



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

**2019-2020**

## **State Off-Highway Vehicle (OHV) Program Grant Application Instructions and Guidelines**

**OHV Grants are available for projects related to recreational use of Off-Highway Vehicles (OHVs) on lands open to the public. OHVs include: trail motorcycles, all-terrain vehicles and four-wheel drive vehicles.**

**Application Deadline: Monday, December 3, 2018**

Submit completed application to: [Trails@state.co.us](mailto:Trails@state.co.us)

Mail hard copies to:  
**Tom Metsa, OHV Program Manager**  
COLORADO PARKS AND WILDLIFE  
13787 South Hwy 85 • Littleton, Colorado 80125  
Phone (303) 791-1954 X4132 • FAX (303) 470-0782  
[Thomas.metsa@state.co.us](mailto:Thomas.metsa@state.co.us)

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The OHV Grant Application consists of three documents: The first document contains Instructions and Guidelines for completing the application; the second document is the Application Form; the third document is the excel Budget Form.

## OHV Program Information

The Colorado Parks and Wildlife (CPW) Off-Highway Vehicle (OHV) Program is funded through the sale of Off-Highway Vehicle (OHV) registrations and some additional RTP funding. It is estimated that 170,000 resident vehicles will be registered and permitted in the 2018-2019 season. The price of an annual OHV registration is \$25.25. Funds are used to support the statewide OHV program, registration, and the OHV trail grant program. Last year approximately \$4,250,000 was awarded from the OHV grant program to fund 51 projects.

To view descriptions of grants awarded for the 2018 field season please visit:

<http://cpw.state.co.us/aboutus/Pages/TrailsGrantsOHVApps.aspx>

### Legislation

#### **33-14.5-106 - Off-highway vehicle recreation fund – creation and use of moneys**

(1) All fees collected from the registration of off-highway vehicles and all fees collected from the sale of off-highway use permits, plus all interest earned on such moneys shall be credited to the off-highway vehicle recreation fund, which fund is hereby created, and shall be used for the administration of this article, for information and awareness on the availability of off-highway vehicle recreational opportunities, for the promotion of off-highway vehicle safety, for the establishment and maintenance of off-highway vehicle routes, parking areas, and facilities, and for the purchase or lease of private land for the purposes of access to public land for uses consistent with the provisions of this article; however, any moneys collected in excess of four dollars per original or renewal registration shall be used exclusively for direct services and not administrative costs. The general assembly shall make annual appropriations from the off-highway vehicle recreation fund for the purposes enumerated in this subsection (1).

#### **OHV Grant Applicant - Eligibility Requirements**

Federal, state, local government agencies and non-profit OHV project sponsors are eligible to apply for grants of up to 100% of project cost. Applicants should examine the eligibility information (pages 6-8) to determine whether or not the project meets the eligibility requirements, prior to completing the application forms.

**NOTE:** Applicants and Land Managing Agencies must comply and operate in a manner consistent with Colorado Parks and Wildlife, Colorado Revised Statutes, Title 33, Article 14.5 and State Trails Program policy.

#### **Information Regarding Wildlife and Critical Habitat:**

All CPW trail grant applicants are advised to contact their local CPW Wildlife Office to identify and/or resolve potential wildlife impacts that could be associated with their trails projects. Resolution of wildlife issues or concerns prior to the submission of this application will streamline CPW's internal review of this grant application. (Note: The Forest Service MOU with CPW requires that the local CPW Regional Office be contacted prior to application submission.)

For assistance with grant application submittals or questions regarding wildlife, critical habitats, and specific wildlife or fishery concerns, please contact . . .

#### **Colorado's Parks & Wildlife Regional Trail Coordinators.**

Northwest Region: Randy Engle (970) 434-6696 x4221      Northeast Region: Ben Plankis (303) 291-7272  
Southwest Region: Josh Stoudt (970) 375-6711              Southeast Region: Rob Seel (719) 227-5264

## **OHV Grant Selection Process**

All projects are evaluated and ranked against each other, with the exception of Good OHV Management Program Grants. The OHV grant selection procedure follows a four-tiered recommendation and approval process. All grant applications are first reviewed by CPW's regional field staff. Applications are then reviewed and scored by the OHV Subcommittee and the 4 regional trail coordinators which rank the applications in an order of recommended funding priority. The ranked applications are passed on to the State Trails Committee which evaluates the applications in ranked order and recommends funding strategies to the Parks and Wildlife Commission. The Parks and Wildlife Commission provide the final funding approval of projects receiving grant funding. Public input is solicited as part of the grant review process. Public comment is accepted by e-mail, letter, and during public meetings.

## **OHV Subcommittee**

The OHV Subcommittee is comprised of 16 members:

- 8 members, including the subcommittee Chairperson who is a member of the State Trails Committee representing OHV recreational interests.
- 3 members, including a non-motorized member selected from the State Trails Committee who represent non-motorized recreational interests.
- 1 member representing multiple-use trail recreational interests who is nominated by the Parks and Wildlife Director and approved by the State Trails Committee.
- 4 CPW Regional Trail Coordinators.

## **State Trails Committee**

The State Trails Committee is made up of 9 members, appointed by the Parks and Wildlife Commission, representing each congressional district in Colorado as well as one at large member. Of the nine members at least one member must specifically represent OHV, Snowmobile, and Great Outdoors Colorado (GOCO) interests. The Committee must make recommendations to the Commission concerning the funding of OHV Program Grants. Committee members can be contacted by emailing [Trails@state.co.us](mailto:Trails@state.co.us).

## **Public Comment**

All project applications will be available on Colorado Parks & Wildlife website and available for public viewing at the Colorado Parks and Wildlife Littleton Office (Mid-December).

Public Comment must include an original statement or suggestion and contain the full name and address of the individual submitting the comment.

**Note: Forwarded emails, form letters, or petitions will not be considered as part of the public comment. Correspondence that do not include the commenter's full name and address or comments received after deadlines, will not be considered as part of the agency's formal public comment record.**

Written public comment must be sent to one the following addresses to be considered:

Colorado State Parks OHV Program      or      [trails@state.co.us](mailto:trails@state.co.us)  
13787 South Highway 85  
Littleton, CO 80125

**Public Comment Deadline is January 31, 2019** - for written and emailed individual comments on both OHV Trail Grant Projects & Good OHV Management Trail Crew applications.

2019-2020  
OHV Grant Process  
Timeline

Date	Action Item
Monday <b>December 3, 2018</b> 5:00 P.M.	<ul style="list-style-type: none"> <li>• <b>Application Deadline</b> – Including <i>Good Management Program Applications</i></li> <li>• Applications checked for completeness and eligibility by OHV Program Manager and Staff</li> </ul>
Early December 2018	<ul style="list-style-type: none"> <li>• Project descriptions posted on the web for public comment</li> </ul>
January 25, 2019	<ul style="list-style-type: none"> <li>• <i>Good Management Program</i> application review</li> <li>• OHV Subcommittee to review project application details for oral presentations</li> </ul>
January 31, 2019	<ul style="list-style-type: none"> <li>• Deadline for Written Public Comment for <i>OHV Projects and Good OHV Management Trail Crews</i> must be received at Colorado Parks &amp; Wildlife office</li> </ul>
Feb 28 – March 1, 2019	<ul style="list-style-type: none"> <li>• 2-Day OHV Grant Presentations</li> <li>• Subcommittee to finalize project scores</li> </ul>
March 8, 2019	<ul style="list-style-type: none"> <li>• Final scores due to CPW Trails Program</li> </ul>
March 29, 2019	<ul style="list-style-type: none"> <li>• State Trails Committee Meeting: Approval and recommendation finalized for Parks &amp; Wildlife Commission (PWC)</li> </ul>
May 9-10, 2019	<ul style="list-style-type: none"> <li>• Final recommendations presented to (PWC) for approval</li> </ul>
May - June 2019	<ul style="list-style-type: none"> <li>• Award and Rejection letters sent to applicants</li> </ul>
Fall 2019	<ul style="list-style-type: none"> <li>• Initiate and Finalize Contracts</li> </ul>
Fall 2019 / Spring 2020	<ul style="list-style-type: none"> <li>• Project funds available for disbursement</li> </ul>

## Eligible and Non-Eligible Expenses

Please review the lists on the following pages carefully, for examples of eligible and ineligible project components and expenses. These lists are not all-inclusive. Contact CPW OHV staff with questions.

### ***ELIGIBLE EXPENSES***

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- Construction, reconstruction or maintenance of OHV routes or multi-use trails that allow for motorized use
- Crossing structures, bridges, railings, ramps, and fencing
- Bank stabilization and retaining structures
- OHV trail corridor re-vegetation and erosion control
- Trailhead development and/or support facilities related to OHV or multi-use trails including parking areas, restrooms, and related facilities.
- OHV trail or system planning, engineering, or design
- Trail contractors, planning and engineering services hired for work on OHV routes.
- Land acquisition or easement projects. [see additional selection criteria for Land acquisition in application]
- NEPA review and environmental compliance work required under NEPA or other statutes
- Restoration of closed trails or damaged areas where a nexus exists between OHV misuse and needed repairs
- Dozer Operations – a detailed work plan should be included with the application and a finalized work plan will be required before the work season commences. Include WHERE (specific areas) that dozer operations are needed or will take place.
- Project Materials, Tools and Supplies – including reasonable credit card fees associated with approved project purchases
- Equipment needed to build or maintain OHV trails – *See Equipment Section at bottom of Eligible listing*
- Normal maintenance and repairs on trail machines (trail bikes, ATVs) and equipment (dozers, chainsaws, generators, etc.)
- OHV and Maintenance Equipment fuel and fluids (receipts required).
- Fleet vehicle(s) for trail crew members - fixed and variable expenses, fuel and fluids. Excludes vehicle mechanical, accident repairs or replacement tires unless specifically requested and approved by the State.
- Personal vehicle mileage, reimbursed at the State mileage rate only, when travel is required by and identified in the project scope of work – MUST utilize CPW travel form to qualify.
- Personal vehicle fuel reimbursement (non-profits only) when CPW travel form is used and not reimbursing personal vehicle mileage as listed above. Must be one or the other – not both.
- Travel reimbursement for *approved* travel, federal travel voucher processing fees for project travel only
- IT Equipment such as laptops, tablets, cell phones, Apps and software, cameras, cases and chargers when included in application scope and budget and has pre-approval of the OHV Subcommittee
- Purchase of and/or replacement of exhausted items such as signs, rock, lumber, paint, nails, gloves, printing, maps/guides, education materials, etc.
- Signs - directional, regulatory, and interpretive signage for OHV routes
- Printing - maps/guides, safety and educational materials
- Programs, publications and videos on safety and OHV recreation
- Salary, compensation, benefits and travel reimbursement for Seasonal Crew Members or Permanent Part Time Project Employees hired specifically for the approved scope of work. (NOT INTENDED FOR CURRENT Federal Full-Time Employee salaries or FTE). Minimal salary expenditures for FTE oversight of project may be acceptable if included in application budget and approved by the OHV Subcommittee.
- Nominal fees for employment-required immunizations, background checks, and drug testing.
- Law enforcement wages for enforcing State OHV Law (CRS 33-14.5)
- Liability and Workers Compensation Insurance required for OHV projects.
- Insurance coverage during the project performance period (contract start and end dates) for physical damage and theft on equipment purchased with OHV funding that is valued at over \$10,000. Policy premiums must be pro-rated if the timeframe for coverage falls outside the project's performance period. See Insurance section for further information and coverage requirements.

- Personal protection equipment, outfitting costs and “required” uniform items necessary for safety or recognition in the field such as helmets, chest protectors, riding boots and pants, elbow/shin guards, crew logo shirts, gloves, and goggles - for seasonal trail crew members specifically hired for the project.
- Additional outfitting expenditures may qualify if a USFS or BLM *field practice* or agency *requirement* is expected of your seasonal trail-crew members.
- Youth programs or work weeks specifically approved by the OHV Subcommittee
- Tuition for OHV trail related coursework or other OHV-appropriate training
- Support for Volunteers that work on motorized recreation projects including, but not limited to...
  - Volunteer safety education,
  - Personal Protection Equipment (gloves and/or goggles, hard hats, etc.),
  - Outfitting (crew shirts or hats),
  - Travel for project volunteers (when identified as a required part of the scope of work), including meals or per diem and expense reimbursement
  - *Nominal/reasonable* awards or recognition (non-monetary) Any/all awards must be approved by OHV staff prior to purchase.
- Grant Administration Expenditures (Non-Profits Only)
  - Reimbursement for reasonable grant administrative costs, not to exceed 5% of the documented project spending (non-profits only). Documentation for this expenditure will be required when requesting reimbursement.
  - Examples of *Grant Administrative* costs may include, but is not limited to, office supplies, postage, payroll processing services, monthly phone services, and computer and printer supplies. A reasonable wage *credit* will be allowed for time spent on grant administration efforts but must be documented/tracked and submitted with project billing. The wage rate cannot exceed the annual *Volunteer Rate*, which can be found at the link noted on page 12.

*Please spend wisely. Excessive purchases or expenditures, not specifically included in the scope of work or listed on the budget, may not be eligible for reimbursement.*

**EQUIPMENT:** Requirements for the purchase, use, and disposition of equipment when purchased by the grantee with CPW OHV funding.

- Equipment shall be used by the grantee for which it was acquired, as long as needed, whether or not the project continues to be supported by the CPW Trails Program.
- Equipment must be kept in good operating condition.
- When not in use, the grantee or sub-grantee shall make equipment available for use on other OHV projects or programs currently or previously supported by Colorado Parks & Wildlife (CPW), with approval of the OHV Trails Program.
- The grantee or sub-grantee must not use equipment acquired with grant funds to provide services for a fee.
- When acquiring replacement equipment, the grantee or sub-grantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to approval from CPW.
- When the original or replacement equipment acquired with OHV grant funds is no longer needed, contact CPW OHV Program staff.

## **NON-ELIGIBLE**

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Please keep in mind that any listed ineligible components or expenditures cannot be paid for with State OHV Program funds.

- Projects not open to the public or acquisitions not publicly owned or controlled
- Trail construction or improvements which exclude motorized use.
- Any project that is contrary to Colorado Revised Statutes Title 33, Article 14.5
- Any application from an applicant not in compliance with terms and conditions of a prior or existing grant from this program
- Purchase or payment of goods or services that fall outside the grant performance periods
- Items purchased in multiples or quantities to stock inventories or for future use – after the project performance period ends
- Grant writing, copying, and mailing costs
- General overhead costs by federal agencies
- Supervisory or overhead costs charged for Youth Corps project work, above the negotiated weekly rate
- Modifications or changes to the project scope or budget without prior written approval
- Monetary awards or cash donations
- Wages not related to OHV activities or expenses
- Daily-wear or personal-use clothing such as work boots, specialty shirts & jackets.

### **Eligibility for requesting participation in the OHV Good Management Trail Crew Program**

Colorado's Off-Highway Vehicle (OHV) Good Management Program emphasizes on-the-ground operations and maintenance of OHV trails and support facilities for areas that offer unique OHV riding opportunities or areas that support a high volume OHV recreationist and activities. Good Management trail crews must take a holistic management approach that provides opportunities in protecting sensitive areas and resources and preserving quality riding opportunities. The Off-Highway Vehicle trails program provides annual funding to support the work of Good Management Trail Crews throughout Colorado. These funds provide maintenance and reconstruction of trails, trail heads, parking and support facilities, reconstruction, monitoring, signing, education and ethics programs, planning and field presence for visitor contacts and compliance. In addition, grant funds shall be used from time to time to acquire, repair or restore equipment needed by these crews to complete the work described.

Eligibility may be limited due to funding availability and the number of areas currently being funded through this program. Good Management Program minimum eligibility requirements include - but are not limited to the following:

- Grant sponsors must have a history of at least three (3) previously successful "trail crew" grants from initiation to final closeout
- Must be in a project area identified as "an important OHV area" in Colorado where there is a significant concentration of motorized recreation
- Ability to manage and execute a good quality program through the use of a trail crew
- Must provide good management, clear direction and adequate opportunities for motorized recreation, limiting problems and resource damage
- Must provide Daily Trail Crew Logs to report crew activities throughout the performance period

Make note on your application that you are requesting Good Management Trail Crew Program participation.



## **INSURANCE**

Insurance is required for all grants contracting with the State OHV Program. To meet the insurance requirements, as outlined in section **§13(A) (B) (C) INSURANCE** of the State OHV Grant Agreement, (excerpt inserted below) please use the following information to determine the type(s) of insurance coverage that may be required. Please keep in mind that coverage requirements are based on each individual OHV grant scope of work.

### **13. INSURANCE**

Grantee and its Sub-grantees shall obtain and maintain insurance as specified in this section at all times during the term of this Grant: All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to Grantee and the State.

#### **Grantee**

##### **Public Entities**

If Grantee is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS §24-10-101, et seq., as amended (the "GIA"), then Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. Grantee shall show proof of such insurance satisfactory to the State, if requested by the State. Grantee shall require each Grant with Sub-grantees that are public entities, providing Goods or Services hereunder, to include the insurance requirements necessary to meet Sub-grantee's liabilities under the GIA.

##### **Non-Public Entities**

If Grantee is not a "public entity" within the meaning of the GIA, Grantee shall obtain and maintain during the term of this Grant insurance coverage and policies meeting the same requirements set forth in **§13(B)** with respect to sub-Grantees that are not "public entities".

##### **Sub-Grantees**

Grantee shall require each Grant with Sub-grantees, other than those that are public entities, providing Goods or Services in connection with this Grant, to include insurance requirements substantially similar to the following:

##### **Worker's Compensation**

Worker's Compensation Insurance as required by State statute, and Employer's Liability Insurance covering all of Grantee and Sub-grantee employees acting within the course and scope of their employment.

##### **General Liability**

Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent Grantees, products and completed operations, blanket Grantual liability, personal injury, and advertising liability with minimum limits as follows: **(a)** \$1,000,000 each occurrence; **(b)** \$1,000,000 general aggregate; **(c)** \$1,000,000 products and completed operations aggregate; and **(d)** \$50,000 any one fire. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Sub-grantee shall immediately obtain additional insurance to restore the full aggregate limit and furnish to Grantee a certificate or other document satisfactory to Grantee showing compliance with this provision.

##### **Automobile Liability**

Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

##### **Additional Insured**

Grantee and the State shall be named as additional insured on the Commercial General Liability Insurance policy (leases and construction Grants require additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent).

##### **Primacy of Coverage**

Coverage required of Grantee and Sub-grantees shall be primary over any insurance or self-insurance program carried by Grantee or the State.

##### **Cancellation**

The above insurance policies shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to the Grantee and the State by certified mail.

##### **Subrogation Waiver**

All insurance policies in any way related to this Grant and secured and maintained by Grantee or its Sub-grantees as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against Grantee or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

##### **Certificates**

Grantee and all Sub-grantees shall provide certificates showing insurance coverage required hereunder to the State within seven business days of the Effective Date of this Grant. No later than 15 days prior to the expiration date of any such coverage, Grantee and each Sub-grantee shall deliver to the State or Grantee certificates of insurance evidencing renewals thereof. In addition, upon request by the State at any other time during the term of this Grant or any sub-grant, Grantee and each Sub-grantee shall, within 10 days of such request, supply to the State evidence satisfactory to the State of compliance with the provisions of this **§13**.

*Parameters for determining*  
**INSURANCE REQUIREMENTS for OHV Grants**

To determine the insurance coverage required for a specific grant project, identify the project components below that are included in the scope of work and check all that apply. The following is intended to help you understand your project's insurance requirements. Federal agencies are self insured and will not require additional insurance coverage as described herein.

**NOTE:** *Non-Profit grant recipients purchasing insurance will be required to name Colorado Parks & Wildlife as Additional Insured*

**1) General Liability**

PROJECT COMPONENT		REQUIRED COVERAGE
<input checked="" type="checkbox"/> (check all that apply)		
Vendor / Sub-contractors	Non-Governmental grant recipient or Sub-contractor	General Liability
Volunteer – working on federal lands	Members working on this project's scope of work will participate as Volunteers. Work will take place on Federal Lands.	Completed Federal Volunteer Form 301a

**2) Worker's Compensation**

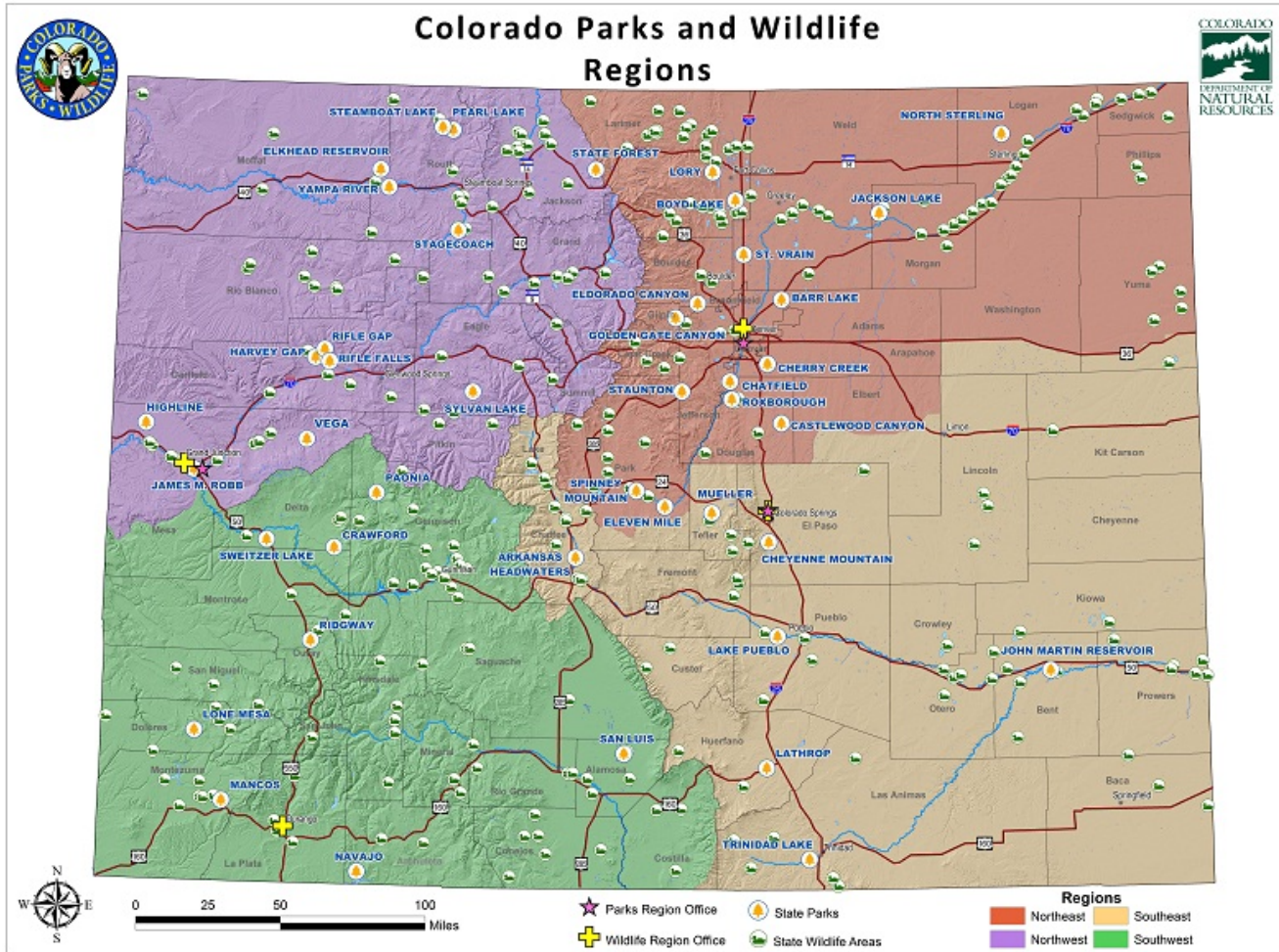
PROJECT COMPONENT		REQUIRED COVERAGE
<input checked="" type="checkbox"/> (check all that apply)		
Employees	This organization has employees.	Workers' Compensation
	This organization does not have employees.	Workers' Compensation Exemption Waiver

**3) Equipment and Automobile Coverage**

PROJECT COMPONENT		REQUIRED COVERAGE
<input checked="" type="checkbox"/> (check all that apply)		
Project Vehicles (Club Owned)	Vehicles owned by the organization/club will be used during the scope of work for this project.	Automobile Liability Coverage
Project Vehicles (Member Owned)	Vehicles personally owned by members will be used during the scope of work for this project.	Confirm member has current Automobile Coverage
Equipment Purchase	The project scope of work is to purchase equipment ONLY	Comprehensive Coverage -Fire Theft Replacement-
Equipment Operations	Equipment operations will be done by sponsoring organizations certified members. (USFS/BLM Certified Operator)	Comprehensive Coverage -Fire Theft Replacement-
Equipment Operations	Equipment maintenance, transportation, storage, fuel and operations will be done entirely by Federal Land Manager	Comprehensive Coverage -Fire Theft Replacement-
Equipment Transportation	The project scope of work includes transporting equipment ( newly purchased or otherwise) by a member of sponsoring organization	Comprehensive Coverage -Fire Theft Replacement-
Equipment Transportation	Transportation of equipment will be hired out.	Confirm sub-contractor has Auto Coverage (for hauling)

*Please contact CPW Trails Staff with questions – contact information is listed on following page*

# CONTACT LIST FOR STATE OHV TRAIL GRANTS



## Off-Highway Vehicle Program Staff

<p><b>Jeannie MacMurtrie</b>                  Grant Administrator                  13787 So. Hwy 85N                  Littleton, CO 80125                  Ph: (303)791-1957 ext. 4149                  Fax: (303) 470-0782  <a href="mailto:jeannie.macmurtrie@state.co.us">jeannie.macmurtrie@state.co.us</a></p>	<p><b>Tom Metsa</b>                  OHV Program Manager                  13787 So. Hwy 85N                  Littleton, CO 80125                  Ph: (303) 791-1957 ext. 4132                  Fax: (303) 470-0782  <a href="mailto:thomas.metsa@state.co.us">thomas.metsa@state.co.us</a></p>	<p><b>Gabby Smiley</b>                  Grant Administrator                  13787 So. Hwy 85N                  Littleton, CO 80125                  Ph: (303)791-1957 ext. 4149                  Fax: (303) 470-0782  <a href="mailto:Gabrielle.smiley@state.co.us">Gabrielle.smiley@state.co.us</a></p>
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## Regional Trail Coordinators

<p><b>Randy Engle</b>                  Northwest Coordinator                  PO Box 700 (361 32Rd)                  Clifton, CO 81520                  (970) 434-6696 X4221  <a href="mailto:Randy.engle@state.co.us">Randy.engle@state.co.us</a></p>	<p><b>Joshua Stoudt</b>                  Southwest Coordinator                  415 Turner Drive                  Durango, CO 81303                  (970) 375-6711  <a href="mailto:Joshua.stoudt@state.co.us">Joshua.stoudt@state.co.us</a></p>	<p><b>Benjamin Plankis</b>                  Northeast Coordinator                  6060 Broadway                  Denver, CO 80216                  (303) 291-7272  <a href="mailto:Benjamin.plankis@state.co.us">Benjamin.plankis@state.co.us</a></p>	<p><b>Robert Seel</b>                  Southeast Coordinator                  4255 Sinton Road                  Colorado Springs, CO 80907                  (719) 227-5264  <a href="mailto:Robert.seel@state.co.us">Robert.seel@state.co.us</a></p>
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## Youth Programs

Youth crews are available throughout the state to work for land managers and project sponsors on projects funded through the OHV grant process. If you are going to utilize a Youth crew in your project, please contact the youth program to confirm rates and review project appropriateness. Please list the youth program in the budget and the amount requested for the youth program.

Sample Youth Programs - Others can be considered

- Colorado Youth Corps Association (CYCA) <http://www.cyca.org>
- AmeriCorps –NCCC <http://www.americorps.gov/about/programs/nccc.asp>
- Student Conservation Association (SCA) <http://www.thesca.org>

Youth Corps Labor is an Eligible Cost

Weekly rates for youth conservation corps crews accredited by the Colorado Youth Corps Association are eligible costs.

- Keep in mind, OHV funds cannot be used to pay for any management fees or oversight charges – these add-on fees must be covered by *other* funding sources and listed on the project budget. Contracting directly with area Youth Corps for CPW Trail Grant Projects will eliminate this type of add-on expense.
- Invoices used to pay for OHV youth work weeks must meet OHV Program invoicing requirements to qualify, including WHAT work was done, WHERE the work took place (specific trail names), and WHEN the work took place, to qualify.

*Base youth corps weekly rates (8-10 crew members conducting approx. 320 hrs of labor per week):*

Day Crews - \$6,500 - \$7,500      Camping Crews - \$6,800 - \$7,800  
Chainsaw or high-altitude (specialty) crews - \$8,000 - \$9,000

The weekly rates listed here represent a guideline for costs but are negotiable. Rates will be based on factors such as the projects sponsor's needs, crew size, and technical expertise required of the crew or crew leader. Applicants should contract directly with their local youth corps to avoid any [ineligible] oversight fees. Find the corps that serves your region at [www.CYCA.org](http://www.CYCA.org) or call 303-863-0600.

### WEB Link Resources:

**OHV Program home page:** <http://cpw.state.co.us/aboutus/Pages/OHV-Program.aspx>

**OHV Application & Budget Forms:** <http://cpw.state.co.us/aboutus/Pages/TrailsGrantsOHV.aspx>

**Colorado Parks & Wildlife home page:** <http://cpw.state.co.us/>

**State Trails Program email address:** [trails@state.co.us](mailto:trails@state.co.us)

**BLM:** For projects on Bureau of Land Management lands: <https://www.blm.gov/office/colorado-state-office>

**US Forest Service:** For projects on U.S. Forest Service lands: <https://www.fs.fed.us/r2/contact/>

**Volunteer labor rate web link:** <http://www.independentsector.org/resource/the-value-of-volunteer-time/>

**Colorado Youth Corps Association (CYCA):** <http://www.cyca.org>

**AmeriCorps –NCCC:** <http://www.americorps.gov/about/programs/nccc.asp>

**Student Conservation Association (SCA):** <http://www.thesca.org>

**Mileage Reimbursement Rates:** <https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate>

(Rates listed for IRS are used for mileage claimed when filing federal taxes, only – not OHV Grant reimbursement)

## OHV Grant Application Components

A complete grant application package will include the following components:

- **Project Application (MUST download and use Microsoft Word form):** Sponsor, project information and description (Scope of Work) of specific project details
- **Project Budget (MUST download and use Excel form):** Budget Form that clearly itemizes specific funding requests and corresponds with the project components described in Scope of Work.
- **Environmental information (C1, C2):** Land manager's environmental clearance for project
- **Project Selection Criteria (D1):** Project criteria to be scored by committee
- **Land Acquisition Supplemental Criteria (D2)**
- **Maps: Project vicinity map (E1)**
- **Maps: Location-specific project map (E2)**
- **Project Illustration(s) (F)**
- **Letters of Support(G):** Letters (6 max) showing support of project

**Parks & Wildlife Commission Project Requirements:** All non-profits that work with multiple agencies and in multiple ranger districts that do not supply a list of specific projects will need to provide a work plan approved by the land agencies and CPW prior to beginning work. (Note: This stipulation pursuant to PWC Decision May 2017.)

**Applications MUST BE RECEIVED by the State Trails program prior to 5:00 p.m. on Monday, December 3, 2018. Mail or deliver to:**

**Colorado Parks and Wildlife  
State Trails OHV Program  
13787 South Hwy. 85  
Littleton, CO 80125**

Please provide **20 hard copies** of your application **AND email electronic versions** of the Word and Excel documents to [trails@state.co.us](mailto:trails@state.co.us). The budget must be submitted in Excel to allow easier verification of calculations. If you are unable to email an electronic copy, include a CD or a thumb drive with a saved electronic copy of the application and budget forms.

**Please do not bind or staple your application** or add dividers or tabs that will prevent State Trails' staff from easily photocopying the application. Paper or binder clips are acceptable.

This application consists of three sections: the first section contains instructions and guidelines for completing the application; the second section is the Application Form; the third section is the excel Budget Form.

## OHV GRANT APPLICATION CHECK LIST

### **Application Form:** (Download and Save the application prior to completing information.)

- Is the application form complete?
- Are all contacts for the project listed?  
*Hint: Include the grant administer, grants and agreements specialist, or person(s) responsible for providing close-out documentation.*
- Did you include miles / ft for any new trail construction, re-routes or major re-routes?
- Is the Trail Activities Summary percentages section complete?  
*Hint: The total percentages should equal 100%*
- Does the Scope of Work or project description include Who, Where, What, When, specific to this project?  
*Hint: Do not include the need and benefit or the partnerships, support and leverage for the project in this section. This information should be included in the Project Selection Criteria section of this application.*  
*Hint #2: Bullet points can be used for "what" will be accomplished and should correspond with the major budget categories of the project.*
- Has the "Requested Amount" on the application been rounded off to the nearest dollar?

### **Budget:** (Download and save the *excel* budget prior to completing information.)

- Is the budget form complete?  
*Hint: Are all components of your project represented in the budget categories.*
- Are all budget items eligible for OHV grant funding?  
*Hint: See pages 7- 8 for eligible and non-eligible listings for OHV grants.*
- Are budget items representative of the project Scope of Work?  
*Hint: The budget items should reflect the specific activities listed in the project Scope of Work.*
- Are all other sources of funding for this project listed?  
*Hint: List the total dollar figure for each additional source of funding. Add it to the amount of requested OHV grant funding to show the Total Project cost.*
- Is the *Date to Be Completed* section of the budget form populated and as accurate as possible?
- Did you budget correctly for Youth Program involvement or hired trail contractors and have those costs been verified?
- Did you include a *quote* for requested equipment valued at \$5,000 or more?
- Did you check your math and formulas on the excel budget?
- Is the "Requested Amount" on the application the same "OHV Grant Funding" amount on the budget?

### **Environmental Forms (C-1 and/or C-2):**

- ❖ C-1 (for projects on federal land)
  - Is the form completely filled out?
  - Has the Land Manager Approval signature block been signed?
  - Is the NEPA and other information complete?
  
- ❖ C-2 (for projects NOT on Federal land) Contact Trails Staff prior to applying for projects not on Federal land.
  - Is the form completely filled out?
  - Has Land Manager Approval signature block been signed?
  - Is the Environmental information included?  
*Hint: The applicant is responsible for securing all necessary permits, licenses, clearances, and environmental analyses documentation necessary to comply with local, state, and/or federal laws. Complete both forms if your project overlaps on federal and non-federal land.*

### **Project Selection Criteria (D-1, D-2):**

- Have you responded to all project selection criteria and numbered each response accordingly?
  - (1) Need & Benefit of the Project (25 points)
  - (2) Partnerships, Support and Leverage (25 points)
  - Hint: Are additional sources of funding for the project included*
  - (3) Resource Protection, Enhancement and Restoration relative to eligible OHV grant activities (25 points)
  - (4) Travel Management Plan Implementation, Education and Enforcement (25 points)

**Vicinity Map (E-1) and Project Site Maps (E-2):**

\_\_\_\_\_ Is a Project Vicinity Map (E-1) included?

*Hint: Print the map from page 7 of this application and mark where the project is located.*

\_\_\_\_\_ 1:24,000 scale map or MVUM (E-2) included?

*Hint: Provide this map to identify the specific project site. Clearly show roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project.*

**Project Illustration (F):**

\_\_\_\_\_ Provide project illustrations or photos to further demonstrate the needs of the project.

**Evidence of Support (G):**

\_\_\_\_\_ Are Letters of Support included?

**Complete (required) Application Packet:**

\_\_\_\_\_ Are there 20 hard copies of the complete application to mail?

\_\_\_\_\_ Did you email or submit an electronic copy of the Word and Excel application documents? (or CD, thumb drive, etc.)

- WORD version of the application for your project
- EXCEL version of your budget form for your project
- PDF of Maps and Support Letters (only)

\_\_\_\_\_ Is the completed applications organized in the following order?

- State Trail OHV Grant Application/Project Information
- Project Budget
- Environmental Information and Land Manager/Owner Approval (C1-federal or C2-Nonfederal)
- Project Selection Criteria (D-1,D-2)
- Maps (E-1 & E-2)
- Project Illustration(s)
- Support letters and documents (G)