

GRANT APPLICATION MATERIAL OUTLINE FOR 2004/05 APPLICATIONS

The 2004/05 OHMVR Grant applications with Title 14, Division 3 Chapter 15, Section 4970.00 to 4970.32 of the Off-Highway Vehicle Grant and Cooperative Agreement Regulations found in the California Code of regulations posted on the Website at www.ohv.parks.ca.gov under Grants and Regulations. This “outline” provides you with a more orderly and concise format to prepare your application for the 2004/05 grant cycle. The outline incorporates the recommendations received at the Grant Conference held at Fallen Leaf Lake in November 2001. A review team from the USDA Forest Service and BLM, as well as Division consultants assisted with the development of the sample outline. If you are applying for Restoration Projects and are a Federal Agency please use the updated checklist found on the Division’s Website for compliance with CEQA.

NOTE: PLEASE PROVIDE THREE PAPER COPIES (HARD COPIES) OF YOUR APPLICATION AND TWO COMPUTER DISKS. Applications for the 2004/05 Fiscal Year must be postmarked by May 14, 2004 for all application types, except for Restoration Projects, which have a deadline of June 1, 2004. Please use the 2004/05 online version of application materials for this year’s submittal. A computerized application is also available for your use as an alternative; please contact OHMVR staff if you would like a copy. Phone numbers for staff are listed on the Website.

Some of the application format has been changed from last year to simplify the process. The cost estimate and deliverables have been combined into one Excel Spreadsheet, a new application form has been inserted, the Project Accomplishment Report (PAR) has been simplified, and Restoration projects can be submitted as a separate application.

Some of the key features of the sample outline include the following:

- Information that is repeated each year or is provided as a separate document to the OHMVR Division has been placed in the Attachments section. As an example, Baseline Information found in the WHPP and the monitoring reports are now in the Attachments Section. If updated reports have been submitted and approved by the Division, an applicant can indicate “on file with the Division.”
- Information is consolidated under broad categories for ease of organization: Description of OHV Opportunities; Operations, Maintenance and Administration; Law Enforcement Activities; Conservation Activities; Detailed Cost/Deliverables; Environmental Documentation; Public Involvement, etc.
- The level of detail and supporting materials (e.g. maps, photographs) expected in filling out the required sections in the application are articulated. For example, the Soil Loss Monitoring program should state the number of acres or miles of routes in each condition (green, yellow, and red), as shown in Attachment 3.
- At the top of each section the outline provides the appropriate reference to the Division’s Regulations that are posted on the Website.

- Under each section is a list of the information required in that section according to the 2000 OHV Grant Application Guide.
- Following all of the required Sections (I-X) there are two appendices and three attachments. The attachments are review templates showing the type of information and level of detail needed in the CEQA and WHPP sections of the application.
- The types of projects that can be applied for this year include the following:
 - Planning Projects and Studies
 - Acquisition Projects
 - Development and Major Maintenance Projects
 - Operation and Maintenance Projects
 - Resource Management Projects
 - Safety Education and Education Projects
 - Equipment Purchases
 - Law Enforcement Projects
 - Restoration Projects- see letter on Website

Appendices:

- A - Monitoring Report
- B - Baseline Data

Attachments:

- 1 – Consultant’s CEQA Review Format
- 2 – Consultant’s WHPP Review Format
- 3 – Sample Soils Trail Condition Rating

The Application Requirement Matrix

The Application Requirement Matrix (**ARM**) is intended to help the applicant determine the content required in each type of grant application.

Please note the following important points in using the ARM:

1. Applicants who are submitting multiple grant applications (e.g. O&M grant, planning grant, equipment grant, etc.) will not be required to repeat the information. Any section that is applicable to all grants (i.e., not specific to the individual supporting grant) should be included in the O&M grant application but **NEED NOT BE DUPLICATED** in the other grant applications. Baseline information, including maps for soils and WHPP compliance can be referenced from previous years’ grant applications. It is only necessary to cross-reference the pages containing the information in the grant application

2. Examples of materials that need to appear only once:

- Monitoring Summary
- Resource Discussion
- Endangered/Threatened Species Map
- Soil Standards Map
- Wildlife Habitat Protection Program

Materials repeated from year- to- year (e.g. a discussion of resources) should be placed in appendices but not included in the main text of the application.

Grant and Cooperative Agreement Regulations are posted on our Website (www.ohv.parks.ca.gov). Hard copies are available upon request via e-mail at info@ohv.parks.ca.gov or by calling (916) 324-4442.

**State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Off-Highway Motor Vehicle Recreation Division**

APPLICATION FOR STATE OFF-HIGHWAY VEHICLE GRANT OR COOPERATIVE AGREEMENT

(State's Use Only) PROJECT NUMBER: OR- _____

PROJECT TITLE/DESCRIPTION:

SECTION I

1. APPLICANT

Title: _____
Address: _____
City: _____
State: _____
Zip Code: _____

2. TYPE OF APPLICANT (Check one)

- City
- County
- District
- Federal Agency
- Federally Recognized Native American Tribe
- Educational Institution
- Non-profit Organization

3. NEAREST CITY:

4. COUNTY NAME(S):

5. GRANT OR COOPERATIVE AGREEMENT PROJECT TYPE

- Planning or Study Acquisition Development and Major Maintenance
- Operation and Maintenance Resource Management Safety Education or Education Program
- Equipment Purchase Law Enforcement Restoration

6. VEHICLE TYPE (Check all that apply)

- M/C ATV 4WD DB OSV OTHER

7. APPLICANT'S AUTHORIZED REPRESENTATIVE AND CONTACT PERSON(S)

Authorized Representative: _____	Project Administrator: _____
Title: _____	Title: _____
Telephone Number: _____	Telephone Number: _____
E-mail: _____	E-mail: _____

8. AUTHORIZING SIGNATURE

The undersigned understands and does hereby assure that soil survey/monitoring, wildlife habitat survey/management and OHV law enforcement programs/activities will be complete and/or implemented, as applicable, pursuant to Section 5090.53 of the Public Resources Code.

I certify that this/these project(s) conform(s) with appropriate land use plans, CEQA, and all other required environmental documentation.

SIGNED _____
Authorized Representative
Date

1. Section I

Item #1. Applicant – Enter the title, mailing and street address(es) of your agency. If a unit of your agency is acting as the lead, include the name of that sub-unit (e.g., Department of Public Works, Corning Ranger District, Barstow Resource Area)

Item #2. Type of Applicant – Check the box that describes your agency.

Item #3. Nearest City – Enter the name of the city located nearest to the proposed project.

Item #4. County Name(s) – Enter the name of the county/counties within which your grant or cooperative agreement area (forest, resource area, or park) lies.

Item #5. Grant or Cooperative Agreement Project Type – Check all the types of grant or cooperative agreement applications included with your application face sheet.

Item #6. Vehicle Type – Check the type(s) of vehicles that are directly associated with this project. The type codes are as follows:

M/C = Motorcycle	ATV = All Terrain Vehicle
4WD = Four Wheel Drive	DB = Dune Buggy
OSV = Snowmobile	OTH = Other

Item #7. Applicant's Authorized Representative and Contact Person– In Item #7, identify your two-tiered chain of command. The Authorized Representative is the person having the ultimate approval and signature authority with regard to the grant or cooperative agreement (e.g. BLM-State Director, USFS-Forest Supervisor, and Local Agency-Parks Director). The Project Administrator is the person performing the overall implementation, fiscal coordination and overseeing the implementation of the grant or cooperative agreement.

Item #8. Authorizing Signature – The Authorized Representative listed in Item #7 must be the individual to sign and date Section I of the application. By signing, the agency acknowledges the conservation and law enforcement requirements of the program and commits to compliance.

Section II: DESCRIPTION OF OHV OPPORTUNITIES

The following items must be included as part of the application (Regulation 4970.11):

- 1) A map of the specific area or routes.
- 2) Briefly describe the existing, legal OHV opportunities that exist within a 50-mile radius of the project area, status of resources, problems, and the desired outcome or results. List the number of acres available for open OHV use, miles of designated trails and roads, and open OHV areas.
- 3) Discuss visitor demand for OHV opportunities.
- 4) Discuss the types of vehicles that currently use the area.
- 5) Discuss volunteer programs, including the scope of programs, number of active participants, hours volunteered, and amount of OHV funds used to run the program.
- 6) Discuss the sustainability of the area or facilities for long-term use. Identify any known or anticipated threats to the longevity of OHV use (e.g. endangered species, urban expansion, user conflicts, etc.).
- 7) Yearly operational schedule stating when facilities such as campgrounds, staging areas, roads and trails are open to the public.

MAP

Include a map identifying the specific areas/routes and facilities to be maintained under this Cooperative Agreement. This map should be contained in a separate file as a hard copy, and if possible, as an electronic file in PDF format less than three megabytes.

SECTION III: COST ESTIMATE/ DELIVERABLES SPREADSHEET

Please use the Excel spreadsheet provided to place all your estimated costs and deliverables (Regulation 4970.11). A sample spreadsheet is included for your information. Calculation formulas are included in the spreadsheet but may need to be modified for your projects. All grants requiring a match must include the match as part of the deliverables. Included below is an outline of some of the types of activities undertaken as part of an operation and maintenance project.

Operations and Maintenance Component

Where appropriate you may want to include the following sample examples of the O&M activities under the *Operations and Maintenance* cost category). Please see the spreadsheets for details:

- Facility repair and servicing
- Volunteer use and coordination
- Visitor services
- Site administration and direct OHV program/grant administration
- Snow plowing
- Trash collection
- First aid equipment & supplies
- Map/brochure design and printing
- Construction of physical barriers and other means of traffic control
- Trail maintenance
- Routine visitor monitoring and visitor surveys
- Minor trail relocation
- Cultural resource mitigation/protection
- Purchase of tools and equipment exceeding \$250.
- Kiosks, signboards, regulatory, and directional signs

Attach a narrative format to include the following information:

Explain if the project will require more than 1 year to complete.

Complete the Cost Summary and the detailed cost estimates for each activity for each sub-unit.

If this requested amount is greater than the prior years' funding, identify what the additional funds are for and provide a detailed justification.

Identify the priority of this O&M application for funding in comparison with the other applications that you may be submitting.

Place your costs and deliverables in the Excel spreadsheet below.

SECTION IV: LAW ENFORCEMENT ACTIVITIES

Briefly describe law enforcement activities with a Law Enforcement Plan (Regulation 4970.11). The following activities are considered enforcement:

Enforcement activities consist of employing, equipping, and supervision of designated peace officers and commissioned enforcement personnel protecting natural resources, enforcement of Division 16.5 (commencing with Section 38000) of the Vehicle Code, enforcement of Sections 4442 and 4442.5 of the Public Resources Code, and enforcement of other laws regulating the equipment and use of off-highway motor vehicles.

Law Enforcement Plans will comply with the items found in Regulation 4970.11 and are outline as follows:

- A map that shows where significant law enforcement problems occur and the areas, routes, and corridors that will be patrolled and enforced with OHV funds. Maps may be submitted electronically and a hard copy mailed separately.
- Identification of the number and classification of Law Enforcement personnel involved in implementing the OHV Project and a schedule of the patrols that will be conducted (e.g., Level - 4 Law Enforcement Officer, 10 weekends, FPO's weekends and holidays, or Sergeant 10 weekends).
- Quantity, type, and cost of enforcement signs to be purchased and installed.
- Quantity, type, and cost of barriers.
- The cost of educational materials such as displays or brochures.
- Documentation about law enforcement problems in areas identified for OHV use (as authorized by PRC 5090.50) or problems that are occurring in areas where OHV use is prohibited (as authorized by California Vehicle Code 38225).
- Describe how enforcement personnel will enforce the following laws and accomplish the other support tasks:

- Spark arresters
- Current OHV registration.
- Maximum noise level.
- Prevention of illegal activity that may result in resource damage.
- Prevention of trespass activity and violation of closed areas.
- Driving under the influence and/or possession of open containers.
- Describe your OHV-related search and rescue program.
- List the phone number for contacting your agency 7 days per week, 24 hours per day. If your agency is not available, list alternate agencies that provide this service.
- A plan to allocate patrol resources in response to critical needs.

The following items must be included in your Law Enforcement Plan:

- 1. Map of patrol areas**
- 2. Law enforcement Issues**
- 3. How OHV Funds will solve issues**
- 4. Enforcement of OHV related laws including spark arresters, registration, noise, resource damage/trespass, DUI and search and rescue**
- 5. Agency phone number**
- 6. Number and classification of LE personnel**
- 7. A plan to allocate patrol resources in response to critical needs.**
- 8. Signs to be purchased/installed**
- 9. Educational materials**
- 10. Describe all enforcement agreements with other agency that will pertain to this project.**

SECTION V: CONSERVATION ACTIVITIES

Conservation activities are carried out for the prevention or reduction of soil loss, wildlife loss, and habitat loss as defined in PRC Sections 5090.35, 5090.50 and 5090.53 and CCR Sections 4970.11 & 4970.14.

The following activities are considered conservation:

- 1) Soil, habitat and wildlife monitoring.
- 2) Activities to prevent soil erosion and to repair existing soil erosion.
- 3) Wildlife habitat enhancement projects.
- 4) Aerial photography.
- 5) Wildlife, habitat, and soil studies.
- 6) Temporary closure of trails or areas or closure and rehabilitation of unauthorized trails and trails not in compliance with PRC 5090.35(d and e).
- 7) Reduction of dust related to OHV recreation.
- 8) Reduction or prevention of stream siltation related to OHV recreation.

Briefly describe your Wildlife Habitat Protection Program (WHPP). Federal agencies shall amend their WHPPs each year as needed.

Plant and Wildlife Component of the WHPP

Include the following in the plant and wildlife section of your WHPP:

- A map identifying the trails, roads, corridors, and areas that are open for use by OHVs and receive funding from the OHV Fund
- A baseline survey and brief description of the threatened, endangered, and sensitive plants and wildlife, and wildlife habitats, found in the area that is open for OHV use. For this baseline survey, include: map showing the extent of habitat for State or Federally designated Threatened, Endangered and Sensitive plant and wildlife species within or immediately adjacent to your OHV areas.
- A monitoring program for Threatened, Endangered, and Sensitive (TES) plants and wildlife that will:
- Assist in sustaining viable species composition; on the lands within their jurisdiction, grantees shall identify and monitor endangered, threatened, and other species of concern that are identified by the management agency, consistent with current laws and policies within the areas maintained and managed with OHV Grant Program Funds.
 - Identify current plant and wildlife management objectives for the OHV area.
 - Identify monitoring activities.
 - Identify monitoring protocols.
- A resource protection program describing management actions that will assist in sustaining species composition within the OHV area. Examples of these types of actions include law enforcement, signing, barriers, limited operating periods, temporary closures, and educational brochures and/or displays. Include an indication of periodic monitoring performed to ensure resource protection measures are successful.
- A description of the management review process, the staff that is included, what documents and monitoring data were reviewed, and what changes, if any, the agency made in their WHPP due to this review process.

Soil Component of the WHPP

Include the following:

- A baseline survey of the soils found in the area that is open for OHV use.
- A map that identifies the types of soil and their erosion potential in OHV areas. A map could have the roads and trails overlay on the soils types.
- A soil monitoring program that will:
 - Meet the State approved soil standards and detect accelerated and unnatural erosion.
 - Identify current soil management objectives for the OHV area.
 - Identify soil-monitoring activities.
 - Identify monitoring protocols.
- A resource protection program describing management actions to prevent unacceptable soil loss. Examples of these management actions include routine maintenance and drainage repairs, law enforcement, signing, barriers, limited operating periods, temporary closures, site rehabilitation, and educational brochures and/or displays. Include your guidelines for heavy equipment operation. Describe what will happen to erosion control devices such as rolling dips with the use of heavy equipment.
- A management component that uses the above information to resolve resource issues.
- Include a list of all roads, trails, corridors, and areas that are not in compliance with the soil standards and a plan and timeline to bring them into compliance.

FORMAT FOR WILDLIFE HABITAT PROTECTION PROGRAM

(For Federal Agencies the proposed HMP may be used in place of this format)

Program Components

- 1) Maps
- 2) Baseline survey
- 3) Monitoring program
- 4) Management objectives
- 5) Resource protection program
- 6) Management component (Review and Action)
- 7) Soil Loss Plan and schedule (A plan and schedule for bringing Red & Yellow roads and trails into compliance with soil loss standards.)

SECTION VI: ENVIRONMENTAL DOCUMENTATION

Applications shall include the appropriate environmental documentation to comply with NEPA and CEQA requirements (Regulations 4970.11 & 4970.14). Documentation for categorical exemptions under CEQA must also include the following information below pursuant to the *2001 CEQA Guidelines, PRC Section 21000, Article 19, 15300.2*. Local and non-profits must follow the CEQA Guidelines for their projects and file all pertinent documents. Federal agencies need to supply a current NEPA document and provide answers to the six questions below. ***Restoration projects need to file the checklist information found on the Website.***

- 1) An evaluation of the impacts of this project on wetlands, navigable waters, and sensitive habitats (including TES).
- 2) The cumulative effects of other projects that have been conducted in the OHV funded areas when completing the environmental documentation in compliance with NEPA and CEQA (*Regulation 4970.14(a)*). Refer to the cumulative effects discussion in your Environmental Impact Statement or Report, or land management plan as appropriate.
- 3) The possibility that the proposed activities will have a significant effect on the environment due to unusual circumstances such as steep slopes or highly erodable soil.
- 4) The potential damage to scenic resources within the viewshed of a highway officially designated as a state scenic highway.
- 5) The proposed project area has been listed as producing hazardous materials (Cortese list).
- 6) Substantially adverse changes in the significance of historical or cultural resources.

Incorporate by reference from CEQA those items that are clearly exempt. Group the major activities into CEQA Exemption Categories (Attachment 1).

Document compliance with your land management plan.

OHV Grant Funded Activities and CEQA Categorical Exemption Exceptions (See Attachment C for an example of CEQA categories.

Item 1 – *Evaluation of the impact of this project on wetlands, navigable waters, and sensitive habitats.*

Item 2 – *Existing or potential cumulative impacts, if any, of this project being completed in the same place over several years.*

Item 3 – *The possibility that the proposed activities will have a significant effect on the environment due to unusual circumstances such as steep slopes or highly erodable soil.*

Item 4 – *The potential damage to scenic resources within the viewshed of a highway officially designated as a state scenic highway.*

Item 5 – *The proposed project area listing as producing hazardous materials (Cortese list).*

Item 6 – *Substantially adverse changes in the significance of historical or cultural resources.*

SECTION VII: PUBLIC INVOLVEMENT

Applications shall be made available by the applicant for public review and comment **prior** to submission of the application to the OHMVR Division for consideration (Regulation 4970.10). Public meetings must be held a minimum of 30 days prior to submitting applications to the Division.

- Describe your public notification efforts including letters, phone calls, web notices, and meetings, etc.
- List the date, time, location, and attendance of the public meeting(s) that you held to discuss your application.
- Describe your efforts to publicize the meeting. List the groups that were invited.
- Summarize the comments that were made at the meeting.
- Explain any changes that you made to your application as a result of your public meetings.
- Include all letters of support and opposition.
- Describe any ongoing conflicts and the agency's efforts at investigating impacts.
- Any control language stipulated on the previous year's grant or cooperative agreement.
- Does your agency have a public involvement process such as a stakeholders group that makes input into your OHV/OSV program?

SECTION VIII: PROJECT ACCOMPLISHMENTS REPORTS (PARs)

All applicants that were awarded an OHV Grant or Cooperative Agreement last year must complete the PAR shown below if applying for O&M or Enforcement Grants (Regulation 4970.12).

Provide a written description on what was accomplished with the previous year's grant funds.

Project Accomplishment Report

Agency: _____

Unit: * _____

Time Period: _____ Date: _____

OHV Grant No. OR- _____ Grant Title: _____

I. OHV Opportunity

1. Acres available for "open" OHV recreation. _____
2. Miles of motorcycle trails (single track). _____
3. Miles of ATV trails (2 track, <50 inches in width). _____
4. Miles of four-wheel-drive routes (2 track, >50 inches in width). _____
5. Miles of level 2 type roads. _____
6. Total miles of OHV routes (add lines 2-5). _____

II. OSV Opportunity

1. Acres available for open snowmobile use. _____
2. Miles of groomed snowmobile routes. _____

III. Conservation activities funded by Grant

1. Miles of OHV routes repaired/maintained. _____
2. Miles of routes closed and rehabilitated. _____
3. Acres of "open" land closed and under rehabilitation. _____

IV. Volunteer information funded by Grant

1. Number of volunteer hours contributed. _____
2. Estimated value of volunteer hours. _____

V. Visitor assistance information

1. Number of OHV visitors (count any portion of a day as one visitor). _____
2. Number of OHV visitors contacted/assisted. _____

Explanations:

1. * If more than one unit is reported, a separate PAR must be submitted for each unit. An additional summary PAR totaling all reported units must be prepared. **Sections I and II “Opportunity” must include all mileage and acres in jurisdiction not just those areas funded by the grant.**
2. Acres of land available for “**open**” OHV recreation (item I. 1.) - primarily for use by BLM Field Offices and local OHV park operations. If there are no designated “**open**” areas within the unit, indicate “0”.
3. Number of visitors (item V. 1.) – please estimate use based on observations or counters. If a person is camping and engaged in OHV recreation for three days in a row – it should be recorded as 3 visits.
4. Visitors contacted/assisted (item V. 2.) - visitors that you talked to during your inspections, at your contact station, or visitor center (associated with OHV recreation).

OHV/OSV Law Enforcement Statistics

1. OHV/OSV activity related accidents _____
2. OHV/OSV activity related fatalities _____

	Citations	Warnings	Compliance	Cold** Reports	# LE Contacts***
Registration					
Spark Arrester					
Noise					
Resource Damage					
Trespass (private property)					
Wilderness Intrusions					
Other: explain below****					
Total:					

Explanations:

1. Details regarding serious injury accidents and fatalities should be added at the end of the PAR including age of victim, type of OHV/OSV, injury description, and a brief description of accident (item VI. 1, 2)
2. ****Cold Reports** are violations that require time to follow-up but do not result in citations or warnings and were not previously reported in PAR columns.
3. *****LE Contact** is a contact by any employee that is OHV/OSV enforcement in nature, or could result in enforcement of laws specifically OHV/OSV related, or committed while participating in an OHV/OSV activity. For example, a maintenance worker sees an OHV without a spark arrester. No LEO available so the worker makes the contact and takes further action consistent with agency policy. The contact needs to be reported so the LEO is aware of the problem and is able to include the contact in the date presented in the PAR.
4. The empty rows in the LE statistics table allow the option to add specific violations not already listed, such as non-resident registration or alcohol-related contacts or vandalism; these would be more prevalent than the “other” category.
5. *******“Other:”** List any violations included in “other” category. Include number of citations and warnings for each. For example, “Other includes no helmet on ATV (6 citations, 12 warnings), passengers in the bed of a pickup (1 citation, 3 warnings) etc.

ITEMS THAT MAY NOT NEED TO BE INCLUDED

Item M: Governing Body Resolution

Local Agencies and non-profits must include their Governing Body Resolution here (Regulation 4970.10). If possible, insert an electronic copy in the application and send an original to the OHMVR Division.

APPENDIX A
MONITORING REPORT

Include your annual monitoring report in this section for grants that require a WHPP (i.e., acquisition, development and major maintenance, O&M, and Resource Management applications) (Regulation 4970.11).

**APPENDIX B
BASELINE DATA (Regulation 4970.14)**

Soils

Wildlife

ATTACHMENT #1 TRA CEQA REVIEW FORMAT

Categorical Exemption (CE) Justification Template

The following format shall be used.

1. Save Template with your filename of the specific grant application under the \NorCal2001\grantapproval\ subdirectory. E.g., if reviewing, for example, Redding O&M, then save the file as \NorCal2001\grantapproval\ReddingO&M.
2. Remove the rows in this template that don't apply to the specific grant application.
3. Be as specific as possible in describing why the activities are exempt, or appear not to be exempt. See below for more instruction.

Typical CE categories	Examples of activity (ies) applied for	Examples of why activity is exempt
		<p>Note: These evaluations should explain in layman's terms why an activity would be considered de minimis (e.g., small in lineal extent, gentle to the environment etc.) If there is contradictory information in the application that seems to suggest the activity may not be exempt then this should be stated as "Problem..."</p>
<p><u>15061 (b) (3)</u> No significant effect</p>	<p>Coordination and monitoring</p>	<p>Instructions: State what the grant application is for – e.g. "staff person(s) to establish a needs assessment and policy recommendations for monitoring of _____."</p> <p>Example of a good evaluation: "Installation of 8 to 10 small "You are Here" signs at major route junctions that incorporate a portion of the OHV map to orient users".</p>

Typical CE categories	Examples of activity (ies) applied for	Examples of why activity is exempt
<p><u>15301</u> Existing facilities maintenance</p>	<p>Facilities maintenance – maintenance and signing of routes</p>	<p>Instructions: State what specific facilities maintenance is listed in the application, and how they proposed to do it [hand and/or mechanical]. State mileage of routes to be maintained, and if there are no mileages, state that “no mileages of routes were given in the application”.</p> <p>Example of a good evaluation: Facilities maintenance includes cleaning restrooms, infrastructure road maintenance, and camp and staging area cleanup. Twelve miles of infrastructure road were done in past. This is being increased to 27 miles with “other trails as needed”. Trail maintenance is done with hand tools. (p. 5 and 6) except where heavy use requires as small dozer or front loader. The impacts and cumulative effects were covered in an Open Area Management Plan and a USFWS Biological Opinion.</p> <p>Example of a <i>Problem</i>: Reconstructing one silt dam in the Divide Peak OHV area (wetlands involved?? need more description).</p>
<p><u>15304</u> Minor alterations to land</p>	<p>common activities include: Fence repair, road repair and resurfacing, and/or rehabilitation of areas of illegal use</p>	<p>Instructions: Most of the grant applications state the “total maintenance actions” and “specific maintenance actions”. List both here. If they aren’t specific, state that “no specifics were listed.”</p> <p>Example of a good evaluation: Actions will include installing closure signs or barriers where illegal use has occurred. If new tracks are discovered, they will be hidden or blocked, such as adding a barrier, with little or no ground disturbance.</p> <p>Example of a <i>Problem</i>: Repair, resurface, or harden 20 miles of vehicle roads in the Jawbone-Butterbredt ACEC and Rand Mountains. Installing erosion control structures or other corrective actions to minimize soil erosion and runoff. Unknown as to type of “hardening” material used, or if 20 miles of roads will be hardened. Unknown existing condition of erosion control structures, size of structures and quantity, and unknown how structures will be repaired.</p>

Typical CE categories	Examples of activity (ies) applied for	Examples of why activity is exempt
<p><u>15304 (d)</u> Environmental benefit</p>	<p>common activities include: route restoration, and/or conservation and monitoring</p>	<p>Instructions: Most of the grant applications state, “as part of the WHPP, soil, wildlife habitat and stream crossings will be monitored by trained agency personnel following state checklists”; application should give some indication of following established protocol. If not, state that “no protocol was listed.”</p> <p>Example of a good evaluation: Route armoring, tread repair, grooming of designated trails to prevent and control soil erosion, vegetation loss, and trail widening. Maintenance work at two staging areas is proposed. A trail dozer will be used to establish erosion control and maintain tread. Use of mechanized equipment at Cactus Flats is limited to reshaping and re-contouring the staging area. The project as a whole will reduce the effects of gully erosion which will prevent any damage to adjacent T&E plant habitat.</p> <p>Hardening of the stream crossings on 2W01 (Devil’s Hole) and 2E43 (Hixon-Bautista) with a gravel base are proposed to prevent impact to the southwestern arroyo toad and downstream sedimentation.</p> <p>Monitoring for effects of OHV use on soils, resources T&E species, stream crossings, wildlife habitat and visitor use levels.</p> <p>Restoration activities include stabilization, revegetation and disguise of vehicle tracks and traces on unauthorized routes using local vegetation and hand tools. Disguise access points with boulders and downed logs, reseeding or replanting as needed and posting informational signs to prevent further ORV use.</p>
<p><u>15306</u> Information Collection</p>	<p>Resource inventory, surveys on portions of trails for the purpose of preparing Biological Evaluations and/or Archaeological Evaluations</p>	<p>This one is straightforward–no explanation needed.</p> <p>Example of a good evaluation: Proposed activities such as field and records review, development of context materials, and incorporating records into GIS themes would not have a physical effect on the environment.</p>

Typical CE categories	Examples of activity (ies) applied for	Examples of why activity is exempt
<u>15378</u> not a project	law enforcement, money for planning staff tasks	This one is straightforward—no explanation needed. State that the project is law enforcement only, or hiring of staff only, etc.
Item G Exceptions NOTE: These “exceptions” are extraordinary circumstances, as defined by the CEQA and OHMVR guidelines, that would make the activity not categorically exempt		The answers to each of the 6 “extraordinary circumstances” questions should be all in the negative because a positive response would mean the activity is not categorically exempt. The answers in the application should have enough detail so that the reader can determine if these answers are correct, similar to an Initial Study checklist. If the answer mentions the words “impacts” or “adverse impacts” or “mitigation”, then this is a red flag that the activity probably isn’t exempt.

Typical CE categories	Examples of activity (ies) applied for	Examples of why activity is exempt
		<p>Most of the grant applications simply repeat the question, and answer it negatively... go through the document to find the information to complete the evaluation. Here are the listings:</p> <p>Wetlands, sensitive habitats, T&E: Does the grant application mention wetlands? Does it list T&E habitats? Does it state that T&E habitats will be protected, and if so, how?</p> <p>Cumulative effects: Does the application address the impacts of carrying out the activity in the same place over several years? Is it thought that effects are cumulatively significant?</p> <p>Steep slopes, erodable soils: Does it state that the 1991 Soil Conservation protocol will be used? Does it state that the activities in the grant will occur in erodable or steep soil areas? If so, how will the activities that are carried out in the area avoid impacts?</p> <p>State scenic highway: Are there any in the area of the activities? This is where maps come in handy, because it must be determined where the state scenic highways are. If there is no information regarding state scenic highways, state that.</p> <p>Hazardous materials: Does the application state that there are any listings? Should state that the "Cortese List" has been reviewed to verify that no activities from this grant will be located on a site on this list.</p> <p>Historic or cultural resources: Does it state provisions for activities to evaluate and protect cultural resources, if found? Should <u>not</u> include mitigation measures, but should reference Best Management Practices commonly used to avoid impacts.</p>

Typical CE categories	Examples of activity (ies) applied for	Examples of why activity is exempt
<p>Not CE (Initial Study/Neg. Dec may be required)</p> <p>These are explanations of the work in the application OTHER THAN the Item G “Extraordinary Circumstances” discussions that make the work seem larger than de minimus or not CE for other reasons.</p>	<p>e.g. Facility Maintenance</p>	<p>Example of problem making activity appear not CE: Problem: Project summary states route/trail maintenance and emergency rehabilitation will be provided. There is no description in any part of the application of the type of maintenance activities or rehabilitation work to be provided. There is no discussion of maintenance methods or size of area affected. 500 miles of trails is going to be monitored for soils. How many miles of trail require maintenance? There is internal inconsistency about the use of heavy equipment. Items C and H report the proposed use of heavy equipment. Item G says heavy equipment will not be used. The specific piece of heavy equipment to be used or its purpose is not identified. The statement in Item G that no ground disturbing activities are proposed conflicts with statement in Item C (Grant Proposal) that proposal includes trail work, erosion control, sign installation and repair. There is insufficient information provided to conclude that the proposed activities are exempt.</p>

**ATTACHMENT #2
TRA WHPP REVIEW FORMAT**

**WHPP TEMPLATE
WHPP Assessment of Regulatory Compliance**

Please note the new terms “Documentation Provided” and “Documentation Needed.” Additionally, where the WHPP is unclear, the Division requests “Clarification Needed,” as opposed to the previous terms. Please also use the term special-status species rather than T&E or other such terms.

<p>Item E WHPPs must have the following:</p>	<p>Applicant, Project: BLM, XX Field Office—Project name USFS, XX Ranger District—Project name</p>
<p>A map identifying the trails, roads, corridors, and areas that are open for use by OHVs and receive funding from the OHV fund.</p>	<p>Documentation Provided. The map shows trails, roads, corridors, and areas that are open for use by OHVs. Documentation Needed. The map provided shows the entire forest but does not show which roads, trails, or other areas open to riding.</p>

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A baseline survey of the soils, sensitive wildlife, and wildlife habitats found in the area that is open for use by OHVs and receives funding from the OHV fund.</p>	<p>Soils: Documentation Provided. The WHPP describes which baseline soils surveys have been conducted to-date and the results of those surveys.</p> <p>Soils: Documentation Needed. No baseline soils survey information is provided even though at least some soils monitoring has occurred in the Jawbone Canyon/Dove Spring OHV Open Area. Please describe which baseline soils surveys have been conducted to-date and the results of those surveys.</p> <p>Wildlife and Habitats: Documentation Provided. The WHPP describes which baseline wildlife surveys have been conducted to-date and provides the results of those wildlife surveys. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • The WHPP should describe the current status of the greater long-necked woodpecker and/or its habitat in the grant-funded OHV area, as it appears some information is available. • Provide a table describing all special-status species reviewed for inclusion in the monitoring program. The table should describe the reason why or why not each species is included and list the monitoring priority, if any (i.e., which species are top priority for monitoring). <p>Wildlife and Habitats: Documentation Needed. Does not provide baseline status of a single plant or wildlife species or its habitat in OHV areas. The WHPP needs to describe the existing knowledge baseline so the progress of the monitoring program can be assessed. Examples:</p> <ul style="list-style-type: none"> • The WHPP needs to describe what and where surveys have been completed to-date. • The WHPP should describe the current status of all of the special-status species and/or their habitats in the grant-funded OHV area where that information is known. • The WHPP should be able to describe progress made toward establishing the baseline in the possible future Chemehuevi Wash open area.
<p>A monitoring program:</p>	

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>1. A soil erosion monitoring program that meets the soil standards.</p> <p>CCR § 4970.13(c)(3a): The program shall be able to detect accelerated and unnatural erosion in the area that is open for use by OHVs and is maintained and managed with OHV funds.</p>	<p>Documentation Provided. The WHPP provides only the most basic information about the soils monitoring program, which is still in development. The concept of using controls in the monitoring program is noteworthy as is the proposal to monitor hazardous materials. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Describe criteria for determining which trail segments or areas should be monitored and when. Rank priority areas. E.g., Perhaps some areas warrant more frequent monitoring than others. • Describe which trails have been monitored to-date. • Describe any soil monitoring protocols or standards used to supplement the 1991 Guidelines, if any. <p>Documentation Needed. Although the WHPP indicates that soils monitoring has been conducted for two years, the WHPP does not describe the results of the monitoring. This information should be provided. Additionally, the WHPP should be improved in 2002/2003 by including at least the following additional information:</p> <ul style="list-style-type: none"> • Describe criteria for determining which trail segments or areas should be monitored and when. Rank priority areas. E.g., Perhaps some areas warrant more frequent monitoring than others. • Describe any soil monitoring protocols or standards used to supplement the 1991 Guidelines, if any.

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>2. A monitoring program for threatened, endangered, or sensitive plants or wildlife.</p> <p>CCR § 4970.13(c)(3a): The program shall be able to detect the loss of wildlife habitat in the area that is open for use by OHVs and is maintained and managed with OHV funds.</p>	<p>Documentation Provided. The WHPP describes the methodology currently utilized for special-status plants and wildlife. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Give assessment criteria, to the extent they have been developed. • The WHPP should describe the “route of travel” monitoring method (e.g., describe methodology). • The list of priority species is fairly extensive. The WHPP should include a list of all special-status species considered and describe the priority and rationale for monitoring. Species under consideration should not be limited to state or federally listed species. • Describe the progress made to-date. E.g., What portion of OHV grant-funded areas have been monitored? For which species has monitoring commenced? • Describe priorities for monitoring areas. • The text states that the CDCA Plan and other subregional plans and management plans contain general monitoring guidance. The WHPP should provide some summary information or specific references to these materials. <p>Documentation Provided. The status of special-status species on District lands is reported based on GIS modeling, analysis, and/or field surveys. The monitoring program is thorough and includes methodology, species status, and action plans for specific species.</p> <p>Documentation Needed. Although the WHPP states that the District has been conducting monitoring of OHV impacts since 1999, the WHPP does not describe the program. The WHPP needs to provide:</p> <ul style="list-style-type: none"> • A description of what portion of the OHV grant-funded areas have been monitored. • Assessment criteria (as they currently exist). • An explanation of which species are part of the monitoring program and why. • A timeframe for the monitoring program.

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>3. A monitoring program that will provide sufficient information so that management can modify the WHPP in order to assure that the area sustains a viable species composition.</p> <p>CCR § 4970.13(c)(3c): The WHPP shall specify management objectives for protecting identified species and their associated habitats. Utilizing the information gathered via the monitoring of these species and their associated habitats, the grantees shall evaluate and accordingly modify the management processes of the program. Grantees shall discuss within the annual monitoring program report the changes to the WHPP that were implemented as a result of this adaptive management process.</p>	<p>Documentation Provided. The program appears to be in development. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Describe the staging area standards that are currently under development. • Describe the results of any monitoring conducted to-date (at least some monitoring has been conducted) and any conclusions drawn. • Show the areas that are being monitored. • Describe the “unacceptable” rates of change, the identification of which is described in the WHPP as objective of the habitat monitoring. • Describe how the results are evaluated and what, if any, management changes are proposed as a result of monitoring. <p>Documentation Provided. The monitoring program includes effectiveness monitoring to determine the effectiveness of avoidance and minimization measures on special-status species and sensitive habitat. Corrective action will be taken when avoidance or minimization measures are found to be ineffective. For 2002/2003, the WHPP should describe whether any corrective action was taken as a result of monitoring.</p> <p>Documentation Needed. Although the WHPP states that the District has been conducting monitoring of OHV impacts since 1999, the WHPP does not describe any program goals or any results or actions taken as a result of the program. The WHPP needs to provide:</p> <ul style="list-style-type: none"> • The results of any monitoring conducted to-date (at least some monitoring has been conducted) and any conclusions drawn. • Describe how the results are evaluated and what, if any, management changes are proposed as a result of monitoring.
<p>4. Identify management objectives for the OHV area.</p> <p>CCR § 4970.13(c)(3c): The WHPP shall specify management objectives for protecting identified species and their associated habitats.</p>	<p>Documentation Provided. The WHPP provides management objectives based on the 1989 Greater Jawbone Area Management Plan. These objectives should be updated once the Jawbone Canyon Management Plan is completed.</p> <p>Documentation Needed. The WHPP does not identify management objectives for soils or special-status species and their habitats.</p>

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A resource protection program. Examples include law enforcement, signing, barriers, limited operating periods, temporary closures, and educational brochures and/or displays.</p> <p>CCR § 4970.13(c)(4)</p>	<p>Documentation Provided. The RPP specifies the problems that are being addressed by the RPP. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Describe how the signs, brochures and field displays, educational visitor contacts, and law enforcement each address the specific issues identified. • Describe specific evidence of success (or failure) of the RPP. <p>Documentation Needed. The methods used to provide resource protection in the planning area are not described.</p> <ul style="list-style-type: none"> • Describe specifically how the RPP is addressing problems identified in the WHPP, e.g., road proliferation. • Describe specific issues addressed by signs, brochures and field displays, educational visitor contacts, and law enforcement. • Describe specific evidence of success (or failure) of the RPP.
<p>A description of the management review process, the staff that is included, what documents are reviewed, and what changes the agency made in their WHPP due to this review process.</p> <p>CCR § 4970.13(c)(5): Use the above information to resolve resource issues.</p>	<p>Documentation Provided. The WHPP describes the basics of the management review process. The WHPP should be improved in 2002/2003 by describing how the District uses monitoring data to adjust management of resources. Describe:</p> <ul style="list-style-type: none"> • the process by which the District identifies issues such as adverse OHV effects on resources • resource issues that have been identified, if any, • the process for addressing those issues, and • what changes have been made to address the issues. <p>Documentation Needed. Although the WHPP discussed issues identified by monitoring, the WHPP does not describe any process for reviewing the results or implementing changes to address problems.</p>
<p>A list [or map] of all roads, trails, corridors, and areas that are not in compliance with the soil standards and a plan to bring them into compliance.</p> <p>CCR § 4970.13(c)(6): Include a plan that identifies the roads and trails to be repaired, relocated, or closed with a timeline when the projects are expected to be completed. A report on the status of the implementation plan shall be included with the annual monitoring program report.</p>	<p>Documentation Provided. The WHPP includes a plan that identifies the roads and trails that need to be repaired, relocated, or closed with a timeline when the projects are expected to be completed. The WHPP should be improved for 2002/2003 by providing the mileage or acreage of the yellow and green areas.</p> <p>Documentation Needed. Although the WHPP includes a list of trails that are out of compliance and their mileage, it does not provide a timeline for repair, relocation, or closures.</p>

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A summary of last year’s monitoring program. (Do not send in checklists. Summarize the monitoring that was completed and the conclusions reached based on the monitoring data.)</p>	<p>Documentation Provided. The WHPP summarizes the monitoring that was conducted, the results obtained, and the conclusions that were reached.</p> <p>Documentation Needed. Basically no summary is provided of any monitoring conducted in 2001. The text indicates that at least some monitoring did occur (e.g., Jawbone Canyon/Dove Spring Open Area) but no summary of results is provided.</p>

ATTACHMENT 3

SAMPLE TRAIL CONDITION RATING

Soils: The unit completed a checklist to identify compliant/non-compliant trails on designated OHV routes. The following is a summary of the checklists completed:

Unit Name	Trail Name	Miles	Rating	Seg. Length	Results
Fox RD	1	1.50	Yellow	5 seg. 3,585 ft	rutting
Fox RD	22	0.95	Yellow	1 seg. 54 ft	rutting
Coyote RD	55	2.75	Red Yellow	11 seg. 3,824 ft	rutting, drainage
Fox RD	6	2.80	Yellow	5 seg. 1,178 ft	brushing, rutting, drainage
Fox RD	34	1.30	Red Yellow	11 seg. 4,580 ft	rutting, brushing
Coyote RD	69	1.50	Red Yellow	6 seg. 4,619 ft	drainage, rutting
Coyote RD	74	1.20	Green		
Fox RD	35	2.50	Red Yellow	13 seg. 5,764 ft	drainage, rutting
Coyote RD	66	2.8	Green		
Coyote RD	99	1.30	Green		
Fox RD	14	0.91	Yellow	3 seg. 440 ft	washout, rutting, drainage
Fox RD	10	0.98	Yellow	1 seg. 593 ft	rutting, drainage
Fox RD	13	1.56	Yellow	4 seg. 633 ft	rutting, drainage
Fox RD	3	13	Not rated		will survey this season
Fox RD	4	8	Not rated		will survey this season
Fox RD	7	10	Not rated		will survey this season
Fox RD	8	13	Not rated		will survey this season