



COLORADO

Parks and Wildlife

Department of Natural Resources

2017-2018

**State Off-Highway Vehicle
(OHV) Program
Grant Application**

Instructions and Guidelines

Please discard all older document versions

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.

Funds are provided from off-highway vehicle registration fees through the Colorado Off-Highway Vehicle Recreation Fund. OHV projects are also eligible for funding through the Federal Recreational Trails Program (RTP).

Application Deadline: Thursday, December 1, 2016

Submit completed application to: 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

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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. It is estimated that 170,000 resident vehicles will be registered and permitted in the 2015-2016 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 \$4,300,000 was awarded from the OHV grant program to fund 51 projects.

To view descriptions of grants awarded for the 2016 field season please visit:

<http://cpw.state.co.us/aboutus/Pages/TrailsGrantsOHVApps2015.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 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 6-7) to determine whether or not the project meets the eligibility requirements, prior to completing the application forms.

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 provides 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 Members

The OHV Subcommittee is comprised of 16 members:

- 8 members, including the Sub committee 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

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
13787 South Highway 85
Littleton, CO 80125

Public Comment Deadline for written and emailed individual comments:

December 30, 2016 - **Good OHV Management Trail Crew Projects**
January 30, 2017 - **OHV Trail Grant Projects**

OHV Grant Process Timeline

Date	Action Item
Thursday December 1, 2016 5:00 P.M.	<ul style="list-style-type: none"> • Application Deadline – Including <i>Good Management Program</i> Applications • Applications checked for completeness and eligibility by OHV Program Manager and Staff
Mid December 2016	<ul style="list-style-type: none"> • Project descriptions posted on the web for public comment
December 30, 2016	<ul style="list-style-type: none"> • Deadline for all written public comments regarding <i>Good Management Trail Crew</i> applications - must be received at Parks & Wildlife Office
January 30, 2017	<ul style="list-style-type: none"> • Deadline for all written public and agency comments regarding <i>OHV grant applications</i> must be received at Parks & Wildlife office
Mid January 2017	<ul style="list-style-type: none"> • <i>Good Management Program</i> application review • OHV Subcommittee to review grant details for oral presentations
Early March 2017	<ul style="list-style-type: none"> • OHV Grant Presentations • Subcommittee to complete final scores
March 2017	<ul style="list-style-type: none"> • Final scores due to Parks & Wildlife Trails Program • State Trails Committee Meeting: Approval and recommendation finalized for Parks & Wildlife Commission (PWC)
May 2017	<ul style="list-style-type: none"> • Final recommendations presented to (PWC) for approval
Summer 2017	<ul style="list-style-type: none"> • Award and Rejection letters sent to applicants
October 2017	<ul style="list-style-type: none"> • Agreements sent to grant recipients
Fall 2017	<ul style="list-style-type: none"> • Finalize Contracts
Fall 2017 / Spring 2018	<ul style="list-style-type: none"> • Project funds available for disbursement

Eligible and Non-Eligible Expenses

Please reference the lists on the following pages for some examples of eligible and ineligible project components and expenses. These lists are not all-inclusive. For questions regarding eligibility, please contact State Trails OHV staff.

Projects eligible for Off-Highway Vehicle grant funding must also be consistent with Colorado Parks and Wildlife, Colorado Revised Statutes, Title 33, Article 14.5, Section 106, and State Trails Program policy.

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
- Project Materials, Tools and Supplies – including reasonable credit card fees associated with approved project purchases
- Equipment needed to build or maintain OHV trail
- 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.
- Normal maintenance and repairs on trail machines (trail bikes, ATV's) and equipment (dozers, chainsaws, generators, etc.), fuel and fluids.
- Purchase of and/or replacement of exhausted items such as signs, rock, lumber, paint, nails, 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
- OHV trail or system planning, engineering, or design
- 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
- Salary, compensation and benefits is intended for Seasonal Crew Members or Permanent Part Time project employees - hired specifically for the approved scope of work.
- 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. See Insurance section for further information and requirements.
- Insurance coverage for physical damage and theft on equipment purchased with OHV funding that is valued at over \$10,000. See Insurance section for further information and coverage requirements.

- Travel reimbursement for *approved* travel, federal travel voucher processing fees for project travel only
- Personal vehicle mileage, reimbursed at the State mileage rate, (when travel is required by and identified in the project scope of work)
- Personal protection equipment, outfitting costs and “required” uniform items necessary for safety or recognition in the field. Additional expenditures may qualify if a *USFS or BLM field practice* or *requirement* is expected of your seasonal trail-crew members specifically hired for the approved OHV scope of work.
- Youth programs, planning, engineering, and trail contractor services hired for work on OHV routes
- 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 15.

NON-ELIGIBLE

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 or 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
- 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

Colorado Off-Highway Vehicle GOOD MANAGEMENT PROGRAM Description

Eligibility for Colorado Off-Highway Good Management 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 each month

Funding is used to support Good OHV Management Trail Crews for the management, maintenance and operations of OHV riding areas and trail systems and where applicable, the implementation of Travel Management Plans adopted by federal land managers. This may include but not be limited to personnel costs, materials, supplies, equipment and contracted services as approved through the annual CPW Trail OHV grant review and allocation process.

Objectives of a dedicated Good Management Trail Crew are:

- Develop, maintain and improve OHV trails, trailheads, parking and support facilities through physical, on-the-ground labor by the crew.
- Produce, install and maintain signage for OHV trails and facilities;
- Develop, deliver and provide education and rider ethics training to the OHV riding community;
- Implement approved federal Travel Management Plans; and,
- Provide a field presence for visitor contacts, information, compliance and enforcement.

Requirements to retain Good Management status:

- Deploy a dedicated, working OHV trail crew with grant funding;
- Primary focus on maintenance of OHV trails and facilities;
- Limit time spent on managing, viewing, monitoring, planning, meeting or overseeing trail and project work performed by others;
- Provide Daily Trail Crew Logs, monthly. Logs must be completed each day to document the trail crew's work accomplishments, type of work, contacts, names and hours employees worked, etc.
- Document work with photos: before and after.
- Provide annual report or written summary accomplishments. Summary should highlight the details of work accomplishments- Include measurable and quantifiable work completed. - Due Thursday, December 1st, 2016.
- Timely submission of receipts for all expenditures. Good Management Crews must meet required deadlines for the submission of receipts for expenditures, reporting, and closeouts.
- Follow the approved scope of work and budget
- Spend no more than 20% of crew time (maximum) on Law Enforcement efforts unless identified differently in the project application.

Adopted Policies by the State Recreational Trails committee for OHV Good Management Project Applications

Contracting Services

OHV Good Management grant applicants shall limit requests for contracting services to no more than 25% of the total grant amount requested. All requests for contracted services must be accompanied by adequate justification for the services requested. Grant applicants may request more than 25% for contracted services but must provide adequate justification to demonstrate the requested level of contracted services is the only feasible option to complete the project proposed.

Equipment Purchases

Good Management grant requests for equipment purchases shall be limited to no more than 20% of the approved grant amount as recommended by the OHV Grant Review and Ranking Subcommittee. Requests for equipment purchases by grant applicants that exceed the 20% threshold must be accompanied by adequate and convincing justification demonstrating the equipment purchase is essential to the successful completion of the project proposed. Good Management participants are encouraged to submit a separate *competitive* project application for larger equipment needs.

Detailed Law Enforcement for Good Management Participants

Funding requests for detailed Law Enforcement Officers that accompany OHV Good Management crews shall be limited to 5% of the total OHV funding allocated to the Good Management crew on an annual basis. Requests for law enforcement details designed to accompany Good Management crews that exceed the 5% threshold must be submitted as a separate OHV grant application from the Good Management program grant application. This policy does not apply to Good Management crew members who hold or have law enforcement commissions.

Funding Capital Improvements

Good Management capital improvement requests made through the Good Management grant application process must be directly related to OHV trail improvements or enhancements or OHV riding amenities. Capital improvements for facilities that do not directly benefit OHV riding opportunities shall be given low priority by the subcommittee when reviewing and ranking OHV Good Management grant applications.

Applying for OHV Good Management Program Funding

A complete OHV grant application is required each year for Good OHV Management Program participation and must be received by close of business, Tuesday, December 1st, 2016.

A complete Good OHV Management application will include:

Application Pages

Project Budget Form

C-1 Form

Project Selection Criteria

Maps

Support Letters – optional (not required)

Good Management Funding

Good Management participants should budget for a grant allocation of no more than \$85,000, keeping the Good Management guidelines in mind, as you prepare your budget. If there is a need for a special project, tool or piece of equipment, submit a separate OHV project application. Keep in mind the committee has the option to adjust the amount of the award for all grants.

Standard Scope of Work / Project Description to be used for Good Management Crews:

Develop, maintain and improve OHV trails, trailheads, parking and support facilities; reconstruct OHV trails and related facilities; produce, install and maintain signage for OHV trails and support facilities; develop, deliver and provide education and rider ethics training to the OHV riding community; maintain, supply and operate facilities owned by the USDA Forest Service and BLM that are used by OHV recreationalists; implement approved federal Travel Management Plans; and provide a field presence for visitor contacts, compliance and enforcement by authorized Good Management programs.

Current Good Management Program participants (only) are required to also submit the following - in addition to a complete application package - no later than Thursday, December 1, 2016.

- A one-page, written, detailed summary of the trail crew's accomplishments from the preceding work season
- A one-page, written, detailed, annual work plan for the upcoming work season.

Current Good OHV Management Program Trail Crews approved and funded through the 2015-2016 OHV Grant funding cycle:

Statewide Trail Crew

Grand Lake Trail Crew

Grand Valley Trail Crew

Gunnison Trail Crew

Ouray Trail Crew

Rampart Range Trail Crew

Grand Junction/BLM Trail Crew

Routt Trail Crew

State Forest Trail Crew

BLM Gunnison Trail Crew

Flat Tops Trail Crew

Colorado River Trail Crew

Uncompahgre Trail Crew

Parks District Moto Trail Crew

Dolores Trail Crew

Columbine Trail Crew

Pikes Peak Trail Crew

San Carlos Trail Crew

Upper Arkansas Motorized Trail Crew (USFS & CPW)

BLM Kremmling Trail Crew

Eagle Zoned OHV Trail Crew

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.

INSURANCE

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 required coverage is listed in the column on the right. 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.

Worker's Compensation

	PROJECT COMPONENT		REQUIRED COVERAGE
✓	(check all that apply)		
	Employees	This organization has employees.	Workers' Compensation
		This organization does not have employees.	Workers' Compensation Exemption Waiver

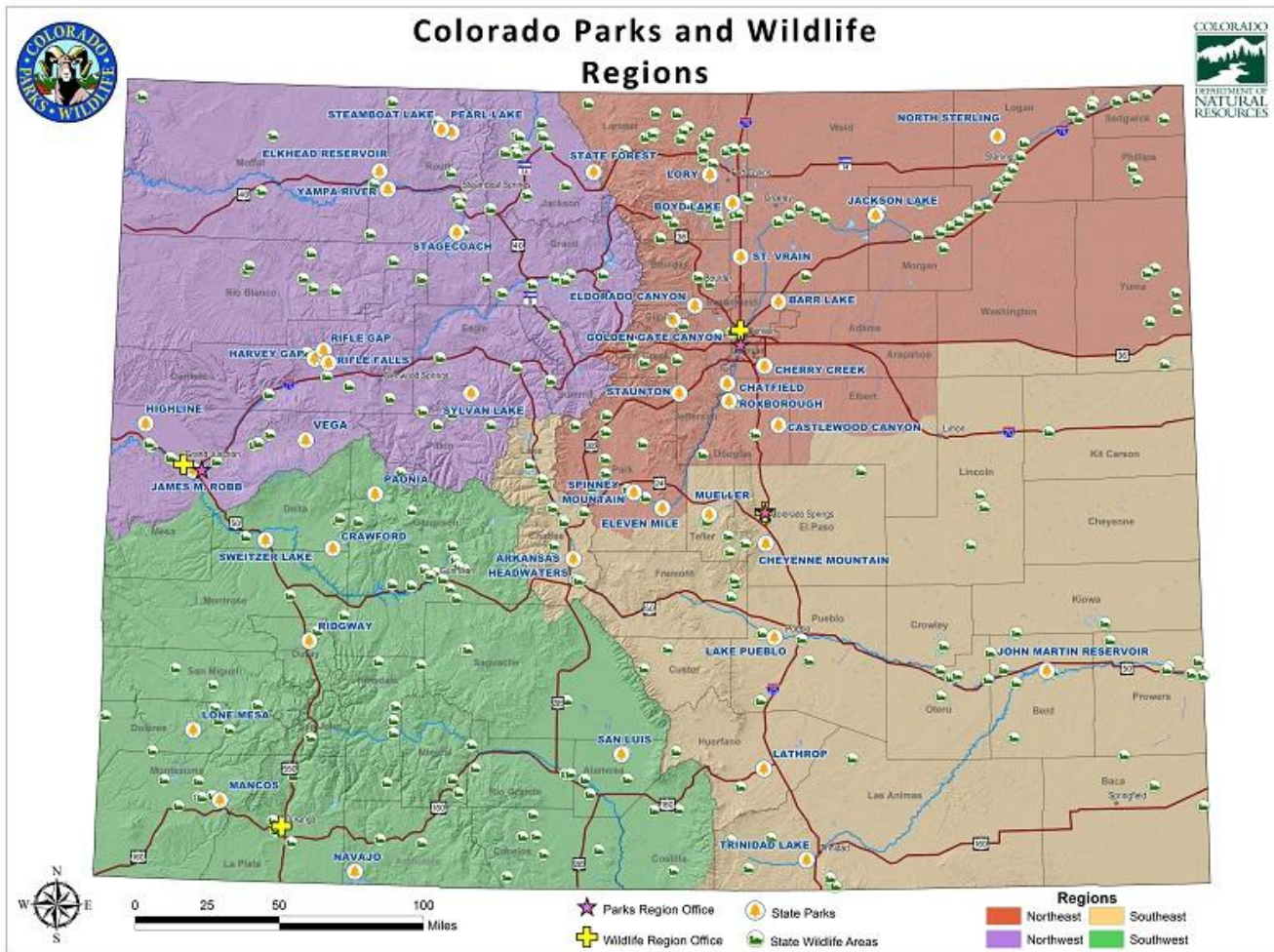
General Liability

	PROJECT COMPONENT		REQUIRED COVERAGE
✓	(check all that apply)		
	Organization Participation	Members of this organization <u>will</u> participate in the project scope of work.	General Liability
	Organization Participation	Members of this organization will not participate in project work.	Statement of Insurance Letter
	Volunteers (Must meet Federal volunteer safety requirements)	This project scope of work includes volunteer participation and will take place on Federal Lands.	Statement of Insurance Letter
	Sub-contractors	This project scope of work will be entirely conducted by sub-contractor(s).	Request proof on insurance from all sub-contractors.
	Youth Corps	This project scope of work is to fund youth work only.	Request proof on insurance from all sub-contractors.

Automobile Liability

	PROJECT COMPONENT		REQUIRED COVERAGE
✓	(check all that apply)		
	Project Vehicles	Vehicles owned by the organization <u>will</u> be used during the scope of work for this project.	General Liability and Automobile Liability
	Equipment	The project scope of work is to purchase equipment ONLY	Worker's Comp Waiver and Statement of Insurance letter to waive all requirements
	Equipment	Transportation of equipment will be hired out.	Ask for proof on insurance from the party responsible for transporting equipment
	Equipment	The project scope of work includes transporting equipment (newly purchased or otherwise) by a member of sponsoring organization	General Liability and Automobile Liability required

CONTACT LIST FOR STATE OHV TRAIL GRANTS



Off-Highway Vehicle Program Staff

<p>Jeannie MacMurtrie Grant Administrator 13787 So. Hwy 85N Littleton, CO 80215 Ph: (303)791-1957 ext. 4149 Fax: (303) 470-0782 Jeannie.macmurtrie@state.co.us</p>	<p>Tom Metsa Off-Highway Vehicle Program Manager 13787 So. Hwy 85N Littleton, CO 80215 Ph: (303) 791-1957 ext. 4132 Fax: (303) 470-0782 Thomas.metsa@state.co.us</p>	<p>Gabby Smiley Grant Administrator 13787 So. Hwy 85N Littleton, CO 80215 Ph: (303)791-1957 ext. 4149 Fax: (303) 470-0782 Gabrielle.Smiley@state.co.us</p>
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Regional Trail Coordinators

<p>Randy Engle Northwest Coordinator PO Box 700 (361 32Rd) Clifton, CO 81520 (970) 434-6862 Fax: (303) 434-6878 Randy.engle@state.co.us</p>	<p>Ryan Crabb Southwest Coordinator 415 Turner Drive Durango, CO 81303 Cell (303) 548-8206 Fax: (970) 882-4640 Ryan.crabb@state.co.us</p>	<p>Nick Dellaca Northeast Coordinator 6060 Broadway Denver, CO 80216 Cell: (720) 413-7164 Fax: (303) 291-7114 Nick.dellaca@state.co.us</p>	<p>Robert Seel Southeast Coordinator 4255 Sinton Road Colorado Springs, CO 80907 Cell: (719) 335-9402 Fax: (303) 227-5297 Robert.seel@state.co.us</p>
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Information Regarding Wildlife and Critical Habitat:

For assistance on wildlife, critical habitats, and specific wildlife or fishery concerns, please contact **Colorado's Parks & Wildlife Regional Offices.**

Northwest Region: Aaron Fero [\(970\) 255-6145](tel:9702556145)

Northeast Region: Windi Padia [\(303\) 291-7361](tel:3032917361)

Southwest Region: Heath Kehm [\(970\) 375-6750](tel:9703756750)

Southeast Region: Brad Henley [\(719\) 227-5266](tel:7192275266)

All CPW trail grant applicants are advised to contact their local wildlife offices 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.)

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:

- 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>
- Others may be considered

Youth Corps Labor is an Eligible Cost

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

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

Day Crews - \$6,300

Camping Crews - \$6,600

Chainsaw or high-altitude (specialty) crews - \$7,500

These base rates are negotiable based on factors such as the projects sponsor's needs, crew size, and technical expertise required of the crew or crew leader. Applicants should work directly with their local youth corps to agree on a rate. Find the corps that serves your region at 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 and Budget Forms (for download):

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

BLM: For projects on Bureau of Land Management lands:

http://www.blm.gov/co/st/en/BLM_Information/directory.html

US Forest Service: For projects on U.S. Forest Service lands:

<http://www.fs.fed.us/r2/contact/>

Volunteer labor rate web link:

http://www.independentsector.org/volunteer_time?s=volunteer%20labor%20rate

State Trails Program email address:

trails@state.co.us

Wildlife home page:

<http://cpw.state.co.us/>

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:

<http://www.colorado.gov/pacific/osc/mileage-reimbursement-rate>

OHV Grant Application Components

A complete grant application package will include the following components:

- **Project Application (MUST download and use Microsoft Work form):** Sponsor, project information and description (Scope of Work) of specific project details
- **Project Budget (MUST download and use Excel):** 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:** Letters (6 max) showing support of project (G)

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Applications MUST BE RECEIVED by the State Trails program prior to 5:00 p.m. on Thursday, December 1, 2016. Mail or deliver to:

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

Please provide **15 hard** copies of your application and **email electronic versions** to 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 your application or add dividers or tabs that will prevent State Trails' staff from easily photocopying the application. Staples or 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 PDF 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.

_____ 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.

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?

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.
- _____ 1:100,000 scale map (E-2) included?
Hint: Shows where the project is located in the state.

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 15 hard copies of the complete application to mail?
 - _____ Did you email the PDF version of your complete application and an Excel version of your budget form?
- _____ Completed applications should be 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)