Welcome
2019 Grant and Cooperative Agreement Technical Workshop

Introduction of Division Staff
Sixto Fernandez

Off-Highway Motor Vehicle Recreation Division
Grants and Cooperative Agreements
Program Overview
Items to be discussed
• Funding Categories
• Grants Program Process

Binder Contents
- Agenda (Front Binder Pocket)
- 2018/2019 Grant Cycle Important Dates
- Funding
- Application Checklist
- 2008 Regulations (Revised 1/19)
- Appendices to Regulations
- 2008 Salee Conservation Standards and Guidelines

Program History
- Established California Vehicle Code Section 16.5 (3800 et seq.)
- CHMVR Act of 2003
- Established Grants Program under Public Resources Code 3800.50(a)
- CHMVR Act to sunset 1/1/18
- Further defined Grants Program in CCR 4975.52
- Senate Bill 742 of 2008
- Senate Bill 249 of 2017
- Reauthorized program without sunset, establishing CHMVR Division as permanent program
Program Purpose

The Grants and Cooperative Agreements Program (Grants Program) provides for well managed off-highway vehicle recreation in the State of California by providing financial assistance to applicable grantees.

The Grants Program supports the planning, acquisition, development, ground operations, enforcement, restoration, and programs involving off-highway motor vehicle safety or education.

Eligible Applicants

- Cities
- Counties
- US Forest Service
- Federal or State Managed Trusts
- State Agricultural Conservation
- State Agricultural Agencies
- Federal or State
- Other Federal Agencies
- Federally/State Recognized Tribes
- Nonprofit Organizations
- Educational Institutions
- Certified Community Conservation Corps

Anticipated Funding and Category Breakdown

- Ground Operations: at least 70% - $12.6m
- Acquisition: at least 10% - $1.8m
- Development: at least 10% - $1.8m
- Planning: at least 10% - $1.8m

Total: $36 Million

- US Forest Service District (30%) - $2.16m
- US BLM (30%) - $2.16m
- Local (40%)
  - Cities - $2.88m

Law Enforcement: $7.2m (20%)
Restoration: $9m (25%)
Operations & Maintenance: $18m (50%)
Education & Safety: $1.8m (5%)
Project Types

Operations & Maintenance

Ground Operations
- Purpose: maintenance and/or conservation of facilities; compliance with soil standards and BMP; and protection of natural and/or cultural resources.
- At least 70% of the funds available for Operations and Maintenance will be available for GO Projects.

Eligible Applicants for Ground Operations:
- Cities, Counties and Districts
- Federal Agencies
- Federally and State Recognized Native American Tribes
- Educational Institutions
- Non-profit organizations
- Certified Community Conservation Corps

Operations & Maintenance

Development
- Purpose: Construction of, or improvements to, facilities to sustain or enhance OHV Recreational opportunity and experiences.
- At least 10% of the funds available for Operations and Maintenance will be available for Development Projects.

Eligible Applicants for Development:
- Cities, Counties and Districts
- Federal Agencies
- Federally and State Recognized Native American Tribes
Warranty for Development

- Development
  - Must be used for OHV recreation for 25 years
  - If not, the Division may seek reimbursement of the Grant amount on a prorated basis, to the extent allowable by law.
  - i.e. open for 12.5 years we will seek reimbursement for 50%.

Operations & Maintenance

Planning
- Purpose: Development and preparation of plans for future Projects which propose organization, development, operation, conservation and/or maintenance to sustain long-term OHV Recreational Use.
- At least 10% of the funds available for Operations and Maintenance will be available for planning Projects.

Eligible Applicants for Planning:
- Cities, Counties and Districts
- Federal Agencies
- Federally and State Recognized Native American Tribes

Operations & Maintenance

Acquisition
- Purpose: Secure interests in land to sustain and/or expand OHV Recreation access and OHV opportunities.
- At least 10% of the funds available for Operations and Maintenance will be available for acquisition Projects.

Eligible Applicants for Acquisition:
- Cities, Counties and Districts
- Federal Agencies
- Federally and State Recognized Native American Tribes
Warranty for Acquisition

- **Acquisition**
  - All non-federal agencies:
    - Property must be used for OHV recreation from close of purchase forward.
    - In the event that the property is not used for OHV Recreation the deed to the property shall be turned over to the State of California.
  - **Federal Agencies.**
    - To the maximum extent consistent with Federal Law shall use and manage the property for OHV recreation in accordance to their land use plan.
    - If not, they shall use reasonable efforts to request appropriations to reimburse the state a pro-rated share.

Restoration

- Purpose: to restore or repair habitat damaged by either legal or illegal off-highway motor vehicle use.
- **Eligible Applicants for Restoration:**
  - Cities, Counties and Districts
  - Federal Agencies
  - Federally and State Recognized Native American Tribes
  - Educational Institutions
  - Non-Profit Organizations
  - State Agencies
  - Certified Community Conservation Corps

Law Enforcement

- Purpose: provide financial assistance to local and federal agencies for protection of life and property, including natural and cultural resources, related to OHV recreation and motorized access to non-motorized recreation.
- **Eligible Applicants for Law Enforcement:**
  - Local Agencies (40% of funds)
    - Cities
    - Counties
  - U.S. Bureau of Land Management (30% of funds)
  - Patrol Districts of US Forest Service (30% of funds)
Education and Safety
- Purpose: Provide public awareness for responsible OHV recreation and/or provide safety programs.

Eligible Applicants for Education and Safety:
- Cities, Counties and Districts
- Federal Agencies
- Federally and State Recognized Native American Tribes
- Educational Institutions
- Non-profit organizations
- Certified Community Conservation Corps

Grants Program Process

Application Workshops
- January 7-11, 2019

Grant Application opens in Olga
- January 14, 2019
  - Project Description Questions can be completed

Preliminary Application Due
- March 8, 2019
  - Applications due no later than 5:00 pm PST

Public Review and Comment Period
- March 5, 2019 - May 6, 2019

Final Application Due
- June 3, 2019
  - Applications due no later than 5:00 pm PST

Final Application Review
- June and July 2019

Intent to Award Posted to OHMVR Website
- August 5, 2019

30 Day Appeal Period
- August 6, 2019 - September 5, 2019

Final Award Posted to OHMVR Website
- September 5, 2019
Scoring for Competitive Grants

- Final Score = Actual Score/Possible Score
- Like projects scored against like projects
  - i.e. Ground Ops vs Ground Ops, not Ground Ops vs. Restoration.
- Eligible Projects shall be ranked by score.
- Projects shall be funded in order of score from highest to lowest until all available funds are exhausted.

Scoring for Competitive Grants

- If one category from operation and maintenance does not get applications or is not fully awarded those monies may be used to fund projects in another operation and maintenance category.
- All projects in remaining categories will be scored against each other to use the remaining funds.
- In the event Projects have the same score, Projects will be funded in the order of request amount starting with the smallest request amount.

General Application Requirements

- Each Applicant submits one application for each Grant Cycle.
- Application may contain multiple Projects.
- Projects must have an OHV Recreation nexus.
- Application contains one general criteria except for Law Enforcement and Education and Safety Projects only.
- Applications are submitted via the internet through the OHMVR Division’s Online Grant Application (OLGA).
- Applicants shall undertake a public review process of their preliminary application.
**Requirements**

**Match**
- Applicants must provide a match for each project.
- Restoration requires 10% minimum match.
- All other project types require 25% minimum match.
- Can be cash, value of services, materials or in-kind.
- All items of expense applied towards matching funds shall be applicable to the Project.
- All eligible expenses that would be grant funded can be claimed as match.

**“Doing the Math” to figure Match**

\[
\text{Grant Ask (GA)} / 0.75 = \text{Project Cost (PC)}
\]

\[
\text{PC} - \text{GA} = \text{Required Match Amount}
\]

Example:
\[
\$90k \ GA / 0.75 = \$120k \\
\$120k - \$90k = \$30k \text{ Match}
\]

**California Environmental Quality Act (CEQA)**
- The OHMVR Division is required to comply with CEQA before approving each Grant.

**Habitat Management Plan (HMP)**
- Applicants submitting a proposed Project(s) involving Ground Disturbing Activity in an area OPEN to OHV Recreation shall submit a HMP.
- This will be discussed more on Day 2 of our workshop.

**Soil Conservation.**
- Applicants submitting proposed Project(s) involving Ground Disturbing Activity in an area OPEN to OHV Recreation shall submit Soil Conservation Plan that achieves the 2008 Soil Conservation Standard with regard to the proposed Project.
- This will be discussed more on Day 2 of our workshop.
Nonprofit organizations
- Shall provide documentation, in the form of an IRS letter or determination of publication on the official IRS website, verifying current 501(c)(3) status.
- Shall provide IRS form 990 (or something to the equivalent) from the previous year.
  - Must be submitted with the Final Application. If not your application will be rejected.

Written Permission
- All Applicants applying for Grants involving activities on public lands not managed by the Applicant shall include written permission from the Land Manager authorizing Applicant to conduct the specific proposed Project being applied for within this grant application.
  - Must be submitted with Preliminary Application. If not your application will be rejected.

Governing Body Resolution
- All City, County and District Applicants shall submit a governing body resolution providing approval to receive Grant funding from the OHV Trust Fund.
  - Place holder will be required at Final Application or you will not be able to submit.
  - Must be submitted prior to Project Agreement being written.

Certified Conservation Corps
- Shall provide the official certification letter from the Department of California Conservation Corps indicating certification status.
  - Must be submitted with the Preliminary Application. If not your application will be rejected.

Application Checklists

[Image of checklists]
County, Assembly, Senate Project specific selections

- Selection for this portion of the application is determined by where the work is actually being completed.
- Information is used to report to Assembly and Senate Representatives the monies coming into their Districts.
- Helpful tool to determine which is the correct selection:

15 MINUTE BREAK

“Financial” Audits

Sylvia Ortega Hunter, Chief Audits Office
with
Lisa Moreno, Audit Supervisor

See Regulations 4970.25.1
Audits Office

- Independent body within State Parks
- Reporting to Chief Deputy Director

Mission: To enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

Audit Objectives:
- To verify eligibility of costs claimed
- To verify program compliance

KEY POINTS

- PROJECT Audit, not Grant Audit
- Track ALL costs and ALL Match
- Disallowances will be offset by eligible, documented unclaimed amounts
- Evidence of OHMVR approvals for exceptions
- Indirect Costs – 15%

USE YOUR GRANT

Selection & Notification

- Age, Performance, Amount, Location
- LE at least once every 5 years
- Minimum 20% of all Grantees

- Notice and Access
  - Be prepared, have records available
Labor
- Daily Timesheets & Overtime Records
  - Signed by employee and supervisor
  - Authorization/Work Order Number
  - Payroll Register (hourly rates & benefits)
- Actual Time Only

Volunteer Labor
- Match eligible only
- Rate for classifications performing similar duties
- Timesheets - Signed by volunteer and supervisor
  - Sign-in/out sheets – Dates and hours, signed daily

Equipment
- OHV Purchased
  - OHMVR lien holder of purchased equipment
  - Approval from OHMVR prior to disposition of equipment
- Grantee Purchased
  - Evidence of rates, at time of use
  - Rentals
    - Rental Agreement, receipts, etc.
Equipment

• Mileage
  • IRS rate at time of grant cycle
    ◆ LOGS REQUIRED FOR EQUIPMENT USE
      (Operator, Date of Activity, Work Performed, and Miles)

• Tires & major repairs
  • Evidence of OHMVR approval
    ◆ INVOICES & EVIDENCE OF PAYMENT

See Regulations 4370.08

Acquisitions

• Appraisal
• Title Report (preliminary and final) and Title Insurance
• Estimate and Final Escrow Closing Statement
• Grant Deed – Final and Recorded

SEE AUDIT CHECKLIST

Contracts

• Competitive bid records
• Award by governing body (resolution, minutes, etc.)
• Executed contract, change orders, etc.
• Bonds, insurance, etc.
• Progress billings & evidence of payment
• Recorded Notice of Completion

SEE AUDIT CHECKLIST
INELIGIBLE COSTS

EXAMPLES:

• Outside of project performance period
• Outside of project scope

When in doubt, contact the OHMVR Division

See Regulations 4970.09

Basic Principles

• Maintain complete records
• Maintain OHV approval emails
• Eligible costs up to actual expenses
• Costs can only be charged only once
• Law and Regulation prevail

KEY POINTS

• PROJECT Audit, not Grant Audit
• Track ALL costs and ALL Match
• Disallowances will be offset by eligible, documented unclaimed amounts
• Evidence of OHMVR approvals for exceptions
• Indirect Costs – 15%

USE YOUR GRANT
2019 OHMVR GRANTS WORKSHOP
Sylvia Ortega Hunter, Chief Audits Office with Lisa Moreno, Audit Supervisor

Contacts:
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Martha Ibarra Martha.Ibarra@Parks.ca.gov

LUNCH BREAK
Be back at 1:00pm

Regulations Update
Division Staff
Grants & Cooperative Agreements Program

2019 Regulation Revisions

- Background
- The Journey of the 2019 Package
- Documents Online

Background

- 2007 - Took 1 year off to revise the whole program
- 2008 - Regulations Adopted
- 2009 - Ongoing yearly revisions
- 2017 - SB 249 – Program became permanent
- Fall 2017 – Winter 2018 - Largest revision since 2007

Background

- 2017 – SB 249
  - Eligible Applicants Added
    - State Recognized Native American Tribes
    - Certified Community Conservation Corps
  - Restoration Match Reduced
    - From 25% to 10%
The Journey of the 2019 Package

- Fall 2017
  - Division Internal Review
  - ISOR and Regulation Text Drafted
- February 2018
  - Rancho Cucamonga Focus Group
  - Redding Focus Group
  - Incorporated Changes
- March 2018
  - Department Review

The Journey of the 2019 Package

- April 2018
  - Notice Submitted to OAL
  - Start of 45-day Public Comment Period
- June 2018
  - End of 45-day Comment Period
  - Bakersfield Public Hearing
  - Sacramento Public Hearing
- June – July 2018
  - 15-day Comment Period

The Journey of the 2019 Package

- July - September 2018
  - Responding to Comments
  - Final Statement of Reasons (FSOR)
  - Leadership Review
  - Department Review
- October 2018
  - Oct 3rd – Package Submitted
- November 2018
  - Division Requests a Withdrawal
  - Makes Revisions for Clarity
  - Second 15-day Public Comment Period
The Journey of the 2019 Package

- December 2018
- Second 15-day Public Comment Period Ends
- Division Responds to Comments
- Supplement to the Final Statement of Reasons Composed, Reviewed and Approved
- Package Resubmitted

Package Approved by OAL on December 14, 2018 to go into effect on January 1, 2019.

Documents Online
http://ohv.parks.ca.gov

- Grant Application Timeline
- Written Permission Letters
- Certified Community Conservation Corps Cert Status
- Teaching Children OHV Skills
### Definition Changes, 4970.01

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<thead>
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<th>Definition Change</th>
<th>Purpose</th>
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<tr>
<td>(f) &quot;Conservation&quot; means activities, practices, and programs developed and/or implemented in connection with ongoing OHV Recreation that sustain and preserve that protect and sustain soils, plants, wildlife, and their habitats and natural and cultural Resources as referenced in accordance with the standards adopted pursuant to Section 5090.35 or required by PRC Sections 5090.10, 5090.35, 5090.50, and 5090.53.</td>
<td>To align with SB 249 which redefined “Conservation” in Public Resource Code 5090.35.</td>
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<td>(o) &quot;Ecological Restoration&quot; means an intentional activity that initiates or accelerates the recovery of an ecosystem with respect to its health, integrity and sustainability.</td>
<td>Removed to align with SB 249</td>
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<td>(q) &quot;Equipment&quot; means tangible property that has a normal useful life of at least one year and has a unit acquisition cost of at least $1,000 but not $5,000. Equipment does not include expendable items such as personal safety gear, or tires.</td>
<td>Equipment was updated to provide a more realistic “unit cost”.</td>
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### Definition Changes, 4970.01

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<td><strong>(t)</strong> “Good Standing” means that the Grantee is at all times adhering to the statutes and regulations governing the Grants and Cooperative Agreements Program and that the Grantee does not have any outstanding refund(s) due to the Department from any other grant(s) program(s) administered by the Department.</td>
<td>To let grantees know refunds past due to the Department from any grant program can cause a grantee to be out of “Good Standing”, e.g. Division of Boating and Waterways Grants, RTP.</td>
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<td><strong>(v)(u)</strong> “Grant” means a local agency grant between the OHMVR Division and a city, county, District, State Agency, Educational Institution, State Recognized Native American Tribe, Certified Community Conservation Corps, or Nonprofit organization for the purposes as authorized and defined in PRC Section 5990.50 and these regulations or a Cooperative Agreement between a federal agency, or a Federally Recognized Native American Tribe, and the OHMVR Division.</td>
<td>SB 249 added State Recognized Native American Tribes and Certified Conservation Corps as eligible Applicants.</td>
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<td><strong>(w)</strong> “Ground Disturbing Activity” means any earth moving Project-related activity. The act of installing and/or replacing a sign, placing of boulders or other materials (other than fencing) to delineate a Facility, maintenance or replacement of existing fence lines that do not require disturbance beyond replacement of fence posts and wire or existing component, or sweeping sand/dirt from a paved road are not considered a “Ground Disturbing Activity”.</td>
<td>Specifically clarifies these activities will not be considered ground disturbing.</td>
</tr>
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**Definition Changes 4970.01**

**Definition Change**

**Purpose**

**(a) (y)** "Heavy Equipment" means self-propelled, self-powered or pull-type equipment and machinery, including generators weighing 5,000 pounds or more, primarily employed for construction, industrial, and forestry uses (e.g., water tender, backhoe, mini-excavator, and SWECO tractor).

Specifically differentiates the terms "Equipment" and "Heavy Equipment" and provides for how heavy equipment will be used in the program.

**Definition Changes, 4970.01**

**Definition Change**

**Purpose**

**(pp)(qq)** "State Recognized Native American Tribe" means a non-federally recognized Tribe that is listed on the Tribal Contact List maintained by the Native American Heritage Commission.

SB 249 added State Recognized Native American Tribes as eligible Applicants.

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**New Grant Year**

New Grant Year

- 2nd Monday in January (1/14/2019)
- Application Materials/Grantee Workshop

**Preliminary Applications**

- Due 1st Monday in March (3/4/2019 by 5pm)

**Public Review and Comment Period**

- 1st Tuesday in March to 1st Monday in May
  
  (3/5 – 6/3/2019) (formerly thru the 1st Monday in April)

**Application Final File Date**

- 1st Monday in June
  
  (6/3/2019) (formerly 1st Monday in May)

**OHMVR Final Review**

- June and July 2019
  
  (Formerly only May)

**Application Results**

- Intent to Award
  
  - 1st Monday in August (8/5/2019) (formerly June)

**Appeal Period**

- 30 Calendar days from Intent to Award
  
  (8/6-9/4/2019)

**Grant Execution**

- Upon Resolution of any appeals
  
  Final Award 9/5/2019
Written Permission Letters, 4970.05(l)(2)
- An Applicant applying for a Grant involving activities on any public lands not managed by the Applicant shall include written permission from the Land Manager authorizing the Applicant to conduct the proposed Project and a description of how the Project fits with the land management goals of the area.
- The written permission must be on Land Manager's letterhead and signed by the authorized representative of the Land Manager.
- The written permission shall contain a current signature and date. The date of required letter must not be more than six (6) months prior to the beginning of the Grant Cycle for that Project in which the Project will be applied for, and no later than the Preliminary Application submission date.
- The written permission must specifically identify the proposed Project(s) and a description of how the Project(s) fits with the land management goals of the area.

Certified Community Conservation Corps, 4970.05(p)
- Certified Community Conservation Corps shall provide the official certification letter received from the Department of California Conservation Corps indicating certification status.
- Per SB 249, Certified Community Conservation Corps are now eligible applicants.

Ineligible Project Costs 4970.09(b)(10)
- Any Project cost more appropriately funded by other OHMVR Division programs or reimbursed by any other funding source. No Grant funds and/or match funds shall be expended at any property owned and/or managed by the Department unless educational and/or educational and Safety Project activities that teach children under the age of eighteen (18) OHV skills within State Vehicle Recreation Areas owned and/or managed by the Department provide the educational and/or educational and Safety Project activities derived no financial value from the Project.
**Environmental Requirements**

- **Section 4970.06.1 (C).** Regulations amended to specifically call out State Recognized Native American Tribes and Certified Community Conservation Corps applicants.

- **Section 4970.06.1 (D) (1) (A).** Clarifies that Federal Applicants (including Tribes) must submit completed project-related NEPA which must include a signed decision memo (DM), finding of no significant impact (FONSI), or record of decision (ROD).

**Habitat Management Program (HMP)**

- **Section 4970.06.2 (a) was amended to eliminate confusion as to when the HMP should be submitted for a two-phase project.**
Habitat Management Program (HMP)

Under two-phase Projects, the first phase is for completing environmental compliance (no ground disturbing activities = no HMP). If the second phase includes ground disturbing activities, then the HMP must be submitted before the second phase receives funding.

Environmental Review Data Sheet (ERDS)

Program Regulations – Appendix Item 3. Changes were made to more clearly define what a “project” is under CEQA. The following language was added in the second check box: “E.g., Project activities involving heavy equipment, grading, etc. typically are considered a project under CEQA.”

Environmental Review Data Sheet (ERDS)

Item 4. The text was changed to make it clear that impacts on special-status species and sensitive habitats must be evaluated. Also the following sentence was added: “All Applicants must address all California special-status species that have the potential to occur in the Project Area.”
Habitat Management Program

- Program Regulations – Appendix. Several text edits/additions were made to the HMP tables and explanatory text to more clearly identify the type of information the tables should contain.

Soil Standard Requirements

- Section 4970.06.3.(c) was amended to allow for applicants to submit one soil conservation plan to cover all of their proposed projects.

Soil Standard Requirements

- Section 4970.06.3.(e) was amended to clarify what applicants need to include with a soil conservation plan due with their final application.
Soil Standard Requirements

- Section 4970.06.3.(e)(1)
  A map or maps clearly defining the Project Area where Ground Disturbing activities related to the project will take place.

Soil Standard Requirements

- Section 4970.06.3.(e)(2)
  An initial, map-based assessment of existing conditions within the Project Area that quantifies or otherwise identifies grant-funded work to be performed within the Project Area. Examples include but are not limited to:
  - (A) Color-coded trail evaluations that identify and quantify trail lengths to be repaired and/or maintained,
  - (B) Boundaries of OHV riding areas to be repaired and/or maintained, and
  - (C) Watercourse crossings and drainage control features used to disperse runoff and minimize sedimentation.

Soil Standard Requirements

- Section 4970.06.3.(e)(3)
  A maintenance plan for the Project Area that describes:
  - (A) The current trail maintenance schedule,
  - (B) The type of maintenance conducted,
  - (C) Equipment used for maintenance within the Project Area, and
  - (D) Procedures for documenting maintenance activities.
A description of monitoring procedures to be used for ensuring grant-funded work within the Project Area is adhering to the Soil Conservation Standard. (A) The description shall include:

1. Monitoring methods to be employed,
2. A monitoring schedule, and
3. Anticipated management of collected monitoring data, such as the use of a Geographic Information System (GIS) database.

(B) Suggested monitoring methodologies are provided in the soil conservation guidelines, including:

1. Implementation monitoring, which is used to determine whether activities were conducted as planned,
2. Effectiveness monitoring, used to determine if design, construction, and maintenance practices are adequate,
3. Assessment monitoring, used to characterize existing conditions and quantifiably contrast with conditions of a previous assessment.
Soil Standard Requirements

- Section 4970.06.3.(g) was amended to clarify what applicants need to include with their compliance report due at the end of the grant reporting period.

At the Project closeout of an awarded grant, a Compliance Report shall be submitted. The Compliance Report provides documentation demonstrating that the grant-funded work proposed within the Project Area has been completed:

(A) Change analysis, such as quantifying trail condition improvements by contrasting initial and subsequent trail assessments,

(B) Documentation of maintenance activities within the Project Area,

(C) Documentation of Project Area infrastructure improvements, such as the repair of a trail watercourse crossing proposed in the initial Grant Application, and
Soil Standard Requirements

Section 4970.06.3.(g)

(D) A Compliance Action Plan, which includes:

1. A list of planned actions to be taken at an OHV Facility in consideration of continued adherence to the Soil Conservation Standard and the grant-funded work identified as completed in the Project Area.
2. A description of an area or areas within an OHV Facility where future projects are to be performed, including a brief description of the planned work.
3. The Compliance Action Plan can be referenced in subsequent OHV Trust Fund Grant Applications to identify future Projects that will provide coherency with completed grant funded Projects.

Eligible Project Costs 4970.08.(b)(12)(A) (Nonprofits)

The maximum grant request for Equipment purchases shall not exceed $30,000 per Applicant.

What this Means:

- Removed Nonprofits $15,000 cap for Equipment Purchase item.

Purpose:

- Allows Nonprofits flexibility to purchase the necessary Equipment to successfully accomplish the Project.

Eligible Project Costs 4970.08.(b)(12)(B) (Nonprofits)

All Equipment purchases shall list the State of California, Department of Parks and Recreation, OHMVR Division as the lien holder and shall obtain OHMVR Approval prior to disposition.

What this Means:

- All Equipment purchases ($5000+) will need to have the State listed as a lien holder.
- Grantee must obtain OHMVR Division approval prior to disposition.

Purpose:

- GCA Program will be consistent with other Department of Parks Programs.
- Ensure that public funds are safeguarded and used appropriately.
- Provide the Department the ability to seek reimbursement and/or recourse when a Nonprofit organization dissolved, Equipment misappropriated, or misused.
Eligible Project Costs
“Transportation”

All Nonprofits

Transporting Materials, Personnel, and Equipment

All Grantees Other Than Nonprofits

Eligible Project Costs
Transporting Materials, Personnel, and Equipment

All Grantees

- All transportation costs shall be stated as a “per mile” charge in the Project Cost Estimate.
- Per mile rate shall not exceed the federal Internal Revenue Service standard mileage business rate.
- Per mile rate is provided as of the start of the Grants Cycle for which the cost is being requested.

Eligible Project Costs
Transporting Materials, Personnel, and Equipment

- Nonprofits Grantees ONLY
  - Shall be limited to reimbursement for cost of transportation to and from the Project site, up to 100 miles in each direction.
  - Cost exceeding the 100 mile maximum may be claimed only as match.
  - Transporting Equipment is considered the same as transporting Materials and Supplies and Personnel.

- All Grantees Other than Nonprofits ONLY
  - Starting location for transportation of personnel and materials is where personnel start their day at the base of operations.
  - Allows for transportation of Equipment from a location that is not the grantee’s base of operation.
Eligible Project Costs
Transporting Materials, Personnel, and Equipment

Additional Information Grantees Need to Know:

1. To claim Transportation costs Grantee must have a Transportation log per vehicle.
2. Transportation costs is only to and from the Project Site. Anything within the Project site and/or area is considered an Operation cost.
3. Per mile rate covers all fuel and general maintenance expenses for the transportation vehicle.
4. Per mile rate also covers trailer maintenance expenses if you are towing a piece of Equipment.

Eligible Project Costs
“Operating”

All Nonprofits

Operating Equipment
“Acquired solely with funds OUTSIDE this Grants program”

Same for all Grantees
- Daily use fee may be charged in accordance with the Applicant’s local fair market rental rate.
- Shall never exceed the Grantee’s actual cost.
- Per mile for the cost of Operating Equipment.

Nonprofit Grantees Only
- A per mile for the cost of Operating Equipment during Project activities may be charged for a maximum of 150 miles per day.
- Any amount beyond 150 mile maximum may only be charged as match.
Eligible Project Costs
Operating Equipment
“Acquired WITH funds from this Grants Program”

Same for all Grantees
• Cannot charge a Daily use fee.
• Per mile for the cost of Operating Equipment.

Nonprofit Grantees Only
• A per mile for the cost of operating Equipment during Project activities may be charged for a maximum of 150 miles per day.
• Any amount beyond 150 mile maximum may only be charged as match.

Eligible Project Costs
Operating Equipment

Additional Information Grantees Need to Know:
1. To claim Operation costs Grantee must have a Operation log per vehicle.
2. Must keep track of mileage (not hours) per vehicle.
3. Operation costs are any Equipment expenses accrued while working at the Project site / Area.
4. Per mile rate covers all fuel and general maintenance expenses for the piece of Equipment.

Eligible Project Costs
Operating Heavy Equipment
“Acquired solely with funds OUTSIDE this Grants Program”

Same for all Grantees
• Daily use fee may be charged in accordance with the Applicant’s local fair market rental rate.
• Shall never exceed the Grantee’s actual cost.
• Tires and major repairs to Heavy Equipment may be requested after justifying need to and approval by the OHMVR Division.
• In order to justify need for tires, the Grantee must provide photos showing the condition of tires, and piece of Heavy Equipment on which tires are installed.
• Major repairs, must provide a financial analysis explaining why the repairs is more cost effective than the purchase of a new piece of Heavy Equipment.
Eligible Project Costs
Operating Heavy Equipment
“Acquired WITH funds from this Grants Program”

- Cannot Claim a Daily use fee.
- Tires and major repairs to Heavy Equipment may be requested after justifying need to and approval by the OHMVR Division.
  - In order to justify need for tires, the Grantee must provide photos showing the condition of tires, and piece of Heavy Equipment on which tires are installed.
  - Major repairs must provide a financial analysis explaining why the repairs is more cost-effective than the purchase of a new piece of Heavy Equipment.

Additional Information Grantees Need to Know:

1. Fuel receipts are allowable expense for Heavy Equipment.
2. Operation Log is not required for Heavy Equipment because no Per Mile charge applies, but it is required for Audits to verify usage.
3. Daily use rate covers all general maintenance expenses for the piece of Heavy Equipment.

Eligible Project Costs
Transporting Heavy Equipment

- Same for all Grantees
  - May charge an amount to transport Heavy Equipment from the Heavy Equipment’s normal storage location to the Project Site.
  - The amount shall be based upon the Applicant’s local fair market costs for such transportation.
Is it Operating or Transporting?

**TRANSPORTING**
- Any vehicle used to transport personnel, materials, or equipment to and from the Project Site.

**OPERATING**
- Operation costs are any Equipment expenses accrued after arriving or leaving the Project site.

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**Project Description(s) – 4970.10**

**BACKGROUND**
- Provide a brief description of the Applicant or Land Manager's organization/program
- Location, types of recreation available
- Anything significant you want the Division or public to know.

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**Project Description(s) – 4970.10**

- Each project description should only list the deliverables of the project.
- What is the project?
- What do you need to complete the project?
- Identify equipment purchases and how they relate to the project.
- Use bullets
- Language should be clear and easy to understand
Development
4970.10.2(c)(2)
- Removal and replacement of pavement or a parking lot — This is Development activity

Restoration
4970.11(a)(1)
- Purpose:
  - Restore or Repair habitat damaged by either legal or illegal off-highway motor vehicle use.

Contingency List
After awards are finalized for a particular cycle, Division at is sole discretion, may create the contingency list (4970.18)
- If created, Projects that are un-awarded in the current cycle will be place on the contingency list.
- Projects may be awarded anytime during the grant cycle as funds become available.
- Project will be funded in order of score until all funds are exhausted.
- The list expires the last business day prior to the start of the next schedule Grants and Cooperative Agreements cycle.
- If you are not in good standing at the time of creation of the contingency list you are not eligible for the list.
- Contingency list expires at 5:00pm PST on the Friday before the start of the next grant cycle.
Project Amendments

4970.19.2

“An amendment is required if a modification to the Project Description, Project Cost Estimate, or extension of the Project performance period (time extension) is needed to accomplish the intent of the original Project Agreement. Prior OHMVR Division approval of adjustments to the Project Cost Estimate is required or the charges shall be denied...”

Equipment Management Requirements

4970.20

Old:

a) Equipment shall be used for OHV related purposes unless the Grantee is funding the portion of the purchase price not dedicated to OHV purposes

New:

(a) Equipment shall only be used for its intended purpose for the duration of its useful life

Old:

(f) Ownership and title belongs to the Grantee.

New:

(f) With the exception listed in 4970.08(13)(B), ownership and title belongs to the Grantee.
ACCOUNTING PRACTICES

- 4970.22 (c) Equipment Use

**New**
A logbook or source document shall identify the operator, date of activity, work performed, and miles charged to the Project.

Payment Request

- Advances & Reimbursement
- PAR: Payment Accomplishment Report

DPR 364 - Payment Request & Advance Forms

- Forms are located at http://ohv.parks.ca.gov
- Go to Grants Page
- Grant Forms
  - Expenditure Workbook – Reimbursement & the Advance Justification Request (contains the DPR 364 – Payment Request Form
Required Items for Advances or Reimbursements

Advances & Reimbursements both need:
- Paid invoices and/or receipts for purchases, travel/training and services
- Logs needed for: timekeeping and equipment
- GPS coordinates, photos, maps and/or electronic data of project areas.
Project Accomplishment Report (PAR)

PAR Forms are located at http://ohv.parks.ca.gov/

- Grants
- Forms
- PAR Report for each type of project:
  - Ground Operations
  - Development
  - Planning
  - Acquisition
  - Restoration
  - Law Enforcement
  - Education and Safety

PAR Form

Project Closeout

- Within 120 calendar days after the completion of your project:
  - Submit a Expenditure Workbook marked “FINAL”
  - Project Accomplishment Report (PAR)
  - Two copies of all reports as indicated in the Project Agreement for any Project that requires a report as part of its Project Description
  - Notice of Completion for all subcontracted work
Project Closeout Cont.

- Photos of Equipment purchased through the project and photos of completed projects.
- Final payments will not be made by the Division until all final paperwork has been received and Match has been met.
- Any request made for final payment after 120 calendar days shall be ineligible for payment.
- If there is a reimbursement due to the State the Grantee has 60 calendar days from written notification to pay.

Appendix Changes

- Question 4: Wording in the question changed to explain how total cost of OHV Program is derived.
- Question 5: Revised to be a question about Applicant’s standing with Division no longer regarding closeout status.
- Question 7b: Requirement for detailed explanation further defined.
- Question 7c: Requirement for detailed explanation further defined.
- Question 9 a, b & c: Soil Management question revised to include Applicant and/or Land Manager.

General Application Criteria Changes
General Application Criteria Changes

Question 10: Sound Level Testing question revised to include Applicant and/or Land Manager

Question 11b: OHV Education questions revised to reflect what Applicant is doing to meet requirement

Question 11c: OHV Education question wording changed for clarification and justification removed.

Question 11d: OHV Education question revised to include ROHVA classes

Question 14: Point Values have changed

General Application Criteria

Question 4

Total Cost of OHV Program for Land Manager's most recent complete fiscal year including grant funds and agency operational budget.

Point values did not change

Question 5

At anytime in the last two complete calendar years prior to the current grant cycle, has the Applicant been out of Good Standing with the Division

No - 10 Points
Yes – No Points
First time Applicant or Applicants with out active projects in the last two complete calendar years – 5 points

General Application Criteria

Question 7b

Modified to further explain what is required in the detailed explanation to justify selection

Frequency of patrol, patrol personnel, percent of lands covered by patrols

Question 7c

Modified to required a detailed explanation for each statement that was selected
**General Application Criteria**

**Question 8b**
- Modified to require a detailed explanation of a Yes response as required in 8a

**Question 9 a, b & c**
- Modified to include both the Applicant and/or Land Managers efforts in soil management as required by the 2008 Soil Standard

**Question 10**
- Modified to include both the Applicant and/or Land Managers efforts in Sound Level Testing

**General Application Criteria**

**Question 11b**
- Modified to clarify that the Applicant should be providing onsite, hosted educational efforts
- Applicant can no longer claim efforts being completed by the Land Manager

**Question 11c**
- Modified to clarify that there are staff onsite and available at trailheads, trails, visitor center and/or entrance stations
- Applicant is no longer required to provide explanation to justify selection

**General Application Criteria**

**Question 11d**
- Modified to include Recreational Off-Highway Vehicle Association (ROHVA) training courses

**Question 14**
- Modified to adjust scoring of the question
- Modified to require a detailed explanation for each statement selected
Criteria Changes in Multiple Categories

Match
- The choices for match have been increased to allow points for those that are willing to offer more match dollars.
  - 76% or more – 10 points
  - 66% - 75% - 7 points
  - 51% - 65% - 5 points
  - 36% - 50% - 4 points
  - 26% - 35% - 2 points
  - 25% (minimum) – 0 points
- For restoration only
  - 11%-25% - 1 point
  - 10% (minimum) – 0 points

Criteria Changes in Multiple Categories

Public Input
- Question was modified to require dates of meetings, how public was notified, who hosted, who are stakeholders and how they are stakeholders.

Partnership
- Question was modified to clarify expectations regarding partners participating in the project.

Additional Criteria Changes

Each change in a specific category will be discussed during breakout sessions.