Grants Manual

Supporting Motorized & Non-Motorized Trail Projects & Activities

BUILDING NEW TRAILS AND MAINTAINING EXISTING ONES

INCREASING OUTDOOR RECREATION OPPORTUNITIES FOR PEOPLE WITH DISABILITIES

ENVIRONMENTAL & CULTURAL PROTECTION, EDUCATION, AND ACQUISITION FOR FUTURE USE

TRAILS FOR ALL OUTDOOR RECREATION USERS

Fall/Spring Non-Motorized & Motorized Application Deadline:
March 1, 2019
# TABLE OF CONTENTS

## I. FUNDING ANNOUNCEMENTS AND PREPARATION

- **OVERVIEW** 1
- **LINKS TO ELIGIBLE ACTIVITIES** 1-2
- **PREPARATION** 2
- **ATTENDING A WORKSHOP** 2
  - Purpose of Workshops 2
  - Who Should Attend 2-3

## II. UNDERSTANDING THE PROCESS

- **HOW PROJECTS ARE REVIEWED** 4
  - Reimbursement Grant Program: How Do We Receive Funds and When Can We Incur Expenses and Match? 4
  - When Is The First Date I Can Purchase Project Scope Items And Begin Collecting Match? 5
  - Examples Of Mistakes Made By Applicants As It relates To Incurring Expenses/Match 5
- **GRANT PARTNERS** 5
- **IMPORTANT ADMINISTRATIVE GUIDELINE CHANGES** 6-7

## III. ELIGIBILITY

- **ELIGIBLE PROJECT SPONSORS – ENTITIES & ORGANIZATIONS** 8
- **EXAMPLES OF ELIGIBLE PROJECTS** 8
  - Development Projects 8-9
  - Maintenance Projects 9
  - Purchase and Lease of Recreational Trails Equipment 9-10
  - Education Projects 10
  - Law Enforcement Projects 10
  - Design and Engineering Costs 10
  - Cultural/Environmental Assessments 10
  - Increasing Outdoor Recreation Opportunities For People With Disabilities & Aging Populations 10
  - Connectivity: Outdoor Recreation and how it Relates to Accessibility 11
  - Developing and Coordinating Youth Development Programs – Actively Inviting Youth to Participate in Projects 11
- **Non-Eligible Project Activities** 11-12
  - Rule on Food, Beverages, and Other Considerations (Snacks) 12

## IV. FUNDING OPPORTUNITIES AND SOURCE OF FUNDING

- **GRANT POLICIES** 13
  - Policy for Safety and Environmental Education (SEE) 13
- **MOTORIZED PROGRAMS** 13-17
  - Who Administers The OHV Program? 13
  - Competitive Motorized Program 14
SUPPLEMENTAL OHV PROGRAM 14

Ineligible Projects 15
Mitigation and Emergency Repairs Grant 15
Law Enforcement Program (LE) 15
Small Grants Program 16

SAFETY AND ENVIRONMENTAL EDUCATION (SEE) Both Motorized & Non-Motorized 17

NON-MOTORIZED PROGRAMS 17-23

Who Administers the RTP Program? 17
Competitive Non-Motorized Program 18

TRAILS MAINTENANCE PROGRAM 18-23

How the Process Works for the Trail Maintenance Program 19
How Trail Maintenance Program Applications Are Awarded Funding 20

TRAIL CREW INFORMATION 21

State-Contracted Trail Crews Overview 21-23

V. COMPLETING THE GRANT APPLICATION

HOW TO COMPLETE YOUR APPLICATION ON WEBGRANTS 24

Documents To Help Applicants Complete Their Application 24
What’s Not in the Grant Process 24
Pre-Application 24

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

OVERVIEW 25

Scoring The Project Application 25-26
Instructions For Completing The Criteria Response Forms For Motorized & Non-Motorized Projects 26-27

Motorized Priorities 27
Non-Motorized Priorities 28

MOTORIZED PRIORITIES 29-31

First Level Priority Components 29
Second Level Priority Components 29-30
Bonus Categories 30-31

NON-MOTORIZED PRIORITIES 32-34

First Level Priority Components 32
Second Level Priority Components 32-33
Bonus Points 33

VII. HOW TO CREATE PROJECT MAPS AND PHOTOS FOR THE GRANTS PROGRAM

COMMON MAP ERRORS 35
MAP REQUIREMENTS 36-37
TYPES OF SIGNS 38-39
PHOTOS 39
VIII. CULTURAL AND ENVIRONMENTAL RESOURCES REQUIREMENTS

CULTURAL CLEARANCE REVIEW FORM (CCRF) 40
  Notable Changes to the Cultural Clearance Review Form 40
  Involve the Archaeologist During Application Phase 40
  Section 106 Compliance 40-41

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) CATEGORICAL EXCLUSION(CE) CHECKLIST 41
  History of NEPA 41
  Required Action 41
  Permitting Requirements 41
  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? 42
  Does your proposed project involve placing or removing any materials or structures in the Colorado River or its adjacent wetlands? 42

THE SHPO HISTORIC PROPERTY INVENTORY FORM 43
  Data Dumping 43

IX. GENERAL COMPLIANCE

APPLICATION DEADLINE 44
PROJECT MUST BE SHOVEL-READY 44
POST AWARD 44
NOTICE OF ELIGIBILITY 44
DISAGREEMENT PROCESS 45
PROCUREMENT AND CONTRACTING 45
REIMBURSEMENT AND REPORTING REQUIREMENTS 45
ELIGIBLE TRAVEL 45
APPRAISALS 45
INSPECTIONS 45
OPERATION/MAINTENANCE 45
TITLE TRANSFER AND SITE DEVELOPMENT 45
I. FUNDING ANNOUNCEMENT AND PREPARATION

OVERVIEW

Arizona State Parks & 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 and or Trail Maintenance
- Pedestrian Uses (Hiking, Running)
- ADA/Accessibility Trails/Facilities
- Bicycling (Bike Parks, Trails)
- 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)
- Trail Head Development, Signage
- Equestrian Trails, Education

All applications are completed on the ASPT on-line grants management system, WebGrants (www.azparkgrants.com). All potential applicants must first speak with Mickey Rogers, Chief of Grants and Trails, to discuss an applicant’s project before receiving permission to start an application in WebGrants.

Mickey Rogers, Chief of Grants and Trails
mrogers@azstateparks.gov
602-542-6942

LINKS TO ELIGIBLE ACTIVITIES

In addition to the information provided below, ASPT has started adding other grant-supporting documents in one accessible area. After registering through the on-line system WebGrants, click on Funding Opportunities.

Select the type of application based on the project (motorized or non-motorized) and entity (Federal, Nonprofit, City/town), and scroll down the webpage to see specific project/program information and links.

NOTE: Do Not Click “Start an Application.” Only View the Program Information.

A list of websites and attachments will assist you with the development of your project. You will find links to the following documents:

- Summary of Funding Priorities, 2015 Arizona Trails Plan
- Statewide Comprehensive Outdoor Recreation Plan (SCorp)
- Administrative Guidelines
• Motorized and Non-Motorized Program recommendations and suggested actions
• *How-to-Guide to Completing an Application in WebGrants*

A common question most new applicants ask, “*What do the Application Forms look like?*” To help with this request we’ve created a step-by-step guide (*How-to-Guide for Completing an Application in WebGrants*) to walk you through submitting an application. The document includes all application forms from each grant program and is located on WebGrants, under each funding opportunity, and also on the ASPT Website, [Grants Page](#).

**PREPARATION**

1. Attend a scheduled grants workshop.
2. Review the *Arizona Trails 2015 Motorized and Non-Motorized Trail Plan* & review the 2018-2022 SCORP (Arizona’s Outdoor Recreation Policy Plan). SCORP has been updated since last year so criteria, points and priorities have changed significantly.
3. Refer to Chapter 5 – PRIORITY ISSUES and Chapter 6 – 2018 LWCF RATING CRITERIA of the 2018-2022 SCORP Plan for criteria details. Each application should reference sections throughout these two (2) chapters.
4. When developing responses to application questions, reference specific information from these two (2) plans to increase application points.
5. ASPT staff are here to help you with your grant application – please contact us for any questions.
6. READY PROJECTS: Sponsors must have shovel ready projects (must start within 180 days after the award notice).

**ATTENDING A WORKSHOP**

1. See *GRANT TIMELINE* attachment for list of workshops and dates.
2. Participation Through WebEx: For applicants who cannot attend any of the workshops in person, WebEx will be utilized. WebEx is a webinar program that will enable you to view all documents presented at the workshop and to hear/participate in the discussions.

**Purpose of Workshops**

1. Arizona State Parks staff, ADOT EPG (staff that review the cultural and environmental documents), State Historic Preservation Office (SHPO), Trail Crews and Game & Fish staff will participate and present during the workshops.
2. 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.
3. 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**

Any applicant considering applying for a grant in this cycle or in future cycles. 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.
NOTE: Attendance to at least one (1) grant workshop is highly recommended for any applicant who will be submitting an application for the first time.

The goal of the program is to support funding to development sustainable trails. For any applicant not familiar with developing sustainable trails, please communicate this to Mickey. We can provide you contacts to help you in identifying and mapping the best route(s). Poor trail planning can cause significant damage to surrounding areas over a short period of time.
II. UNDERSTANDING THE PROCESS

HOW PROJECTS ARE REVIEWED

Committee and Board Review

- Grant applications will be reviewed for completeness or accuracy by ASPT Grants staff prior to distribution to the review committee for review and recommendations.
- Applications that are not complete at the time of submittal will not be reviewed and may be resubmitted in the future.
- Applicants will have the opportunity to provide comments during committee review meetings.
  - In the summer cycle (September 1st deadline), committee meetings often take place in late September/early October.
  - Fall cycle (March 1st Deadline) meetings are held in April.

Project applications will be reviewed and scored using the Grants Scoring Criteria System approved by the Arizona State Parks & Trails and Park Committees and Board. Overall, projects are approved based on a number of factors including:

- Project eligibility and application score, application completeness
- Ability to start and complete the project in a timely manner
- Project costs
- Merit of the project
- Applicant’s history with previous ASPT grants and projects. Each late quarterly report from a previous grant can result in a 5-point deduction.

Poor history in completing reports by due date from any ASPT program, including the Recreational Trails Program (RTP), Off-Highway Vehicle Program (OHV), Land & Water Conservation Fund (LWCF) and Growing Smarter Program will also play a role in determining the overall eligibility of an applicant’s request for funding. Applicants with a history of managing/completing projects timely will increase their chances of securing funding.

Reimbursement Grant Program: How Do We Receive Funds and When Can We Incur Expenses and Match?

With the minor exception of state-funded motorized projects, this is a reimbursable grant program. You don’t receive a check for the project up-front. You must first pay for an item(s) then submit a reimbursement request. You are required to show proof of payment (invoice showing zero balance, credit card/bank statement). You can
submit reimbursements as often as needed; it typically takes 3 weeks to be reimbursed. For non-profits, please identify a source to pay for items upfront (credit card or loan).

Due to State and Federal end-of-year cycles we recommend that grantees not purchase items and submit for reimbursements in June/early July and again at end of September/early October.

**When Is The First Date I Can Purchase Project Scope Items And Begin Collecting Match?**

You cannot incur any expenses or begin gathering match until the Project Agreement is signed. Once ADOT/SHPO are close to completing and approving the cultural and environmental review of a project, ASPT staff will send the applicant a draft of a Project Agreement.

Applicants will review, make any changes, sign and return to Parks (via WebGrants). When ADOT/SHPO approve the project and ADOT Fiscal releases the funding, ASPT’s Executive Director will then sign the Project Agreement. The date the agreement is signed by ASPT’s Executive Director is the date you can begin incurring expenses and collecting match.

**Examples Of Mistakes Made By Applicants As It Relates To Incurring Expenses/Match**

**Example 1:**
- The applicant signed the Project Agreement and thought they could now start purchasing items. However, ADOT Fiscal had not yet released the funds to Parks, thus the Parks Director had not signed the agreement. Applicant incurred expenses over $1000 but the applicant was not able to receive reimbursement from ASPT.
  - **NOTE:** We can’t reimburse you for expenses that occur before the ASPT Director signs the Project Agreement. These are federal and state requirements Parks must follow and there are no exceptions.

**Example 2:**
- Applicant held a large volunteer trail day to start the project. They had planned the event months in advance. Over 50 volunteers attended the event and the overall amount of match was over $5000. However, the Project Agreement was not signed until 2-weeks after the volunteer event took place.
  - **NOTE:** Even match (volunteer match in this case) cannot be included if the Project Agreement isn’t signed by the ASPT Director.

**GRANT PARTNERS**

Several key partners are involved in various stages of the grants process and provide a great deal of support to help each agency have a successful grant:

1. **Arizona Department of Transportation (ADOT)**
   - *Environmental Planning Group (EPG)*
     - i. Conducts the cultural and environmental reviews of Federally-funded projects.
   - *Fiscal Department*
     - i. Processes all reimbursements and releases project funds

2. **State Historic Preservation Office (SHPO)**
   - a. Conducts all cultural reviews for state-funded Off-Highway Vehicle projects.
3. **Arizona Game & Fish**
   a. Game & Fish developed software ([Environmental Review Tool](#)) that enables users to create a map that identifies critical species in Arizona. For Applicants, you will use Review Tool to identify species in your project area.
   b. The Tool Kit includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of signage, etc…

4. **State-Contacted Trail Crews**
   a. For most trail projects, grantees will work with one of the three state-contracted trail crews. Every crew does outstanding work and they are all committed to developing sustainable trails.
      i. American Conservation Experience (ACE)
      ii. Arizona Conservation Corps (AZCC)
      iii. Cuddy Mountain

5. **Army Corps of Engineers**
   a. For trail projects, ASPT works closely with Kathleen A. Tucker, Senior Project Manager to ensure all permitting as it relates to environmental requirements and waterways.
   b. Kathleen will help answer any questions about your project and guide you through permitting requirements (if applicable).

6. **Department of Transportation's Federal Highway Administration (FHWA).**
   a. The Recreational Trails Program is an assistance program of FHWA.
   b. FHWA provides policies, guidance and training to ASPT Grants Staff

**IMPORTANT ADMINISTRATIVE GUIDELINE CHANGES**

These guidelines were updated in September 2018 and provide the policies and procedures that give project sponsors direction to successfully administer grant projects. A summary of important changes is listed below:

1. **Expenditures 6-Month Rule (ADOT Policy)**
   o All projects must be active within any six (6) month period beginning with the date of funding approval. Requests for reimbursement must be made within a six (6) month period. Failure to meet this requirement will result in funds being withdrawn for a project.

   **NOTE:** To be active, you must spend funds within each 6-month period. Purchase any approved scope item (shovels, signs, etc.). If your project only involves trail work, have the selected trail crew conduct an initial assessment.

2. **Progress Reports (Status Reports)**
   o 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.

3. **Advances (only possible for motorized projects funded using state funds - not federal).**
   o 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.

4. **Species List:** With the exception of an education only project, all projects are required to submit an updated species map list and attach to the NEPA Form (separate form in your application).
   - The species list is generated by using the AZ Game and Fish’s Environmental Review Tool which produces the required map. In addition, the Game & Fish tool also includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of projected signage, etc…
III. ELIGIBILITY

All proposed improvements must meet the following requirements:

1. **Recreational Trail Program (RTP) Guidance** and/or
2. **Arizona State OHV Statute**

**ELIGIBLE PROJECT SPONSORS – ENTITIES & ORGANIZATIONS**

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

Organizations, clubs and any other groups or individuals (hereafter referred to as “organizations”) are eligible.

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.

**Example: Your OHV Club would like to work with local Forest Service (FS) to maintain/repair several miles of OHV trails. You club would write, and manage, the grant with the support from the FS land manager.**

**EXAMPLES OF ELIGIBLE PROJECTS**

*For Trail Maintenance Projects only, please refer to pages 18-19.*

**Acquisition Projects**

- Designation, acquisition (or lease), and management of future trail alignments or land for access roads, off-highway vehicle recreation facilities and off-highway vehicle use areas.
- Acquisition of easements and fee simple title to property. This category may include acquisition of old road or railroad bridges to be used as recreational trail bridges.
  - § 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.

**Development Projects**

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

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

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.
  o 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.
  o Arizona State Parks & Trails does track all capital equipment purchases and the review of equipment will be part of inspection/site visits.
• For projects on Federal land, the most important requirement is that the Federal agency land manager must approve of the project in accordance with applicable Federal laws and regulations. This category may include construction of new trail bridges, or providing appropriate signage along a trail.

Education Projects
• Development and dissemination of non-motorized and motorized trails related user information, environmental education programs, information, signage, maps and responsible use programs.
• Education and workshop components will be eligible for grant funding.
• Promote safety and environmental protection as those objectives relate to the use of recreational trails.
• Typical Education Projects May Include:
  o Development and operation of trail safety education programs.
  o Development and operation of trail-related environmental education programs.
  o Production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc.
  o 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.

Law Enforcement Projects
• Enforcement of off-highway vehicle laws.
• Funds law enforcement patrols and/or educational programs.

Design and Engineering Costs
• Costs incurred after the project agreement is executed are an eligible cost only with prior approval.

Cultural/Environmental Assessments
• Eligible for reimbursement related to motorized trails only with prior approval.

Increasing Outdoor Recreation Opportunities For People With Disabilities & Aging Populations
As a land manager, ask yourself this question: What recreational opportunities exist for our recreation lands for someone with disabilities?

Developing recreation opportunities for people with disabilities is a major component of SCORP 2018-2022. Grant funds can be used to increase accessibility at your park, trails, trailhead facilities, etc…

Projects may include:
• Basic trail maintenance – remove obstacles along trails, brushing and pruning branches that cross over the path, maintain edge protection.
• Build new trail(s) that are ADA compliant.
• 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).
• 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.
  o Providing the public with easy access to better information on the accessibility of parks and recreation trails throughout the state of Arizona will increase opportunities and safety for those with a disability.
- It enables 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.
  - The inclusion of markers, such as distance markers, located at the parking lot, trailheads, and/or along the trail itself, so that users that know their limitations may plan better and monitor their progress.
  - Guided tours – guided tours audio hearing devices is an eligible cost.

**Connectivity: Outdoor Recreation and how it Relates to Accessibility**

To make an outdoor recreation project fully accessible, we need to look at the paths to and from facilities and the access to the outdoor activity.

**Example:** An applicant is submitting an application to install a ramada, 1-mile of accessible trail, and signage. Ramadas are often placed away from the trail making it inaccessible. The applicant must make sure the ramada, parking lot, and trailhead are all accessible. If the parking lot/trailhead is not, you should modify your application to include funding to upgrade the parking lot.

**NOTE:** Rather than focusing solely on mobility impairments, develop projects that are useful to people with various forms of disabilities and other challenges.

Any project that will be developing support facilities (restrooms, trailheads, ramadas, picnic areas, and campsites) **must** comply with ADA standards. All support facilities must be accessible.

**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.
- Projects with youth in mind: Bike parks & trails, trails near schools.

**NON-ELIGIBLE PROJECT ACTIVITIES**

The following items are non-eligible project activities:

- 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.
- Development of local or regional plans is not eligible for funding.
- Funds cannot be used for administrative or overhead costs, or costs associated with this grant application preparation.
- Costs incurred prior to **PROJECT APPROVAL** are not eligible for funding.
  - Costs associated with design and engineering are not eligible for reimbursement without prior approval.
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 national monument;
  - An area of critical environmental concern;
  - A conservation area; or
  - An inventoried road-less area.
  - Determined by the applicable land management agency to contain significant natural or cultural resources or values.

**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, and/or 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.
IV. FUNDING OPPORTUNITIES AND SOURCE OF FUNDING

GRANT POLICIES

All potential applicants must contact Mickey Roger, Chief of Grants and Trails, prior to applying for any grant.

- Phone: 602-542-6942
- Email: mrogers@azstateparks.gov

Refer to the Administration Guidelines for a detailed list of policies and requirements.

How many applications can an entity submit per cycle?

- An entity must have an existing grant at least 50% complete prior to applying for a grant in the same category.
  - Preference will be given to applicants that have not received a grant from the OHV/RTP Program.
- An entity cannot apply for more than one motorized and/or non-motorized grant per cycle.
- An entity can apply for one grant in the Supplemental OHV Program.
- Each Forest Ranger District and Bureau of Land Management (BLM) Field Office will be considered as a separate entity

Policy for Safety and Environmental Education (SEE)

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. See below 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 (SEE) 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.

MOTORIZED PROGRAMS

Who Administers The OHV Program?

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

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

**Competitive Motorized Program**

**Summary:**
- Maximum allowable amount an applicant may request is $750,000.
- 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.
- OHV projects for off-road motorcycles, all-terrain vehicles, four-wheel drive vehicles, or other off-road motorized vehicles.
- Eligible entities: federal, state, county, city, tribes, clubs, and non-profits.
- 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.
- 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.

**SUPPLEMENTAL OHV PROGRAM**

**NOTE:** OHV Supplemental Applications are currently being redeveloped. Contact Mickey Rogers if you are interested in a Supplemental OHV project.

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

**Summary:**
- 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 four (4) different types of funding opportunities under this Program:
  1. Mitigation and Emergency Repairs Grant
  2. Law Enforcement Program (LE)
  3. Small Grants Program
  4. Signage
Ineligible Projects:
- Projects that displace fish and wildlife species or reduce habitat
- Trail projects on routes not approved by the appropriate land management agency/private landowner
- Fulfillment costs - Envelopes and supplies.
- 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/DVDs, brochures, t-shirts, posters, calendars, etc.
- Trail construction or improvements that exclude OHV use
- Anything contrary to state or federal law

Mitigation and Emergency Repairs Grant

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

Eligible Activities:
- Repairs to trails or routes that are damaged by a weather event.
- Clean-up of areas damaged by vandalism or involve illegal dumping.
- Repairs to trail heads and staging areas due to weather related events or vandalism.

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.

Law Enforcement Program (LE)

Summary:
- Funds law enforcement patrols and/or educational programs.
- Maximum grant amount - $30,000.
Minimum 5% match required.
The program operates on a reimbursement basis.
Applicants must submit a detailed LE Operational Plan with a map of the patrol areas.
Eligible entities: Federal, state, county, 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)

Small Grants Program

Summary:
- Complete within one year.
- Funding pays for contractors to develop, repair and maintain designated OHV routes.
- Contractors paid directly through OHV Program.
- Cultural Clearances must be submitted prior to work beginning.
- Projects may range from $10,000-$100,000.
- 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.

Signage Grants Program

Summary:
- Project must be initiated within three months of award.
- Grants must be completed within 1 year of project agreement signatures.
- Grants require a minimum of 5% match.
- Map of signage areas must be provided.
- Monthly reporting must be completed.
- There can only be one grant per district.

Eligible Activities:
- OHV Trail Marker Posts (fiberglass, carsonite, rockinite, etc.)
- OHV Trail Marker Decals
- OHV Trail Signs
- Information Kiosks (All signage must receive pre-approval from OHV assistant coordinator)
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.

Safety And Environmental Education Program; How Projects Are Scored

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.

Scoring:
SEE Applications are based on merit, previous history completing grants and amount of funds available. Up to 5% of obligation of Federal funding may be set aside for the SEE program.

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

NON-MOTORIZED PROGRAMS

Who Administers the RTP Program?

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.

The Arizona State Committee On Trails (ASCOT) and the Arizona Outdoor Recreation Coordinating Commission (AORCC) serves in an advisory capacity.

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.

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)

**Competitive Non-Motorized Program**

**Summary:**
- Maximum allowable amount an applicant may request is $80,000.
- Eligible entities: Federal, State, County, City, Tribes, Clubs, Non-profits, groups, and local, regional, state Federal and tribal governments.
- The RTP grant funds awarded to projects in Arizona must be divided between motorized (30%), non-motorized (30%), and diverse (40%) trail projects.
- 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.
- Design and engineering costs incurred after the project agreement is executed are an eligible cost.

**Eligible projects:**
- Hiking, bicycling, in-line skating, equestrian use, cross-country skiing
- Acquisition Projects, trail development and/or maintenance projects, purchase/lease recreational trails equipment, education
- Accessibility (ADA) projects.

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

**TRAILS MAINTENANCE PROGRAM**

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. To date, over $9 million dollars has been spent to improve trail conditions all over Arizona.

**Summary:**
- Simplified application and process – trail maintenance crews are paid directly to avoid additional paperwork for the sponsor.
- Trail Maintenance Program projects address only routine maintenance on existing trails.
- 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.
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.

How the Process Works for the Trail Maintenance Program

Summary:

- 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.
- ASPT does not require a project agreement for the Program.
- The project sponsor solicits the work to be completed by a list of approved trail contractors provided by Arizona State Parks.
- The sponsor selects the trail crew.
- Sponsor works with the crew leader to schedule the work.
- Once the project is completed, the project sponsor will complete the following forms on WebGrants:
  - Certification of Completion/Project Evaluation
  - Certification of Match. This form will include information about the volunteers and other items used for the match.
- 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 charge to conduct an assessment -any costs prior to a project being approved is not eligible. While your agency may incur assessment expenses, we recommend that applicants consider this service to ensure you are designing the best trail routes possible.
How Trail Maintenance Program Applications Are Awarded Funding

Trail Maintenance Areas

<table>
<thead>
<tr>
<th>Area 1</th>
<th>Area 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tonto NF</td>
<td>Western and Southwestern Arizona</td>
</tr>
<tr>
<td>Prescott NF</td>
<td>Kofa NWR</td>
</tr>
<tr>
<td>Cabeza Prieta NWR</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 2</th>
<th>Area 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coronado NF</td>
<td>Kaibab NF Tusayan</td>
</tr>
<tr>
<td>North Kaibab RDs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coconino NF</td>
</tr>
<tr>
<td>Apache-Sitgreaves NF</td>
</tr>
<tr>
<td>Kaibab NF Williams RD</td>
</tr>
<tr>
<td>San Carlos Apache</td>
</tr>
<tr>
<td>White Mountain Apache</td>
</tr>
</tbody>
</table>

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.
TRAIL CREW INFORMATION

Whether you are doing a Trail Maintenance Program project or a much larger Competitive Grant project involving building new trails, reroutes, or installing signs, you can recruit any of the three (3) trail crews on state-contract to do your trail work.

State-Contracted Trail Crews:
1. American Conservation Experience (ACE)
2. Arizona Conservation Corps (AZCC)
3. Cuddy Mountain

Summary:
- Sponsors can choose from any three state-contracted trail crews to complete all trail work associated with any grant program.
- Project Sponsors must select one of the contracted trail crews to do work under the State Parks RTP Trail Maintenance Program.
- Project Sponsors must initiate contact with the contracted trail crews as they are not permitted to solicit work from the project sponsors.
- All contracted trail crews are required to meet program requirements and all other applicable state and federal regulations. Trail crews will adjust crew size and work schedule to accommodate project sponsor needs.
- All three crews on contract have built trails at several individual Arizona State Parks.
- All crews have experience building ADA trails.

NOTE: Potential applicants are typically able to meet Trail Crews directly by attending the grant workshops. Crew members will be there to talk about their work, the agencies they represent and answer direct questions. If you aren’t familiar with how trails get built and if this is new to you, attending the workshops is a great opportunity to learn how trails are built/maintained and how you can help your agency create and or repair existing trails in your community.

State-Contracted Trail Crews Overview

1. American Conservation Experience (ACE)
   Matt Roberts, Director ACE Arizona
   2900 N Fort Valley Rd
   Flagstaff, AZ 86001
   (928) 814 8226 cell / (928) 226-6960 office / (928) 226-1549 fax
   mattr@usaconservation.org
   www.usaconservation.org

ACE has been providing professional trail construction and maintenance services to numerous federal, state and local land management agencies throughout Arizona and nationwide since 2004.

ACE crews are comprised of AmeriCorps members and long-term volunteers led by trained supervisors, each with 4 to 9 years of trail building experience. Crews are also supported by professionally qualified trails and chainsaw trainers who help ensure on the job safety while overseeing quality control. ACE crews undertake both front and back country trail projects using hand tools, rigging, and mechanically powered equipment such as pionjars,
SWECO’s and mini-excavators. Crews range in size from 5 – 12 members and are available year-round with flexible scheduling, often on short notice. ACE guarantees the quality of the final product and does not bill until agency partners are fully happy with the outcome.

2. Arizona Conservation Corps (AZCC)
   Paul Schmidt, Executive Director
   2301 East 5th Avenue
   Flagstaff, AZ 86004
   (928) 266-5343
   paul@conservationlegacy.org

Arizona Conservation Corps (AZCC), a merger of the Coconino Rural Environment Corps and the Southwest Conservation Corps – Sonoran Desert, operates a variety of urban and camping conservation corps programs across Arizona from offices in Tucson and Flagstaff. AZCC’s programs have been providing conservation corps crews to complete high priority land management projects for numerous federal, state and local agency partners throughout Arizona and across the Southwest since 1997.

AZCC crews are comprised of young adult AmeriCorps members led by trained Crew Leaders who receive extensive support from staff who collectively have many decades of Conservation Corps experience. Both crews and staff are professionally trained on trails and chainsaw use and ensure that safety protocols are in place on every project. AZCC crews are self-supported and can work in both the front and back country on a variety of trail projects using hand tools, rigging, and various other mechanically powered equipment.

AZCC can help meet partner’s project goals by offering individual placements, small teams, or full crews with Crew Leaders. AZCC crews are available to work throughout the state at any time of the year. Typical minimum project size for a crew is one week. AZCC crews are committed to getting the job done and have a long track record of meeting or exceeding partner expectations. Given enough advanced notice, we also have the potential to secure other sources of funds to support our project work with partners so the prices below are estimates.

3. Cuddy Mountain (Formally YRU Contracting)
   Douglas Hansen, President
   2907 Warfield Road
   Cambridge, ID 83610
   (208) 550-1193 cell / (208) 257-3548 home / (208) 257-3618 fax
   vru@ctcweb.net

Cuddy Mountain (formally YRU) has been in business for 31 years and is located in Idaho. Our business has grown; we now have two full time employees to work with our three owners and are able to mobilize two crews for work in different locations concurrently. We build and maintain trails with appropriately sized small
equipment and finish with hand tools. We have worked with several clients in Arizona including the City of Scottsdale, ASPT, Glendale, non-profits Volunteers for Outdoor Arizona, and the Arizona Trail.

We have also completed RTP projects in Black Canyon City and Show Low. References are available per your request. There are also some opportunities for free design and consulting services. We have worked in 18 states and have built, restored, or maintained 1000+ miles of trail. Cuddy Mountain has also built or restored over 50 trail bridges. One of our company goals is to partner with our clients to provide the finished product they desire.
V. COMPLETING THE GRANT APPLICATION

HOW TO COMPLETE YOUR APPLICATION ON WEBGRANTS (www.azparkgrants.com)

Documents To Help Applicants Complete Their Application

There are two documents that will help you though the actual completion of your grant application:

1. This Manual: use the remaining sections below to supplement the information provided in the how-to guide.
   (a) We’ve created this step-by-step guide to walk you through submitting an application through our on-line grants system WebGrants. The document includes all application forms from each grant program.

Most of the information on the How-to Guide is sufficient to complete most forms. However, a few forms require additional and detailed information that works best by keeping it on the manual. Several forms need very little information and won’t be found below. Use both sources of information (Grant Manual and WebGrants How-to Guide) to ensure you submit a well-written application.

REMINDER: Please do not start an application prior to communicating with Mickey Rogers. Mickey will walk you through the correct Funding Opportunity and application to select. Starting an application to see “what it looks like” adds unused applications to the system, making it difficult for staff to filter through projects. Each applicant will work closely with Mickey Rogers to develop a budget and effective criteria responses.

What’s Not in the Grant Process

We do not require applicants to create a supplemental narrative in addition to the application. In the past, applicants felt the need to provide a narrative with far greater detail than required. Applicants only need to respond to the questions on WebGrants.

Pre-Application

The WebGrants system involves a Pre-Application and Final Application process for all grant programs except:

- SEE, OHV Supplemental (Law Enforcement, Small Grants, Emergency/Mitigation), signage and Non-Motorized Trail Maintenance Program projects.

There are two (2) forms applicants will complete for the Pre-Application. Once the Pre-Application Forms have been submitted and approved, ASPT staff will grant the applicant full access to the application on WebGrants.
VI. GUIDANCE FOR COMPLETING THE GRANT CRITERIA FORM FOR MOTORIZED AND NON-MOTORIZED COMPETITIVE PROJECTS

OVERVIEW

As mentioned above, the next sections of this manual cover only a few of the forms that require additional and detailed information.

The Trail Maintenance Program, Supplemental OHV Program, and the SEE Program do not include the CRITERIA RESPONSE FORM. Again, please contact the Chief of Grants and Trails, Mickey Rogers, at ASPT to determine project type AND correct application.

The Grant Criteria Form and the Budget are tied together. The individual scope items you will select on the Criteria Forms from the list on the following few pages will also be the scope items you will select on the Budget Form.

Example:
If you select the following Budget Scope Items on your Pre-Application (if applicable):
1. Provide Educational Programs
2. Enforce Existing Rules and Regulations
3. Provide and Install Trail Signs
4. Develop Support Facilities

You will then select these same four (4) Criteria items for the Criteria From.

- This Section gives 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.

Scoring The Project Application

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.

Each Scope Item is assigned a point value. To view specific point allocations and total points a project can achieve refer to the table on pages 27-28.

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.
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.

Example:
- If reports are not submitted by January 31, 2018 for the period October 1, 2017 through December 31, 2017, five (5) points would be lost during the grant rating process for future grant projects.

Available Funds are Awarded on the Basis of:
- Good Use of the Funds.
  - NOTE: “good use of the funds” will improve a project’s score, however, projects that “meet high priority needs” will receive the highest possible score.
- To give a proposed project the best opportunity to score points, the project sponsor must understand what elements (scope of work) should be included in the project to satisfy specific priorities in the Trails Plan. An appropriate response specifically addresses the scope item or question being asked and includes the requested documentation.

Instructions For Completing The Criteria Response Forms For Motorized & Non-Motorized Projects

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).

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.

The motorized and non-motorized recommendations may be listed as First Level Priority, Second Level Priority, and/or Third Level Priority but it is important to note that all recommendations within each level have equal weight and Arizona State Parks & Trails 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.

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.

The following pages provide both the Motorized and Non-Motorized Priorities and 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 1750 Characters).

**Motorized Priorities**

<table>
<thead>
<tr>
<th>Motorized Priorities</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Level</strong></td>
<td></td>
</tr>
<tr>
<td>Protect Access to Trails/Acquire Land for Public Access</td>
<td>15</td>
</tr>
<tr>
<td>Establish and Designate Motorized Trails, Routes, and Staging Areas</td>
<td>15</td>
</tr>
<tr>
<td>Develop Support Facilities and Infrastructure</td>
<td>15</td>
</tr>
<tr>
<td><strong>2nd Level</strong></td>
<td></td>
</tr>
<tr>
<td>Provide Maps and Trail/Route Information</td>
<td>5</td>
</tr>
<tr>
<td>Connectivity</td>
<td>5</td>
</tr>
<tr>
<td>Increase on-the-ground Management Presence and Law Enforcement</td>
<td>5</td>
</tr>
<tr>
<td>Completion of Environmental/Cultural Clearance and Compliance Activities</td>
<td>5</td>
</tr>
<tr>
<td>Promote Comprehensive Planning and Agency/Community Cooperation</td>
<td>5</td>
</tr>
<tr>
<td><strong>Bonus</strong></td>
<td></td>
</tr>
<tr>
<td>Motorized/Non-Motorized Cooperation</td>
<td>3</td>
</tr>
<tr>
<td>Dust Abatement</td>
<td>3</td>
</tr>
<tr>
<td>Local need per Properties Identified in the SCORP or Local/Regional Plan</td>
<td>3</td>
</tr>
<tr>
<td>Community Support/Public Support</td>
<td>3</td>
</tr>
<tr>
<td>First Time Project Sponsors/New Areas</td>
<td>3</td>
</tr>
<tr>
<td>Previous project completed within 2 years or less</td>
<td>3</td>
</tr>
<tr>
<td>Expansion, Phase, or Connection to an Existing OHV Grant Funded Project</td>
<td>3</td>
</tr>
<tr>
<td>Multiple Motorized Use (3 or More uses)</td>
<td>3</td>
</tr>
<tr>
<td>Promote OHV Recreation within Arizona</td>
<td>3</td>
</tr>
<tr>
<td>Digital/Electronic Mapping for end users</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
### Non-Motorized Priorities

<table>
<thead>
<tr>
<th>Non-Motorized Priorities</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Level</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>
<tr>
<td><strong>2nd Level</strong></td>
<td></td>
</tr>
<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>
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<tr>
<td><strong>Total Possible Points from 1st and 2nd Level Priorities</strong></td>
<td>96</td>
</tr>
<tr>
<td><strong>Bonus</strong></td>
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</tr>
<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>
<tr>
<td><strong>Total Possible Bonus Points</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Possible Points (1st Level, 2nd Level, Bonus Points)</strong></td>
<td>108</td>
</tr>
</tbody>
</table>

*Non-Motorized Priorities, Scope Items, and Scoring.*
MOTORIZED PRIORITIES

First Level Priority Components
Scope Items 1-3 15 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. Establish and Designate Motorized Trails, Routes, and Staging 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 Provide Maps & Trail Route Information.
   e) Additionally, maintenance and/or renovation of existing trails and trash pick-up projects falls under this category. This can be accomplished by staff labor, contracted labor, or coordinated volunteer efforts.

3. Develop Support Facilities
   a) All support facilities (restrooms, trailheads, kiosks, ramadas, etc. 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.

   ADA Requirements: Any project that will be developing support facilities (Restrooms, trailheads, ramadas, picnic areas and campsites at trailhead must comply with ADA standards. All support facilities must be accessible.

Second Level Priority Components
Scope Items 4-8 5 Points Each

4. Provide Maps and Trail/Route 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.

5. Connectivity
   a) Projects that connect trail systems to one another or to points of interest are becoming increasingly valuable to riders. Example, a well-used trail brings riders close to a city/town. By extending the trail to the community's business area riders now have an opportunity to stop and use businesses such as coffee shops, places to eat and fueling stations.

6. 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.

7. 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.
   c) Additionally, if project doesn’t involve travel management plans applicants can still secure points under this category if they submit all required environmental and cultural resource documents.

Environmental Requirements:
   • All applicants must provide an updated species list from Game and Fish (G&F). See page 36 for details on the G&F species document and how to generate the list.
   • Must complete the NEPA Form on the application (if applicable).

Cultural Resource Requirements:
   • All maps must clearly identify the location of any ground disturbance (Installing a kiosk, restrooms, trailhead, trail work, etc… If you are putting a shovel into the ground, it is ground disturbance. See page 36 for additional details on what Park staff and ADOT’s EPG Team are looking for in project maps.
   • Project sponsor must complete the Cultural Clearance Review Form. If the applicant’s agency has an archaeologist on staff, the form must be completed and signed by the archaeologist. Club/volunteer groups must work with the land manager’s archaeologist.
   • If a survey was done previously that included the project area upload the most recent surveys.

8. Promote Comprehensive Planning and Agency/Community Cooperation
   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.

Bonus Categories
Scope Items 9-18 3 Points Each

9. Motorized/Non-Motorized Cooperation
   a) Given the wide range of recreation opportunities in Arizona, projects that incorporate partnership between motorized and non-motorized projects will receive bonus points.

10. Dust Abatement
    a) Identify the action being taken and explain how it actually reduces dust emissions.
11. 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:
      i. What circumstances brought the project to the forefront and why this project is a priority; and
      ii. What public outreach efforts were taken (e.g. public hearings, surveys, ads in local media, etc.).
   b) Describe how the identified local need will be accomplished by the project.
   c) NOTE: A copy of the relevant section of the plan must be provided with the pertinent information highlighted.

12. 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.

13. 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.

14. Previous Project Completed Within 2 Years Or Less
   a) Includes any Competitive Motorized/Non-Motor projects

15. 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.

16. 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.
      i. Off-highway vehicles are motorized vehicles that include all-terrain vehicles (ATVs), utility terrain vehicles (UTVs, side-by-sides, recreational off-highway vehicles (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.
      ii. User groups include individuals who use an OHV to access any type of outdoor activity.

17. Promote OHV Recreation Within Arizona
   a) Projects that promote responsible riding in Arizona and drive tourism to our state are eligible for bonus points.

18. Digital/Electronic Mapping For End Users
   a) With a significant emphasis on where you can legally ride, the OHV community extremely interested in digital and electronic mapping. This helps decrease the cost of printing paper maps and increased users riding experience.
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) Project to renovate an inaccessible trail to an accessible trail.
   c) Time needed to coordinate and train volunteers to provide trail maintenance is an eligible project cost.

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.
      i. Example: a “social” trail is causing erosion down from the trail – a project will place boulders in front of the “social” trail to keep people from using the trail thus reducing erosion.
   b) Installing signage that promotes environmental and cultural protection must be done in addition to on-the-ground actions.

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. Interpretive panels along the trail are an eligible scope expense under this category.

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 and trails is eligible.

ADA Requirements: Any project that will be developing support facilities (Restrooms, trailheads, and ramadas at trailheads must comply with ADA standards. All support facilities must be accessible.

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.
b) 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.
   i. Youth groups such as the Boy 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 group.

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.

b) Submit required environmental and cultural resource documents.

Environmental Requirements:
- All applicants must provide an updated species list from Game and Fish (G&F). See page 36 for details on the G&F species document and how to generate the list.
- Must complete the NEPA Form on the application (if applicable).

Cultural Resources:
- All maps must clearly identify the location of any ground disturbance (Installing a kiosk, restrooms, trailhead, trail work, etc. If you are putting a shovel into the ground it is ground disturbance. See page 36 for additional details on what Park staff and ADOT’s EPG Team are looking for in project maps.
- Project sponsor must complete the Cultural Clearance Review Form. If the applicant’s agency has an archaeologist on staff, the form must be completed and signed by the archaeologist. Club/volunteer groups must work with the land manager’s archaeologist.
- If a survey was done previously that included the project area upload the most recent surveys.

14. First Time Applicant
a) The entity or organization proposing the project has never received a project grant from State Parks or State Parks grant funds have never been used for on-the-ground development in the proposed project area.

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.).
VII. HOW TO CREATE PROJECT MAPS AND PHOTOS FOR THE GRANTS PROGRAM

To view preferred project maps and photos visit the How-to Guide to Completing an Application in WebGrants.

Substandard maps and lack of detailed photos cause significant delays in approving a project. An applicant’s maps are being reviewed by Park staff, the archaeologist and biologist at ADOT EPG’s Team and archaeology staff at SHPO.

Both SHPO and ADOT EPG are looking for details in project photos: ground surface, vegetation, slope, potential archaeological sites, bodies of water, water flow, etc. There are several methods to develop maps for your application, which is covered below.

NOTE: All maps and photos will be uploaded on the Project Area Maps & Photos Form in your application.

- Exception: Applicants must submit an updated species map list and attach to the NEPA Form. The species list is generated by using the AZ Game and Fish's Environmental Review Tool which produces the required map.

COMMON MAP ERRORS

1. Failure to Identify the Location of All Ground Disturbance Activities
   a. Examples:
      i. The application budget lists three (3) kiosks will be purchased with grant funds but on the map(s) provided only two are identified.
      ii. A Ramada is listed on the budget but its location was not identified on any map.
      iii. Seven (7) trails are to receive maintenance work but the only type of maps provided were extreme close-up maps that don’t show the general area (closest town, etc…) of where the trails are located.
   b. Cattleguards and exact locations of interpretative signs are often not identified on maps.
      i. More than likely, interpretative panels will require at least a subsurface (depth) disturbance of 2-3 feet. Archaeologists from ADOT must know exactly where these items will be placed.
   c. Interpretative panels must be located and identified in the grant application. Please do not randomly mark locations only to change them when the grant has been approved.
      i. Any ground disturbance not originally identified in the approved grant application will require ADOT’s EPG Team to conduct another review which could take months.

Applications will be returned if the location of any trail work, signage (vertical ground disturbance of more than 2 feet), cattle guards, restrooms, trailheads, ramadas, and any other ground disturbing activities are not identified on a map. Conducting basic trail maintenance on a previously disturbed trail is still ground disturbance and requires a review by an archaeologist/biologist.

2. Black & White Google Images
   a. These will be returned immediately. More and more applicants are providing Google Earth images with project activities shown. These are highly recommended as long as they are not B/W.
3. Applications That Lack Topographical Maps
   a. Several different topographic maps should be provided in the grant application that:
      i. Show the entire project area; and
      ii. Provide detail on project scope items
   b. For support facilities (restroom, new trailhead, kiosk, interpretive panels, cattle guards, ramada, etc.), you must provide:
      i. Topographical map
      ii. Google Earth map (close)
      iii. Ground Photo (Show the location of where you plan to place a facility, kiosk, interpretive panel, etc.)
      iv. For large facilities such as restrooms, trailheads and ramadas please show:
         1. Location and dimension of each.

MAP REQUIREMENTS
Project maps shall include the following items:
- Title, north arrow, legend, scale bar, and date.
- Elevation at project endpoints or project site.
- Any areas under lease and the term remaining on the lease(s). List this information at the bottom of the sheet and mark area(s) on the map.
- Any known outstanding rights and interests in the project area held by others (easements, water rights, subsurface mineral rights, etc.). List at bottom of sheet.
- Other trails or road access to the project trail (if applicable).
- Any planned future trail linkages (if applicable). Please color-code any future trail linkages. We have received maps where it was not clear what trails were to receive grant funds.
- Exact locations for the placement of material such as riprap (if applicable).

Clear and Concise Maps
Please make sure that one (1) Proximity Map is provided that shows the trails (color-coded) with proximity to a recognizable town/city and other landmarks.

AZ Game and Fish's Environmental Review Tool
The Game & Fish Tool, which is primarily used to create a map/list that identifies critical species in the project area, is required for the NEPA Form. The Tool Kit includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of signage, etc…

Game and Fish staff are available to provide support to all applicants in using this software. Please click this link to access the Game and Fish’s Environmental Review Tool. You may also contact the managers/staff of the Game & Fish Review Tool directly. They are available to help each applicant develop the report, plus maps needed for the application:
- Sabra Tonn:
  o 623-236-7618
  o stonn@azgfd.gov
- Cheri Boucher:
  o 623-236-7615
  o cboucher@azgfd.gov
Specialized Maps

1. Acquisition Parcel Map
   - A map shall be submitted with each application identifying all property to be acquired or donated under the proposed project. Submit all parcels in one (1) PDF document.
   - 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

2. 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 2010 and A.R.S. § 34-401 and Title II, Americans with Disabilities Act of 1990.
In this photo, Prescott National Forest just installed a kiosk and a cattleguard. To the left of the kiosk is a sign they placed that acknowledges the source of funding (RTP Program) and the grant manager, ASPT.

We ask that all grantees install a sign to highlight the funding source (RTP) and State Parks. Very few people realize that many of the well-maintained trails they hike received RTP funds.

Federal funds are always at risk of being lost. It’s important to promote this program and to show its importance to Arizona residents and visitors.

Prior to developing the sign please contact ASPT Grant staff to ensure you are provided with the most up-to-date Parks logo.
PHOTOS

On the **Project Area Maps & Photos** Form, #3, applicants are required to upload at least eight (8) color photographs. Here is what we are looking for in the photos:

- General Project Area Photos. Selective shots showing what the project area looks like – ground surface, vegetation, etc.
- Photographs should document as many of the proposed scope items as possible.
- Location of each ground disturbance activity. Based on your project activities, take ground photos showing where each interpretative sign, kiosk, cattle guard, restroom, trailhead, etc., will be located.
- If there any buildings or structures (including mines, bridges, dams, canals, archaeological sites, etc.) that are 50 years or older in or adjacent to the project area, please include photos of the building/structure and identify as such.

**NOTE:** Please provide a short (1-2 sentence), written description of each photo.

**Instructions on Uploading Photos:** Submit all your pictures on one (1) PDF file, save to your computer, and upload PDF to WebGrants.

Photos are one of the best opportunities for an applicant to explain their project and to show all major ground disturbance activities.

Above: Interpretative panels along Picture Canyon. Remember: Interpretative Panels typically require 2-3 feet subsurface depth. Applicants must identify the exact location of each panel on a map.

Left: Fiberglass Signs (pictured here only require subsurface placement of 12” to 18” - therefore, you do not need to identify the location of these signs. You do identify the number of fiberglass signs you will purchase but no need to show where on a map they will go. Only Kiosks and Interpretative signs need to be located on maps.
VIII. 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
   (a) Permitting (Army Corps of Engineers requirements, other Federal/State Permitting)
3. THE SHPO HISTORIC PROPERTY INVENTORY FORM.

1. CULTURAL CLEARANCE REVIEW FORM (CCRF)

All project sponsors must submit the CCRF with their application. Any supplemental documents such as surveys can be submitted by:

- **September 1st Grant Cycle**: Submit all surveys by **November 1st**.
- **March 1st Grant Cycle**: Submit all surveys by **June 1st**.

Collecting archaeology surveys can be a lengthy process, thus the time extension. ASPT is encouraging all applicants to submit all supporting documents with the application or as early as possible in the process. By submitting early this may speed up the process of executing an agreement.

Notable Changes to the Cultural Clearance Review Form

All Land Managers must involve their archaeologist during the grant application phase. The CCRF requires that the agency Archaeologist provide a short statement, on agency letterhead, indicating support for the project. Archaeologist must sign the letter. Non-profits must have the land manager’s archaeologist complete this step. Application will not be processed and reviewed by Park staff, committees, and Parks Board if a signed letter of approval from agency's archaeologist is not provided.

Involving the Archaeologist During Application Phase

Over the past four (4) years ASPT has processed, approved and sent more than half dozen awarded projects to ADOT/SHPO only to learn the agency archaeologist had no idea the project existed. In several cases, these projects were outright cancelled due to objections from the archaeologist. Please involve them at the start of the application.

Section 106 Compliance

Based on location of archaeology sites and type of ground disturbance, some projects may 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.

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.
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. One very important reason to attend a workshop is that ADOT staff participate in Grant Workshops and will walk applicants through the information needed on the CCRF and why this part of the application is critical for final approval of a project.

2. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) CATEGORICAL EXCLUSION(CE) CHECKLIST

History of NEPA

For the Fall/Spring Grant Cycle 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.

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.

Required Action

Pleas fully complete the NEPA Form. Attaching the Game & Fish [Environmental Review Tool](species/wildlife habitat) is required.

**NOTE:** Do not upload any other species list except the list from Game & Fish Tool Kit. Your agency may have completed an Environmental Assessment (EA) recently, which would include a species list, however, ADOT EPG will not except the EA list as a replacement.

You may contact the managers/staff of the *Game & Fish Review Tool* directly. They are available to help each applicant develop the report and maps needed for the application.

Game & Fish Environmental Review Tool Contact Information:

- Sabra Tonn
  - 623-236-7618
  - stonn@azgfd.gov
- Cheri Boucher
  - 623-236-7615
  - cboucher@azgfd.gov
Permitting Requirements

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 Kathleen Tucker 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*

**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

**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, etc.
• 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

3. THE SHPO HISTORIC PROPERTY INVENTORY FORM

This form is not provided on WebGrants application. Parks staff will review each project to determine if the Historic Property Inventory Form is needed. If yes, a PDF fillable form will be provided.

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.

Data Dumping

“Data Dumping” is the act of attaching dozens to hundreds of pages of surveys and assessments without specific project area references or providing a table of contents. Please provide specific pages, sections, etc…that will help point ADOT’s EPG Team and SHPO’s archaeology reviewer to the applicable sections, pages of a document more than 50 pages.

In a previous cycle, an applicant submitted an application to do maintenance, a reroute on a 2-mile trail, and install 3 signs-a fairly small project. The applicant submitted three different reports related to cultural and environmental resources: one (1) cultural survey and two (2) different environmental documents.

The documents covered an entire park with over 60,000 acres of land. In total, all three forms added up to nearly 900 pages of material. There were no table of contents provided, no list of pages/sections informing Park staff and ADOT/SHP0 where the applicable areas in the document were located as it relates to the 2-mile trail. Project applications will be retuned and will be on hold until the applicant provides the required information.
IX. GENERAL COMPLIANCE

APPLICATION DEADLINE

Arizona State Parks & Trails Grants Section must receive completed applications no later than **5:00 p.m. on March 1\(^{st}\), 2019**. All applications must be submitted on-line through the ASPT on-line grants management system **WebGrants** (www.azparkgrants.com).

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. We recommend having 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:

- The project sponsor may submit a written request for review to the Deputy Director of Arizona State Parks & 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.
- 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 & Trails. The Executive Director will respond within thirty (30) working days of receiving the request.

PROCUREMET 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.

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. State Parks will provide tracking sheets. 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.