

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.

Projects eligible for OHV Grant funding must also be consistent with Colorado Parks & Wildlife, Colorado Revised Statutes, Title 33, Article 14.5, Section 106, and State Trails Program Policy

Please Note: Required NEPA and 2nd Party NEPA reviews and/or environmental studies are eligible for OHV grant funding but **NEPA must be completed before any project work can commence.**

ELIGIBLE EXPENSES

- 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 and any required environmental work.
- 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, 2nd Party NEPA and environmental compliance work required for project work.
NOTE: NEPA must be complete prior to starting any trail work.
- Restoration of closed trails or damaged areas where a nexus exists between OHV misuse and needed repairs
- Project Materials, Tools and Supplies (including reasonable credit card fees associated with approved project purchases).
- Signs - directional, regulatory, and interpretive signage for OHV routes
- Purchase of and/or replacement of exhausted items such as signs, rock, lumber, paint, nails, gloves, printing, maps/guides, education materials, etc.
- Equipment needed to build or maintain OHV trails – *See Equipment Section at bottom of Eligible listing*
- Fuel and Fluids for OHV and Maintenance Equipment (receipts required).
- Normal maintenance and repairs on trails machines (trail bikes, ATVs, UTVs) and equipment (dozers, chainsaws, generators, etc.) purchased with OHV grant funds.
- Fleet vehicle/Truck(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. NOTE: Fleet Equipment FOR charges, mechanical or accident repair costs or replacement tires is not a permitted for Fleet equipment purchased with OHV Grant funding.
- Dozer Operations/Programs – with a detailed work plan should included with the application and a finalized work plan that will be required before the work season commences.
- 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.
- Law enforcement wages for enforcing State OHV Law (CRS 33-14.5)
- Tuition for OHV trail related coursework or other OHV-appropriate training
- Nominal fees for employment-required immunizations, background checks, and drug testing.
- Personal Protection Equipment (PPE) and Outfitting costs for seasonal trail crew members hired specifically for the project and that will be retained for future crew member use, including “required” uniform items necessary for safety or recognition in the field, chest protectors, elbow/shin guards, crew logo shirts, goggles, helmets, riding boots, pants, and gloves.

- 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 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
- Printing - maps/guides, safety and educational materials
- Programs, publications and videos on safety and OHV recreation
- Youth programs or work weeks specifically approved by the OHV Subcommittee
- 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 or late purchases or expenditures not specifically included in the scope of work or listed on the budget may not be eligible for reimbursement.

Project Equipment: Requirements for the Purchase, Use, and Disposition of grant project equipment.

- 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 insured (see page 9-10 Insurance Parameters) and 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 in use or needed, contact CPW OHV Program staff to discuss disposition options.

NON-ELIGIBLE

Please keep in mind that any listed ineligible components or expenditures cannot be paid for with State OHV Program funds. Please check with Trails staff to confirm eligibility, if unsure.

- Projects *not* open to the public or acquisitions not publicly owned or controlled
- Projects without NEPA approval.
- Trail construction or improvements which exclude motorized use.
- Any project that is contrary to Colorado Revised Statutes Title 33, Article 14.5
- Any application 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
- FOR (future replacement) charges, mechanical or accident repair costs or replacement tires for Fleet equipment purchased with OHV Grant funding
- 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, non-crew specialty shirts & jackets.

All goods and services must be received prior to project end date. Excessive or late purchases or expenditures not specifically included in the scope of work or listed on the budget may not be eligible for reimbursement.

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 in protecting sensitive areas and resources and to solve problems to create and preserve quality riding areas. 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:

- Must be in a project area identified as “an important OHV area” in Colorado where there is a significant concentration of motorized recreation
- Grant sponsors must have a history of at least three (3) previously successful “trail crew” grants from initiation to final closeout
- Proactively manage to solve problems and provide opportunity for OHV riders.
- Execute a quality OHV trail crew program.
- 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

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