## 2024-2025

## Off-Highway Vehicle Program

## State Trail Grant Application

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project:** | | | Date of Application: |
| *(Please limit the project name to 5 words or less)* | | | |
| **Total Project Cost:** $ | | **Grant Request:** $ | |
| *(round off to the nearest $1)* | | *Amount Requested (round off to the nearest $1) must match the Project Budget Form.* | |
| **Project Sponsor** (Name and Address for entity legally responsible for project) | | | |
| Organization Name: | | | |
| Mailing Address: | | | |
| Telephone: | Email: | | |
| Official Use Only – UEI # (if required): <https://sam.gov/content/duns-uei> | | | |
| **Project Contact** This is the person with day-to-day responsibility for the managing the project, ensuring the  contract scope of work will be fulfilled. Please notify us if *Project Contact* changes. | | | |
| Name: | Title: | | |
| Mailing Address: | | | |
|  | | | |
| Telephone: | Email: | | |
|  | Is this the primary contact for this grant: YES NO | | |
|  | | | |
| **PROJECT CLOSE-OUT CONTACT** This is the person responsible for submitting receipts for project spending and  close-out. Please notify us if *Project Contact* changes. | | | |
| Name: | Title: | | |
| Mailing Address: | | | |
|  | | | |
| Telephone: | Email: | | |
|  | | | |
| **GRANTS & AGREEMENTS SPECIALIST (USFS only) or BUDGET CONTACT (BLM only)** | | | |
| Name: | Title: | | |
| Mailing Address: | | | |
|  | | | |
| Telephone: | Email: | | |

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| **PROJECT LOCATION** | | | | | | | |
| Nearest Town or City: | | | | | | | |
| County(ies): | | | | | | | |
| Provide a point of reference for mapping purposes (i.e. a google searchable landscape feature): | | | | | | | |
| Township/Range/Section: | | | | | | | |
| State Senate District #: | | | | | State Representative District #: | | |
| **LAND OWNERSHIP** | | | | | | | |
| 1. Provide the name/s of the property owners:   2. The trail corridor is controlled by: Fee Simple Lease Easement License  Right-of-Way  Land Acquisition Ownership to be obtained  Other (explain): | | | | | | | |
| **TRAIL SYSTEM INFORMATION** (List the number of miles for each type of OHV trail in your area) | | | | | | | |
| Miles of Singletrack: | | | | Miles of 50” or less: | | Miles of Full-sized: | |
| **TRAIL USER INFORMATION** (Please check all that apply to the work planned for this project) | | | | | | | |
| All-Terrain Vehicle | | | Side x Side | | | | Full Sized 4X4 |
| Motorcycling | | | Four-Wheeling | | | | Accessible Access |
| **PROJECT INFORMATION** (Please check all activities that apply to this project.)  Include detailed information for each in the Project Scope of Work. | | | | | | | |
| Trail Maintenance | | | | | Travel Plan Implementation | | |
| **\*New Trail Construction** miles / ft. \_\_\_\_\_\_\_\_  (Approved through Travel Mgt Decision) | | | | | Resource Protection & Improvement | | |
| **\*Major Re-Route**  (that will require new or additional *environmental approvals)* | | miles / ft. closed \_\_\_\_\_\_  miles / ft. added \_\_\_\_\_\_ | | | Signs | | |
|  | |  | | | Youth Corps | | |
| Restoration/Rehabilitation (existing corridor) | | | | | Planning | | |
| Visitor Contacts & Law Enforcement | | | | | Capital Equipment | | |
| Education | | | | | Land Acquisition or Other | | |
| **\* New Trail Construction & Major Re-Route:** Trail location(s) must be indicated on project map and detailed description of trail work plans must be provided in Project Selection Criteria, Section D-1, #3 Resource Protection, Enhancement & Restoration | | | | | | | |
| **TRAIL ACTIVITIES SUMMARY** (Based on your project description and budget, provide the percentage   for each of the categories listed below.) | | | | | | | |
| **% of Budget** | **Program maintenance** (e.g., erosion controls, water bars and culverts, trail clearing and brushing, trail hardening and trail tread repairs, bridge construction and repairs, trailhead improvements and maintenance, crew wages, etc.) | | | | | | |
|  | **Enforcement, Education & Visitor Contacts** (e.g., patrols, enforcement, education and visitor contacts, wages, safety contacts, equipment, etc.) | | | | | | |
|  | **Planning &Travel Plan Implementation** (e.g., planning, engineering, maps, inventorying, travel management signs & installation, decommission non-system routes, rehabilitation, new construction, wages, monitoring, etc.) | | | | | | |
|  | **Equipment /Materials/ Signs/ Youth Corps/Miscellaneous** (e.g., equipment maintenance and repair, personnel training, certification in the use of specialized equipment, program coordination, etc.) | | | | | | |
|  | **Total: (Note: Percentages should add to 100 %)** | | | | | | |

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| **SCOPE OF WORK – Project Description:** | |
| Project Name: | Project No.:  (to be completed by CPW) |
| Project Sponsor: | Application Year: 2024-2025 |
| Project Contact: | Application No.:  (to be completed by CPW) |
| Total Project Cost: $ | Grant Request: $ |

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| --- |
| **Project Description:** Please write a brief description of your project and the expected accomplishments. Be sure to include Who, What, When, and Where. This is your scope of work. (This section is not for project background, benefits or anything other than the actual work to be accomplished. Please address this information in question #2 of section D, Project Selection Criteria.)  ***Remove all instructional text (below) and replace it with information specific to this project request***  **WHO**?  Tell us about your organization. Are you a government agency, local government or a non-profit? Who will perform the work? Who is responsible for the project?  **WHERE**?  Explain in detail the location of your project. Where is the project located? What county? What National Forest/ BLM Field Office? Provide a complete inventory of the names of the trail(s) or trail system and where the work will be performed? What agency manages or is responsible for the land the project is on?  **WHAT**? Explain what you are going to do or accomplish in **2025**. What are the goals or the reason for your project? List your deliverables in a series of short sentences or statements of work. Break down the project into a list of specific activities to be completed. These should be quantifiable items that correspond to the categories on your budget page. Include quantity or quality as part of your description of work to be performed. How long? How many? How many feet? How many miles? What materials will be used? Is a specific standard or guideline being used?  **WHEN**? When will you be working on the project? When will you start project? When will you be done? What is the project timeline?  **Program Funding Acknowledgement** – By State Trails Committee Policy, project sponsors are required to acknowledge and credit the OHV grant program for funding received. Please describe how your project will provide that acknowledgement (i.e., signs, logo’s, kiosks, etc.) Please incorporate the *Colorado Registration Dollars at Work* logo within that acknowledgement.  **DEFINITIONS**? Do you need to define any terms or acronyms that are used in your project description? |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Form** | | | | | |
| **Project Name:** | | **Date Project will be Completed:** | | |  |
| \*\*\*ITEMS LISTED IN THE BUDGET BELOW SHOULD BE SPECIFIC AND CORRESPOND TO THE PLANNED ACTIVITIES INDICATED IN THE PROJECT DESCRIPTION (SCOPE OF WORK) IN YOUR GRANT APPLICATION. \*\*\* | | | | | |
| **PROJECT FUNDING SOURCES** List all sources and amounts of project funding in this section (insert additional lines if needed) | **CASH** | | **In-Kind (Non-Cash) Contributions** | **TOTAL** | |
| OHV Grant Funding |  | |  | **$ -** | |
| List additional project funding here and what the additional funding will be used for. | $ - | |  | $ - | |
| (insert more lines if needed) | $ - | | $ - | $ - | |
|  | $ - | | $ - | $ - | |
| TOTAL PROJECT AMOUNT | | | | **$ -** | |
| **USE OF GRANT FUNDING** List uses of grant funding (only) below |  |  |  |  | |
| **I. Personnel Costs**  Identify as: Salary/wage, benefits, travel, training, outfitting costs, personal protection equipment, etc. |  |  |  |  | |
| *List Position Grade, Name or Title* | Rate of Pay |  |  | Total Cost | |
|  | $ - |  | | $0.00 | |
|  | $ - |  | | $0.00 | |
|  |  | **Category Total** | | **$0.00** | |
| **II. Project Materials/Supplies** Identify as: Signs, rock, lumber, paint, nails, printing, maps/guides, education materials, etc. | Price Per | Quantity |  | Total | |
|  | $ - | Example Only |  | $0.00 | |
|  |  |  | **Category Total** | **$0.00** | |
| **III. Equipment** Identify as: Trail Dozer, ATV, Motorcycle, vehicle operation costs, equipment repairs, fuel, chainsaws, etc. |  | **Please download and save to use the *EXCEL* version of Budget Form to submit with application** |  |  | |
|  | $ - |  |  | $0.00 | |
|  |  |  | **Category Total** | **$0.00** | |
| **IV. Contracted Services** Identify as: Youth Corps, NEPA, planning, engineering, other subcontractor costs that are not part of your entity. |  |  |  |  | |
| List Company/Contractor(s) Name |  |  |  |  | |
|  | $ - |  |  | $0.00 | |
|  | | | **Category Total** | **$ -** | |
| **V. Volunteer Support** Identify as: ***For Volunteers Only*** Safety education, safety gear (gloves/goggles), outfitting, per diem (meals or mileage when travel required by and identified in project scope of work), non-monetary awards or recognition. |  |  |  |  | |
| Include Trail or Project Location & Tasks | $ - |  |  | **$ -** | |
|  | | | **Category Total** | **$ -** | |
|  | | |  |  | |
| **Total** | **$0.00** | |

C-1

FEDERAL ENVIRONMENTAL INFORMATION and LAND MANAGER APPROVAL

The applicant is responsible for securing all necessary permits, licenses, clearances, SHPO, and

environmental analysis documentation necessary to comply with local, state, and/or federal laws.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | Project Sponsor |  |

As the official responsible for management of the land on which the project will be accomplished, I agree to the following:

1. The project as described in this application has my approval.

2. The project is located on federal public lands and is in conformance with the appropriate

Forest Management Plan, BLM Resource Area Management Plan or other decision document titled:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

3. A decision has been issued as part of the NEPA environmental review process.

Date and title of document:

|  |
| --- |
|  |

If a decision has not been issued as part of the NEPA environmental review process, please state the reason why. No funds will be distributed until any required NEPA documentation is completed.

|  |
| --- |
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For more information about the NEPA environmental review process, contact:

|  |
| --- |
|  |

4. The next planning process that may affect this project is planned for (date).

|  |
| --- |
|  |

Print or type Land Manager’s Name and Title

|  |  |  |
| --- | --- | --- |
|  |  |  |

Land Manager Signature and Title Date

C-2

NON-FEDERAL ENVIRONMENTAL INFORMATION and LAND MANAGER APPROVAL

The Applicant is responsible for filling out this TOP portion of this page ending at “Applicant Environmental Checklist”. The applicant is also responsible for securing all necessary permits, licenses, clearances, and environmental analyses documentation necessary to comply with local, state, and/or federal laws.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | Project Sponsor |  |

The project described in this application has my approval.

|  |  |  |
| --- | --- | --- |
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**Owners or Authorized Person’s Signature and Title Date**

|  |
| --- |
|  |

**Print or type Owner’s or Authorized Person’s Name and Title**

**APPLICANT ENVIRONMENTAL CHECK LIST**

Describe the process (es) or efforts you have made to review potential wildlife and environmental impacts of your project as concisely and specifically as possible. Include any relevant information in each of the category questions listed below and indicate which question you are answering. Examples are given of the types of information that may be valuable. If a question is not applicable to this project, please write “N/A” and state your reasoning.

**1. Species of Concern:** Is it likely that plant and/or wildlife species of concern are present on the proposed project site?

* Federally listed, threatened, and/or endangered species
* Species that are rare or have limited range in Colorado

1. **Habitats and their Values:** What habitats are present and how important, productive, or pristine is the wildlife habitat in the project area?
   * Describe habitats that are present and others that are adjacent to them

* + Existing development or human impacts to the proposed project area?

* + Critical habitat for a particular species, or an area with high value for nesting, feeding, or calving

**3. Potential Impacts:** List, in bulleted form, the proposed project activities. Then, describe how the project activities will, or potentially may, impact vegetation and/or wildlife. Include both short-term (during project activities) and long-term (impacts to habitats) effects.

* Disturbance of sensitive species

* Impacts to species during rest, feeding, or reproductive cycles

* Encroachment, loss or reduction of habitat(s)

* Intrusion into areas with little existing human impacts

**Continued next page . . .**

**4. Mitigation:** How will these impacts be addressed?

* Alternative design or trail route selection

* Timing of project activities

* Screening or users from wildlife area, protection of critical habitat, channeling use through less sensitive areas

* Improvement (i.e., restoration) to habitat areas upon project completion

**5. Benefits:** List habitat improvements such as restoration of wetlands, river corridors, and trail areas; restriction of recreationalists from sensitive areas; environmental or recreation education efforts.

* Education of users through environmental education programs, opportunities for “watchable wildlife,” and monitoring of wildlife impacts

* Reroute trails away from sensitive habitats

**6. Environmental Compliance:** Describe regulatory compliance, applicable permits and/or agency concurrence procedures that are, or are not required, and why.

* Migratory Bird Treaty Act (i.e., nesting habitats will not be impacted by the project due to the project’s timing or, surveys for nesting birds will be conducted prior to activities and, activities that may impact active nests will be postponed)

* Concurrence from USFWS for effects determinations (or rationale for why no such concurrence is required)

* US Army Corps of Engineers 404 permits

* Compliance with raptor guidelines recommended by Colorado Parks and Wildlife

**Principle source of information:** (e.g., Colorado Parks & Wildlife, Colorado Natural Heritage Program, local agency, staff biologist, consultant)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed name, title and telephone number of person consulted:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of person consulted:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

D-1

**PROJECT SELECTION CRITERIA**

*Carefully read and provide answers to each of the following four criteria (four page maximum):*

All applicants must respond to the following selection criteria questions. You are allowed the space below each question to fill in your answer. If you have an answer that does not fill the entire page, do not feel obligated to fill the space. This application will be scored on a 100 point basis. The maximum number of points that can be awarded for each question is shown in parentheses. Each project will be reviewed by outside reviewers and State Trails staff, and projects will be ranked according to reviewer and staff scores. Failure to provide a response to any question (unless otherwise noted) will reduce your project’s score. Please reference all attachments.

**1. Need for & Benefit of the Project** *(25 points):*

Describe the objectives of your project and how it will benefit, and protect riding opportunities while protecting resources in the project area. (***Use the following as a guideline for describing your project*)**

* What specifically will the project accomplish?
* How will the project protect or improve riding opportunities?
* Will it provide essential maintenance to keep OHV riding opportunities available? Please describe maintenance history for this specific area.
* Describe how this project will foster and promote a satisfactory and challenging riding opportunity for OHV enthusiasts?
* Why is this project a priority at this time?
* Provide an estimate of how many and what types of OHV enthusiasts will benefit from the project?
* Describe how this project will provide long term value and sustainability?

**2. Partnerships, Support and Leverage** *(25 points):*

Provide evidence of support for this project from trail users, agencies, local governments, community groups, or individuals and attach letters or petitions to your application packet. Applicants need to demonstrate that the project has a broad spectrum of support. Letters from the following entities are encouraged: relevant political subdivisions with jurisdiction over the project area, conservation organizations, user groups who frequent the area, and community organizations. The program places a higher value on the quality of supporting correspondence submitted rather that the quantity of support letters received. **(*Use the following as a guideline for describing your project*)**

* Describe all agencies, groups, clubs or organizations who are partners on the project. Will the project utilize volunteers or youth group services?
* Are you aware of any controversy this proposed project has caused, if at all, in the local community?
* Create a narrative or a list that includes the amounts and sources of additional (non-grant) funds, in-kind services, materials, and any other items that will be used as leverage in your project:
* Donations, contributions, materials and other ways that this project will be leveraged
* Describe the types of funds that will be contributed to the project
* Itemize any funds received from other grants or sources
* Provide your total project cost, including the total amount of all grant funds, use of volunteers, donations, and any additional contributions mentioned in your narrative

**3. Resource Protection, Enhancement and Restoration relative to eligible OHV grant activities** *(25 points):*

Describe the principal objectives that will be accomplished by this project (e.g., new trail construction, trail relocation or major re-route, trail maintenance, restoration/rehabilitation or any other grant eligible activity). Include as many components as are applicable. Show how the project aids in the protection or improvement of the environment by addressing existing problems, and avoiding or minimizing impacts through the implementation of the project. (***Use the following as a guideline for describing your project*)**

* Will this project promote the protection, clean up, rehabilitation or avoidance of sensitive environmental resources such as wildlife habitat or wetlands in the project area? If so, explain how.
* Will the project include re-vegetation of eroded areas or trail that will promote the long term protection of sensitive or critical resources? If so, explain how.
* Will the project construct or improve drainage structures to prevent erosion or repair damage from excessive runoff, or harden and/or bridge stream crossings and wet areas?
* Describe any indirect benefits this project proposal will have on critical resources in the project area.

**NEW Trail Construction vs. Major Trail Re-Route**

New Trail Construction:

* In the case of new trail construction, provide documentation that shows all required environmental reviews are completed or indicate the current status of that work.
  + Under what TM Decision the work is being performed.
* Provide a description of new trail construction.
* Provide detailed map showing the new trail location and length.

Major Re-Route: Defined as trail work that will require new and/or additional environmental approvals. (Minor re-routes taking place on an already approved trail corridor will not be considered a *major* re-route, as described here.)

* Provide the number of miles or feet that are being re-routed and why.
* Provide a detailed map of where the trail re-route is located, showing old/current route and proposed re-route.

***Large Equipment Purchases, Maintenance and Disposition:***

Large Equipment purchased with OHV funding must have commitment to Long-Term Maintenance and Operations and must only be used for OHV Trail Maintenance Activities. When not in use, equipment will be made available for use on other OHV projects currently or previously supported by CPW. When equipment is no longer in use or needed, it should be passed on to another OHV Club, the BLM or Forest Service, or returned to CPW to insure continued OHV trail maintenance activities. Describe provisions to be made for the following:

* Who will be responsible for the operations and maintenance of the equipment?
* What is the expected annual budget for operations, maintenance and fuel?
* How many (machine) hours are needed to maintain the trail system?
* What is the expected annual cost for future operations and maintenance and will that be dependent upon additional OHV grants?
* What is the plan for equipment when not in use or when no longer needed?

4. Travel Management Plan Implementation, Education and Enforcement *(25 points):*

Active and effective OHV management is based upon the implementation of travel management plans, broad public awareness, compliance, enforcement and providing adequate recreation opportunities. Describe how the project will promote active OHV management and improve OHV use for the benefit of public land visitors. To receive a full score of 25 points for this category the project must incorporate at least one of the following components*. (****Use the following as a guideline for describing your project*)**

***Travel Management***:

* Will this project employ one or more travel management measures such as educational tools, signage, control structures, methods to reduce conflicts among user groups, visitor contacts and/or increased compliance efforts to improve adherence to OHV regulations and designations? If so, explain those measures.
* Include information as to how the project will enhance and promote multiple-use trails.
* Will the project assist in monitoring or closing or rehabilitating off-trail, non-system OHV routes in compliance with TMPs or MVUMs or address damaged or closed routes pursuant to an MVUM? (e.g., repair, or the placement or replacement of signage, fencing, and trail barriers or reseeding, resurfacing, decommissioning, or re-contouring trails, etc.). If so, explain how.
* Describe how this project is consistent with the long term plans of the land management agency with jurisdiction over the project area?

***Education***

* Describe the educational components of the project and how this will specifically benefit OHV riders, as well as other area visitors and residents. Note, the most effective educational efforts are those targeted to “on the ground” user education in the field encouraging responsible use through educational materials such as signs, brochures, maps , kiosks, and field contacts.
* Explain how this project will encourage responsible use through education.
* Does this project use or provide educational tools such as maps, signs, brochures, kiosks, or patrols to educate riders? If so, explain.

***Enforcement and Compliance Activities***:

* How will the project improve compliance of OHV regulations and route designations?
* Will the project utilize law enforcement or compliance measures to increase compliance with state OHV laws, measures to increase compliance and law enforcement efforts?
* How will the project utilize law enforcement or compliance measures to increase compliance with state OHV laws, designated routes and OHV registration requirements for both resident and non-resident OHV recreationists?
* How will project assess, document and report the results of compliance and laws enforcement efforts?
* Include an estimate of the time and/or financial resources that will be devoted specifically to visitor contacts, compliance and law enforcement under this proposal.

D-2

**Land Acquisition Grant – Supplemental Criteria**

An Off-Highway Vehicle Grant Application requires supplemental information for land acquisitions, land leases, or easement purchase proposals.

A plan is required to be eligible for funding from the State Trails Program. Applicants are encouraged to apply for a Planning Grant from the Recreational Trail Program or the Off-Highway Vehicle Program *before* submitting a land acquisition proposal.

Land Acquisition Grant Applications require a presentation to the State Trails Committee.

If you have any questions on the requirements, please contact State Trails’ staff *prior* *to* submitting your application.

**Please respond to each section, being sure to identify which question you are answering.** Use your own paper with *one-page per section* *or up to four pages total*. Please respond in 12-pitch font. Evaluating a project without the following information is difficult, so failure to respond to sections may reduce a project’s score.

**Eligibility Criteria and Acquisition Costs Acceptable for Reimbursement**

* Only costs to acquire land, land leases or easements
* The purchase must be a fair market valuation
* Appraisals and legal fees
* An environmental review of the subject property
* Land surveys
* Transaction costs
* Property interest must be secured and controlled for a minimum of 25 years

**Ineligibility Criteria and Acquisition Costs Unacceptable for Reimbursement**

* Site development
* Acquisitions that involve condemnation
* Insurance (except Title Insurance)
* Any work that is not directly relevant to trail development or acquisition
* Facilities that are ornamental and/or do not have a direct benefit to trail users
* Any applicant that is not in compliance with the terms and/or conditions of a prior and/or **existing** grant from the State Trails Program

**Land Acquisition Grant –Criteria Questions D-2 Continued**

An Off-Highway Vehicle Grant Application requires supplemental information for land acquisitions, land leases, or easement purchase proposals.

**I. Site Description**

A. Describe the site and surrounding area. What currently exists on the property? Include a site map that shows property boundaries, utilities, roads and structures. If larger than 8.5” x 11”, maps must be folded into that size.

**II. Planning**

A. Explain the *project* planning process surrounding the proposed acquisition. List all the steps required by rule or law of the governing agency for project approval. List the steps that have been completed.

B. List local, state, and/or federal permits required for the project and list those requirements that have been fulfilled.

1. Describe how the *project* is compatible to the requested acquisition.
2. Is this project part of any local, regional, state or federal plans? List the goals and objectives of this project and how it ties these plans.

**III. Public Notice**

A. Has the public been notified and invited to participate in the planning of the *project*? What type of public notice is required by rule or law to inform the public about a project?

**IV. Public Involvement**

A. *Projects* may not be planned in isolation. The general public, adjacent landowners, and other interested parties should be involved from the outset. Describe the public involvement process used in the planning of this project and the results of any input.

B. Summarize the most important comments received and your response to those comments.

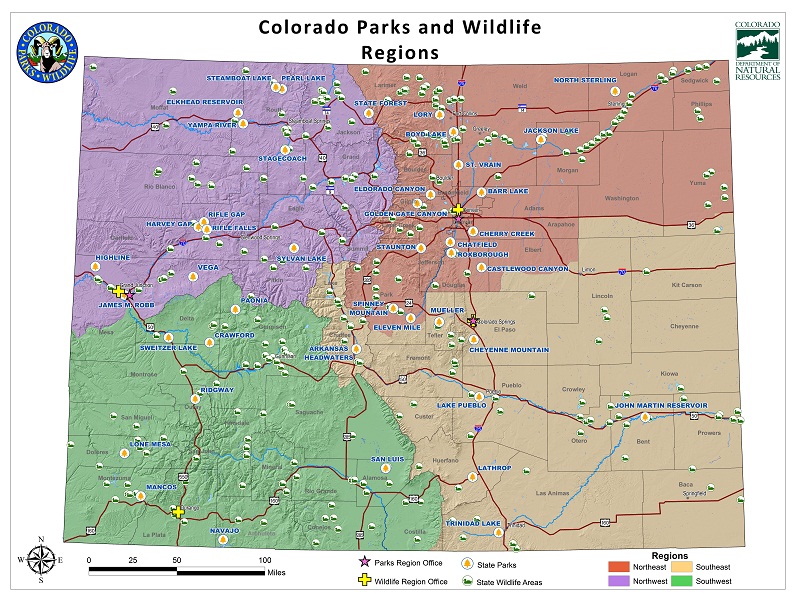
C. Describe any changes to your project design or scope of work based on public input.

**E-1 Vicinity Map & E-2 Project Site Maps**

Maps being requested include:

* “General area” (vicinity) map. (E-1)
* A drill-down of that map that shows the *specific* “project vicinity”. (E-2a)
* Another drill down map showing specific trails and/or work area (highlighted). (E-2b)

**E-1** Vicinity Map: Please mark the vicinity where the project is located on the map below.



**E-2** Project Maps: **Please provide a map identifying the specific trail-work area or project site**.

(Make 12 copies to include in your application packet)

1:24,000 scale map OR a Motor Vehicle Use Map (MVUM)

That clearly shows roads, trails, streams, management area boundaries, and other significant  
 natural and developed features in the vicinity of the project.

**(F) Project Illustration**

Photographs, Drawings, Engineering Plans, Diagrams

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

Items to consider including may be:

* Photos (4-6) of the project area or photos of another project’s outcome that illustrates what you will do for this project
* Engineering drawings of the project
* Diagrams/plans of the project

**(G) Letters of Project Support**

Provide up to six (6) letters of support from entities that are supporting the project in ways other than cash or in-kind contributions. Letters should come from at least three of the categories listed below. Letters must be current, and must document the need and demand for the proposed project. Please note, identically worded form letters do not sufficiently fulfill this requirement. All letters must be included with the application. Letters mailed directly to the State Trails Program will not be accepted as letters of support for the application, rather they will be treated as public comments on the project as proposed.

* Adjacent land owners
* Federal, county, city and private land owners
* Individual users or user groups
* Partners and/or cooperators

**(H) Trail Crew Work Plan (Good Management or reoccurring crews)**

Provide a trail crew work plan for the **2024 work season**

Consider including specific details, such as:

* List 5 of your most important goals for this work season
* Anticipated work the crew will be focused on (e.g. clearing corridor, building drainage systems, tread repair, turnpike repair, etc.)
* Planned location/names of the trails the crew will work on
* Time of year you anticipate the work will be done
* Planned volunteer workdays/events
* Collaboration efforts with OHV user groups / partners (involvement with potential projects)
* Describe any issues encountered during the 2023 season and your plan to overcome them