following items:
      • North arrow, scale, project title, and date prepared.
      • Property lines.
      • Project boundaries and Section, Township and Range for where the proposed trail project is located.
      • Parcel numbers and parcel sizes.
      • Existing development (include overhead utilities and/or easements).
      • Surrounding land uses.
B. Site Plan Trailheads or Site-Specific Trail Projects

*Example provided with Kiosk, Signs & Support Facilities*

A Site Plan shall be submitted with each application and shall identify the following items:

- North arrow, scale, project title, and date prepared.
- Existing site development.
- Proposed project development.
- Show planned future development when this application is for acquisition only.
- Surrounding land uses.
- Any ADA Standard facilities and/or access points.
- Identify other trail or road access to the project trail.

C. Floor Plans

*Preliminary Floor and Elevation Plans*

- Floor plans must be submitted if structures are included as part of the project.
- Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (*Project Area Maps & Photos* section, #3).
- An elevation must be shown to indicate the architectural treatment.
- 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.

![Floor Plan Diagram]

D. SIGNAGE DESIGN PLAN

- A signage design plan must be submitted if signage is part of project.
- Provide a sketch or drawing of each type of sign or trail marker that is a part of the project.
- 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.
- Attach with *Kiosk, Signs & Support Facilities*
SECTION VII. CULTURAL AND ENVIRONMENTAL RESOURCES REQUIREMENTS

This section addresses three (3) forms related to environmental and cultural clearances requirements:

1. CULTURAL CLEARANCE REVIEW FORM
2. NEPA FORM - NATIONAL ENVIRONMENTAL POLICY ACT
3. THE SHPO HISTORIC PROPERTY INVENTORY FORM

In Arizona, the Arizona Department of Transportation (ADOT), the Federal Highway Administration (FHWA) and the State Historic Preservation Office (SHPO) participate 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), Arizona Department of Transportation (ADOT) and Federal Highway Administration (FHWA) for review.

1. CULTURAL CLEARANCE REVIEW PAGE (FORM)

All project sponsors must submit the Review Form by July 1, 2017 however, ASPT 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.

A. Please Consider the Following When Completing the Cultural Clearance Review Form:
   • If applicable, an entity must have a qualified professional sign the Cultural Clearance Review Form (i.e. archaeologists).
   • If a land managing agency has an archaeologist on staff, that archaeologist MUST sign the Cultural Clearance Review Form & NEPA Form (if applicable).
   • The Cultural Clearance Review Form & NEPA Form (if applicable) and the Historic Property Inventory Form(s) (if applicable) can be submitted with the application by the March 1, 2017 deadline.
      a) On WebGrants, both the Cultural Clearance Review Form and the NEPA forms do have required items and questions that must be answered to submit the application. What is not required by the March deadline are documents such as surveys, environmental assessments and some questions that require additional time.
         1) For the Cultural Clearance Review Form all questions and additional documents (i.e. Surveys) must be completed by July 1, 2017.
         2) NEPA: All questions and additional documents (i.e. Assessments, Species List) must be completed by September 1, 2017.
   • 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.

B. Section 106 Compliance:
   • 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.
   • 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.
   • 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.
   • Federal project sponsors must submit any documentation gathered by agency archaeologists related to the project area..
   • ADOT cultural resource staff and ASPT are 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.
2. NEPA * CATEGORICAL EXCLUSION -CE CHECKLIST
For Recreational Trails Program funding each project sponsor must provide State Parks with documentation which meets the requirements of the National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and other applicable laws (such as laws regarding threatened and endangered species, hazardous wastes and contaminated properties, historic and archaeological resources, etc.). The completed form and supporting documentation must be submitted to State Parks before a Project Sponsor Agreement will be finalized.

Projects receiving federal RTP funds cannot be funded until NEPA compliance has been reviewed and approved by the FHWA. To determine if your project requires the NEPA Form you must contact Mickey Rogers, ASPT.

The Federal Highway Administration (FHWA) defines Categorical Exclusions (CE) as actions that based on past agency experience with similar actions, do not involve significant environmental impacts. These actions DO NOT:
- Induce a significant impact to planned growth or land use for the area.
- Require the relocation of significant numbers of people.
- Have a significant impact on any natural, cultural, recreational, historic or other resource. Involve significant air, noise, or water quality impacts.
- Have significant impacts on travel patterns.
- Otherwise, either individually or cumulatively, have significant environmental impacts.

Please visit the ADOT website for additional information on the NEPA process.

Note: If applicable, please attach any relevant documentation related to environmental assessments, the Game & Fish Environmental Review Tool (species/wildlife habitat) and any other document that addresses environmental issues pertaining to the project area.

3. THE SHPO HISTORIC PROPERTY INVENTORY FORM
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.

PERMITTING REQUIREMENTS
Federal funded grant projects may involve work that requires permits and clearances from various state and federal agencies. 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.

Do You Need An Army Corps Of Engineers Permit To Complete The NEPA Process?
If you can answer any of the following questions with a yes or a maybe, you may need an Army Corps of Engineers permit. Please contact the agency at the address below as soon as possible for help in determining whether a permit is needed. This may save you time and potential future problems.

Kathleen A. Tucker
Senior Project Manager
Arizona Branch, Regulatory Division
Los Angeles District
U.S. Army Corps of Engineers
Phone: 602.230.6956
Kathleen.A.Tucker@usace.army.mil
1. Does your proposed project involve the discharge of any fill or dredged material into a wetland, lake (including dry lakes), river, stream (including intermittent streams, ephemeral washes, and arroyos), mudflat, sandflat, slough wet meadow, playa lake, or natural pond?

**EXAMPLES OF WORK THAT NEED AN ARMY CORPS OF ENGINEERS PERMIT FOR THE DISCHARGE OF FILL OR DREDGED MATERIAL INTO A WETLAND, LAKE, RIVER, STREAM, MUDFLAT, SANDFLAT, SLOUGH, WET MEADOW, PLAYA LAKE, OR NATURAL POND:**

- Backfill
- Bank protection (gabions, rock rip rap, sand bags, etc.)
- Bridge Protection
- Earth movement within stream channels, wash channels, or wetlands
- Grading within stream or wash channels
- Landfills for future developments
- Mechanized land clearing
- Realignment of existing stream or wash channels
- Road Crossings
- Temporary stockpiling of material

2. Does your proposed project involve placing or removing any materials or structures in the Colorado River or its adjacent wetlands?

**EXAMPLES OF WORK THAT NEED AN ARMY CORPS OF ENGINEERS PERMIT IN THE COLORADO RIVER AND ADJACENT WETLANDS, BACKWATERS, SLOUGHS, OXBOWS, ET.**

- Bank Protection
- Bulkheads
- Dock and pier construction
- Dredging and the disposal of dredged material
- Landfills
- Mooring-buoys
- Realignment of boat slips
- Removal of docks or piers
- Utility line crossings

Please Note: Data dumping (attaching dozens to hundreds of pages of surveys and assessments without specific project area references or providing a table of contents) will not be accepted and will delay the project significantly.

**SECTION VIII. ELIGIBILITY FORMS**

Following is a list of instructions for completing required Eligibility Forms:

1. ASSURANCE OF COMPLIANCE
2. RESOLUTION FORM
3. NON-PROFIT CERTIFICATION STATEMENT
4. AUTHORITY TO APPLY
5. CONTROL AND TENURE FORMS
6. LAND MANAGER APPROVAL LETTER
1. DISABILITIES ACT/COMPLIANCE
   TITLE II. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990
   (ALL APPLICANTS ARE REQUIRED TO COMPLETE 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 and Trails is encouraging all agencies and applicants to consider individuals with disabilities when instituting projects.

2. RESOLUTION FORM, NON-PROFIT CERTIFICATION STATEMENT, AUTHORITY TO APPLY & CONTROL AND TENURE FORMS

A. 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:

1) 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.
2) Must complete the appropriate application forms indicating that the governing authority of the organization has reviewed the 2016 ASPT Administrative Guidelines and the 2017 Grants Manual and the particulars of the proposed project and approve the application (See Resolution for non-profits, cities, towns, counties;).
3) Organization By-Laws and/or Statements of goals and objectives of the project sponsor organization.
4) 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.
5) Articles of Incorporation, 501c(3) certification, if appropriate.
6) IRS determination letter evidencing tax status as of December 31, 2015 (most recent available), if applicable.
7) Two most recent annual reports to the Arizona Corporation Commission, or equivalent tribal commission report(s) if incorporated under tribal law, if appropriate.

3. LAND MANAGER APPROVAL LETTER
A Third-Party Organization making improvements on property in the control of an entity (e.g., a non-profit trails organization working with a public land managing agency such BLM and Forest Service to complete trail work) must submit the LAND MANAGER APPROVAL LETTER. A Template is available on WebGrants. This is a document identifying that authority has been received from that entity to make the proposed improvements. The entity must state that the proposed project addresses a need or condition acknowledged as a high priority by the entity and organization.

1) 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.
2) 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.
3) The entity must advise State Parks of any proposed changes in the use of the developed property.

Disqualification: Projects that fail to submit a Land Manager Approval Letter for all land managers/jurisdictions cannot be processed. If your agency is doing work on a trail system that crosses over, for example, four (4) different jurisdictions (e.g., city, ASLD, Forest Service and a county) an Approval Letter will be required from each jurisdiction.

A. COMPLETING THE APPLICATION RESOLUTION FORM / AUTHORITY TO APPLY
   (pages vary depending on entity)

Purpose of The Resolution/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 fee title land ownership, a lease, use agreement, or 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 Control and Tenure page in the application which clearly states the project sponsor has the authority to apply for Recreational Trails Program and Off-Highway Vehicle Program funds. This page 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 a letter an appropriate statement addressing the project sponsor’s intent to use the land under its stewardship for the purpose expressed in this application.

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.

6) Non-Federal Project Sponsors:
   a) Must include a resolution certifying authority to apply for Recreational Trails/Off-Highway Vehicle Program funds to be eligible for funding consideration (e.g., the Resolution must identify the source and amount of matching funds, including donations). A Sample Resolution is located on the Resolution Page in the application.
   b) All project sponsors MUST incorporate items 1 through 6 from the Resolution Page 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 Resolution Page: 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.

4. CONTROL AND TENURE FORM

A. 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. A. 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.
   B. 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.

B. Providing Control and Tenure Documentation:
   1. Cities, towns, and counties will upload all documents related to control and tenure on the Evidence of Control and Tenure Page in the application (WebGrants).
   2. 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 i) or ii) below.
i. **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:
   - Copy of the recorded title or deed.
   - Legal description of the deed with an attached map.
   - 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.

ii. **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.

C. **Projects on State Trust Land:**

1) 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 2016 Administrative Guidelines for Awarded Grants. These options include:
   - Conversion – providing an equivalent facility at the grant recipient’s expense;
   - 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,
   - Obsolescence– notwithstanding neglect or inadequate maintenance on the part of the grant recipient, a recreation area or facility may be determined obsolete if:
     (a) reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating,
     (b) changing recreation needs dictate a change in the type of facility provided,
     (c) operating practices dictate a change in the type of facilities required, or
     (d) the recreation area or facility is destroyed by fire, natural disaster, or vandalism.

4. **CERTIFICATION & AUTHORIZED SIGNATURE PAGE**

   The certified application form MUST be signed and dated by the individual authorized to act on behalf of the project sponsor entity / organization in conducting all official business related to the project (same person as specified in project sponsor's Resolution/Authority to Apply).

   NOTE: The Forest Supervisor must sign if applicant is National Forest Service. The District/Field Manager must sign if applicant is the Bureau of Land Management.
Follow instructions for submitting signatures using WebGrants on the Certification and Authorized Signature Page
• This form must be signed for the application to be considered complete.

SECTION IX. GENERAL COMPLIANCE

Application Deadline
• Arizona State Parks and Trails Grants Section must receive completed applications no later than 5:00 p.m. on March 1, 2017. This is not a postmark deadline; applications must be received by the grant deadline. 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.

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 and Trails. 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 and Trails. 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 federal 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.

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 and Trails 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.