

# ~~OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) GRANTS AND COOPERATIVE AGREEMENTS PROGRAM~~

## Contents

### **Regulations**

~~CCR, Title 14, Division 3, Chapter 15.5, Sections 4970.49 et seq.~~

### **Division Manual**

~~Chapter 1. Application Instructions~~

~~Chapter 2. Application Evaluation System~~

~~Chapter 3. Project Administration Procedures~~

~~Glossary of Terms~~

~~Appendix. Application Forms~~

~~OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR)  
-DIVISION MANUAL FOR GRANTS AND COOPERATIVE  
AGREEMENTS PROGRAM~~

~~REGULATIONS~~

~~CCR, Title 14, Division 3, Chapter 15.5, Sections 4970.49 et seq.~~

ADOPT (2006)

Chapter 15.5

OFF-HIGHWAY MOTOR VEHICLE RECREATION  
GRANTS AND COOPERATIVE AGREEMENTS PROGRAM REGULATIONS

ARTICLE 1 – GENERAL PROVISIONS

4970.49 – APPLICATION OF CHAPTER

Chapter 15.5 applies only to grant and cooperative agreement applications received by the Off Highway Motor Vehicle Recreation Division on or after January 1, 2006.

4970.50. – DEFINITIONS

The words used in this chapter have the following meanings:

- (a) – “Act” means the Off Highway Motor Vehicle Recreation Act of 2003 as amended, commencing at Public Resources Code (PRC) Section 5090.01, or any subsequent amended versions.
- (b) – “Administrative Costs” means costs of functions or activities directly performed in support of the scope of work or activities on the project. Examples of administrative costs include, but are not limited to, costs of such activities as personnel, time keeping, accounting, fiscal management, record keeping and/or purchasing.
- (c) – “Allocation” means a determination of funds to be made available for, or an expenditure limit established for, an organizational unit or function, a project or work activity or deliverable.
- (d) – “All Terrain Vehicle (ATV)” means any vehicle as defined by California Vehicle Code (CVC) Section 111.
- (e) – “Application” means a compilation of required documents in conformance with these regulations to support a request for funding from the Off Highway Motor Vehicle Recreation (OHMVR) Division’s Grants and Cooperative Agreements Program for proposed project(s).
- (f) – “Application Instructions” means directions for completing an application for an OHV grant or cooperative agreement found in Chapter 1 of the Off Highway Motor Vehicle Recreation Division Manual for Grants and Cooperative Agreements dated March 2006.
- (g) – “Appropriate District” means one that has clear legal responsibility for open space, recreation, parks, and resource related activities that are land based.
- (h) – “Appropriation” means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose and usually for a specific period of time.
- (i) – “Audit” means a comprehensive review in accordance with Generally Accepted Auditing Standards of all expenditures or other fiscal and/or programmatic elements of expired project agreements funded pursuant to PRC Section 5090.50 for compliance with law, program objectives, and fiscal and/or programmatic soundness of contract, grant and/or cooperative agreement.
- (j) – “Buffer” refers to lands or physical barriers acquired or established contiguous to, or in the vicinity of, existing or proposed OHV recreational activities to protect plant and wildlife habitat, soils, view sheds, or reduce noise and other effects on real estate development in the surrounding area for the purpose of sustaining OHV recreation.
- (k) – “CEQA” means the California Environmental Quality Act, Public Resources Code (PRC) Section 21000 et seq.; Title 14, California Code of Regulations (CCR), Division 6, Chapter 3, Article 20.
- (l) – “Casual” means non-competitive OHV recreation.

- ~~(m) — “Certified” means a document that has been reviewed, approved, and signed by both the grantee and the Division.~~
- ~~(n) — “Commission” means the Off Highway Motor Vehicle Recreation (OHMVR) Commission.~~
- ~~(o) — “Conservation” means activities, practices, and programs developed and/or implemented in connection with ongoing OHV recreation that sustain and preserve soils, plants, wildlife and their habitat, and natural and cultural resources as referenced in or required by PRC Sections 5090.10, 5090.35, 5090.50, and 5090.53.~~
- ~~(p) — “Construction” means the act of building or assembling using different parts, materials, or elements in an ordered manner including, but not limited to, physical barriers, trails, roads, facilities, hardening of stream crossings, fencing, sediment control structures, and facilities landscaping.~~
- ~~(q) — “Cooperative Agreement” means an agreement between the Division and a federal agency, or a federally recognized Native American tribe for the purposes authorized and defined in PRC 5090.50 and these regulations.~~
- ~~(r) — “Cultural Resources” are associated with events that have made a significant contribution to the broad patterns of California’s history and cultural heritage; are associated with the lives of persons important in our past; embody the distinctive characteristics of a type, period, region, or method of construction, or represent the work of an important creative individual, or possess high artistic values; or have yielded, or may be likely to yield, information important in prehistory or history. Cultural resources also include Historical Resources. Historical Resources include, but are not limited to, any object, building, structure, site, area, place, record, or manuscript which is historically or archaeologically significant, or is significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California. A resource shall be considered by the lead agency to be “historically significant” if the resource meets the criteria for listing on the California Register of Historical Resources (PRC Section 5024.1: CCR, Title 14 4852).~~
- ~~(s) — “Deliverables” means the specific proposed tasks, activities to be performed, or accomplishments to be funded as defined within each project application and any resulting approved project agreement.~~
- ~~(t) — “Deputy Director” means the manager of the California Department of Parks and Recreation, OHMVR Division.~~
- ~~(u) — “Development Project” means the construction of new, and/or improvement of existing, facilities, roads, trails, or areas to improve existing or provide additional opportunity, experiences, or services for OHV recreation.~~
- ~~(v) — “Director” means Director of the California Department of Parks and Recreation.~~
- ~~(w) — “Division” means the Division of OHMVR of the California Department of Parks and Recreation.~~
- ~~(x) — “Division Website” means the internet page of the Department of Parks and Recreation, OHMVR Division at ([www.ohv.parks.ca.gov](http://www.ohv.parks.ca.gov)).~~
- ~~(y) — “Due Diligence” means to conduct or cause to be conducted an investigation of all aspects of property proposed to be acquired and/or developed using OHV funds, including but not limited to: availability of utilities, waste disposal facilities, suitability of the property/project for intended use including applicable permits and other governmental approvals, presence or absence of any hazardous wastes on or under the property/project, presence of improvements on the property, environmental compliance, access easements, and all critical facts and assumptions used in developing the proposed project that would assist in evaluating the success of the project in providing OHV recreational opportunities and to avoid and/or minimize potential risks which could impair the future sustainability of OHV recreation.~~

- ~~(z) — "Educational Institution" means a public or private preschool, elementary, or secondary school, college or university, or institution; the governing board of a school district; or any combination of school districts or counties recognized as the administrative agency for public elementary or secondary schools in accordance with Section 210.1 of the Education Code.~~
- ~~(aa) — "Environmental Document" means a document prepared in accordance with National Environmental Policy Act (NEPA), or California Environmental Quality Act (CEQA).~~
- ~~(bb) — "Federal Agency" means a unit of the federal government.~~
- ~~(cc) — "Federally Recognized Native American Tribe" means any tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village pursuant to Title 25, Code of Federal Regulations (CFR) Section 83.5(a).~~
- ~~(dd) — "Fiscal Audit" means a review of the grantee's relevant financial records by the Department of Parks and Recreation Audit Office staff or other Department designee.~~
- ~~(ee) — "Fund" means the Off Highway Vehicle Trust Fund as created by subdivision (c) of Section 38225, CVC.~~
- ~~(ff) — "Grant" means an agreement between the Division and a city, county, appropriate district, educational institution, or nonprofit organization for the purposes as authorized and defined in PRC Section 5090.50 and these regulations.~~
- ~~(gg) — "Grantee" means any city, county, appropriate district, nonprofit organization, educational institution, federal agency, or federally recognized Native American tribe receiving OHV grant or cooperative agreement funds.~~
- ~~(hh) — "Law Enforcement Personnel" include officers or employees of, or who are under contract with, the grantee that have the authority and duty under applicable law to enforce statutes or ordinances, issue citations, or arrest persons for violations. For purposes of this section, "ordinance" includes an order, rule, or regulation enforceable under the authority of the grantee.~~
- ~~(ii) — "Maintenance" means the routine, ongoing work required to ensure roads, trails, areas, related facilities used for OHV recreation and conservation features (e.g., water bars, culverts, sediment basins, etc.) for the protection of natural and cultural resources that are impacted by OHV recreation activities, continue to function as intended.~~
- ~~(jj) — "Monitoring" means the periodic data collection and review to determine if the OHV funded project is in compliance with the statutory requirements and program or project objectives.~~
- ~~(kk) — "NEPA" means the National Environmental Policy Act pursuant to United States Code (U.S.C.) Title 42, Section 4371; 40 Code of Federal Regulations (CFR) part 1500.1 et seq.~~
- ~~(ll) — "Nonprofit" means an organization having tax exempt status pursuant to Section 501(c) (3) of the Internal Revenue Code.~~
- ~~(mm) — "Off Highway Motorcycle" means any vehicle as defined in CVC 400 or 436, when such motor vehicle is operated on land to which CVC 38001 has application.~~
- ~~(nn) — "Off Highway Vehicle Operation" means the activity of driving or riding motorized vehicles on public lands and/or private property approved for OHV recreation, which is open and accessible to the public, and has been identified for recreational motor vehicle use.~~
- ~~(oo) — "OHV" means an off-highway motor vehicle as specified in CVC Section 38006 and/or street licensed motor vehicle while being used off-highway.~~
- ~~(pp) — "OHV Opportunities" means trails, roads, areas and/or other facilities on areas of land that allow legal OHV recreation.~~
- ~~(qq) — "Operation" means the staff, supervision, and equipment assigned to facilitate the proper functioning of an OHV recreation road, trail, area or lands and any related visitor or user facilities or services, including the protection of persons, life and property.~~

- (rr) “Performance Review” means ongoing review of an open project to determine progress toward the accomplishment of deliverables including, but not limited to, desk reviews of project activity reports, questionnaires and other methods of inquiry, and/or site visits.
- (ss) “Project” means the work to be accomplished with funding through an OHV grant or cooperative agreement.
- (tt) “Project Agreement” means a contract executed to formally implement a project through an approved grant or cooperative agreement.
- (uu) “Regional OHV Facility” means a facility, primarily for casual OHV recreation, providing a wide variety of OHV opportunities for a wide range of OHV interests, that is 500 or more acres, and with a population of 500,000 or more within a 150 mile radius or three hour travel time, and with the potential to become financially self-sustaining in accordance with criteria adopted by the Commission pursuant to PRC Section 5090.51(b).
- (vv) “Repair” means to fix, mend, make new, or revitalize to sound condition after being damaged.
- (ww) “Reroute” means the closure, (if not retained for other non-motorized recreation), and restoration of an existing segment of a trail or road and replacement with a new alignment.
- (xx) “Restoration” means the return of land, plant communities, and plant covers to conditions comparable to those of surrounding lands, or at least those that existed prior to OHV recreation.
- (yy) “Roads” include: fire trails, logging roads, service roads regardless of surface composition, or other roughly graded trails and roads upon which vehicular travel by the public is permitted (CVC 38001).
- (zz) “Scientific Research” means study and exploration into questions posed by theories and hypotheses, and defined by measurable steps or operations (e.g., sample design, methodology, statistical inferences).
- (aaa) “Snowmobile” means any vehicle as defined in CVC 557.
- (bbb) “Soil Conservation Program” means a plan containing a process or processes to anticipate and prevent accelerated and unnatural erosion, and restore lands damaged by erosion to the extent possible. The Soil Conservation Program complies with the “Soil Conservation Guidelines/Standards for Off-Highway Vehicle Recreation Management (11/14/91)” until that document is replaced by the 2006 soil conservation standards.
- (ccc) “Viable Species Composition” means that species found in the project area have populations with the estimated numbers and distribution of reproductive individuals to enable their continued existence.
- (ddd) “Website” means the internet page of the applicant.
- (eee) “Wildlife Habitat Protection Program (WHPP)” means an animal and plant Habitat Management Program (HMP) designed to sustain a viable species composition for the project area, pursuant to PRC Sections 5090.35, 5090.50, and 5090.53.

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 4442, 4442.5, 5020.1(j), 5024.1, 5090.04, 5090.05, 5090.06, 5090.07, 5090.10, 5090.11, 5090.32, 5090.35, 5090.50, 5090.51(b), 5090.53, and 5090.64(b)(1) and (2), and 21000 et seq., PRC; CVC Sections 111, 400, 436, 557, 38001, 38006, 38012, and 38225(c); USC, Title 42, Section 4371; USC, Title 43 Sections 1601 et seq.; 40 CFR part 1500.1 et seq.; 25 CFR Section 83.5(a); Education Code Section 210.1; U.S. Internal Revenue Code, Section 501(c)(3).

#### **4970.51. PROGRAM PURPOSE**

The purpose of the OHMVR Grants and Cooperative Agreements Program is to provide financial assistance to agencies and organizations to develop, maintain, expand, and manage high-quality OHV recreation areas, roads, and trails, and to responsibly maintain the wildlife, soils, and habitat of areas in

a manner that will sustain long term OHV recreation in accordance with the legislative provisions and intent of the Act commencing at Public Resources Code (PRC) Section 5090.01.

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5090.01 thru 5090.70, PRC.

#### **4970.52. COMMISSION'S ANNUAL PROGRAM REVIEW MEETING**

Prior to the start of each funding cycle, the Commission shall conduct one public meeting to collect: 1) public input concerning the OHV grants and cooperative agreements program, 2) recommendations for program improvements, and 3) public input for specific project needs for grants and cooperative agreements program areas.

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Section 5090.24(f), PRC.

#### **4970.53. GENERAL APPLICATION REQUIREMENTS**

- (a) — The Off Highway Motor Vehicle Recreation Division Manual for Grants and Cooperative Agreements (March 2006), herein after referred to as the OHMVR Division Manual, and all its contents and subsequent revisions submitted through the rulemaking process is hereby incorporated by reference.
- (b) — Awarding a grant or cooperative agreement does not guarantee ongoing or future OHV funding in any project category.
- (c) — General application requirements are as follows:
  - (1) — Applications for funding shall not be less than \$5,000 for each project.
  - (2) — For projects requiring more than one year to complete or for projects not exceeding \$15,000 per year, funding may be requested for expenditure over a three (3) year period. The applicant making such a request shall include an explanation of the reasons for the extended timeline for completing the project and expending the funds.
  - (3) — Equipment requests for purchase or repair of single or multiple pieces of equipment or tools totaling \$15,000 (excluding tax) or less may be included in any project application category. If an applicant is requesting equipment as part of the project application, include an equipment inventory. Requests exceeding \$15,000 (excluding tax) must be applied for as a stand alone equipment project.
  - (4) — Each piece of equipment or tool with a purchase price (excluding tax) in excess of \$500 purchased with OHV Trust Funds shall be identified as a line item within each application project type in the OHV grant or cooperative agreement application, as applicable.
  - (5) — Requests for administrative costs as indicated in the OHMVR Division Manual, Chapter 1; Application Instructions, (herein after referred to as "Application Instructions"), may not exceed 10% of the total project amount requested in the application.
  - (6) — All applicants shall undertake a public review process of their application(s). The process shall include the following minimum steps:
    - (A) — Public notice. Not later than thirty (30) calendar days prior to the Application Filing Date, applicants shall provide notice to the public of the opportunity to submit comments on the draft application. The notice shall be published at a minimum either: i) in a local newspaper, or ii) the applicant's newsletter or iii) website and mailed to those persons the agency or organization determines most likely to have an interest in or be affected by the project.

~~(B) — Public review. Draft applications shall be made available for public review and comment not later than the date of publication of the public notice. At a minimum, applicants shall make available to the public for the purpose of this review, the application face sheet, project description, project costs and deliverables and past project accomplishments required by the application instructions.~~

~~(d) — The application submission process shall consist of the following:~~

~~(1) — The Application Filing Date is as set forth in Chapter 1 in the Grants and Cooperative Agreements Funding Cycle.~~

~~(2) — Applications that are not in the possession of the Division by the Application Filing Date set by the Division for the funding cycle, shall be returned to the applicant without consideration.~~

~~(3) — Questions concerning the application process and the interpretation of these regulations shall be submitted in writing to the Division website, Questions and Answers section. Responses to these questions will be made in writing via the Division website within five (5) calendar days of submission of the questions. The last date for submitting questions to the Division will be fifteen (15) calendar days prior to the Application Filing Date. The Division shall provide its response to all applicants on the Division website not later than ten (10) calendar days before the Application Filing Date in order for the interpretation to be applicable. Applicants shall not rely on answers to questions unless placed on the Division website, Questions and Answers section, by the Division.~~

~~(4) — The Division may, but has no obligation to, waive or correct inconsequential defects in the application. “Inconsequential”, for the purpose of this subsection (d)(4), shall mean a situation where correction of an application or waiver of a defect will not give the applicant an unfair advantage over other applicants or applications.~~

~~(5) — The Division may request additional information of an applicant in order to clarify information submitted in the applications.~~

~~(e) — The applications shall contain the following:~~

~~(1) — Applications, whether for single or multiple project types, shall include an application face sheet and application summary sheet fully completed with all required information in addition to meeting all of the requirements contained in the Application Instructions. Subject only to the discretion of the Division as specified in subsection (d)(4) of this Section, any applications determined by the Division to not be in conformance with these requirements shall be returned to the applicant without consideration.~~

~~(2) — Applications shall include documentation of the public review process. —~~

~~(A) — Public comments. All public comments received by an applicant up to ten (10) calendar days prior to the Application Filing Date, shall be included in the final application. An applicant shall also include a brief statement of how the public’s comments were incorporated into the development of the application or explain the reasons why not.~~

~~(B) — Late public comments. The applicant shall not be required to include public comments received less than ten (10) calendar days prior to the Application Filing Date. The applicant shall forward all comments received less than ten (10) calendar days prior to the Application Filing Date to the Division along with the application, if possible, but not later than ten (10) calendar days following the Application Filing Date.~~

~~(3) — All city, county, and appropriate district, educational institution, and nonprofit organization grant applications, and any federally recognized Native American tribe cooperative agreement applications shall include a completed Governing Body~~

~~Resolution certified by the clerk of the governing body. The Division shall provide an example of a form in the Application Instructions which may be used if the applicant does not have one.~~

- ~~(4) All applicants other than Federal regional or State offices shall complete a Project Activity Report (PAR) in accordance with the Application Instructions.~~
- ~~(5) All applications shall include a map or maps as described in the Application Instructions.~~
- ~~(6) All applications shall meet the environmental requirements contained in Section 4970.65, including an Environmental Review Data Sheet to assist the Division in determining the appropriate use of Categorical Exemptions as provided in the Application Instructions, and which complies with Section 4970.65(b).~~
- ~~(7) Applications shall meet the requirements of Sections 4970.66 (WHPP/HMP) and 4970.67 (Soil Conservation Program) and related requirements contained in the Application Instructions.~~
- ~~(8) An analysis of project needs and benefits that addresses the evaluation requirements and criteria contained in the OHMVR Division Manual, Chapter 2; Application Evaluation System.~~
- ~~(9) If applicable, applications shall include identification of the match to be applied to the project in accordance with Section 4970.68.~~
- ~~(10) Other information required to be included as specified in Article 2 under the application content requirements for the specific project type.~~

~~NOTE: Authority cited: Sections 5001.5 and 5003, PRC.~~

~~Reference cited: Sections: 5090.32, 5090.35, 5090.50, 5090.51, and 5090.53, PRC; Government Code Section 11343.~~

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## **ARTICLE 2 - TYPES OF PROJECTS AND SPECIFIC APPLICATION AND CONTENT REQUIREMENTS**

### **4970.54. ACQUISITION PROJECTS**

- ~~(a) Acquisition projects secure interests in land to: expand and/or sustain OHV recreation access and opportunities; provide buffers; and/or eliminate trespass.~~
- ~~(b) Cities, counties, appropriate districts, federal agencies, and federally recognized Native American tribes are eligible to apply for acquisition projects. Educational institutions and nonprofit organizations are not eligible to apply for acquisition projects.~~
- ~~(c) Examples of acquisition projects include, but are not limited to the following:
  - ~~(1) Purchase of right of way or easement.~~
  - ~~(2) Lease of twenty five (25) years or more.~~
  - ~~(3) Purchase of land in fee title.~~
  - ~~(4) Purchase of an option.~~
  - ~~(5) Other interests in real property, such as permits or licenses.~~~~
- ~~(d) See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to acquisition projects.~~
- ~~(e) Applications for acquisition projects shall include all the information required under Section 4970.53 plus the following:
  - ~~(1) A general project description that identifies the total acreage involved, average cost per acre, easements, the number of parcels, project costs, and activities to be performed (“deliverables”).~~~~

- ~~(2) — A description and the location(s) of existing OHV recreation in and around the acquisition property.~~
- ~~(3) — Due diligence to determine if the property is usable for its intended purpose.~~
- ~~(4) — Project specific map(s).~~
- ~~(5) — An acquisition plan, which shows the steps and timelines for acquiring the project and a discussion of the applicant's ability to accomplish the project.~~
- ~~(6) — Assessor parcel maps.~~
- ~~(f) — All acquisitions shall, if applicable, comply with Chapter 16 (commencing with Section 7260), Division 7, Title 1, Government Code, "Relocation Assistance."~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Section 5090.32 and 5090.50, PRC; Title 1, Division 7, Chapter 16, Section 7260 et seq., Government Code.

### **4970.55. CONSERVATION PROJECTS**

- ~~(a) — Conservation projects are implemented in connection with ongoing OHV recreation and protect natural and cultural resources and develop and/or implement soil conservation standards and wildlife habitat protection programs as required by the Act, including monitoring those practices, activities, or projects to provide data for management decisions.~~
- ~~(b) — Cities, counties, appropriate districts, federal agencies, federally recognized Native American tribes, educational institutions, and nonprofit organizations are eligible to apply for conservation projects.~~
- ~~(c) — Examples of conservation projects include, but are not limited to the following:
 
  - ~~(1) — Erosion and/or sediment control.~~
  - ~~(2) — Vegetation protection.~~
  - ~~(3) — Habitat, cultural, and/or species protection and mitigation.~~
  - ~~(4) — Rerouting of roads or trails to comply with soil standards and wildlife habitat protection programs.~~
  - ~~(5) — WHPP/HMP development and/or implementation (PRC Section 5090.35, Section 4970.66 of these regulations).~~
  - ~~(6) — Signing.~~
  - ~~(7) — Storm water protection plans, sediment control structures, and stream crossing improvements.~~
  - ~~(8) — Monitoring of the effectiveness of prior and ongoing conservation projects.~~
  - ~~(9) — Wildlife and soil erosion surveys necessary for preparation of WHPP/HMPs or Soil Conservation Programs.~~~~
- ~~(d) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to conservation projects.~~
- ~~(e) — Applications for conservation projects shall include all the information required under Section 4970.53 plus the following:
 
  - ~~(1) — A general project description, project costs, and activities to be performed ("deliverables").~~
  - ~~(2) — Project specific map(s).~~
  - ~~(3) — When applicable, nonprofit organization and educational institution applicants shall have a written agreement with the property manager, land management agency or landowner to perform the project.~~~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5090.32, 5090.35, 5090.50, and 5090.53, PRC.

#### **4970.56. DEVELOPMENT PROJECTS**

- ~~(a) — Development projects provide OHV recreation opportunity, experience, or related visitor services in the form of new, improved, or upgraded facilities, roads, trails, or areas.~~
- ~~(b) — Cities, counties, appropriate districts, federal agencies, and federally recognized Native American tribes are eligible to apply for development projects. — Educational institutions and nonprofit organizations are not eligible to apply for development projects.~~
- ~~(c) — Examples of development projects include, but are not limited to the following:
  - ~~(1) — Trail construction.~~
  - ~~(2) — Trailhead/staging area construction.~~
  - ~~(3) — Restroom construction.~~
  - ~~(4) — Access road and parking lot construction.~~
  - ~~(5) — Picnic and camping facilities construction.~~
  - ~~(6) — Construction projects to reduce use conflicts.~~
  - ~~(7) — Competition and spectator facilities.~~
  - ~~(8) — Other related improvements such as visitor centers, kiosks with a unit cost of \$5,000 or more, facility fencing, greenhouses, utilities installation (i.e., water, electrical, sewer), and storage buildings.~~~~
- ~~(d) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to development projects.~~
- ~~(e) — Public casual use of facilities shall not be less than 60% of the total use in areas funded with OHV grant funds.~~
- ~~(f) — Applications for development projects shall include all the information required under Section 4970.53 plus the following:
  - ~~(1) — A general project description, project costs, and activities to be performed (“deliverables”).~~
  - ~~(2) — At a minimum, conceptual drawings and site plans for the project.~~
  - ~~(3) — Land tenure certification to the Division as indicated in the Application Instructions.~~
  - ~~(4) — Project specific map(s) and, if available, trails map(s). Trails map(s) should show existing roads, trails, or areas available for OHV recreation. Trails map(s) should also show trails proposed to be made available in the future as part of this project or other existing plans.~~~~
- ~~(g) — Grantees are required to meet all access requirements under State or Federal law as applicable, including, without limitation, the Americans with Disabilities Act of 1990 (Public Law 101-336, July 26, 1990, 104 Stat 327).~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5090.32 and 5090.50, PRC; Public Law 101-336, July 26, 1990, 104 Stat. 327.

#### **4970.57. EQUIPMENT PROJECTS**

- ~~(a) — Equipment projects for purchase or repair of single or multiple items totaling \$15,000 or less may be included as part of another project application category. Requests exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.~~
- ~~(b) — Projects for equipment repair shall be due to normal wear and tear.~~
- ~~(c) — Cities, counties, appropriate districts, federal agencies, federally recognized Native American tribes, educational institutions, and nonprofit organizations are eligible to apply for equipment purchases.~~
- ~~(d) — Examples of equipment purchase or repair include, but are not limited to the following:
  - ~~(1) — Motoreycles.~~~~

- ~~— (2) All terrain vehicles.~~
- ~~— (3) Four wheel drive vehicles.~~
- ~~— (4) Snowmobiles.~~
- ~~— (5) Trail dozers.~~
- ~~— (6) Mini excavators.~~
- ~~— (7) Sound testing equipment.~~
- ~~— (8) Engine replacement.~~
- ~~— (9) Track replacement and associated costs.~~
- ~~— (10) Major mechanical overhaul if it is determined that repairs are more cost effective than the purchase of a new piece of equipment.~~
- ~~(e) See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to equipment projects.~~
- ~~(f) Applications for equipment shall include all the information required under Section 4970.53 plus the following:
 
  - ~~(1) A general project description, project costs, and activities to be performed (“deliverables”).~~
  - ~~(2) A brief description of how the equipment will be used and maintained and where it will be stored.~~
  - ~~(3) When applicable, nonprofit organization and educational institution applicants shall have a written agreement with the property manager, land management agency, or landowner to use the equipment on the land or documentation stating that no such agreement will be required.~~
  - ~~(4) An equipment inventory list identifying all equipment previously purchased (over \$5,000) using OHV Trust Funds, and any items to be replaced or repaired.~~~~
- ~~(g) Equipment purchased with OHV Trust Funds shall be used primarily (60% or more of the time) on OHV projects.~~
- ~~(h) The applicant shall have written approval from the Division prior to purchase of tools or equipment exceeding \$500, which are not identified in a certified project agreement.~~
- ~~(i) Any single equipment purchase having a total cost equal to or greater than \$50,000, with at least half of the purchased costs paid from OHV Trust Funds, shall be registered in the Division’s name, used in the grantee’s OHV program for the normal life of the equipment, and then returned at the discretion of the Division for disposal or sale. Notification to the Division that an equipment item is eligible for surplus is the responsibility of the grantee. The Division shall respond to the grantee within sixty (60) calendar days of receipt of the notice of eligibility for the surplus and shall provide guidance to the grantee for the sale or disposition of the equipment item.
 
  - ~~(1) For one time purchases, applicants shall consult with the Division to determine the most cost effective method of acquiring equipment for the proposed project or activity; whether rent, lease, or purchase.~~
  - ~~(2) The Division retains the right to require the grantee to return purchased equipment to the Division at the end of the contract or project for reuse in the program.~~~~
- ~~(j) Grantees shall keep tools and equipment purchased with OHV Trust Funds maintained and in safe working order.~~
- ~~(k) All equipment purchased with OHV Trust Funds must display an approved version of the OHMVR Division “OHV Trust Funds at Work” insignia. Grantees may obtain insignias free of charge from the Division.~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5090.32 and 5090.50, PRC.

#### **4970.58. FACILITIES OPERATION AND MAINTENANCE (FO&M) PROJECTS**

- (a) Facilities operation and maintenance projects are for program management and/or routine work directed to maintain existing facilities, other than roads, trails, or areas, and provide visitor assistance, health and safety attributable or related to OHV recreation being provided by the applicant.
- (b) Cities, counties, appropriate districts, federal agencies, and federally recognized Native American tribes are eligible to apply for facilities operation and maintenance projects. Educational institutions and nonprofit organizations are not eligible to apply for facilities operation and maintenance projects.
- (c) Examples of facilities operation and maintenance activities include, but are not limited to the following:
  - (1) Facility servicing, including, but not limited to painting, cleaning restrooms, and maintaining kiosks.
  - (2) Volunteer support and coordination.
  - (3) Visitor services (excluding law enforcement).
  - (4) Snow plowing of parking areas and access roads to these areas.
  - (5) Trash collection.
  - (6) Purchase of first aid equipment and supplies.
  - (7) Map/brochure design and printing.
  - (8) Physical barriers and other means of traffic control.
  - (9) Purchase of tools and equipment, totaling up to \$15,000 (excluding tax).
  - (10) Sign boards, information kiosks with a unit cost of up to \$5,000 (excluding tax), and regulatory and directional signs.
  - (11) Water and /or sewage treatment system maintenance and testing.
  - (12) OHV site management.
  - (13) OHV program management.
  - (14) Repaving existing parking lots or access roads to these areas.
  - (15) Repairs to trailheads, staging areas, or structures.
  - (16) Re-roofing.
  - (17) Electrical repairs.
- (d) See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to facilities operation and maintenance projects.
- (e) Applications for facilities operation and maintenance projects shall include all the information required under Section 4970.53 plus the following:
  - (1) A general project description, project costs, and activities to be performed (“deliverables”).
  - (2) Project specific map(s) showing the location of the facilities along with related OHV recreation roads, trails, areas, or other lands being served by the facilities.

NOTE: Authority cited: Sections 5001.5, and 5003, PRC.

Reference cited: Sections 5090.32 and 5090.50, PRC.

#### **4970.59. LAW ENFORCEMENT PROJECTS**

- (a) Law enforcement projects provide funding assistance to local and federal agencies for protection of life and property, including natural and cultural resources; enforcement of laws, public safety, OHV related search and rescue, personnel support, placement of barriers and other means of traffic control, and training.

- ~~(b) — Cities, counties, appropriate districts, federal agencies, and federally recognized Native American tribes are eligible to apply for law enforcement projects. Educational institutions and nonprofit organizations are not eligible to apply for law enforcement projects.~~
- ~~(c) — Examples of law enforcement projects include, but are not limited to the following:
 
  - ~~(1) — Personnel for OHV related law enforcement patrol and search and rescue.~~
  - ~~(2) — Training and equipment for OHV related law enforcement and search and rescue.~~
  - ~~(3) — Contracts for OHV related law enforcement patrol, including air support.~~
  - ~~(4) — Fuel and maintenance for vehicles used with law enforcement associated with OHV recreation.~~
  - ~~(5) — Placement of physical barriers and other means to control illegal access.~~
  - ~~(6) — Purchase and installation of signs related to OHV law enforcement.~~
  - ~~(7) — OHV law enforcement outreach, including personnel, educational materials, and maps.~~~~
- ~~(d) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to law enforcement projects.~~
- ~~(e) — Applications for law enforcement projects shall include all the information required under Section 4970.53 plus the following:
 
  - ~~(1) — A general project description, project costs, and activities to be performed (“deliverables”).~~
  - ~~(2) — Project specific map(s), which include and specifically identify and mark:
 
    - ~~(A) — All roads, trails, and areas to be patrolled.~~
    - ~~(B) — Areas of special concern.~~
    - ~~(C) — Areas with recurring law enforcement issues.~~~~~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5090.32, 5090.50, and 5090.64(b)(2), PRC; CVC Section 38000.

#### **4970.60. OFF-HIGHWAY VEHICLE (OHV) SAFETY AND/OR EDUCATION PROGRAM PROJECTS**

- ~~(a) — OHV safety and/or education program projects:
 
  - ~~(1) Provide OHV safety activities, and/or~~
  - ~~(2) Teach safe and environmentally responsible operation of OHVs.~~~~
- ~~(b) — Cities, counties, appropriate districts, federal agencies, federally recognized Native American tribes, educational institutions, and nonprofit organizations are eligible to apply for safety and/or education program projects.~~
- ~~(c) — OHV safety and/or education program projects include, but are not limited to the following:
 
  - ~~(1) — Safety orientation and training.~~
  - ~~(2) — Site rental and insurance.~~
  - ~~(3) — Program and school outreach, including, but not limited to:
 
    - ~~(A) — Noise restrictions.~~
    - ~~(B) — Signs, maps, and brochures design and production.~~
    - ~~(C) — Responsible riding.~~
    - ~~(D) — Public service announcements.~~
    - ~~(E) — ATV safety.~~~~
  - ~~(4) — Curriculum development.~~
  - ~~(5) — OHV safety or educational handbooks, including but not limited to vehicle operations, towing, and environmental education.~~
  - ~~(6) — Internet site development and other electronic media supporting safety and/or educational program projects.~~
  - ~~(7) — First aid stations.~~~~

- ~~(8) — OHV safety related equipment loan program, including but not limited to helmets and chest protective gear.~~
- ~~(9) — OHV search and rescue.~~
- ~~(10) — Spark arrester inspections.~~
- ~~(d) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to OHV safety and/or education program projects.~~
- ~~(e) — Applications for OHV safety and/or education program projects shall include all the information required under Section 4970.53 plus the following:~~
  - ~~(1) — A general project description, project costs, and activities to be performed (“deliverables”).~~
  - ~~(2) — A general description of material to be developed for the project including training locations.~~
  - ~~(3) — If site specific, project specific map(s).~~
  - ~~(4) — When applicable, nonprofit organization and educational institution applicants shall submit a written agreement with the property manager, land management agency, or landowner to perform the project, or provide documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.~~

~~NOTE: Authority cited: Sections 5001.5 and 5003, PRC.  
Reference cited: Sections 5090.32 and 5090.50, PRC.~~

#### **4970.61. PLANNING PROJECTS**

- ~~(a) — Planning projects are intended to determine the feasibility of an area and/or project, and design solutions for affected areas, and/or projects prior to the commitment of acquisition, development, or other funds. Planning projects may also be used to fund the preparation of environmental documentation.~~
- ~~(b) — Cities, counties, appropriate districts, federal agencies, and federally recognized Native American tribes are eligible to apply for planning projects. Educational institutions and nonprofit organizations are not eligible to apply for planning projects.~~
- ~~(c) — Examples of planning projects include, but are not limited to activities associated with preparation of the following:~~
  - ~~(1) — A plan or plans designating authorized roads, trails, areas for OHV recreation use, including, but not limited to:
    - ~~(A) — Documenting existing and projected uses and OHV recreation demand.~~
    - ~~(B) — Documenting the existence of soils, water, plants, animals, and/or cultural or other natural resources affected by OHV recreation and requiring protective measures in accordance with the Act or other law.~~
    - ~~(C) — Inventories and mapping of roads, trails, and areas.~~~~
  - ~~(2) — A plan to address toxic or hazardous waste within an area and adjacent property that may impact the site.~~
  - ~~(3) — A plan to address the potential effects of OHV recreation on:
    - ~~(A) — Adjacent lands.~~
    - ~~(B) — Residents.~~
    - ~~(C) — Potential conflict with other recreation.~~~~
  - ~~(4) — A plan to address OHV recreation activity as it affects air and water quality, including a strategy for resolution.~~
  - ~~(5) — Environmental documents, including CEQA or NEPA, for potential OHV projects prepared in accordance with the requirements of Section 4970.65 of these regulations.~~

- ~~(6) — The preparation of a Recreation Management Plan, OHV Plan, or the OHV portion of a General Plan.~~
- ~~(7) — Due diligence of potential acquisitions to determine the need to buffer the effects of OHV activities, and/or to provide future opportunity.~~
- ~~(d) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to planning projects.~~
- ~~(e) — Applications for planning projects shall include all the information required under Section 4970.53 plus the following:
 
  - ~~(1) — A general project description, project costs, activities to be performed and a list of all reports, (interim and/or final) or other documents to be produced (“deliverables”).~~
  - ~~(2) — Project specific map(s) and, if applicable, a trails map(s).~~
  - ~~(3) — Anticipated timeline for implementation of the project(s) based on the completed plan (if applicable).~~~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5024.1, 5090.32, 5090.35, 5090.50, and 5090.53, PRC.

### **4970.62. RESTORATION PROJECTS**

- ~~(a) — Restoration projects return land, plant communities, and plant covers to conditions comparable to those of surrounding lands or at least those that existed prior to OHV recreation, upon closure to OHV recreation:
 
  - ~~(1) — Upon a determination that best maintenance and conservation practices available to the applicant are not sufficient to meet established soil standards and/or wildlife habitat protection program requirements, or~~
  - ~~(2) — Upon determination that a repair project is necessary to mend damage to property caused by illegal OHV recreation on property where such use is prohibited by federal, state, or local law, or~~
  - ~~(3) — Upon lands that have been closed by the administrative agency to recreational motorized use.~~~~
- ~~(b) — Cities, counties, appropriate districts, federal agencies, and federally recognized Native American tribes are eligible to apply for restoration projects. Educational institutions and nonprofit organizations are not eligible to apply for restoration projects.~~
- ~~(c) — Examples of restoration projects include, but are not limited to the following:
 
  - ~~(1) — Restoring and stabilizing land contours.~~
  - ~~(2) — Planting and/or reintroducing native plants, shrubs, trees, or groundcovers.~~
  - ~~(3) — Constructing physical barriers and other means of traffic control devices to prevent use of the area by off-highway motor vehicles in order to achieve restoration.~~
  - ~~(4) — Eradicating evidence of illegal OHV recreation and returning the land to the condition that existed prior to the illegal OHV recreation, to the extent practical, including the planting of plants, shrubs, trees, or groundcovers.~~~~
- ~~(d) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to restoration projects.~~
- ~~(e) — Applications for restoration projects shall include all the information required under Section 4970.53 plus the following:
 
  - ~~(1) — A general project description, project costs, activities to be performed (“deliverables”).~~
  - ~~(2) — An explanation of any legal recreational OHV activity being displaced and what maintenance and conservation efforts were taken and why they were not successful.~~
  - ~~(3) — Project specific map(s) and representative photographs of restoration sites.~~~~

- ~~(4) — An explanation of the law enforcement efforts and follow up activities to be performed in support of the restoration sites/projects.~~
- ~~(5) — Descriptions of the success criteria and monitoring that will be used to determine project success.~~
- ~~(6) — An anticipated timeline for implementation of project(s).~~

~~NOTE: Authority cited: Sections 5001.5 and 5003, PRC.~~

~~Reference cited: Sections 5090.32, 5090.50, and 5090.64(a), PRC.~~

### **4970.63. SCIENTIFIC RESEARCH PROJECTS**

- ~~(a) — Scientific research projects implement scientific research to evaluate, estimate, analyze, and address the possible impact on, or of, OHV recreation and develop responsive management recommendations.~~
- ~~(b) — Cities, counties, appropriate districts, federal agencies, federally recognized Native American tribes, educational institutions, and nonprofit organizations are all eligible to apply for scientific research projects.~~
- ~~(c) — Scientific research projects on OHV recreation may include, but are not limited to those that address the following objectives:
 
  - ~~(1) — Determine the best management practices, including maintenance and conservation practices, available or designed to provide for sustainable long term OHV recreational use of roads, trails, areas, or lands.~~
  - ~~(2) — Determine current and future unmet needs for roads, trails, areas, and related facilities to meet the need for sustainable long term OHV recreation use.~~
  - ~~(3) — Document potential effects of OHV recreation on natural and cultural resources.~~
  - ~~(4) — Document potential effects of OHV recreation on other recreation uses.~~
  - ~~(5) — Document potential effects of OHV recreation on adjacent lands.~~
  - ~~(6) — Document potential impact on relationships between OHV recreation and local residents.~~
  - ~~(7) — Identify and/or further technological advances to reduce noise, air, and water pollution from OHVs.~~
  - ~~(8) — Document lands subject to OHV recreation use through geologic survey and slope maps or topographic maps.~~
  - ~~(9) — Document toxic or hazardous waste within an area and adjacent property that may impact the site.~~~~
- ~~(d) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to scientific research projects.~~
- ~~(e) — Applications for scientific research projects shall include all the information required under Section 4970.53 plus the following:
 
  - ~~(1) — A general project description, project costs, and activities to be performed (“deliverables”).~~
  - ~~(2) — Project specific map(s) and, if applicable, trails map(s).~~
  - ~~(3) — Research project design listing a description of the goals, objectives, and methodologies.~~
  - ~~(4) — A timeline for completion of the scientific research project.~~
  - ~~(5) — Documentation of peer review of the research plan. The peer review shall be conducted by at least three qualified experts from the scientific discipline or related fields.~~
  - ~~(6) — The curriculum vitae of the primary researcher(s).~~~~

- ~~(7) — Nonprofit organization and educational institution applicants shall provide the approval of the property manager, land management agency, or landowner to perform the scientific research or documentation that no such agreement will be required.~~

~~NOTE: Authority cited: Sections 5001.5 and 5003, PRC.~~

~~Reference cited: Sections 5024.1, 5090.32, and 5090.50, PRC.~~

#### **4970.64. TRAIL MAINTENANCE PROJECTS**

- ~~(a) — These projects consist of two types: trail maintenance and trail reroute necessitated by safety and/or destruction by natural disaster.~~
- ~~(b) — Cities, counties, appropriate districts, federal agencies, and federally recognized Native American tribes are eligible to apply for trail maintenance projects. Educational institutions and nonprofit organizations are not eligible to apply for trail maintenance projects~~
- ~~(c) — Trail maintenance is routine work on roads, trails, or areas, including, but not limited to the following:~~
- ~~(1) — Brushing.~~
  - ~~(2) — Trail signing.~~
  - ~~(3) — Fallen tree removal.~~
  - ~~(4) — Tread work related to safety or ease of passage.~~
  - ~~(5) — Snow or trail grooming (e.g. rock rakes, tractor work).~~
- ~~(d) — Trail reroute work includes closing the existing trail or trail segment, including restoration activities and replacement of the closed trail segment with superior alignment.~~
- ~~(e) — See Chapter 3 of the OHMVR Division Manual for a list of eligible costs attributable to trail maintenance projects.~~
- ~~(f) — Applications for trail maintenance projects shall include all the information required under Section 4970.53 plus the following:~~
- ~~(1) — A general project description, project costs, and activities to be performed (“deliverables”).~~
  - ~~(2) — Project specific map(s) and trails map(s).~~
  - ~~(3) — A trail maintenance plan.~~

~~NOTE: Authority cited: Sections 5001.5, and 5003, PRC.~~

~~Reference cited: Sections 5090.32 and 5090.50, PRC.~~

### **ARTICLE 3 — ENVIRONMENTAL AND MATCH REQUIREMENTS**

#### **4970.65. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REQUIREMENTS**

- ~~(a) — The Division is required to comply with CEQA (PRC Section 21000 et seq.) in order to approve all grants and cooperative agreements under the OHMVR grants and cooperative agreements program.~~
- ~~(b) — FOR CITY, COUNTY, APPROPRIATE DISTRICT, EDUCATIONAL INSTITUTION, AND NONPROFIT ORGANIZATION APPLICANTS ONLY~~
- ~~(1) — All city, county, appropriate district, educational institution and nonprofit organization applicants shall provide the required documentation for the Division to determine that CEQA compliance has been met. All such applicants applying for a restoration grant or relying on a Categorical Exemption for CEQA compliance shall also provide responses to questions required by Section VI of the Application Instructions. CEQA compliance shall be determined by one of the following:~~

- ~~(A) — A Notice of Exemption (NOE) finding that the project is exempt from CEQA that has been filed for the project consistent with CEQA Guidelines Section 15062, or~~
- ~~(B) — An Initial Study/Negative Declaration (IS/ND) or an Initial Study/Mitigated Negative Declaration (IS/MND) for activities that are not categorically exempt, but fit within the definition of activities that may be covered by a ND under CEQA, together with a copy of the Notice of Determination filed for the project (NOD), or~~
- ~~(C) — An Environmental Impact Report (EIR) if the proposed activity poses a potentially significant impact as defined in an IS/ND checklist, or meets any of the tests for mandatory findings of significance under CEQA (PRC Section 21083; CEQA Guidelines Section 15065), together with a copy of the Notice of Determination (NOD) filed for the project, or~~
- ~~(D) — Other documentation indicating that the requirements of CEQA have been satisfied in the discretion of the applicant or the reasons the applicant believes the project is categorically exempt or not subject to the CEQA requirements.~~
- ~~(2) — Notwithstanding subdivision (b)(1), where the applicant is not a lead agency and CEQA compliance has not otherwise been met, the applicant shall provide responses to questions required by Section VI of the Application Instructions and shall also provide adequate information to the Division to make a sufficient project review to determine the appropriate level of CEQA compliance and any additional environmental documentation required.~~
  - ~~(A) — Within forty five (45) calendar days of determining the application has complied with the Application Instructions, the Division will determine what additional documentation or information is required for the Division to complete the requirements for CEQA, with an assessment of the amount of further CEQA analysis and compliance that may be required. The Division cannot promise to complete the added CEQA work needed if the time and resources required exceed the time and resources available to complete the application selection process. If the Division determines that it cannot complete the necessary additional CEQA work, it reserves the right to inform the applicant in writing and return the application and supporting materials.~~
  - ~~(B) — If the Division determines that additional information is required for the grant application to comply with CEQA and that such work may be completed with existing resources and within the timeframe for the application process, it will request such additional documentation from the applicant be returned within ten (10) calendar days of the written request.~~
    - ~~(1) — Applicants who do not return the requested additional information within the ten-day time limit will have their applications returned without further processing.~~
    - ~~(2) — For those applications that are accepted for further CEQA compliance, the Division will use its best efforts to cause the CEQA compliance work to be completed in sufficient time for final Commission allocation of funds and approval of the activities to be funded (“deliverables”) for the project(s). However, the Division cannot guarantee the project will be certified as CEQA compliant. Also, the Division reserves the right to cease CEQA compliance work if it determines the project may not be funded in light of the project evaluation and scoring process and submission of the project to the Commission grant subcommittee for~~

~~preliminary review and funding allocations. Within forty five (45) calendar days of receipt of the applications, the Division shall review the application for environmental compliance.~~

~~(c) Within forty five (45) calendar days of receipt of the applications, the Division shall review the application for environmental compliance.~~

~~(1) Any application not addressing (b) above shall be returned to the applicant without further processing.~~

~~(2) If (b) above is addressed and the Division needs to clarify information provided, the Division shall submit in writing a request for such information from the applicant within the 45 day review period. The Division shall request that the applicant provide the additional information in writing to the Division within ten (10) calendar days of receipt of the request.~~

~~(3) Applicants that do not return the requested additional information within the ten (10) calendar day limit shall have their applications returned without further processing.~~

~~(d) FOR FEDERAL AGENCIES OR FEDERALLY RECOGNIZED NATIVE AMERICAN TRIBE APPLICANTS ONLY~~

~~(1) All federal agency and federally recognized Native American tribe applicants shall submit completed project related NEPA compliance documentation with their applications together with the responses to questions required by Section VI of the Application Instructions, to allow the Division to make a sufficient project review to determine the appropriate level of CEQA compliance and any additional environmental documentation required.~~

~~(2) Within forty five (45) calendar days of determining an application has complied with the Application Instructions, the Division will determine what additional documentation or information is required for the Division to complete the requirements for CEQA, with an assessment of the amount of further CEQA analysis and compliance that may be required. The Division cannot promise to complete the added CEQA work needed if the time and resources required exceed the time and resources available to complete the application selection process. If the Division determines that it cannot complete the necessary additional CEQA work, it reserves the right to inform the applicant in writing and return the application and supporting materials.~~

~~(A) If the Division determines that additional information is required for the cooperative agreement applications to comply with CEQA and that such work may be completed with existing resources and within the timeframe for the application process, it will request such additional documentation from the applicant be returned within ten (10) calendar days of the written request.~~

~~(B) Applicants who do not return the requested additional information within the ten day time limit will have their applications returned without further processing.~~

~~(C) For those applications that are accepted for further CEQA compliance, the Division will use its best efforts to cause the CEQA compliance work to be completed in sufficient time for final Commission allocation of funds and approval of the activities to be funded (“deliverables”) for the project(s). However, the Division cannot guarantee the project will be certified as CEQA compliant. Also, the Division reserves the right to cease CEQA compliance work if it determines the project may not be funded in light of the project evaluation and scoring process and submission of the project to the Commission grant subcommittee for preliminary review and funding allocations.~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5090.32 and 5090.50(g), 15000 et seq, and 21000 et seq, PRC; USC Title 42, Section 4371; 40 CFR part 1500.1 et seq.

**4970.66. WILDLIFE HABITAT PROTECTION PROGRAM (WHPP) / HABITAT MANAGEMENT PROGRAM (HMP)**

- (a) A Wildlife Habitat Protection Program (WHPP) is an animal and plant Habitat Management Program (HMP) designed to sustain a viable species composition for the project area, pursuant to PRC Sections 5090.35 (b) and 5090.50.
- (b) All federal agency and federally recognized Native American tribe applications for funding, with the exception of law enforcement shall submit a WHPP/HMP designed to sustain a viable species composition for the project area.
- (c) All city, county, and appropriate district applicants for acquisition and development projects shall develop and submit with their application, pursuant to PRC Section 5090.53, a WHPP/HMP designed to sustain a viable species composition for the project area.
- (d) A WHPP/HMP shall follow the Application Instructions, and include the following components as applicable:
  - (1) Species or habitats of concern related to OHV recreation.
  - (2) Risk factors associated with OHV recreation.
  - (3) Management objectives and actions, including success criteria.
  - (4) Monitoring.
  - (5) Management review and response.
- (f) Within forty five (45) calendar days of the grant Application Filing Date, the Division shall review all applications to ensure that all required components of the WHPP/HMP are addressed.
  - (1) Any application required to include a WHPP/HMP per (b) or (c) above and not addressing all required WHPP/HMP components as described in Section VII of the Application Instructions, shall be returned to the applicant without further processing.
  - (2) If all required WHPP/HMP components are addressed but the Division needs to clarify information provided and has determined that such clarification may be completed within the timeframe for the application process, it shall request such additional documentation from the applicant be returned within ten (10) calendar days of the written request.
  - (3) Applicants who do not return the requested additional information within the ten-day time limit shall have their applications returned without further processing.

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Section 5090.32, 5090.35, 5090.50, and 5090.53, PRC.

**4970.67. SOIL CONSERVATION PROGRAM**

- (a) All federal agency and federally recognized Native American tribe applications for funding, with the exception of sole applications for law enforcement pursuant to PRC Section 5090.50(i), shall submit evidence showing that a soil conservation program for the project area has been met.
- (b) All city, county, and appropriate district applications for acquisition and development projects shall submit evidence showing that a soil conservation program, pursuant to PRC Section 5090.53(b), for the project area has been met.
- (c) The soil conservation program shall comply with PRC 5090.35, 5090.50, and 5090.53, the Application Instructions and the Soil Conservation Guidelines/Standards for Off Highway

Vehicle Recreation Management (11/14/91) until replaced by the 2006 soil conservation standards.

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Section 5090.32, 5090.35, 5090.50, and 5090.53, PRC.

#### **4970.68. MATCH REQUIREMENTS**

- ~~(a) — Except as provided in 4970.68 (c), cities, counties, and appropriate districts, nonprofit organizations, and educational institutions shall provide matching funds or the equivalent value of services, material, or property used, in an amount of not less than 25 percent of the total expense of the off highway motor vehicle facility to be funded by the grant.~~
- ~~(b) — All federal agencies and federally recognized Native American tribes are exempt from the matching funds requirement in accordance with PRC Section 5090.51(a).~~
- ~~(c) — There shall be no matching fund requirement for grant applications that request funding for planning, acquisition, development, or construction of a regional OHV facility as defined in Section 4970.50(uu).~~
- ~~(d) — Cities, counties, and appropriate districts must provide a match as follows:
  - ~~(1) — For acquisition projects, in non-regional facilities only.~~
  - ~~(2) — For conservation projects, in all facilities with the exception of construction activities in regional facilities.~~
  - ~~(3) — For development projects, in non-regional facilities only.~~
  - ~~(4) — For equipment projects, in all facilities.~~
  - ~~(5) — For facilities operation and maintenance projects, in all facilities with the exception of construction activities in regional facilities.~~
  - ~~(6) — For law enforcement projects, in all facilities.~~
  - ~~(7) — For OHV safety and/or education program projects, in all facilities.~~
  - ~~(8) — For planning projects, in non-regional facilities only.~~
  - ~~(9) — For restoration projects, in all facilities with the exception of construction activities in regional facilities.~~
  - ~~(10) — For scientific research projects, in all facilities.~~
  - ~~(11) — For trail maintenance projects in all facilities with the exception of construction activities in regional facilities.~~~~
- ~~(e) — Nonprofit organizations and educational institutions must provide a match as follows:
  - ~~(1) — For conservation projects, in all facilities with the exception of construction activities in regional facilities.~~
  - ~~(2) — For equipment projects, in all facilities.~~
  - ~~(3) — For OHV safety and/or education program projects, in all facilities.~~
  - ~~(4) — For scientific research projects, in all facilities.~~~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Section 5090.51, PRC.

## ARTICLE 4 – APPLICATION EVALUATION AND ALLOCATION OF OHV FUNDS

### 4970.69. APPLICATION EVALUATION SYSTEM

- ~~(a) — OHMVR grants and cooperative agreements shall be evaluated, funded, and awarded on a competitive basis as provided for in these regulations. An evaluation system will be used to evaluate each type of project within an application.~~
- ~~(b) — The application evaluation system to be used by the Division for each single or multiple project application will consist of evaluation criteria, scoring, ranking and funding determinations as indicated in the OHMVR Division Manual, Chapter 2.~~
- ~~(c) — Division staff shall ensure that all grant and cooperative agreement applications forwarded to the Commission shall comply with the Application Instructions and the following sections:
  - ~~(1) — Acquisition projects, Section 4970.54.~~
  - ~~(2) — Conservation projects, Section 4970.55.~~
  - ~~(3) — Development projects, Section 4970.56.~~
  - ~~(4) — Equipment projects, Section 4970.57.~~
  - ~~(5) — Facilities operation and maintenance (FO&M) projects, Section 4970.58.~~
  - ~~(6) — Law enforcement projects, Section 4970.59.~~
  - ~~(7) — OHV safety and/or education program projects, Section 4970.60.~~
  - ~~(8) — Planning projects, Section 4970.61.~~
  - ~~(9) — Restoration projects, Section 4970.62.~~
  - ~~(10) — Scientific research projects, Section 4970.63.~~
  - ~~(11) — Trail maintenance projects, Section 4970.64.~~~~
- ~~(d) — Grants and cooperative agreement applications that are complete as submitted will be evaluated and funding determinations made according to the provisions of the OHMVR Division Manual Chapter 2, Application Evaluation System. Applications determined to be incomplete shall be returned to the applicant without being evaluated and will not be forwarded to the Commission for consideration.~~

NOTE: Authority cited: Sections 5001.5 and 5003, PRC.

Reference cited: Sections 5090.24 and 5090.32, PRC.

### 4970.70. COMMISSION ALLOCATION OF FUNDS AND APPROVAL OF GRANTS AND COOPERATIVE AGREEMENTS PROGRAM APPLICATIONS

- ~~(a) — Applications shall be considered once annually as long as OHV Trust Funds are available.~~
- ~~(b) — Applications that have undergone the application evaluation system shall be considered complete.~~
- ~~(c) — In accordance with the provisions of the OHMVR Division Manual, Chapter 2, the Commission Chair may designate a Grants and Cooperative Agreements Program Subcommittee (“Subcommittee”) to hold public meetings for preliminary consideration of the grant or cooperative agreement applications that have been evaluated, scored, ranked, and have received funding determinations by the Division.~~
- ~~(d) — The Commission shall allocate grants and cooperative agreement program funds and approve the activities to be performed (“deliverables”) of the grants or cooperative agreement applications and/or project(s) in accordance with these regulations and after hearing public and applicant testimony, Division input, and considering any other written comments or information submitted to the Commission for consideration during its deliberations. The Commission may accept the recommendations of the Subcommittee, if any, or make further revisions it deems appropriate in light of these regulations, the information in the applications, and any other public input or testimony relating to scoring criteria received during the~~

~~Commission's public meetings. The Division shall prepare and execute project agreements to implement the approved funding allocations and project deliverables.~~

- (e) ~~The Division shall send to the Resources Agency and to the applicants a copy of the Commission's funding allocations. Other organizations and interested parties may receive a copy of the Commission's funding allocations upon written request to the Division or view the allocations on the Division website.~~

~~Note: Authority cited: Sections 5001.5 and 5003, PRC.~~

~~Reference cited: Sections 5090.32 and 5090.61, PRC.~~

## **ARTICLE 5 – AUDITS AND PERFORMANCE REVIEWS**

### **4970.71. AUDITS**

- (a) ~~The grantee shall maintain financial accounts, documents, and records in accordance with generally accepted accounting methods for all projects and shall make them available to the Department's auditor.~~
- (b) ~~The Department shall have the right to inspect and/or make copies of any books, records, or reports of the grantee pertaining to all projects.~~
- (c) ~~The grantee shall retain all financial accounts, documents, and records for three (3) years from the expiration date of the project agreement, or three (3) years from the start of an audit engagement, whichever comes first, and until an audit started during the three (3) years has been completed and a report is published.~~
- (d) ~~Upon completion of the Department audit, the grant recipient shall be provided a copy of the final audit report that shall contain the results of the audit.~~
- (e) ~~If the audit results identify exceptions resulting in refunds due to the State, the grantee shall have sixty (60) calendar days to refund the overpayment to the State.~~

~~NOTE: Authority cited: Sections 5001.5 and 5003, PRC.~~

~~Reference cited: Section 5090.32, PRC.~~

### **4970.72. PERFORMANCE REVIEWS**

- (a) ~~The Division may conduct performance reviews of the grantee's project(s) taking into consideration past and current performance. These performance reviews may include, but are not limited to, review of an open project to determine progress toward the accomplishment of deliverables. Such review may include, but is not limited to, desk reviews of project activity reports, questionnaires and other standards of inquiry, and/or site visits.~~
- (b) ~~When the Division staff conduct a site visit, they shall develop a report containing any comments and recommendations with regard to the performance of the grantee's project. A copy of the report shall be provided to the grantee.~~
- (c) ~~All comments and recommendations provided by Division staff while on a site visit and received by the applicant sixty (60) calendar days prior to an Application Filing Date shall be addressed by the grantee in the project application.~~

~~NOTE: Authority cited: Sections 5001.5 and 5003, PRC.~~

~~Reference cited: Section 5090.32, PRC.~~

~~OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR)  
DIVISION MANUAL FOR GRANTS AND COOPERATIVE  
AGREEMENTS PROGRAM~~

~~APPLICATION INSTRUCTIONS~~

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~~CHAPTER 1~~

# APPLICATION INSTRUCTIONS

## TABLE OF CONTENTS

	Page
<del>Purpose of the Off-Highway Motor Vehicle Recreation Division Manual For Grants and Cooperative Agreements Program</del>	<del>4</del>
<del>Program Overview</del>	<del>4</del>
<del>Off-Highway Motor Vehicle Recreation Grants and Cooperative Agreements Program Funding Cycle</del>	<del>5</del>
<del>Application Process</del>	<del>7</del>
<del>Regulations</del>	<del>7</del>
<del>Application Instruction Components</del>	<del>8</del>
<del>Application Filing Requirements</del>	<del>8</del>
<del><b>Section I</b> Application Face Sheet (OHV Form A)</del>	<del>10</del>
<del><b>Section II</b> General Agency Location Maps</del>	<del>12</del>
<del><b>Section III</b> Application Summary Sheet</del>	<del>13</del>
<del><b>Section IV</b> Project Costs/Deliverables</del>	<del>15</del>
<del><b>Section V</b> Specific Project Types and Requirements:</del>	<del>23</del>
<del>Application Checklist</del>	<del>24</del>
<del>Acquisitions Projects</del>	<del>26</del>
<del>Conservation Projects</del>	<del>28</del>
<del>Development Projects</del>	<del>30</del>
<del>Equipment Projects</del>	<del>32</del>
<del>Facilities Operation and Maintenance (FO&amp;M) Projects</del>	<del>34</del>
<del>Law Enforcement Projects</del>	<del>36</del>
<del>OHV Safety and/or Education Program Projects</del>	<del>38</del>
<del>Planning Projects</del>	<del>40</del>
<del>Restoration Projects</del>	<del>42</del>
<del>Scientific Research Projects</del>	<del>44</del>
<del>Trail Maintenance Projects</del>	<del>46</del>
<del><b>Section VI</b> Environmental Documentation</del>	<del>48</del>
<del>—— Environmental Review Data Sheet (ERDS)</del>	<del>49</del>
<del>—— Restoration Environmental Review Data Sheet</del>	<del>50</del>

<b><u>Section VII</u></b> Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP)	<b>52</b>
<b><u>Section VIII</u></b> Soil Conservation Program	<b>63</b>
<b><u>Section IX</u></b> Project Activity Report (PAR)	<b>66</b>
<b><u>Section X</u></b> Public Review Process	<b>74</b>
<b><u>Section XI</u></b> Governing Body Resolution	<b>75</b>

## **PURPOSE OF THE OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION MANUAL FOR GRANTS AND COOPERATIVE AGREEMENTS PROGRAM**

The California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division (herein referred to as "Division") Manual for Grants and Cooperative Agreements Program is a multi-purpose document. Chapter 1, Application Instructions, provides an introduction to the OHMVR Grants and Cooperative Agreements Program and directions for completing an application for grants or cooperative agreements; Chapter 2, Application Evaluation System, provides information on how the Application Evaluation System works and also provides the individual project criteria on which an application is scored; and Chapter 3, Project Administration Procedures, contains the administrative management element of a project once funding has been allocated.

### **PROGRAM OVERVIEW**

The Division administers the Division Grants and Cooperative Agreements Program under the authority of the California Code of Regulations (CCR), Title 14, Division 3, Chapter 15.5, Sections 4970.49 – 4970.72, (herein referred to as "Regulations") that annually awards funding in the form of grants and cooperative agreements throughout the state.

The purpose of the Division grants and cooperative agreements program is to provide financial assistance to cities, counties, appropriate districts, federal agencies, federally recognized Native American tribes, educational institutions, and nonprofit organizations to develop, maintain, expand, and manage high-quality off-highway vehicle (OHV) recreation areas and trails and to responsibly maintain the wildlife, soil, and habitat of these areas in a manner that will sustain long-term OHV recreation in accordance with the provisions and legislative intent of Public Resources Code (PRC) commencing at Section 5090.01.

The OHMVR grants and cooperative agreements funds are allocated annually on a competitive basis. The Commission is responsible for allocating funds to grants and cooperative agreements applicants, and approval of the project costs and activities to be performed ("deliverables"). The Commission reviews applications annually, and considers Division determinations, public input, and grantee testimony as a basis for allocating the OHV funds.

Seven Commissioners are appointed to staggered, four-year terms. The Governor appoints three (3) members, and the Senate Rules Committee and the Speaker of the Assembly each appoint two (2) members. The Commission membership is required by law to represent a range of interests representing off-highway recreation, OHV recreation enthusiasts, non-motorized recreation interests, law enforcement, environmental interest groups, biological or soil scientists, and associations of predominantly rural landowners.

Pursuant to CCR, Title 14, 4970.53(a), Chapter 1 of the Division Manual for Grants and Cooperative Agreements Program, has been developed to assist the applicant with the preparation of an application for grants or cooperative agreements.

## **OFF-HIGHWAY MOTOR VEHICLE RECREATION GRANTS AND COOPERATIVE AGREEMENTS PROGRAM FUNDING CYCLE**

The Commission holds an annual program review meeting at the start of each Grants and Cooperative Agreements Program cycle to collect input concerning the OHMVR Grants and Cooperative Agreements Program, and to provide a forum to receive public input on specific project needs for Grants and Cooperative Agreements Program areas. At the same meeting, the Commission may also establish funding targets and provide general guidance to the Division prior to the start of each grant cycle.

Upon receipt of the applications, the Division reviews each application for timeliness of receipt and completeness. Applications deemed complete are competitively evaluated, scored, and ranked by an evaluation panel of not less than five Division staff members. The Division makes funding determinations which it forwards to the Commission. The Commission allocates funds and approves the projects' scopes of work. The selection and allocation cycle ends with the certification of a project agreement between the grantee and the Division. The schedule on the following page provides an overview of a typical Grants and Cooperative Agreements Program cycle. NOTE: The Division may modify the dates of the funding cycle to meet the needs of the Program and the Division.

## Grants and Cooperative Agreements Program Funding Cycle Schedule

<b>Activity</b>
<p><del>Commission Public Meeting</del></p>
<p><del>Division Website Postings</del></p> <p><del>Six weeks prior to the Application Filing Date, the Division will post application materials and announce when Grants and Cooperative Agreements Program Workshop(s) may be held for potential applicants.</del></p>
<p><del>Applications Due to Division (Application Filing Date)</del></p> <p><del><b>Applications are due to the Division by 5:00 p.m. on the Application Filing Date (August 1).</b> Applications received after the Application Filing Date are returned to the applicants without consideration. <b>Postmarks are not accepted.</b></del></p>
<p><del>Application Evaluation System</del></p> <p><del>An evaluation panel of not less than five (5) Division staff evaluates, scores, ranks and provides funding determinations for each single or multiple project application.</del></p>
<p><del>Results of Division Application Evaluation Period</del></p>
<p><del>Commission Subcommittee Meeting – NORTH</del></p> <p><del>The Commission Subcommittee considers funding allocations for the Grants and Cooperative Agreements Program after hearing public and applicant testimony.</del></p>
<p><del>Commission Subcommittee Meeting – SOUTH</del></p> <p><del>The Commission Subcommittee considers funding allocations for the Grants and Cooperative Agreements Program after hearing public and applicant testimony.</del></p>
<p><del>Full Commission Meeting</del></p> <p><del>The Commission as a whole allocates project funds and approves the activities to be performed (“deliverables”) for the project agreements.</del></p>
<p><del>Division and Grantees Execute Project Agreements</del></p>
<p><del>Division Sends Certified Project Agreements to Grantees</del></p>

## **APPLICATION PROCESS**

Use the following documents to prepare an application for OHV funds through the OHMVR Grants and Cooperative Agreements Program:

- The Off-Highway Motor Vehicle Recreation Grants and Cooperative Agreements Program Regulations (also known as “Program Regulations”), CCR, Title 14, 4970.49-4970.72; and
- Division Manual:
  - Chapter 1 – Application Instructions
  - Chapter 2 – Application Evaluation System
  - Chapter 3 – Project Administration Procedures
  - Glossary
  - Appendix

These documents are available on the Division website at [www.ohv.parks.ca.gov](http://www.ohv.parks.ca.gov), Grants and Regulations link, or by contacting the Division at (916) 324-4442 or by e-mail at [ohvinfo@parks.ca.gov](mailto:ohvinfo@parks.ca.gov).

## **REGULATIONS**

The Division STRONGLY ENCOURAGES the applicants to read the Program Regulations thoroughly prior to beginning work on the application to ensure a submission of a complete application that complies with all State requirements.

The following are the different project types available for funding:

<b>SPECIFIC PROJECT TYPES</b>
Acquisition Projects (CCR, Title 14, 4970.54)
Conservation Projects (CCR, Title 14, 4970.55)
Development Projects (CCR, Title 14, 4970.56)
Equipment Projects (CCR, Title 14, 4970.57)
Facilities Operation and Maintenance (FO&M) Projects (CCR, Title 14, 4970.58)
Law Enforcement Projects (CCR, Title 14, 4970.59)
OHV Safety and/or Education Program Projects (CCR, Title 14, 4970.60)
Planning Projects (CCR, Title 14, 4970.61)
Restoration Projects (CCR, Title 14, 4970.62)
Scientific Research Projects (CCR, Title 14, 4970.63)
Trail Maintenance Projects (CCR, Title 14, 4970.64)

## APPLICATION INSTRUCTION COMPONENTS

APPLICATION FOR OFF-HIGHWAY MOTOR VEHICLE RECREATION GRANTS AND COOPERATIVE AGREEMENTS PROGRAM (herein referred to as the APPLICATION FACE SHEET)	SECTION I
GENERAL AGENCY LOCATION MAPS (MAP OF CALIFORNIA) AND (GENERAL VICINITY MAP)	SECTION II
APPLICATION SUMMARY SHEET	SECTION III
PROJECT COSTS/DELIVERABLES (PC/D)	SECTION IV
SPECIFIC PROJECT TYPES AND REQUIREMENTS	SECTION V
<u>ENVIRONMENTAL DOCUMENTATION</u> — CEQA and/or NEPA — ENVIRONMENTAL REVIEW DATA SHEET — (For all project types <u>except</u> Restoration Projects) — RESTORATION ENVIRONMENTAL REVIEW DATA SHEET — (For Restoration Projects Only)	SECTION VI
WILDLIFE HABITAT PROTECTION PROGRAM/HABITAT MANAGEMENT PROGRAM (WHPP/HMP)	SECTION VII
SOIL CONSERVATION PROGRAM — (SOIL CONDITION RATING TABLE)	SECTION VIII
PROJECT ACTIVITY REPORT (PAR)	SECTION IX
PUBLIC REVIEW PROCESS	SECTION X
GOVERNING BODY RESOLUTION	SECTION XI
APPLICATION FORMS	APPENDIX
GLOSSARY OF TERMS	FOLLOWING APPENDIX

## APPLICATION FILING REQUIREMENTS

Agencies must submit all applications electronically using Windows 98 or newer version on compact disc (CD). All photos and other images must be submitted in JPEG format. If you are having problems with the CD format that you are unable to resolve, contact the Division at (916) 324-4442 for technical support. If the OHMVR staff cannot resolve an agency's formatting problem, the Division may grant a waiver on a case-by-case basis to allow the applicant to submit hardcopies in lieu of electronic copies.

Agencies must provide two (2) CDs and three (3) paper copies (one (1) with **original** signatures and two (2) copies) of their completed Grants or Cooperative Agreements Application package to the Division addressed as follows:

**Department of Parks and Recreation  
Off-Highway Motor Vehicle Recreation Division  
1725 23<sup>rd</sup> Street, Suite 200  
Sacramento, CA 95816-7100**

**Applications are due to the Division no later than 5:00 p.m. on the Application Filing Date.** Applications received after 5:00 p.m. on the Application Filing Date are considered "late" and returned to the applicant without consideration. **Postmarks will not be accepted.**

~~Applicants shall submit one Application Package using one set of General Application Requirements for each package (refer to CCR, Title 14, 4970.53). The Application Package consists of one (1) Application Face Sheet and one (1) Application Summary Sheet whether applying for single or multiple project types (e.g., acquisition projects, equipment projects, law enforcement projects under one application package). Applicants shall format all text or narratives using a minimum of a one-inch margin using 12 point, Arial font type (see Section V). The pages of each project type shall be in the order listed on the project type checklist and numbered sequentially.~~

~~When applicants apply for multiple project types, (i.e., sections applicable to all grants or cooperative agreements), applicants shall reference general application information by cross-referencing the pages, including page numbers containing the referenced information.~~

~~The Division must account for funding of grants and cooperative agreements expenses in the appropriate categories. The two categories of funding are 1.) Conservation and Enforcement Sub-Account (CESA) and 2.) Non-CESA. As a general rule, activities relating to conservation, law enforcement, and restoration shall be charged to the CESA account, while acquisition, development, equipment, facilities operation and maintenance, OHV safety and/or education program, planning, scientific research, and trail maintenance will be charged to the Non-CESA account.~~

~~Documents on file with the Division from the 2005-2006 grants and cooperative agreements cycle shall be used as the "baseline" information year for prior applicants. Baseline information may be referred to as supporting documentation for current year applications. Applicants who submitted applications the previous year shall clearly state that the documents on file with the Division still apply to the current project, or shall clearly describe any updates to the documents on file in the current year application. If there is any doubt as to the applicability of the documents on file to the current project, new baseline documents shall be provided with clear instructions to the Division that the new documents replace those currently on file.~~

~~Prior applicants are not required to resubmit environmental/planning documents (e.g., environmental assessments (EA), environmental impact reports/statements, general plans, land and resource management plans, ) or any other long-term programmatic documents that were submitted prior to the current year cycle, unless these documents have undergone revision, amendment, etc. If there is doubt as to the applicability of the environmental/planning documents on file to the current project, new baseline documents shall be provided with clear instructions to the Division that the new documents replace those currently on file.~~

~~Prior applicants are not required to resubmit Soil Conservation Plans, Trail Condition Rating Tables, and Wildlife Habitat Protection Programs (WHPP)/Habitat Management Programs (HMP) that were submitted prior to the current year cycle, unless these documents have undergone revision, amendment, etc. If there is any doubt as to the applicability of the documents on file to the current project, new baseline documents shall be provided with clear instructions to the Division that the new documents replace those currently on file. Applicants required to submit WHPP/HMP OHV Form L must **always** submit Tables 5, 6, and 7 each year. Additionally, **if any information listed in Tables 1-4 has changed from the previously submitted WHPP/HMP, then the applicant must submit a new WHPP/HMP.** The new WHPP/HMP must be complete and revised to address the new information.~~

~~Since all projects funded by the State of California must be reviewed for consistency with the requirements of the California Environmental Quality Act (CEQA), applicants shall provide the necessary environmental documentation per CCR, Title 14, 4970.65. For a complete description of the ERDS instructions see Section VI, Forms J & K, of these Application Instructions.~~

# SECTION I

## APPLICATION FACE SHEET (OHV Form A)

The Division requires all applicants to complete an application for California Off-Highway Motor Vehicle Recreation (OHMVR) Local Assistance Grants or Cooperative Agreements.

### Instructions:

**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, or Barstow Resource Area)

**Item 2: City, County(ies), State and Zip Code** — Enter the name of the city, county(ies) and state as well as the zip code

**Item 3: Legislative Districts** — Enter the numbers of the Legislative Districts with over the project area.

**Item 4: Grant or Cooperative Agreement Project Type** — If applying for more than one of the same project type, list the number of projects applying for. Check all the types of grant or cooperative agreement project types being included in the application package.

**Item 5: a) Applicant's Authorized Representative and b) Contact Person** — 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 Field Office or District Manager, USFS Forest Supervisor, Local Agency Parks Director or Sheriff). The Project Administrator is the person performing the overall implementation, fiscal coordination, and overseeing the implementation of the grant or cooperative agreement.

**Item 6: Authorizing Signature** — The Authorized Representative listed in Item 5a **must** be the individual to sign and date Section I of the application. By signing, the agency acknowledges under penalty of perjury, and certifies that all statements made in this application are complete and accurate to the best of their knowledge and that the project is not in conflict with applicable planning documents. They are also authorized to obligate the applicant to the contractual terms of this application. In addition, they authorize representatives of the Division to verify the accuracy of the information contained in the application as needed.

**State of California - The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Off-Highway Motor Vehicle Recreation Division  
(OHV Form A)**

**APPLICATION FOR STATE OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR)  
GRANTS AND COOPERATIVE AGREEMENTS PROGRAM**

(State's Use Only) PROJECT NUMBER: **OR** - \_\_\_\_\_

Application Year: \_\_\_\_\_

1. Applicant:

Address:

2. City:

County:

State:

Zip:

3. California State Senate District:

California State Assembly District:

United States Congressional District:

4. GRANT OR PROJECT AGREEMENT TYPE(S): (Select one or more)

Acquisition	Facilities Operation and Maintenance (FO&M)	Restoration
Conservation	Law Enforcement	Scientific Research
Development	OHV Safety and/or Education Program	Trail Maintenance
Equipment	Planning	
<b>GRAND TOTAL AMOUNT REQUESTED</b> (For all Project Types) Note: Minimum of \$5,000 for each project type		
\$ _____ (Rounded to the nearest \$1,000)		

5. APPLICANT'S AUTHORIZED REPRESENTATIVE AND CONTACT PERSON(S):

Authorized Representative:

Project Administrator:

Title:

Title:

Telephone:

Telephone:

Fax:

Fax:

E-mail:

E-mail:

**6. AUTHORIZING SIGNATURE**

Under penalty of perjury, I certify that all statements made in this application are complete and accurate to the best of my knowledge and that the project(s) proposed in this application is/are consistent with applicable planning documents. I am the authorized to obligate the applicant to the contractual terms of this application. I authorize representatives of the Off-Highway Motor Vehicle Recreation Division to verify the accuracy of the information contained in this application as needed.

**X**

**SIGNATURE**

**DATE**

## SECTION II

### GENERAL AGENCY LOCATION MAPS

**General Agency Location Maps.** All applicants shall provide the following:

1) A Map of California identifying the general location of the applicants' area, forest, county, special district, etc. (Appendix, OHV Form B).

2) A general vicinity map that identifies the major highways leading to the project location. The map shall provide a reviewer with the ability to locate the project area within California (Appendix, OHV Form C). For areas located far apart, different vicinity maps at different scales may be submitted. All individual maps must be referenced to the vicinity map of the OHV area so the readers can orient themselves to each individual map. All maps shall have a north arrow and a scale.

**NOTE:** Maps do not count as part of the page limitations of the application. **While the Division accepts the use of fold-out maps for all project types, electronic maps in JPEG format are preferred.**

## SECTION III

### APPLICATION SUMMARY SHEET (OHV Form H)

Include on the Application Summary Sheet (Section II) each grant or cooperative agreement project identified on the Application Face Sheet (Section I).

#### Instructions:

**Item A:** Enter a "Project Title" for each proposed project. The title shall be brief and identify the applicant and project type (e.g., XYZ County Sheriff Enforcement, ABC NF FO&M, or BLM Blue Area Equipment).

**Items B-E:** Enter the "Amount Requested" for each project title in columns B - E by FUNDING CATEGORIES as applicable. Columns B - D are charged to the Conservation and Enforcement Services Account (CESA) and column (E) is charged to Non-CESA. NOTE: The minimum dollar amount that may be requested for each project is \$5,000.

**Item F:** Total the FUNDING CATEGORIES (from columns B - E).

**Item G:** Applicants may request administrative costs as defined in CCR, Title 14, 4970.50(b) and the Glossary of this manual, not to exceed 10% of the total project(s) requested.

**Item H:** Cross-check: The total of column (H) must match the "Grand Total Amount Requested" on the Application Face Sheet (Section I). NOTE: The total of the Application Summary Sheet must be rounded to the nearest \$1,000. \$1 - \$499 is rounded down; \$500 - \$999 is rounded up.

### SECTION III

## APPLICATION SUMMARY SHEET OHMVR Local Assistance Grants or Cooperative Agreements (OHV Form H)

**Applicant:** ABC National Forest (NF)

(A) PROJECT TITLE	FUNDING CATEGORIES				(F) SUBTOTAL	(G) ADMIN <div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">10%</div>	(H) TOTAL
	CESA			(E) NONCESA			
	(B) CONSERVATION	(C) ENFORCEMENT	(D) RESTORATION				
1. ABC NF Enforcement		\$115,170			\$115,170	\$11,517	\$126,687
2. ABC NF Trail Maint.				\$54,000	\$ 54,000	\$5,400	\$59,400
3. ABC NF FO&M				\$19,250	\$19,250	\$1,925	\$21,175
4. ABC NF Restoration			\$35,000		\$35,000	\$3,500	\$39,400
				<b>Subtotal</b>	<b>\$224,320</b>	<b>\$22,432</b>	<b>\$246,752</b>
<b>APPLICATION SUMMARY SHEET TOTAL ROUNDED TO NEAREST \$1,000</b>							<b>\$253,000</b>
<b>(This amount must match the Grand Total amount requested on the application face sheet)</b>							
(ROUND TO NEAREST \$1,000); (e.g., \$1-\$499 round down; \$500-\$999 round up)							
*Applicants may request administrative costs (see definition of Administrative Costs in Section 4970.50(b)), not to exceed 10% of the total project(s) requested. If claiming administrative costs, the percentage claiming shall be noted in the % box entitled "(G) Admin" above. The total amount of administrative costs requested shall be identified in column (G) above by project type.							

## SECTION IV

### PROJECT COSTS/DELIVERABLES (OHV Form I)

#### General Instructions:

The Project Costs/Deliverables (PC/D) form identifies the project costs and activities to be performed ("deliverables"). Report project costs by line item on the form (e.g., salary, equipment, materials, supplies, first aid, map printing, etc.). A sample form is included in Appendix, OHV Form I for your reference.

For applications with multiple project types indicated on the Application Face Sheet (e.g., equipment, law enforcement, and restoration), **each project type** must have a separate PC/D. PC/Ds do not count towards the individual project page limitation. The applicant shall fill in completely all fields on the PC/D including Quantity, Unit and Unit Cost.

Grant or cooperative agreement applications that cover more than one geographic area require a separate PC/D for each geographic area (e.g., a National Forest with several ranger districts must list each ranger district on a separate PC/D). Complete only one PC/D when applying for funds to cover a single location such as one ranger district or field office, or for a countywide law enforcement grant.

The Division uses the PC/D to evaluate projects and determine cost effectiveness and appropriate use of funds. Before submitting an application, **CONFIRM ALL OF YOUR CALCULATIONS.**

#### Completing the Form:

- 1. Applicant** — Identify the applicant on each PC/D (e.g., ABC National Forest (NF), XYZ Bureau of Land Management, or 123 County Sheriff).
- 2. Geographic Area** — If the project includes multiple subunits (e.g., ranger districts, field offices, county sites) the applicant shall list each specific subunit in the "Geographic Area" section.
- 3. Application Title** — For each PC/D enter a title that includes the applicant name and type of project (e.g., 123 County Sheriff Enforcement, ABC NF Facility Operation and Maintenance, or XYZ Field Office Equipment).
- 4. General Funding Category** — If a project requires the expenditure from more than one of the General Funding Categories (Conservation, Enforcement, Restoration, and Non-CESA = C E R N), the applicant shall complete a separate sheet for each General Funding Category. Mark the appropriate funding category on each sheet that applies to the type of project within an application (C E R N). A legend located at the bottom left corner of the PC/D form identifies the names of each funding category. Transfer the total(s) from the individual PC/D forms to the Application Summary Sheet. The un-rounded totals from the PC/D shall be transferred to the Application Summary Sheet. The total amount of the Application Summary Sheet must be rounded to the nearest \$1,000.

The applicant shall place the number of pages required for each funding category at the top right hand corner of the page (e.g., Page 1 of 3).

5. ~~**Quantity (Qty\*)** – Enter the specific number of items needed, or proposed for purchase (e.g., 1, 10, or 100).~~
6. ~~**Unit** – Enter the appropriate unit of measure for each item (e.g., year=yr, month=mo, week=wk, day, hour=hr, each=ea, dozen=doz, foot=ft, package=pkg, etc.).~~
7. ~~**Unit Cost** – Enter the specific cost per item (e.g., \$5.00, \$50.00, or \$100.00).~~
8. ~~**Subtotal** – Enter the **total project cost**; calculate by using the formula: (Quantity) x (Unit Cost).~~
9. ~~**Match\*\*** – Cities, counties, appropriate districts, nonprofit organizations, and educational institutions must identify their matching funds, or the equivalent value of services, materials, or property used, in an amount **not less than 25% of the total project cost**. See CCR, Title 14, 4970.68 for specific match requirements and exceptions.~~

Use the following formula to calculate the 25% match:

**Formula A** (Total Project Cost) x (.25) = (Total Match Required)

Using **Formula A** above:

County X determines its total project cost for its enforcement project is \$100,000. By statute, County X must provide a 25% match toward the total project cost.

The match amount necessary is calculated by multiplying \$100,000 by (.25), which equals \$25,000. County X must show its match as \$25,000 toward its law enforcement project, and may apply for \$75,000 from the grants and cooperative agreements program.

_____ Total Project Cost	=	_____ \$100,000
_____ 25% Match	=	_____ \$ 25,000
_____ Total Grant Request	=	_____ \$ 75,000

Federal agencies and federally recognized Native American tribes are not required by statute to provide a 25% match; however, if the agency wishes to voluntarily report contributions, it may do so by changing the title on the form from “**Match**” to “**Agency Contribution**” and entering the contributed amount. (See Match\*\* note near the bottom of the PC/D form).

10. ~~**Grant Request** – Enter the grant amount requested by the applicant, per activity category (e.g., staff, contracts, materials/supplies, etc.). Calculate the grant request by taking the total project costs (Subtotal) and subtracting the match or agency contribution (Subtotal – Match/Agency Contribution = Grant Request).~~
11. ~~**Activities** – Utilize this section to describe the activities or deliverables that you will accomplish with this proposed project. For each subunit (e.g., ranger districts, field offices, or multiple county sites) clearly identify all of the activities (deliverables) to be performed in the “Activities” section (e.g., restroom cleaning, trail maintenance, or equipment maintenance). Report multiple activities by each subunit and be consistent with the General Funding Category under which you are applying (e.g., Conservation, Enforcement, Restoration, and Non-CESA.).~~
12. ~~**Staffing** – Indicate any and all staff performing duties/work within each particular funding category, (e.g., patrol deputy, OHV technician, FPO, OHV manager, biologist).~~

- ~~13. **Contracts** – Indicate any and all contracts for services, (e.g., toilet pumping, portable toilets, or brochures/maps).~~
- ~~14. **Materials/Supplies** – Indicate the types of materials/supplies to be purchased and used on the project, (e.g., costs for fuel, fencing, lumber, or toilet paper).~~
- ~~15. **Vehicle Maintenance/Fixed Operating Rate (FOR)** – Cooperative agreement applications may include costs for vehicle fuel, vehicle mileage, vehicle maintenance, or FOR (fixed operating rate) if federal equipment is used and charged to the cooperative agreement. Costs may include for example, costs for tires, fuel, mileage, service, or replacement parts.~~
- ~~16. **Equipment** – Indicate the types of vehicles, tools, machines, and/or equipment the applicant requests to purchase with grants or cooperative agreements funds. Examples may include chainsaws, shovels, rakes, or safety gear.~~
- ~~—— Identify as a line item any single piece of equipment or tool with a purchase price, excluding tax, in excess of \$500 and up to \$15,000.~~
- ~~—— Applicants for equipment purchases with a total purchase price exceeding \$15,000 (excluding tax) shall submit an equipment project application. The State shall retain title for equipment purchases of \$50,000 or more per item.~~
- ~~17. **Other** – List items that do not fit into the previously mentioned categories, such as training or volunteer management.~~
- ~~18. **Total – Do not** round the total of each PC/D to the nearest \$1,000. The applicant shall transfer un-rounded totals to the Application Summary Sheet. Round the **total amount** of the Application Summary Sheet to the nearest \$1,000. \$1 - \$499 is rounded down; \$500 - \$999 is rounded up.~~



**PROJECT COSTS/DELIVERABLES (PC/D)  
(OHV Form I)**

<b>APPLICANT:</b> ABC-NF			<b>GEOGRAPHIC AREA:</b> Santa Rosa Mountain RD			
<b>Application Title:</b> ABC NF Trail Maintenance						
<b>General Funding Category</b> C E R N (Mark one) (see below)	<b>Qty*</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Match**</b>	<b>Grant Request</b>
<b>Activities:</b> Maintain Rowher Flat Trail System (10 miles), spring removal of fallen trees, install and/or replace regulatory and directional signs.						
<b>Staff:</b>						
Ranger	2400	Hr	\$15	\$36,000	\$	\$36,000
				\$	\$	\$
				\$	\$	\$
<b>Total</b>				<b>\$36,000</b>	<b>\$</b>	<b>\$36,000</b>
<b>Contracts:</b>						
GCC—brushing	1	Yr	\$12,000	\$12,000	\$	\$12,000
				\$	\$	\$
				\$	\$	\$
<b>Total</b>				<b>\$12,000</b>	<b>\$</b>	<b>\$12,000</b>
<b>Materials/Supplies:</b>						
Signs—carsonite	50	Ea	\$10	\$500	\$	\$500
Signs—intersection signs	20	Ea	\$50	\$1,000	\$	\$1,000
				\$	\$	\$
<b>Total</b>				<b>\$1,500</b>	<b>\$</b>	<b>\$1,500</b>
<b>Vehicle Maintenance/FOR:</b>						
4X4 Pick-up truck	1500	Mi	\$.40	\$600	\$	\$600
4X4 Quad	6000	Mi	\$.40	\$2,400	\$	\$2,400
				\$	\$	\$
<b>Total</b>				<b>\$3,000</b>	<b>\$</b>	<b>\$3,000</b>
<b>Equipment:</b>						
Rock Rake	4	Ea	\$1,500	\$1,500	\$	\$1,500
				\$	\$	\$
				\$	\$	\$
<b>Total</b>				<b>\$1,500</b>	<b>\$</b>	<b>\$1,500</b>
<b>Other:</b>						
				\$	\$	\$
				\$	\$	\$
<b>Total</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(DO NOT ROUND) Form Total</b>				<b>\$54,000</b>	<b>\$</b>	<b>\$54,000</b>
<b>Funding Categories:</b> C = Conservation E = Enforcement R = Restoration N = (Non-CESA)			<p>* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea = each, pk = package, &amp; bx = box)</p> <p>** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"</p>			
<p>Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. If administrative costs are requested, identify them on the Application Summary Sheet.</p>						



**PROJECT COSTS/DELIVERABLES (PC/D)  
(OHV Form I)**

<b>APPLICANT:</b> ABC NF		<b>GEOGRAPHIC AREA:</b> Big Canyon RD				
<b>Application Title:</b> ABC NF Enforcement						
<b>General Funding Category</b> C(E)R(N) (Mark one) (see below)	<b>Qty*</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Match**</b>	<b>Grant Request</b>
<b>Activities:</b> Law Enforcement in Shotgun, Javelin, and Pole Vault OHV Areas, install regulatory signs, re-print educational materials.						
<b>Staff:</b>						
Forest Protection Officer (GS-5)	130	days	\$175	\$22,750	\$	\$22,750
Law Enforcement Officer (LEO)	90	days	\$180	\$16,200	\$	\$16,200
Forest Protection Officer (GS-4)	130	days	\$105	\$13,650	\$	\$13,650
Holidays - DETAIL?			\$20,080	\$20,080	\$20,080	
Overtime			\$10,000	\$10,000	\$10,000	
<b>Total</b>				<b>\$82,680</b>	<b>\$30,080</b>	<b>\$52,600</b>
<b>Contracts:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>						
<b>Materials/Supplies:</b>						
Brochures and Maps	5,000	ea	\$.25	\$1,250	\$	\$1,250
Signs — intersection signs	20	ea	\$50	\$1,000	\$250	\$750
			\$	\$	\$	\$
<b>Total</b>				<b>\$2,250</b>	<b>\$250</b>	<b>\$2,000</b>
<b>Vehicle Maintenance/FOR:</b>						
4X4 Pick-up truck (1238)	6,000	mi	\$.33	\$1,980	\$900	\$1,080
4X4 Pick-up truck (1241)	6,000	mi	\$.38	\$2,280	\$250	\$2,030
			\$	\$	\$	\$
<b>Total</b>				<b>\$4,260</b>	<b>\$1,150</b>	<b>\$3,110</b>
<b>Equipment:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>						
<b>Other:</b>						
Training for ten officers	1	wk	\$4,000	\$4,000	\$4,000	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$4,000</b>	<b>\$4,000</b>	
<b>(DO NOT ROUND) Form Total</b>				<b>\$93,190</b>	<b>\$35,480</b>	<b>\$57,710</b>
<b>Funding Categories:</b> C = Conservation E = Enforcement R = Restoration N = (Non-CESA)		<p>* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea = each, pk = package, &amp; bx = box)</p> <p>** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"</p>				
<p>Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. If administrative costs are requested, identify them on the Application Summary Sheet.</p>						



# PROJECT COSTS/DELIVERABLES (PC/D) (OHV Form I)

<b>APPLICANT:</b> ABC-NF			<b>GEOGRAPHIC AREA:</b> Santa Rosa Mountain RD			
<b>Application Title:</b> ABC-NF Enforcement						
<b>General Funding Category</b> C <input checked="" type="radio"/> E <input type="radio"/> R <input type="radio"/> N <input type="radio"/> (Mark one) (see below)	<b>Qty*</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Match**</b>	<b>Grant Request</b>
<b>Activities:</b> Law Enforcement in Tlamook and Requefort OHV Areas, install regulatory and directional signs, and install fencing.						
<b>Staff:</b>						
Forest Protection Officer (FPO)	120	days	\$250	\$30,000	\$10,000	\$20,000
Law Enforcement Officer (LEO)	90	days	\$180	\$16,200	\$4,000	\$12,200
GS-7	140	days	\$210	\$29,400	\$9,400	\$20,000
<b>Total</b>				<b>\$75,600</b>	<b>\$23,400</b>	<b>\$52,200</b>
<b>Contracts:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Materials/Supplies:</b>						
Signs—carsonite	50	ea	\$10	\$500	\$100	\$400
Signs—intersection	20	ea	\$50	\$1,000	\$250	\$750
Fencing	500	ft	\$3	\$1,500	\$500	\$1,000
<b>Total</b>				<b>\$3,000</b>	<b>\$850</b>	<b>\$2,150</b>
<b>Vehicle Maintenance/FOR:</b>						
4X4 Pick-up truck (1238)	6,000	mi	\$.33	\$1,980	\$900	\$1,080
4X4 Pick-up truck (1241)	6,000	mi	\$.38	\$2,280	\$250	\$2,030
4X4 Quad			\$	\$	\$	\$
<b>Total</b>				<b>\$4,260</b>	<b>\$1,150</b>	<b>\$3,110</b>
<b>Equipment:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Other:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(DO NOT ROUND) Form Total</b>				<b>\$82,860</b>	<b>\$25,400</b>	<b>\$57,460</b>
<b>Funding Categories:</b> C = Conservation E = Enforcement R = Restoration N = (Non-CESA)			<p>* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea = each, pk = package, &amp; bx = box)</p> <p>** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"</p>			
<p>Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. If administrative costs are requested, identify them on the Application Summary Sheet.</p>						



**PROJECT COSTS/DELIVERABLES (PC/D)  
(OHV Form I)**

<b>APPLICANT:</b> ABC-NF				<b>GEOGRAPHIC AREA:</b> Santa Rosa Mtn. RD			
<b>Application Title:</b> ABC-NF Restoration Project							
<b>General Funding Category</b> C E <u>R</u> N (Mark one) (see below)	<b>Qty*</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Match**</b>	<b>Grant Request</b>	
<b>Activities:</b> Donkey Ridge Trail Restoration—3N54, meadow closure and installation of fencing.							
<b>Staff:</b>							
Resource Ecologist	3	me	\$3,500	\$10,500	\$0	\$10,500	
FPO	3	me	\$3,000	\$9,000	\$0	\$9,000	
Heavy Equipment Operator	1	me	\$3,000	\$3,000	\$0	\$3,000	
<b>Total</b>				<b>\$22,500</b>	<b>0</b>	<b>\$22,500</b>	
<b>Contracts:</b>							
N/A			\$	\$	\$	\$	
			\$	\$	\$	\$	
			\$	\$	\$	\$	
<b>Total</b>							
<b>Materials/Supplies:</b>							
Seed	200	lbs	\$10	\$2,000	\$0	\$2,000	
Fencing	200	ft	\$1.5	\$300	\$0	\$300	
Mulch Materials	500	bale	\$20	\$10,000	\$0	\$10,000	
<b>Total</b>				<b>\$12,300</b>	<b>0</b>	<b>\$12,300</b>	
<b>Vehicle Maintenance/FOR:</b>							
Pick-up truck	3	me	\$200	\$600	\$0	\$600	
Swece	1	me	\$300	\$300	\$0	\$300	
			\$	\$	\$	\$	
<b>Total</b>				<b>\$900</b>	<b>0</b>	<b>\$900</b>	
<b>Equipment:</b>							
Mulcher Machine (rental)	1	me	\$200	\$200	\$0	\$200	
			\$	\$	\$	\$	
			\$	\$	\$	\$	
<b>Total</b>				<b>\$200</b>	<b>0</b>	<b>\$200</b>	
<b>Other:</b>							
N/A			\$	\$	\$	\$	
			\$	\$	\$	\$	
<b>Total</b>							
<b>(DO NOT ROUND) Form Total</b>				<b>\$35,900</b>	<b>\$0</b>	<b>\$35,900</b>	
<b>Funding Categories:</b> C = Conservation E = Enforcement R = Restoration N = (Non-CESA)			<p>* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea = each, pk = package, &amp; bx = box)</p> <p>** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"</p>				
<p>Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. If administrative costs are requested, identify them on the Application Summary Sheet.</p>							



**PROJECT COSTS/DELIVERABLES (PC/D)  
(OHV Form I)**

<b>APPLICANT:</b> ABC NF				<b>GEOGRAPHIC AREA:</b> Santa Rosa Mtn. RD			
<b>Application Title:</b> ABC NF Facilities Operations and Maintenance (FO & M)							
<b>General Funding Category</b> C E R <b>N</b> (Mark one) (see below)	<b>Qty*</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Match**</b>	<b>Grant Request</b>	
<b>Activities:</b> Rather Flat, Very Hilly, and Chilly OHV area restrooms — cleaning, repair & maintenance.							
<b>Staff:</b>							
Ranger	12	mo	1,000	\$12,000	\$	\$12,000	
				\$	\$	\$	
				\$	\$	\$	
<b>Total</b>				<b>\$12,000</b>	<b>\$</b>	<b>\$12,000</b>	
<b>Contracts:</b>							
Vault Pumping	1	yr	600	\$600	\$	\$600	
Roof Repair	1	ea	300	\$300	\$	\$300	
				\$	\$	\$	
<b>Total</b>				<b>\$900</b>	<b>\$</b>	<b>\$900</b>	
<b>Materials/Supplies:</b>							
Toilet Paper	5	case	20	\$100	\$	\$100	
Disinfectant	5	gal	10	\$50	\$	\$50	
				\$	\$	\$	
<b>Total</b>				<b>\$150</b>	<b>\$</b>	<b>\$150</b>	
<b>Vehicle Maintenance/FOR:</b>							
Pick-up 4X4	12	mo	\$500	\$6,000	\$	\$6,000	
				\$	\$	\$	
				\$	\$	\$	
<b>Total</b>				<b>\$6,000</b>	<b>\$</b>	<b>\$6,000</b>	
<b>Equipment:</b>							
Pressure washer	1	ea	\$200	\$200	\$	\$200	
				\$	\$	\$	
				\$	\$	\$	
<b>Total</b>				<b>\$200</b>	<b>\$</b>	<b>\$200</b>	
<b>Other:</b>							
				\$	\$	\$	
				\$	\$	\$	
<b>Total</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>(DO NOT ROUND) Form Total</b>				<b>\$19,250</b>	<b>\$</b>	<b>\$19,250</b>	
<b>Funding Categories</b> C = Conservation E = Enforcement R = Restoration N = (Non-CESA)		<p>* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea = each, pk = package, &amp; bx = box)</p> <p>** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"</p>					
<p>Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. If administrative costs are requested, identify them on the Application Summary Sheet.</p>							

## SECTION V

### SPECIFIC PROJECT TYPES AND REQUIREMENTS

This section describes the eleven project types eligible for funding in the grants and cooperative agreements program as follows:

- Application component order;
- Definition of specific project types; and
- General and specific project requirements

Read the application requirements carefully and decide whether your project appears likely to qualify. If you are unsure, contact the Division Grants and Cooperative Agreements Program Manager. Determine the specific project type, the activities to be performed, and the amount of funding required.

The Division STRONGLY ENCOURAGES the applicants to read the Program Regulations thoroughly prior to beginning work on the application to ensure a submission of a complete application that complies with all State requirements.

Below find the order in which all application components should appear in your application. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components listed in the Application Checklist on the following page must be completed for your application to be considered.**

## Application Checklist

	Section #	Acquisition	Conservation	Development	Equipment	Facilities Op- and Maint.	Law Enforcement	OHV Safety & Education	Planning	Restoration	Scientific Research	Trail Maintenance
App. Face Sheet	I	X	X	X	X	X	X	X	X	X	X	X
Location Map	II	X	X	X	X	X	X	X	X	X	X	X
Application Summary Sheet	III	X	X	X	X	X	X	X	X	X	X	X
PC/D	IV	X	X	X	X	X	X	X	X	X	X	X
Gen. Project Desc.	V	X	X	X	X	X	X	X	X	X	X	X
Acquisition Plan	V	X										
Due Diligence	V	X										
Goals, Objectives & Methodologies	V										X	
Analysis of Project Needs & Benefits	V	X	X	X	X	X	X	X	X	X	X	X
Conceptual Drawings and Site Plans	V			X								
Anticipated Timeline	V	X		X					X	X	X	
Curriculum Vitae	V										X	
Peer Review	V										X	
Project Specific Maps & Photos	V	X	X	X		X	X	X	X	X	X	X
Trail Maintenance Plan	V											X
Parcel Maps	V	X										
Success Criteria for Monitoring	V									X		
Law Enforcement Efforts	V									X		
Land Tenure	V			X								
Written Agreement <sup>1</sup>	V		X		X			X			X	
Equipment Inventory	Appx.	X	X	X	X	X	X	X	X	X	X	X
ERDS	VI	X	X	X	X	X	X	X	X		X	X
Restoration ERDS	VI									X		
CEQA/NEPA	VI	X	X	X	X	X	X	X	X	X	X	X
WHPP/HMP <sup>2</sup>	VII	X	X	X	X	X		X	X	X	X	X
Soil Cons. Program <sup>2</sup>	VIII	X	X	X	X	X		X	X	X	X	X
Proj. Activity Report <sup>3</sup>	IX	X	X	X	X	X	X	X	X	X	X	X
Public Review Process	X	X	X	X	X	X	X	X	X	X	X	X
Governing Body Resolution <sup>4</sup>	XI	X	X	X	X	X	X	X	X	X	X	X

<sup>1</sup>~~Nonprofit and educational institutions only.~~

<sup>2</sup>~~Cities, counties, and appropriate districts must prepare a WHPP/HMP only when applying for acquisition and development projects.~~

<sup>3</sup>~~Federal Regional and State offices are exempt from this requirement.~~

<sup>4</sup>~~Federal agencies are exempt from this requirement.~~

# ACQUISITION PROJECTS

Acquisition projects secure interests in land to: expand and/or sustain OHV recreation access and opportunities; provide buffers; and/or eliminate trespass. For specific details regarding acquisition projects refer to CCR, Title 14, 4970.54.

Applications for acquisition projects shall include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items **5-10** below are **limited to twelve (12) pages**: including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. ~~**Application Face Sheet.** Refer to Section I of this Application Manual.~~
2. ~~**Location Map.** Refer to Section II of this Application Manual.~~
3. ~~**Application Summary Sheet.** Refer to Section III of this Application Manual.~~
4. ~~**Project Costs/Deliverables.** Refer to Section IV of this Application Manual.~~
5. ~~**General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.
  - a.) Identify the total acreage involved, average cost per acre, easements, and the number of parcels.
  - b.) Specific Description and Location. Provide a description and indicate the location(s) of existing OHV recreation in and around the acquisition property.~~
6. ~~**Acquisition Plan.** Include an acquisition plan that describes the process for accomplishing the acquisition project. An acquisition plan shall include, but is not limited to the following:
  - Total estimated cost of land to be acquired. Provide any information to substantiate value such as an appraisal, sales comparables, and discussions with realtors or appraisers.
  - Estimated date of acquisition.
  - Total acreage to be acquired.
  - Dimensions of parcel including parcel maps, per CCR, Title 14, 4970.54 (e)(6).
  - Assessors Parcel Maps, including Assessor Parcel Number (APN), of each parcel to be purchased.
  - Acquisition timeline.
  - Discussion of the applicant's ability to accomplish the acquisition project.~~
7. ~~**Due Diligence.** Describe due diligence undertaken, or to be undertaken, to determine the property is usable for its intended purpose (e.g., Preliminary Title Report and underlying documents under Schedule B, zoning information, Environmental Site Assessment).~~
8. ~~**Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.~~

9. ~~Anticipated Timeline.~~ Refer to the Acquisition Plan.
10. ~~Project Specific Maps and Photos.~~ Submit a map and, if needed, any photographs identifying the specific areas, routes, trails, and/or facilities to be acquired under the project. The map(s) shall contain enough detail to provide someone unfamiliar with the area, the ability to locate the site (Appendix, OHV Form D, E, and F).
11. ~~Equipment Inventory.~~ If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**
12. ~~Environmental Review Data Sheet.~~ Refer to Section VI of this Application Manual.
13. ~~CEQA/NEPA.~~ Refer to Section VI of this Application Manual.
14. ~~WHPP/HMP.~~ Refer to Section VII of this Application Manual.
15. ~~Soil Conservation Program.~~ Refer to Section VIII of this Application Manual.
16. ~~Project Activity Report.~~ Refer to Section IX of this Application Manual.
17. ~~Public Review Process.~~ Refer to Section X of this Application Manual.
18. ~~Governing Body Resolution.~~ Refer to Section XI of this Application Manual.

# CONSERVATION PROJECTS

Conservation projects are implemented in connection with ongoing OHV recreation and protect natural and cultural resources and develop and/or implement soil standards and wildlife habitat protection programs as required by the Act, including monitoring those practices, activities, or projects to provide data that will allow for management decisions. For specific details regarding conservation projects refer to CCR, Title 14, 4970.55.

Applications for conservation projects shall include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items 5-7 below are **limited to eight (8) pages**: including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. ~~Application Face Sheet.~~ Refer to Section I of this Application Manual.
2. ~~Location Map.~~ Refer to Section II of this Application Manual.
3. ~~Application Summary Sheet.~~ Refer to Section III of this Application Manual.
4. ~~Project Costs/Deliverables.~~ Refer to Section IV of this Application Manual.
5. ~~General Project Description.~~ Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.
6. ~~Analysis of Project Needs and Benefits.~~ As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.
7. ~~Project Specific Maps and Photos.~~ Submit a map and, if needed, any photographs identifying the specific areas, routes, trails, and/or facilities included in the project. The map(s) shall contain enough detail to provide someone unfamiliar with the area, the ability to locate the site.
8. ~~Written Agreement.~~ Non-profit organization and educational institution applicants must submit either: 1. a written agreement with the property manager, land management agency, or land owner giving permission to perform the project, or 2. documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
9. ~~Equipment Inventory.~~ If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**
10. ~~Environmental Review Data Sheet.~~ Refer to Section VI of this Application Manual.
11. ~~CEQA/NEPA.~~ Refer to Section VI of this Application Manual.
12. ~~WHPP/HMP.~~ Refer to Section VII of this Application Manual.

- ~~13. **Soil Conservation Program.** Refer to Section VIII of this Application Manual.~~
- ~~14. **Project Activity Report.** Refer to Section IX of this Application Manual.~~
- ~~15. **Public Review Process.** Refer to Section X of this Application Manual.~~
- ~~16. **Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

## DEVELOPMENT PROJECTS

Development projects provide OHV recreation opportunity, experience or related visitor services in the form of new, improved, or upgraded facilities, roads, trails, or areas. For specific details regarding development projects refer to CCR, Title 14, 4970.56.

Applications for development projects shall include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items **5-10** below are **limited to ten (10) pages**, including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. **Application Face Sheet.** Refer to Section I of this Application Manual
2. **Location Map.** Refer to Section II of this Application Manual
3. **Application Summary Sheet.** Refer to Section III of this Application Manual.
4. **Project Costs/Deliverables.** Refer to Section IV of this Application Manual.
5. **General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do. Provide details as to location, description of activities in area, size of park or facility to be developed, etc. If the facility is open to competitive use, demonstrate that public casual use shall not be less than 60% of the total use in areas funded with OHMVR grant funds.
6. **Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.
7. **Conceptual Drawings and Site Plans.** Provide conceptual drawings of the site depicting proposed improvements and the location of those improvements (Appendix, OHV Form G). If there will be construction of a building, indicate floor plans and square footage.
8. **Anticipated Timeline.** Include the anticipated timeline for completing the project.
9. **Project Specific Maps and Photos.** Submit a map and, if needed, any photographs identifying the project area. The map(s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.  
  
Trails map(s), if available, should show existing roads, trails, or areas available for OHV recreation. Trail map(s) should also show trails proposed to be made available in the future as part of this project or other existing plans.
10. **Land Tenure Certification.** Local and nonprofit agencies must certify to the Division that they have adequate tenure to, and site control of, the properties to be improved. Tenure includes, but is not limited to:
  - Ownership
  - Lease
  - Easement

- ~~Joint powers (or similar agreement)~~

- ~~11. **Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**~~
- ~~12. **Environmental Review Data Sheet.** Refer to Section VI of this Application Manual.~~
- ~~13. **CEQA/NEPA.** Refer to Section VI of this Application Manual.~~
- ~~14. **WHPP/HMP.** Refer to Section VII of this Application Manual.~~
- ~~15. **Soil Conservation Program.** Refer to Section VIII of this Application Manual.~~
- ~~16. **Project Activity Report.** Refer to Section IX of this Application Manual.~~
- ~~17. **Public Review Process.** Refer to Section X of this Application Manual.~~
- ~~18. **Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

## EQUIPMENT PROJECTS

Equipment projects are for purchase or repair of single or multiple items exceeding \$15,000 (excluding tax). For specific details regarding equipment projects, refer to CCR, Title 14, 4970.57.

For the purchase of any single equipment item with a total cost equal to or greater than \$50,000, applicants will comply with specific requirements detailed in CCR, Title 14, 4970.57(i).

In addition, CCR, Title 14, 4970.57(i)(1) speaks to the requirements for one-time purchase applicants.

Equipment purchased exclusively with OHV funds will be used primarily (60% or more of the time) on OHV projects.

Applications for equipment purchases shall include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items 5-7 below are **limited to five (5) pages** including narrative and/or pictures/photographs that speak to the following components.

1. ~~Application Face Sheet.~~ Refer to Section I of this Application Manual
2. ~~Location Map.~~ Refer to Section II of this Application Manual.
3. ~~Application Summary Sheet.~~ Refer to Section III of this Application Manual.
4. ~~Project Costs/Deliverables.~~ Refer to Section IV of this Application Manual.
5. ~~General Project Description.~~ Describe the equipment to be purchased and what it will be used for. Include a brief description of how and where the equipment will be maintained and stored.
6. ~~Analysis of Project Needs and Benefits.~~ As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.
7. ~~Written Agreement.~~ Non-profit organization and educational institution applicants must submit either: 1. a written agreement with the property manager, land management agency, or land owner giving permission to perform the project, or 2. documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
8. ~~Equipment Inventory.~~ Include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten (10) years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form O). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**
9. ~~Environmental Review Data Sheet.~~ Refer to Section VI of this Application Manual.
10. ~~CEQA/NEPA.~~ Refer to Section VI of this Application Manual.
11. ~~WHPP/HMP.~~ Refer to Section VII of this Application Manual.

- ~~12. **Soil Conservation Program.** Refer to Section VIII of this Application Manual.~~
- ~~13. **Project Activity Report.** Refer to Section IX of this Application Manual.~~
- ~~14. **Public Review Process.** Refer to Section X of this Application Manual.~~
- ~~15. **Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

## **FACILITIES OPERATION AND MAINTENANCE (FO&M) PROJECTS**

FO&M projects are for program management and routine work directed to maintain existing facilities other than roads, trails, or riding areas, and provide visitor assistance, health and safety attributable or related to OHV recreation being provided by the applicant. For specific details regarding facilities operation and maintenance (FO&M) projects, refer to CCR, Title 14, 4970.58.

Applications for FO&M projects shall include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items 5-7 below are **limited to eight (8) pages**, including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitation.

1. ~~**Application Face Sheet.** Refer to Section I of this Application Manual.~~
2. ~~**Location Map.** Refer to Section II of this Application Manual.~~
3. ~~**Application Summary Sheet.** Refer to Section III of this Application Manual.~~
4. ~~**Project Costs/Deliverables.** Refer to Section IV of this Application Manual.~~
5. ~~**General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.~~
6. ~~**Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.~~
7. ~~**Project Specific Maps and Photos.** Submit a map and, if necessary, any photographs identifying the project area. The map (s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map shall include general locations of related OHV recreation roads, trails, areas or lands being served by the facilities.~~
8. ~~**Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**~~
9. ~~**Environmental Review Data Sheet.** Refer to Section VI of this Application Manual.~~
10. ~~**CEQA/NEPA.** Refer to Section VI of this Application Manual.~~
11. ~~**WHPP/HMP.** Refer to Section VII of this Application Manual.~~
12. ~~**Soil Conservation Program.** Refer to Section VIII of this Application Manual.~~
13. ~~**Project Activity Report.** Refer to Section IX of this Application Manual.~~
14. ~~**Public Review Process.** Refer to Section X of this Application Manual.~~

~~15. **Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

# LAW ENFORCEMENT PROJECTS

Law enforcement projects provide funding assistance to local and federal agencies for enforcement of OHMVR laws, public safety, OHV related search and rescue, personnel support, placement of barriers and other means of traffic control, and training. For specific details regarding law enforcement projects refer to CCR, Title 14, 4970.59.

Applications for law enforcement projects shall include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Law enforcement projects are exempt from the Soil Conservation Program (refer to CCR, Title 14, 4970.67(c)).

Items 5-7 below are **limited to eight (8) pages** of narrative, pictures/photographs and/or project specific map(s) and trail(s) maps containing: 1) all areas to be patrolled, 2) areas of special concern, and 3) areas with recurring law enforcement problems that speak to the following components. Maps are not included in the page limitations.

1. **Application Face Sheet.** Refer to Section I of this Application Manual.
2. **Location Map.** Refer to Section II of this Application Manual.
3. **Application Summary Sheet.** Refer to Section III of this Application Manual.
4. **Project Costs/Deliverables.** Refer to Section IV of this Application Manual.
5. **General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or of project can understand what you intend to do (include location, number of miles or acres, and patrol area(s)).
6. **Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.
7. **Project Specific Maps and Photos.** Specifically identify and label: 1) All road, trails and areas to be patrolled; 2) Areas of special concern; and 3) Areas with recurring law enforcement issues. The map shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
8. **Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**
9. **Environmental Review Data Sheet.** Refer to Section VI of this Application Manual.
10. **CEQA/NEPA.** Refer to Section VI of this Application Manual.
11. **Project Activity Report.** Refer to Section IX of this Application Manual.

~~12. **Public Review Process.** Refer to Section X of this Application Manual.~~

~~13. **Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

# OHV SAFETY AND/OR EDUCATION PROGRAM PROJECTS

OHV safety and/or education program projects:

- (1) Provide OHV safety activities, and/or
- (2) Teach safe and environmentally responsible operation of OHVs.

For specific details regarding OHV safety or education program projects refer to CCR, Title 14, 4970.60.

Applications for OHV safety and/or education program projects will include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items 5-7 below are **limited to six (6) pages** of narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. **Application Face Sheet.** Refer to Section I of this Application Manual.
2. **Location Map.** Refer to Section II of this Application Manual.
3. **Application Summary Sheet.** Refer to Section III of this Application Manual.
4. **Project Costs/Deliverables.** Refer to Section IV of this Application Manual.
5. **General Project Description.** Describe the purpose and specific content of the educational material or safety program to be developed for the project, including locations. Describe how the deliverables will contribute to safe and/or environmentally responsible OHV operation.
6. **Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.
7. **Project Specific Maps and Photos.** If the training or safety program is site specific, submit a map and, if applicable, any photographs identifying the project area. The map(s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
8. **Written Agreement.** Non-profit organization and educational institution applicants must submit either: 1. a written agreement with the property manager, land management agency, or land owner giving permission to perform the project, or 2. documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
9. **Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**
10. **Environmental Review Data Sheet.** Refer to Section VI of this Application Manual.
11. **CEQA/NEPA.** Refer to Section VI of this Application Manual.

- ~~12. **WHPP/HMP.** Refer to Section VII of this Application Manual.~~
- ~~13. **Soil Conservation Program.** Refer to Section VIII of this Application Manual.~~
- ~~14. **Project Activity Report.** Refer to Section IX of this Application Manual.~~
- ~~15. **Public Review Process.** Refer to Section X of this Application Manual.~~
- ~~16. **Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

# PLANNING PROJECTS

Planning projects are intended to determine the feasibility of an area and/or project, design solutions for affected areas, and/or projects prior to the commitment of acquisition, development, or other funds. For specific details regarding planning projects, refer to CCR, Title 14, 4970.61.

Applications for planning projects will include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items **5-8** below are **limited to six (6) pages** including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. ~~**Application Face Sheet.** Refer to Section I of this Application Manual.~~
2. ~~**Location Map.** Refer to Section II of this Application Manual.~~
3. ~~**Application Summary Sheet.** Refer to Section III of this Application Manual.~~
4. ~~**Project Costs/Deliverables.** Refer to Section IV of this Application Manual.~~
5. ~~**General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do. List all reports, interim or final, or other documents to be produced.~~
6. ~~**Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.~~
7. ~~**Anticipated Timeline.** Include the anticipated timelines to complete the planning project and for the implementation of any project based on the completed plan.~~
8. ~~**Project Specific Maps and Photos.** Submit a map and, if applicable, a trails map. The map(s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site. If necessary, also include any photographs identifying the specific project area.~~
9. ~~**Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**~~
10. ~~**Environmental Review Data Sheet.** Refer to Section VI of this Application Manual.~~
11. ~~**CEQA/NEPA.** Refer to Section VI of this Application Manual.~~
12. ~~**WHPP/HMP.** Refer to Section VII of this Application Manual.~~
13. ~~**Soil Conservation Program.** Refer to Section VIII of this Application Manual.~~
14. ~~**Project Activity Report.** Refer to Section IX of this Application Manual.~~

~~15. **Public Review Process.** Refer to Section X of this Application Manual.~~

~~16. **Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

# RESTORATION PROJECTS

Restoration projects return land, plant communities, and plant covers to conditions comparable to those of surrounding lands or at least those that existed prior to OHV recreation. For specific details regarding restoration projects refer to CCR, Title 14, 4970.62.

The applicant may, but is not required to, group together restoration projects if they are similar in scope or located in close proximity to one another. Such grouped projects will be considered as one complete project if requested by the applicant. Dissimilar and unrelated restoration activities should be applied for separately and will be considered individually.

Applications for restoration projects will include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items **5-10** below **limited to ten (10) pages** including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. ~~**Application Face Sheet.** Refer to Section I of this Application Manual.~~
2. ~~**Location Map.** Refer to Section II of this Application Manual.~~
3. ~~**Application Summary Sheet.** Refer to Section III of this Application Manual.~~
4. ~~**Project Costs/Deliverables.** Refer to Section IV of this Application Manual.~~
5. ~~**General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.  
  
If applicable, include an explanation of any legal recreational OHV activity being displaced and what maintenance and conservation efforts were taken and why they were not successful.~~
6. ~~**Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.~~
7. ~~**Anticipated Timeline.** Include an anticipated timeline for implementation of projects based on the completed plan.~~
8. ~~**Project Specific Maps and Photos.** Submit map(s) and representative photographs of restoration project identifying the specific areas, routes, and/or trails to be restored under this project. Include a project specific map(s). The map(s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.~~
9. ~~**Success Criteria for Monitoring.** Descriptions of the success criteria and monitoring that will be used to determine project success.~~
10. ~~**Law Enforcement Efforts.** Provide an explanation of the law enforcement efforts to be performed in support of the restoration project(s). Include descriptions of barriers and signs.~~
11. ~~**Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of~~

\$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**

12. ~~Restoration Environmental Review Data Sheet.~~ Refer to Section VI of this Application Manual.
13. ~~CEQA/NEPA.~~ Refer to Section VI of this Application Manual.
14. ~~WHPP/HMP.~~ Refer to Section VII of this Application Manual.
15. ~~Soil Conservation Program.~~ Refer to Section VIII of this Application Manual.
16. ~~Project Activity Report.~~ Refer to Section IX of this Application Manual.
17. ~~Public Review Process.~~ Refer to Section X of this Application Manual.
18. ~~Governing Body Resolution.~~ Refer to Section XI of this Application Manual.

# SCIENTIFIC RESEARCH PROJECTS

Scientific research projects implement scientific research to evaluate, estimate, analyze, and address the possible impact on, or of, OHV recreation and develop responsive management recommendations. For specific details regarding scientific research projects, refer to CCR, Title 14, 4970.63.

Applications for scientific research projects will include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items **5-10** are limited to twelve (12) pages including narrative and pictures/photographs that speak to the components. Maps are not included in the page limitations.

1. ~~**Application Face Sheet.** Refer to Section I of this Application Manual.~~
2. ~~**Location Map.** Refer to Section II of this Application Manual.~~
3. ~~**Application Summary Sheet.** Refer to Section III of this Application Manual.~~
4. ~~**Project Costs/Deliverables.** Refer to Section IV of this Application Manual.~~
5. ~~**General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.~~
6. ~~**Goals, Objectives, and Methodologies.** Provide the research project design that includes a description of the goals, objectives, and methodologies.~~
7. ~~**Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.~~
8. ~~**Anticipated Timeline.** Provide a timeline for completion of the scientific research project.~~
9. ~~**Curriculum Vitae.** Include the curriculum vitae of the primary researcher(s).~~
10. ~~**Peer Review.** Documentation of peer review of the research plan. The peer review shall be conducted by at least three qualified experts from the scientific discipline or related fields.~~
11. ~~**Project Specific Maps and Photos.** Submit a map and, if applicable, a trails map identifying the specific areas, routes, and/or trails to be studied under this project. The map shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.~~
12. ~~**Written Agreement.** Non-profit organization and educational institution applicants must submit either: 1. a written agreement with the property manager, land management agency, or land owner giving permission to perform the project, or 2. documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.~~
13. ~~**Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, Form P). **The purchase or repair of single or multiple items**~~

~~exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.~~

- ~~14. Environmental Review Data Sheet. Refer to Section VI of this Application Manual.~~
- ~~15. CEQA/NEPA. Refer to Section VI of this Application Manual.~~
- ~~16. WHPP/HMP. Refer to Section VII of this Application Manual.~~
- ~~17. Soil Conservation Program. Refer to Section VIII of this Application Manual.~~
- ~~18. Project Activity Report. Refer to Section IX of this Application Manual.~~
- ~~19. Public Review Process. Refer to Section X of this Application Manual.~~
- ~~20. Governing Body Resolution. Refer to Section XI of this Application Manual.~~

# TRAIL MAINTENANCE PROJECTS

Trail maintenance projects consist of two types: trail maintenance and trail reroute necessitated by safety and/or destruction by natural disaster. For specific details regarding trail maintenance projects, refer to CCR, Title 14, 4970.64.

Trail maintenance related work is routine work on roads, trails or areas.

Trail reroute work includes closing the existing trail or trail segment, and replacement of the closed trail segment with superior alignment. Barriers, where needed, may be included as part of a trail maintenance project.

Applications for trail maintenance projects shall include all of the General Application Requirements as described in CCR, Title 14, 4970.53, plus a description of the OHMVR project using the outline below.

Items 5-7 below are **limited to eight (8) pages** including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. **Application Face Sheet.** Refer to Section I of this Application Manual.
2. **Location Map.** Refer to Section II of this Application Manual.
3. **Application Summary Sheet.** Refer to Section III of this Application Manual.
4. **Project Costs/Deliverables.** Refer to Section IV of this Application Manual.
5. **General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.
6. **Analysis of Project Needs and Benefits.** As described in Chapter 2, provide an analysis of the needs and benefits related to the project that addresses the evaluation criteria for this project type.
7. **Project Specific Maps and Photos.** Project specific maps and trails map. Submit a map, trails map and any photographs identifying the specific areas, routes, and/or trails to be maintained under this project. The map shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
8. **Trail Maintenance Plan.** Include a proposed trail maintenance plan. (Refer to Trail Maintenance Plan in the Appendix, OHV Form Q):
  - Trails to be maintained (number and name) and type of use (Motorcycle, ATV, 4WD, etc.).
  - Type of maintenance work each trail will receive (e.g., mechanized vs. hand tool).
  - Maintenance schedule for all trails within the proposed project (e.g., monthly, semi-annually, annually, every two years).
  - Signing needed (Number and type).
  - Equipment to be used (if applicable).
  - Labor force used.
  - Average cost per mile.

9. ~~**Equipment Inventory.** If an applicant is requesting equipment as part of the project application, include an equipment inventory which lists items of equipment previously purchased or repaired with OHV Funds, over the past ten years, which had an original purchase price or repair cost of \$5,000 per item. Include the item, model number, make and year, VIN/Registration number, and mileage or hours (Appendix, OHV Form P). **The purchase or repair of single or multiple items exceeding \$15,000 (excluding tax) must be applied for as a stand-alone equipment project.**~~
10. ~~**Environmental Review Data Sheet.** A Refer to Section VI of this Application Manual.~~
11. ~~**CEQA/NEPA.** Refer to Section VI of this Application Manual.~~
12. ~~**WHPP/HMP.** Refer to Section VII of this Application Manual.~~
13. ~~**Soil Conservation Program.** Refer to Section VIII of this Application Manual.~~
14. ~~**Project Activity Report.** Refer to Section IX of this Application Manual.~~
15. ~~**Public Review Process.** Refer to Section X of this Application Manual.~~
16. ~~**Governing Body Resolution.** Refer to Section XI of this Application Manual.~~

## SECTION VI

### ENVIRONMENTAL DOCUMENTATION

The Division is required to comply with the California Environmental Quality Act (CEQA) (PRC Section 21000 et seq.) before the approval of all grants and cooperative agreements under the OHMVR grants and cooperative agreements program.

All city, county, appropriate district, educational institution, and nonprofit organization applicant projects shall provide the required documentation for the Division to determine that final CEQA compliance has been met, or, where the Division is acting as lead agency, to determine the appropriate level of CEQA compliance and any additional environmental documentation required. This is defined under CCR, Title 14, 4970.65(b). In addition, all such applicants relying on a Categorical Exemption (CE)/Notice of Exemption (NOE) shall submit responses to the applicable Environmental Review Data Sheet (ERDS) questions, as listed as follows:

All federal agency and federally recognized Native American tribe applicants shall submit completed project-specific NEPA compliance documentation and responses to the applicable ERDS questions listed below to allow the Division to make a sufficient project review to determine the appropriate level of CEQA compliance and any additional environmental documentation required.

**When an ERDS is required, an ERDS shall be provided for each individual project. Applicants for all project types other than Restoration projects must submit responses to the ERDS (Form J) shown below. Restoration project applicants must complete the Restoration ERDS (Form K) shown below.**

An ERDS form must be provided for each project, even if more than one project falls under the same project type.

Section 15378 of CEQA states that “a ‘project’ is one that has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” If your project does not meet this description (in other words, is for recurring Law Enforcement or other activities not causing physical effects, such as Equipment Purchase, Planning, or OHV Safety and/or Education Program projects), you still need to complete an ERDS. State in Item 2 if your project does not meet the definition of a “project” under CEQA and explain why.

# ~~ENVIRONMENTAL REVIEW DATA SHEET CEQA CATEGORICAL EXEMPTION EXCEPTIONS~~

~~(For all project types except restoration projects)~~

## ~~(OHV Form J)~~

~~Item 1: Has a CEQA Notice of Determination (NOD) been filed for this project?~~

- ~~• If yes, stop here. There is no need to fill out the questions listed below.~~
- ~~• If no NOD has been filed, proceed to Item 2.~~

~~Item 2: If applicable, provide an explanation of the reason the proposed activities are not considered "a project" under Section 15378 of CEQA.~~

- ~~• If your proposed activities are not a project, you do not have to answer Items 3-8.~~

~~NOTE: If the proposed activities are considered "protected" under 15378 of CEQA, you must provide an explanation for answers to Items 3-8. Simple "yes" or "no" responses without explanation shall not be accepted. If an explanation can be found in the NEPA documentation, then summarize and list the page number from which you are summarizing. For items 3-8, you may also list Best Management Practices (BMPs), Standard Operating Practices or Procedures (SOPs), and Limited Operating Periods (LOPs) that will avoid adverse effects from your activities.~~

~~Item 3: Provide an evaluation of the impact of this project on wetlands, navigable waters, and sensitive habitats (including threatened and endangered species).~~

~~Item 4: Provide the existing or potential cumulative impact, if any, of this project or others that have been conducted in the same place over several years. Refer to the cumulative effects discussion in the environmental impact statement or land management plan as appropriate.~~

~~Item 5: Provide a discussion of the possibility that the proposed activities will have a significant effect on the environment due to unusual circumstances such as steep slopes or highly erodible soils.~~

~~Item 6: Provide a discussion of the potential damage to scenic resources within the view shed of a highway officially designated as a state scenic highway.~~

~~Item 7: Disclose whether the proposed project area has been listed as producing hazardous materials. Refer to the Cortese List to conclude that the project will not affect either existing hazardous materials sites or cause hazards:~~

~~[http://www.dtsc.ca.gov/database/Calsites/Cortese\\_List.cfm](http://www.dtsc.ca.gov/database/Calsites/Cortese_List.cfm)~~

~~Item 8: Describe the potential for any substantially adverse changes in the significance of historical or cultural resources.~~

# ~~RESTORATION ENVIRONMENTAL REVIEW DATA SHEET~~ ~~(OHV Form K)~~

The following information is to be provided for all restoration project applications. If an explanation can be found in the CEQA or NEPA documentation, (e.g., IS/ND, EIR/NOD, EA/FONSI, EIS/ROD), then summarize and list the page number from which you are summarizing.

NOTE: A separate Restoration Environmental Review Data Sheet must be completed for each restoration project.

Provide written detail for the numbered items applicable to your project. If the information is already provided in your application, then either cross-reference the page number(s) or reproduce the information on this data sheet. Do not leave any blank spaces. Also note: the Restoration Environmental Review Data Sheet must contain an explanation to each item applicable to the project. Simple "yes" or "no" responses without explanation shall not be accepted.

## ~~1. Project Description. Describe:~~

~~A. Location.~~

~~B. Project overview. Provide a brief overview of the project.~~

~~C. Project purpose. Address all that apply:~~

~~1. Restore closed roads or trails.~~

~~2. Repair damage caused by off trail use such as hill climbs.~~

~~3. Repair erosion scars and/or control erosion, and provide protection against further use.~~

~~4. Remove exotic pest (e.g., noxious weeds, etc.) and restore natural vegetation.~~

~~5. Fencing or barriers for closure areas.~~

~~6. Other (describe).~~

~~D. Size in acres and/or length in miles.~~

~~E. Existing conditions: Describe existing vegetative cover (e.g., grassland, shrub land, forest, etc.) and dominant species present. Also, describe any special habitats such as wetlands, streams, seeps, etc. Provide "before" photos of the site(s) to be restored.~~

~~F. Implementation schedule (e.g., days weeks, months).~~

## ~~2. Activities to be Conducted.~~

~~A. Scraping, grading, or similar activities. Describe what type of equipment will be used (e.g., hand tools only, bobcat SWECO tractor, etc).~~

~~B. Planting. Describe the native vegetation and other materials that will be used (e.g., seeds, container plants, hay bales, etc.).~~

~~C. Erosion control devices (name these, e.g., jute netting, drains, etc.)~~

~~D. Install irrigation system (name type, and whether it is above or below ground).~~

~~E. Use of pesticides (what types and methods?).~~

F.— ~~Barriers. Describe any ground disturbing activities that might impact cultural and physical resources.~~

G.— ~~Other (Describe).~~

### **3.— ~~Monitoring and Maintenance.~~**

A.— ~~Monitoring. Describe frequency, duration, and success criteria. Results of the monitoring will be reported to the State at the end of the project.~~

B.— ~~Maintenance. Describe anticipated ongoing maintenance and law enforcement needed to protect the area restored from illegal use.~~

C.— ~~Other (Describe):~~

### **4.— ~~Specific Adverse Environmental Effects.~~ Provide an answer and explanation for each question listed below. If the project could result in a significant adverse effect, explain any adverse effects. If the project is not expected to cause a significant adverse effect, explain why not.**

A.— ~~Wetlands, streams, or creeks, and/or threatened, endangered, or other special-status species (where is habitat located in relation to the project site? Are there any measures proposed to reduce conflicts such as Limited Operating Periods (LOP)?).~~

B.— ~~Cumulative effects: Will trail closure and restoration affect other trails in the area such that they will become damaged or cause more user conflicts? Will trail closure and/or restoration of an area cause user groups to go elsewhere, necessitating a need for more trails and/or open areas to be built? If so will new trails or open areas that will be built have significant environmental effects? Will there be any potential significant cumulative impacts from this project and other similar projects that have been conducted in the same place over several years?~~

C.— ~~Steep slopes, erodible soils.~~

D.— ~~State Scenic Highway.~~

E.— ~~Hazardous materials? Project site cannot be in a potentially hazardous materials site. Refer to the Cortese List to conclude that the project will not affect either existing hazardous materials sites or cause hazards:~~

~~[http://www.dtsc.ca.gov/database/Calsites/Cortese\\_List.cfm](http://www.dtsc.ca.gov/database/Calsites/Cortese_List.cfm)~~

F.— ~~Cultural and historic resources (has clearance been provided for the project site?).~~

## SECTION VII

### **WILDLIFE HABITAT PROTECTION PROGRAM (WHPP) / HABITAT MANAGEMENT PROGRAM (HMP)**

A Wildlife Habitat Protection Program (WHPP) is defined as a Habitat Management Program (HMP), which is designed to sustain a viable species composition within the project area, per PRC Sections 5090.35(b), 5090.50, and 5090.53.

All cooperative agreements shall be subject to WHPP/HMP requirements with the exception of cooperative agreements that apply solely for law enforcement funding. Law enforcement projects are exempt from WHPP/HMP requirements pursuant to PRC 5090.50(i).

Local agencies such as cities, counties, and appropriate districts applying for acquisition and development projects must prepare a WHPP/HMP as part of the application.

#### **WHPP/HMP Format**

There are two WHPP/HMP formats (OHV Forms L and M). This section includes the instructions for completing both WHPP/HMP formats. First, follow the instructions to determine which format is required. As noted in the table below, Form L is required for all Acquisition, Conservation, Development, and Trail Maintenance projects. The table also lists the project types for which Form M is generally acceptable. However, use Form M only in those instances where you can certify that the proposed activities listed in your grant application will not contain any risk factors to special-status species and/or sensitive habitats. If you cannot be certain, then submit Form L. Prepare only one WHPP/HMP Form L for each complete application as long as the WHPP/HMP Form L encompasses all project areas for which funding is requested. You may reference the WHPP/HMP Form L throughout all project application types.

Any new applicants shall submit a WHPP/HMP to establish a baseline for their first grant cycle. If certification under Form M cannot be certain, then submit Form L. ***For all applicants having previously submitted a WHPP/HMP Form L that is currently in use in the proposed project area: Submit Tables 5-7. If this application describes changes to the WHPP/HMP on Table 5, then you must submit a complete new WHPP/HMP, including all Tables 1-7.***

Project Type	OHV Form
Acquisition Projects (CCR, Title 14, 4970.54)	L
Conservation Projects (CCR, Title 14, 4970.55)	See below
Development Projects (CCR, Title 14, 4970.56)	L
Equipment Projects (CCR, Title 14, 4970.57)	M
Facilities Operations and Maintenance (FO&M) Projects (CCR, Title 14, 4970.58)	M
OHV Safety and/or Education Program Projects (CCR, Title 14, 4970.60)	M
Planning Projects (CCR, Title 14, 4970.61)	M
Restoration Projects (CCR, Title 14, 4970.62)	M
Scientific Research Projects (CCR, Title 14, 4970.63)	M
Trail Maintenance Projects (CCR, Title 14, 4970.64)	L

**For conservation project applications, use the following instructions to determine the required format:**

1. If the project activities are limited to monitoring, surveys, or signing, then submit Format M.
2. All other conservation projects submit Format L.

**WILDLIFE HABITAT PROTECTION PROGRAM (WHPP)/HABITAT MANAGEMENT PROGRAM (HMP)  
(OHV Form L)**

**Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP)**

**Grant Number: OR-** \_\_\_\_\_ (Division Use Only)  
**Title:** \_\_\_\_\_  
**Applicant:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

**Prepared by (name & title):** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Approved by (name & title)\*:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*\*Applications shall be approved by the applicant's biologist. If the applicant does not have a biologist, then state "applicant does not have a biologist" and fill in this information for the person approving the WHPP/HMP.*

The WHPP/HMP must contain three sections:

1. **Section I:** Table of all special-status species and any other species of local concern that were reviewed for inclusion in the WHPP/HMP **(Refer to Table 1)**.
2. **Section II:** Map(s) of project area with species and/or habitat addressed by the WHPP/HMP.
3. **Section III:** Protection/Management Program by species and sensitive habitat **(Refer to Tables 2-5)**.

If a WHPP/HMP is currently being implemented in the project area, then **Section IV** must also be submitted **(Refer to Tables 6-8)**.

**SECTION I**

**Table 1: Table of All Special-Status Species and Any Other Species of Local Concern That Were Considered for Inclusion in the WHPP/HMP.**

Prepare a five-column table of all reviewed special-status species and any other species of local concern utilizing the template example provided below.

The first column, "Species," must list all special-status species that could occur within the grant funded OHV area. These are:

- Federally Endangered (FE)
- Federally Threatened (FT)
- Federal Candidate (FC)

- ~~United States Forest Service Sensitive Species (FSS)~~
- ~~Bureau of Land Management Sensitive Species (BLMSS)~~
- ~~State Endangered (SE)~~
- ~~State Threatened (ST)~~
- ~~California Species of Special Concern (CSSC)~~
- ~~State Fully Protected (SP)~~
- ~~California Native Plant Society 1B – Plants rare, threatened, or endangered in California and elsewhere (CNPS 1B)~~
- ~~California Native Plant Society 2 – Plants that are rare, threatened, or endangered in California, but more common elsewhere (CNPS 2).~~
- ~~United States Forest Service Management Indicator Species (FSMIS).~~
- ~~Bureau of Land Management “MIS” (BLM).~~
- ~~Species of local concern and any other that the grant or cooperative agreement applicant has determined shall be included in the WHHP/HMP (SLC).~~

~~The second column, “Listing Status,” identifies the list(s) that contain the identified species utilizing the acronym codes in parentheses above.~~

~~The third column, “Habitat,” describes the listed species’ habitats.~~

~~The fourth column, “Potential for Occurrence,” identifies whether there is potential for the listed species to occur within the OHMVR grant or cooperative agreement project area.~~

~~The fifth column, “Addressed by HMP? If not, explain why?” must describe whether a species is addressed further in the WHPP/HMP. If the species could potentially be affected by any project activities, state “yes” and be sure to address the species in subsequent WHPP/HMP sections. If the species could not be affected by an project activities, state “No”. Include a brief explanation of the rationale for not including a particular species when the answer in the column box is “No.” For example, if activities are limited to routine trail maintenance involving trail brushing, minor grading and reinstallation of water bars, these activities probably would not affect foraging special-status migratory birds.~~

Table 1. Table of All Special-Status Species and Any Other Species of Local Concern That Were Considered for Inclusion in the WHPP/HMP				
Species	Listing Status <sup>1</sup>	Habitat	Potential for Occurrence <sup>2</sup>	Addressed by HMP? If not, explain why? <sup>3</sup>
California tiger salamander ( <i>Ambystoma californiense</i> )	FT, CSSC, SP	Breeds in vernal or temporary pools in annual grasslands or open stages of woodlands; aestivates in adjacent uplands.	Habitat surveys adjacent to OHV recreation areas have not identified vernal or temporary pools.	No. No suitable habitat in OHV areas.
California condor ( <i>Gymnogyps californianus</i> )	FE, SE, SP	Mountain and foothill rangeland and forest and forest habitats; nests on cliffs.	Potential, but unlikely, forager. Last recorded in forest in 1959. No nesting habitat near OHV activity areas.	No. Disturbance from OHV recreation is very unlikely.
Bald eagle ( <i>Haliaeetus leucocephalus</i> )	FT, SE, SP	Lakes and open water; nests on large trees.	Present. Known to forage along Big River. Nests near Rocky Ridge OHV trail.	Yes
California spotted owl ( <i>Strix occidentalis occidentalis</i> )	FSS, CSSC	Nesting habitat contains >70% canopy closure; foraging habitat >40% cc. In general, preference is shown for stands with ≥2 layers, but open enough to allow for observations and flying space to attack prey. Substantial amounts of dead woody debris, both standing and down, are desirable.	Present. The species nests in the OHV recreation area.	Yes.
Pallid bat ( <i>Antrozous pallidus</i> )	FSS, CSSC	Forages mostly over open habitats. Requires rocky crevices, tree cavities, mines, caves, or buildings for maternity roosts. Deep crevices and other are important for day roosts.	Present. Presumably forages on suitable habitat throughout the forest. 2 maternity roosts documented in OHV recreation area.	Yes.
American marten ( <i>Martes americana</i> )	FSS	High quality habitat has >70% cc; moderate habitat 41-70% cc. Habitat should also have a high number of large snags and down logs, close proximity to dense riparian corridors for movement, and an interspersed of small (<1 acre) openings with good ground cover for foraging. Potential occupied elevation in the District 4,000-13,000 ft.	Present. Suitable habitat for marten occurs within OHV program areas, and recent surveys indicate marten occur throughout OHV recreation areas.	Yes.
Mormon needle grass ( <i>Achnatherum aridum</i> )	CNPS-2	Joshua tree "woodland," pinyon and juniper woodland/carbonate; 1200-1550 m.	Populations recorded in East Hills. Area is closed to OHV recreation.	No. No OHV recreation in or near known occurrences.
Pleasant Valley mariposa lily ( <i>Calochortus clavatus</i> )	CNPS-1B	Lower montane coniferous forest (Josephine silt loam and volcanic); 305-1800 m.	One observation recorded in 1988, but the area is not used by OHVs.	No. No known occurrences in or near OHV riding areas.
Donner Pass buckwheat ( <i>Eriogonum umbellatum</i> var. <i>torreyanum</i> )	CNPS-1B	Meadows and seeps; upper montane coniferous forest/volcanic, rocky; 1855-2620 m.	Present. Known occurrence near the Big Mountain Trail.	Yes
<sup>1</sup> Listing Status Key: FE — Federally Endangered FT — Federally Threatened FC — Federal Candidate FSS — USFS Sensitive Species SE — State Endangered ST — State Threatened CSSC — California Species of Special Concern SP — State Fully Protected CNPS-1B — Plants rare, threatened, or endangered in California and elsewhere. CNPS-2 — Plants rare, threatened, or endangered in California, but more common elsewhere. BLMSS — Bureau of Land Management Sensitive Species BLM — Bureau of Land Management "MIS" FSMIS — United States Forest Service Management Indicator Species SLC — Species of local concern and any other that the grant or cooperative agreement applicant has determined shall be included in the WHPP/HMP				
<sup>2</sup> Potential for occurrence could be based upon presence or absence of suitable habitat, incidental observations, and/or survey results. <sup>3</sup> Examples of reasons to exclude species from the WHPP/HMP include: <ul style="list-style-type: none"> <li>• surveys have shown that the species' habitat does not occur in or near any OHV recreation area</li> <li>• potential habitat exists, but surveys to protocol have not detected the species</li> <li>• there is no overlap in time between OHV recreation and species occurrence (or sensitivity such as nesting)</li> <li>• risk factors — there are no known risk factors for the species that are related to OHV recreation (examples of risk factors for species include turbidity, sedimentation of spawning gravels for fish, increase in water temperature [for fish and amphibians], loss of snags [for cavity nesters], elimination/disturbance of hollow logs as denning sites [for fur bearers])</li> <li>• the species has not been seen on the Forest in a long time (e.g., since 1952)</li> </ul>				

## SECTION II

### **Map(s) of project area with species and/or habitat addressed by the WHPP/HMP**

Applicants must include maps for all species and/or habitats addressed in the WHPP/HMP (i.e., where “Yes” is the answer to the question in the fifth column of Table 1, “Addressed by the HMP?”). The map(s) should illustrate the spatial relationship between special-status species and OHV recreation. If you do not include a map showing each species and/or habitat as described above, provide an explanation for the omission (e.g., lack of funds, mapping next year). Maps must include the following:

1. Identification of OHV recreation within the application project area (e.g., staging areas, trails, roads, corridors, and areas open for OHV recreation) and the location of special-status species and/or their habitats. If specific features (e.g., streams, specific campgrounds) are discussed in the HMP, they shall be shown on the maps. *Detailed location information that might jeopardize special-status species does not need to be included. The applicant may use circles or other symbols to indicate relative locations.*
2. Include a north arrow and scale. Reference all maps to a vicinity map of the OHV area or otherwise clearly indicate the location of the area mapped.
3. Format maps as a JPEG file. The Division accepts foldout maps if they are folded to 8 1/2 x 11 inches or put into a pocket to fit this format.

## SECTION III

### **Management/Monitoring Program by Species and Sensitive Habitat**

Using the table formats provided below in Sections A-C, provide a description of the data, management program, monitoring program, and management review and response process for the species/habitats marked “Yes” in Table 1. The description must address the information in Sections A-C for each species, related group of species, or habitat. Terms followed by an \* are defined at the end of the instructions for Section III.

#### **A. Table 2: Data (Including Baseline Data) and Management Program for Species and/or Sensitive Habitats**

Prepare a seven-column table of all species/habitats marked “Yes” in Table 1 using the template provided below. Each column must be filled out for each species/habitat.

The first column, “Species/Habitat,” must list all species/habitats marked “Yes” in Table 1. Similar species/habitats may be grouped, but all species/habitats marked “Yes” in Table 1 must be clearly addressed.

The second column, “Known Information,” must summarize relevant information known about each species and/or sensitive habitat (e.g., general location, population size, and use of the area as breeding and foraging).

The third column, “Methodology,” must summarize methodology used to obtain data, including protocols and frequency/intensity of effort.

The fourth column, “Concerns/Risks/Uncertainties,” explains how OHV recreation may be affecting the species or habitat. Describe the concerns, risks (e.g., loss of salmon spawning habitat and riparian vegetation at stream crossings) related to OHV management and describe

any uncertainties about potential effects (e.g., dust from OHV recreation may negatively affect the spawning habitat but the impact, if any is unknown). The concerns/risks drive the management program.

The fifth column, "Management Objective(s)," must list all management objectives(s) (e.g., keep sediment out of the stream; maintain riparian vegetation at stream crossings) that have been developed to address the identified concern/risk(s) and any identified uncertainties.

The sixth column, "Management Action(s)," must list all proposed or ongoing management actions (e.g., harden stream crossings; install fence to keep OHVs on designated trails) to meet the objective(s).

The seventh column, "Success Criteria," must list the success criteria (e.g., no additional sediment in the spawning gravels; no loss of riparian vegetation at stream crossings) that will be used to gauge the effectiveness of each management action.

Table 2. Data (Including Baseline Data) and Management Program for Species and/or Sensitive Habitats						
Species/ Habitat	Known Information	Methodology	Concerns/Risks/ Uncertainties	Management Objective(s)	Management Action(s)	Success Criteria

**B. Table 3: Summary of WHPP/HMP Monitoring Program**

Prepare a five-column table of all species/habitats marked "Yes" in Table 1 using the template provided below. Each column must be filled out for each species/habitat.

The first column, "Species/Habitat," must list all species/habitats marked "Yes" in Table 1. Species/habitats may be grouped where the same monitoring methodology addresses all such species, but all species/habitats marked "Yes" in Table 1 must be clearly addressed. Where a monitoring methodology addresses all such species, state "All Species."

The second column, "Management Action Implementation Monitoring Methodology," must describe how implementation monitoring\* will be conducted (i.e., describe how you will monitor what you said you were going to do, e.g., before and after photo points).

The third column, "Change Detection Methodology," must describe how change detection monitoring\* will be conducted (e.g., the wildlife checklist or visiting known habitat or populations).

The fourth column, "Effectiveness Monitoring Methodology, including triggers," must describe how effectiveness monitoring\* will be conducted (i.e., describe how you will assess whether each management action is successful based on success criteria). Include specific triggers for management change.

The fifth column, "Identify Any Applicable Validation Monitoring (Focused Studies)," must describe any studies being conducted to determine whether the underlying management assumptions are correct (Validation Monitoring\*).

<b>Table 3. Summary of WHPP/HMP Monitoring Program</b>				
<b>Species/Habitat</b>	<b>Management Action Implementation Monitoring Methodology</b>	<b>Change Detection Methodology</b>	<b>Effectiveness Monitoring Methodology, including triggers</b>	<b>Identify any Applicable Validation Monitoring (Focused Studies)</b>

**C. Table 4: Management Review and Response; Adaptive Management**

Table 4 describes what you plan to do. For each monitoring methodology listed in Table 3, prepare a five-column table using the template provided below.

The first column, "Monitoring Methodology," must list each monitoring methodology. Use a separate row for each monitoring methodology.

The second column, "How Monitoring Information Will Inform Management," must describe how you will use your monitoring information to make any necessary management changes.

The third column, "How Data Will Be Analyzed," must describe how the data will be analyzed to determine if management objectives are being met.

The fourth column, "Management Response to Identified Triggers," must describe the management responses to the identified triggers.

The fifth column, "Who Will Plan Management Response," must describe the staff involved in planning a management response.

<b>Table 4. Management Review and Response; Adaptive Management</b>				
<b>Monitoring Methodology</b>	<b>How Monitoring Information will Inform Management</b>	<b>How Data Will Be Analyzed</b>	<b>Management Response to Identified Triggers</b>	<b>Who Will Plan Management Response</b>

**\*DEFINITIONS:**

*"Implementation Monitoring:"* Determines if management actions were actually accomplished.

*"Change Detection Monitoring:"* Qualitative monitoring to detect change caused by OHV travel/recreation.

~~“Effectiveness Monitoring:” Uses the success criteria to determine if the management actions achieved the desired management objectives; appropriate effectiveness monitoring may ultimately be based on larger-scale monitoring efforts.~~

~~“Validation Monitoring:” Scientific studies that determine whether the underlying management assumptions are correct (e.g., “Have the appropriate concerns and risks been identified? Does meeting the management objectives ensure that OHV activities are not adversely affecting populations of species x?”).~~

~~NOTE: The Wildlife and Habitat Data Analysis Branch of the California Department of Fish and Game (CDFG) produces complete lists of “special” plants and animals, which are updated twice a year as part of the California Natural Diversity Data Base (CNDDDB). Subscribers to CNDDDB receive the lists as part of their subscription. The lists can also be obtained from the CDFG website at: <http://www.dfg.ca.gov/whdab/html/animals.html> and <http://www.dfg.ca.gov/whdab/html/plants.html>.~~

~~Other useful California species lists can be found at: <http://www.dfg.ca.gov/hcpb/species/lists.shtml>~~

## **SECTION IV**

### **Previous Year’s WHPP/HMP, Monitoring, Results, and Management Review**

~~If a WHPP/HMP is currently in use in the project area, then use the table formats provided below in Sections A-C to summarize changes from the previous year’s WHPP/HMP, the previous year’s monitoring accomplishments and results, and the management review process that was implemented. *If this application describes changes to the WHPP/HMP on Table 5, the applicant must submit a new WHPP/HMP, complete with Tables 1-7. If this application does not describe changes to the WHPP/HMP on Table 5, then the applicant does not need to submit a new WHPP/HMP, but need only submit Tables 5-7.*~~

#### **A. Table 5: Summary of Changes**

~~Table 5 describes how the program has changed from last year. Prepare a two-column table summarizing any changes including additions to the previous year’s WHPP/HMP using the template provided below.~~

~~The first column, “Change From Previous Year,” shall describe a substantive change (e.g., new species being monitored, change in monitoring methodology) in the WHPP/HMP from the previous year. If no changes have occurred, state “No change” in the first column.~~

~~The second column, “Section Where Change Occurs,” shall list where the change is found in the WHPP/HMP. If no changes have occurred, state “N/A” in the second column.~~



The second column, "Species/Habitat," must list the species/habitats for which each management action was taken and/or planned.

The third column, "Date Completed or Planned," must identify the date the action item was accomplished or is planned to be accomplished.

The fourth column, "Changes Needed to Management Program," must describe how you are going to change your program, including changes to monitoring, that will allow you to better meet success criteria or objectives.

The fifth column, "Response to HMP-related Public Concerns," must describe any HMP-related concerns raised by the public and how they were addressed.

<b>Table 7. Management Actions Based on Monitoring Results</b>				
<b>Management Actions</b>	<b>Species/Habitat</b>	<b>Date Completed or Planned</b>	<b>Changes Needed to Management Program</b>	<b>Response to HMP-related Public Concerns</b>

**WILDLIFE HABITAT PROTECTION PROGRAM (WHPP)/HABITAT MANAGEMENT PROGRAM (HMP)**

**(OHV Form M)**

**Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP)**

**Grant Number:** OR \_\_\_\_\_ (Division Use Only)

**Title:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Prepared by (name & title):** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by (name & title):** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Check the appropriate project type for your application:**

- ~~Conservation Projects (if limited to monitoring, surveys, or signing)~~
- ~~Equipment Projects~~
- ~~Facilities Operations & Maintenance~~
- ~~OHV Safety and/or Education Program Projects~~
- ~~Planning Projects~~
- ~~Restoration Projects~~
- ~~Scientific Research Projects~~

~~I certify that this project, to the best of my knowledge, has no species or habitats of concern or risk factors associated with OHV recreation.~~

**Signature:**

**Date:**

## SECTION VIII

### SOIL CONSERVATION PROGRAM

The Soil Conservation Program is mandated in Section 5090.35 of the California Public Resources Code. Law Enforcement Projects are exempt from the Soil Conservation Program. The grantee is responsible for the prompt repair and continuous maintenance of areas, roads, trails, and facilities. The grantee is expected to anticipate and prevent accelerated and unnatural erosion, and restore lands damaged by erosion to the extent possible.

The grantee shall monitor the condition of soils in each project area yearly (Section 5090.53(b)(2) of the California Public Resources Code) to determine whether the soil loss standards are being met. The soil loss standards are found in the Soil Conservation Guidelines/Standards for Off-Highway Vehicle Recreation Management, Nov. 14, 1991, or its officially adopted successor. Law enforcement projects are exempt from the Soil Conservation Program (CCR, Title 14, Section 4970.67(c)). If OHMVR grant funds have been requested for Open Riding Areas that do not have "designated trails," access roads to Open Riding Areas that periodically need maintenance shall be identified in the Soil Conservation Program.

The applicant shall prepare a map and corresponding soil condition rating table (**refer to Table 1 below**) of the condition of the trails funded with OHMVR grant funds. Trails, roads, and facilities shall be rated green, yellow, or red. Green means that the soil standards are being met, yellow means maintenance is needed, and red means the soil standards are not being met. A current soil condition map for trails, roads, and areas must be included in the application along with Table 1 below. If the applicant is identifying a new project area, "Not Applicable" shall be used in Table 1, because the applicant won't have any data from the current year.

Upon determination the soil loss standards are not being met in any area of the system, the grantee shall temporarily close and repair, to prevent accelerated erosion, that area or portion thereof funded from the Off-Highway Vehicle Trust Fund until the soil loss standard is met.

If the grantee determines that the soil loss standards are not being met in any area of the system, the grantee shall close that area or trail or any portion thereof funded from the Off-Highway Vehicle Trust Fund and reclaim and rehabilitate the area or trail.

The Division may not fund new trail construction unless it complies with the conservation specifications prescribed in subdivisions (b) and (g) of the Soil Conservation Guidelines/Standards for Off-Highway Vehicle Recreation Management, Nov. 14, 1991, or its officially adopted successor. Similarly, the Division may not fund trail construction where conservation is not feasible.

#### **Table 1: Soil Condition Rating**

For each unit identify compliant/non-compliant trails on designated OHV routes. Prepare a seven-column table using the template example provided below. Fill in each cell of the table; do not leave blank spaces.

The first column, "Unit Name," must list each unit being identified in the system. A "Unit Name" is the administrative jurisdiction where the trail is located (e.g., ranger district, field office, or local facility).

The second column, "Trail Name," must identify the specific trail name within the unit.

The third column, "Miles," must identify the total number of miles being rated on the specific trail.

The fourth column, "Soil Condition Rating," must identify the status of the trail or trail segment on the specific trail (green, yellow, or red).

The fifth column, "Number and Length of Segments," must identify the total number of segments and segment lengths within the miles rated on the specific trail.

The sixth column, "Maintenance and/or Resource Issues Based on Monitoring Results," must identify the primary maintenance and/or resource issue discovered on the trail and within the trail segment as a result of monitoring.

The seventh column, "Timeline for Completion," must identify the specific month and year repairs to the trail or trail segment will be completed as well as the proposed action to address issues.

## SOIL CONDITION MAP (OHV Form N)

**Example**

Table 1. Soil Condition Rating						
Unit Name	Trail Name	Miles	Soil Condition Rating	Number and Length of Segments	Maintenance and/or Resource Issues Based on Monitoring Results	Proposed Completion Date
Fox Trail	4	1.50	Yellow	5 segments; 3,585 feet	Rutting	Repair by 9/30/xx
Red Trail	34	1.30	Yellow	11 segments; 4,580 feet	Rutting, brushing	Repair by 9/30/xx
Goy RD	55	2.75	Yellow	11 segments; 3,824 feet	Needs maintenance	9/30/xx
Hollow RD	69	1.50	Red	6 segments; 4,619 feet	Drainage, rutting	Reroute by 9/30/xx
Toto RD	74	1.20	Green	Entire trail 1.2 miles	Needs annual maintenance	9/30/xx
Waldo RD	66	2.8	Green	Entire trail 2.8 miles	Needs annual maintenance	9/30/xx
Creek Trail	99	1.30	Green	Entire trail 1.3 miles	No maintenance needed	N/A
Summit RD	35	2.50	Red	13 segments; 5,764 feet	Drainage, rutting	Repair by 9/30/xx
Ridge Trail	6	2.80	Yellow	5 segments; 1,178 feet	Brushing, rutting, drainage	Repair by 9/30/xx
Skunk RD	22	0.95	Yellow	1 segment; 54 feet	Rutting	Repair by 9/30/xx
China Wall RD	14	0.91	Yellow	3 segments; 440 feet	Washout, rutting, drainage	Repair by 9/30/xx
Elder RD	10	0.98	Yellow	1 segment; 593 feet	Rutting, drainage	Repair by 9/30/xx
Farret Trail	13	1.56	Yellow	4 segments; 633 feet	Rutting, drainage	Repair by 9/30/xx
Silver RD	3	13	Not rated	Entire trail 13 miles	Will survey in 20xx	N/A
Gold RD	4	8	Not rated	Entire trail 8 miles	Will survey in 20xx	N/A
Bell RD	7	10	Not rated	Entire trail 10 miles	Will survey in 20xx	N/A
Fun Trail	8	13	Not rated	Entire trail 13 miles	Will survey in 20xx	N/A

**SECTION IX  
PROJECT ACTIVITY REPORT (PAR)  
(OHV Form O)**

<i>-Report OHV Data For Most Recent Complete Fiscal Year-</i>	
<b>Applicant<sup>1</sup>:</b>	<b>Date:</b>
<b>Geographic Area<sup>2</sup>:</b>	
<b>Applicant's Fiscal Year:</b>	
_____	_____
Beginning Month/Year	Ending Month/Year
<b>Previous Year's Grant or Cooperative Agreement:</b> <input type="checkbox"/> N/A	
_____	_____
Number	Title

<b><del>I. OHV Opportunity</del> <input type="checkbox"/> N/A</b>	
1. Total Acres Of Open <sup>3</sup> Riding Currently Available For OHV Recreation	#
2. Acres of Open OHV Riding Gained Since Prior Fiscal Year	#
3. Acres of Open OHV Riding Lost Since Prior Fiscal Year	#
4. Total Miles of Routes <sup>4</sup> Currently Available For OHV Recreation	#
• Miles Of Routes Available For ATVs (Green/Red Sticker)	#
• Miles Of Routes Available For Motorcycles (Green/Red Sticker and Street Legal Vehicles)	#
• Miles of Routes Available For Four-wheeled Vehicles Other Than ATVs (Green Sticker and Street Legal)	#
• Miles of Routes Available For Street Legal Vehicles Only (Registered For Highways)	#
5. Miles of Authorized OHV Routes Added Since Prior Fiscal Year	#
6. Miles of Authorized OHV Routes Removed Since Prior Fiscal Year	#
Explain Any OHV Opportunity That Was Added or Removed:	

**II. Over Snow Vehicle (OSV) Opportunity**  N/A

1. Total Acres Of Open Riding Currently Available for OSV Recreation	#
2. Acres of Open OSV Riding Added Since Prior Fiscal Year	#
3. Acres of Open OSV Riding Removed Since Prior Fiscal Year	#

4. Miles of Authorized OSV Routes Added Since Prior Fiscal Year	#
5. Miles of Authorized OSV Routes Removed Since Prior Fiscal Year	#

6. Miles Of Signed Groomed OSV Routes	#
7. Miles Of Signed Un-Groomed OSV Routes	#
8. Miles Of Un-Signed Un-Groomed OSV Routes <sup>5</sup>	#
9. Total Miles of Authorized OSV Routes Currently Available For OSV Recreation (Add Items 6, 7, and 8)	#

Explain Any OSV Opportunity That Was Added or Removed:

**III. Conservation Activities**  N/A

1. Acres Of Open OHV Riding Area Maintained	#
2. Acres Of Open OHV Riding Area Temporarily Closed	#
3. Acres Of Open OHV Riding Area Opened After Conservation	#
4. Miles Of OHV Routes Maintained	#
5. Miles Of OHV Routes Temporarily Closed	#
6. Miles Of OHV Routes Opened After Conservation	#

**IV. Restoration Activities**  N/A

1. Acres Of Open OHV Riding Area Restored	#
2. Miles Of OHV Routes Restored	#

**V. Volunteer Information**  N/A

1. Number Of Volunteers	#
2. Number Of Volunteer Hours	#
3. Estimated Value Of Volunteer Hours In Comparable Salary <sup>6</sup>	\$

4. Activities Performed By Volunteers?

5. Training Provided To Volunteers?

<b>VI. OHMVR Funds <input type="checkbox"/> N/A</b>	
1. OHMVR Funds Allocated	\$
2. OHMVR Funds Spent On Conservation	\$
3. OHMVR Funds Spent On Restoration	\$
4. OHMVR Funds Spent On OHV Enforcement	\$
5. OHMVR Funds Spent On OSV Enforcement	\$
6. OHMVR Funds Spent On Other OHV Activities	\$
7. OHMVR Funds Spent On Other OSV Activities	\$
Total OHMVR Funds Spent	\$
Remaining OHMVR Funds (Subtract Total OHMVR Funds Spent from OHMVR Funds Allocated)	\$

<b>VII. Applicant Funds <input type="checkbox"/> N/A</b>	
1. Applicant Funds Spent On Conservation	\$
2. Applicant Funds Spent On Restoration	\$
3. Applicant Funds Spent On OHV Enforcement	\$
4. Applicant Funds Spent On OSV Enforcement	\$
5. Applicant Funds Spent On Other OHV Activities	\$
6. Applicant Funds Spent On Other OSV Activities	\$
Total Applicant Funds	\$

<b>VIII. Other Funds <input type="checkbox"/> N/A</b>	
1. Other Funds Spent On Conservation	\$
2. Other Funds Spent On Restoration	\$
3. Other Funds Spent On OHV Enforcement	\$
4. Other Funds Spent On OSV Enforcement	\$
5. Other Funds Spent On Other OHV Activities	\$
6. Other Funds Spent On Other OSV Activities	\$
Total Other Funds	\$

<b>IX. OHV Visitor Information</b>	
1. Number Of Visitor Days <sup>7</sup>	#
2. Number Of Visitor Contacts <sup>8</sup>	#

<b>X. OHV Public Safety <input type="checkbox"/> N/A</b>	
1. Total OHV LE Contacts <sup>9</sup>	#
• OHV Related Accidents	#
• OHV Related Fatalities	#

<b>XI. OSV Public Safety <input type="checkbox"/> N/A</b>	
1. Total OSV LE Contacts	#
• OSV Related Accidents	#
• OSV Related Fatalities	#

**XII. OHV Accomplishment Summary:**  N/A

Briefly summarize any and all OHV program accomplishments in the prior year, referencing all funding sources associated with each accomplishment. If you received OHMVR funding, include any “control language” specified in the grant or cooperative agreement contract. In addition, respond to comments and/or recommendations made in any site visit performance report from the previous year.



## Project Activity Report Definitions

- ~~1. **Applicant** – City, county, appropriate district, nonprofit organization, educational institution, federal agency, or federally recognized Native American tribe.~~
- ~~2. **Geographic Area** – Administrative jurisdiction, such as Ranger District, Field Office or Substation. A separate PAR must be submitted for each individual geographic area. An additional PAR totaling all reported geographic areas must also be submitted.~~
- ~~3. **Open** – Acres of land designated for OHV recreation other than designated routes. If no designated **open** acreage exists within the geographic area, indicate “0.”~~
- ~~4. **Route** – Includes roads and trails.~~
- ~~5. **Miles Of Un-Marked Un-Groomed OSV Routes** – Routes that would be available for OSV opportunity when covered with sufficient snow.~~
- ~~6. **Estimated Value of Volunteer Hours** – Use the hourly rate for a comparable paid position with your organization. Volunteer support expenses are reported in Sections VII or VIII.~~
- ~~7. **Visitor Days** – Every day or portion thereof that a visitor is engaged in OHV recreation is considered one visitor day. Estimate based on personal observations or counters.~~
- ~~8. **Visitor Contact** – Any verbal or written communication related to OHV recreation.~~
- ~~9. **Law Enforcement (LE) Contact** – A detention, or a consensual contact, by a law enforcement officer or forest protection officer resulting in: a) no action due to compliance, b) verbal or written warning, c) citation, or d) arrest.~~
- ~~10. **In Compliance** – A law enforcement contact where no violations are found.~~
- ~~11. **Warning** – A law enforcement contact in which a written or verbal warning is issued instead of a citation or arrest.~~
- ~~12. **Citation** – A law enforcement contact where a citation or notice to appear is issued.~~
- ~~13. **Cold Report** – Report that occurs after an OHV related incident, and does not result in citation, warning, or arrest.~~
- ~~14. **Arrest** – A law enforcement contact where the violator is taken into custody.~~
- ~~15. **Resource Damage Violations** – Damage to natural or cultural resources, including, but not limited to: CPC 374, CPC 374.3, CPC 384(a) and (c), CVC 38319, CVC 38320(a) and (b), CCR T14 4306(a), 36 CFR 261.9(a) and (c), and 43 CFR 8365.1-5(a)(1).~~
- ~~16. **Other** – OHV related violations not listed such as unsafe speed, alcohol-related contacts, vandalism, no whip/flag, etc. List separately in the empty rows.~~

## SECTION X PUBLIC REVIEW PROCESS

Prior to submission of the application to the Division, the applicant shall make draft applications available for public review and comment. Applications must comply with the following (refer to CCR, Title 14, 4970.53(d)(2)):

**Public Notice.** ~~Not later than thirty (30) calendar days prior to the Application Filing Date, applicants shall provide notice to the public of the opportunity to submit comments on the draft application. The notice shall be published at a minimum either: i) in a local newspaper, or ii) the applicant's newsletter or iii) website and mailed to those persons the agency or organization determines most likely to have an interest in or be affected by the project.~~

**Public Review.** Draft applications shall be made available for public review and comment no later than the date of the publication notice. At a minimum, applicants shall make available to the public for the purpose of this review, the application face sheet, project description, project costs and deliverables, and, if applicable, past project activities.

**Public Comments.** All public comments received by an applicant up to ten (10) calendar days prior to the Application Filing Date shall be included in the application. An applicant shall also include a brief statement of how the public's comments were incorporated into the development of the application or an explanation of the reasons why not.

**Late Public Comments.** The applicant shall not be required to include public comments received less than ten (10) calendar days prior to the Application Filing Date. The applicant shall forward all comments received less than ten (10) calendar days prior to the Application Filing Date to the Division, along with the application, if possible, but no later than ten (10) calendar days following the application filing date.

The applicant shall provide written detail where applicable to the following:

1. ~~**Public Notification Efforts.** Write a brief description of your public notification efforts for this application (e.g. letters, phone calls, web notices, meetings). Attach a list the groups that were noticed and if you held public meetings, list those invited to and attendees of the meeting(s). Also attach a copy of your public notice.~~
2. ~~**Correspondence.** Include all correspondence received both in support and opposition, and indicate a reference in the application package to the letters, e-mails, or documents received. Briefly summarize the comments you received that are relevant to each project type or the grant application as a whole.~~
3. ~~**Public Input.** How did you incorporate the public input into the development of the application?~~
4. ~~**Application Changes as a Result of Comments.** Did you make changes to the application as a result of public comments? If yes, explain any changes.~~

## **SECTION XI GOVERNING BODY RESOLUTION**

All local agencies, educational institutions, nonprofit organizations, and federally recognized Native American tribes are required to complete and include an authorizing resolution from their governing body with their applications for grants and cooperative agreements funds. While the resolution may be modified slightly in order to comply with local requirements, it must contain the components and most of the language identified in the example that follows.

**GOVERNING BODY RESOLUTION  
OFF-HIGHWAY VEHICLE GRANT  
(OHV Form S)**



RESOLUTION NO. \_\_\_\_\_  
RESOLUTION OF THE \_\_\_\_\_  
(Title of Governing Body)

**APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS FOR THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, OFF-HIGHWAY VEHICLE GRANT FUNDS**

~~WHEREAS, The people of the State of California have enacted the Off-Highway Motor Vehicle Recreation Act of 2003 as amended, which provides funds to the State of California and its political subdivisions for, acquisition projects, conservation projects, development projects, equipment purchases, facilities operation and maintenance projects, law enforcement projects OHV safety and/or education program projects, planning projects, restoration and/or repair projects, specific research projects, and trail maintenance projects for off-highway vehicle recreation; and~~

~~WHEREAS, the Off-Highway Motor Vehicle Recreation Division with the California Department of Parks and Recreation has been delegated the responsibility to administer the program; and~~

~~WHEREAS, procedures established by the California Department of Parks and Recreation require the Applicant's Governing Body to certify by resolution the approval of the application to apply for Off-Highway Motor Vehicle Grant; funds; and~~

~~WHEREAS, this project appears on, or is in conformance with this jurisdiction's adopted general or master plan and is compatible with the land use plans of those jurisdictions immediately surrounding the project;~~

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:  
(Applicant's Governing Body)

- ~~1. Approves the filing of an application(s) for an Off-Highway Vehicle Grant or Cooperative Agreement; and~~
- ~~2. Certifies that this agency understands its legal obligations to the State upon approval of the grant; and~~
- ~~3. Certifies that this agency understands the California Public Resources Code requirement that acquisition and development projects be maintained to specific conservation standards; and~~
- ~~4. Certifies that the project will be well-maintained during its useful life; and~~
- ~~5. Certifies that this agency will implement the project with diligence once funds are available and the Applicant has reviewed, understands, and agrees with the Project Agreement; and~~
- ~~6. Certifies that this agency will provide the required matching funds (as applicable); and~~
- ~~7. Certifies that the public and adjacent property owners have been notified of this project (as applicable); and~~
- ~~8. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for completion of the project.~~

Approved and Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by \_\_\_\_\_ following a roll call vote: (Applicant's Governing Body)

Ayes:

Noes:

Absent:

\_\_\_\_\_  
(Clerk)

**~~OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR)  
DIVISION MANUAL FOR GRANTS AND COOPERATIVE  
AGREEMENTS PROGRAM~~**

**~~APPLICATION EVALUATION SYSTEM~~**

**~~CHAPTER 2~~**

## Application Evaluation System Table of Contents

	Page
<b>Application and Project Evaluations</b>	<b>2</b>
<b>Preparation for the OHMVR Subcommittee and Full Commission Meetings</b>	<b>3</b>
<b>Evaluation Process</b>	<b>4</b>
<b>Criteria</b>	<b>4</b>
<b>Analysis of Project Needs and Benefits</b>	<b>4</b>
<b>Evaluation Panel and Division Determinations</b>	<b>4</b>
<b>Funding Targets</b>	<b>5</b>
<b>Funding “Cutoff Points” and Ranking Of Projects</b>	<b>5</b>
<b>Specific Criteria:</b>	
Acquisition Projects	<b>6</b>
Conservation Projects	<b>7</b>
Development Projects	<b>8</b>
Equipment Projects	<b>9</b>
Facilities Operation and Maintenance (FO&M) Projects	<b>10</b>
Law Enforcement Projects	<b>11</b>
OHV Safety and/or Education Program Projects	<b>12</b>
Planning Projects	<b>13</b>
Restoration Projects	<b>14</b>
Scientific Research Projects	<b>15</b>
Trail Maintenance	<b>17</b>
<b>Formula and Procedure for Establishing Funding Determinations</b>	<b>18</b>

# **APPLICATION EVALUATION SYSTEM**

## **APPLICATION AND PROJECT EVALUATIONS**

~~OHMVR grants and cooperative agreements shall be awarded on a competitive basis. After an applicant submits a grant or cooperative agreement application, Division staff will initially process all applications, using the checklist for each project type as shown in Chapter 1 of this Division Manual, to determine the timeliness and completeness of each application. Applications found to be complete and “on time” will be evaluated using the competitive process based on the evaluation criteria specific to each project type described in this Chapter.~~

~~Division staff will evaluate, score, rank and provide funding determinations to the Commission for each single or multiple project application. Thirty (30) days prior to the scheduled Commission subcommittee meeting, applicants and the Commission will be provided with a copy of the project scores and factual findings supporting the scores, project ranking(s), and project funding determination(s). Additionally, the scores, factual findings, ranks and funding determinations prepared by the Division will be posted on the Division website.~~

~~Applications will be considered annually as long as OHV funds are available. Complete applications meeting all requirements outlined in CCR Title 14, 4970.53-4970.72, will be presented to the Commission for consideration at the appropriately scheduled Commission meetings.~~

## **PREPARATION FOR THE OHMVR SUBCOMMITTEE AND FULL COMMISSION MEETINGS**

~~Two Commission subcommittee meetings will be held prior to the full Commission meeting(s) to review and discuss applications. The Chair of the Commission will select subcommittee members to participate in the subcommittee meetings. One subcommittee meeting will be held in northern California and one subcommittee meeting will be held in southern California to review all applications. All meetings will provide the public and the applicants with the opportunity to testify on all grant and cooperative agreement applications to provide comments and factual information concerning the proposed projects and the Division’s evaluation scoring.~~

~~The purpose of the subcommittee meetings includes: 1) receiving input from the public, applicant, stakeholders, and subcommittee members about potential funding amounts for applications, including additional factual information; 2) establishing a “consent calendar” of applications deemed to be non-controversial for recommended action by the full Commission without discussion; and, 3) making preliminary findings of fact and recommendations to the full Commission concerning the Division’s evaluation scores and project rankings.~~

~~In preparation for the subcommittee meetings, applicants are responsible for submitting a status report to the Division, on all active projects, thirty (30) days prior to the applicant’s scheduled subcommittee meeting. First-time applicants are exempt from this requirement because they do not have any active projects.~~

The report may be submitted in the form of a spreadsheet and must include the following items:

1. Grantee/agency name.
2. Active grant or cooperative agreement number(s).
3. Title of the grants or cooperative agreements.
4. Total amount(s) of grants or cooperative agreements.
5. Amount spent to date on each grant or cooperative agreement.
6. Percentage of each grant or cooperative agreement completed to date.
7. Projected date of completion of each grant or cooperative agreement.
8. Estimated cost of completion of each grant or cooperative agreement.

## **EVALUATION PROCESS**

Division staff will evaluate each project proposed for funding as described in the application to determine how well projects will meet the criteria. Therefore, it is extremely important for applicants to address in their analysis of project needs and benefits how the project will achieve the criteria, supported by factual documentation and information (e.g., reference to information in the Project Activity Report (PAR), status report on active projects, or any other data). Higher achieving projects will receive a higher score than lower achieving projects.

## **CRITERIA**

The evaluation criteria directly correspond to a required component, objective or desired outcome for an individual project type. The applications must address the criteria within an individual project type and provide factual information about the project and its expected outcomes, desired objectives and benefits, and any other relevant information concerning the OHV program to which the proposed project will contribute.

## **ANALYSIS OF PROJECT NEEDS AND BENEFITS**

The applicant must provide an analysis of project needs and benefits that addresses each of the criteria for each individual project type. The analysis must be based on documented factual conditions or statistics. Unsubstantiated conclusions, general or summary statements will not receive points. The analysis must also include a brief summary of how (if applicable) the project relates to and complements other projects for which the applicant has applied.

## **EVALUATION PANEL AND DIVISION DETERMINATIONS**

A panel of not less than five Division staff members will evaluate applications that have been deemed complete. The panel will use the evaluation criteria specific to each individual project type to determine a project score. A total of 100 points is possible for each individual project.

Not later than thirty (30) days prior to the first scheduled Commission subcommittee meeting to consider the applications the Division will release the Evaluation Panel findings to the public and the Commission. These findings shall include: the applications, evaluation scores, application rankings, findings of fact supporting the evaluation scores given, and funding determinations.

## **FUNDING TARGETS**

The amount of funding available for the Grants and Cooperative Agreements Program is set each year by a State Budget appropriation. The Commission identifies general funding targets each year during the Annual Program Review meeting or such other meeting as the Commission may schedule, held prior to the beginning of each grants and cooperative agreements application cycle. (See Figure 1)

The funding categories consist of Conservation and Enforcement Services Account (**CESA**) funds (**CESA = Conservation, Restoration, Enforcement**), and Non-CESA funds (see Chapter 3 for a discussion of funding categories). If the Commission does not identify funding amounts within each of the funding categories, or provide direction to the Division for the establishment of the funding targets, the Division will identify funding targets based on statutory requirements and public input provided at the Commission Annual Program Review meeting, no later than thirty (30) days after the meeting.

## **FUNDING “CUTOFF POINTS” AND RANKING OF PROJECTS**

The general funding targets established by the Commission, or the Division with direction from the Commission, will serve as “**cutoff points**” for an individual project funding determination. Projects will be ranked according to their evaluation score. Once the funding cutoff is reached, applications with scores falling below the funding cutoff will not be funded.

After the final Commission allocation meeting, in the event that multiple projects have the same score at the cutoff line, the Division will utilize a “random selection” method to break ties and determine which projects will receive funding.

## ACQUISITION PROJECTS

Criteria	Points Possible
<p><b>1. The acquisition enhances, adds to, or protects existing OHV opportunity or provides new opportunity or protects resources. The acquisition project must address at least one of the following:</b></p> <ul style="list-style-type: none"> <li>a. Solving one or more operational, maintenance, law enforcement, environmental, use conflict or other problem(s) or condition(s) associated with providing OHV recreation described in the application</li> <li>b. Protecting residents, private property and landowners adjacent to the proposed acquisition from noise, trespass and property damage</li> <li>c. Protecting habitat or critical resources (soil, water, cultural, wildlife, etc.)</li> <li>d. Eliminating illegal riding/trespass</li> <li>e. Preventing off-route travel</li> </ul>	40
<p><b>2. The proposed project is designed for efficient use of OHV funds. At a minimum, the project must address:</b></p> <ul style="list-style-type: none"> <li>a. Cost effectiveness (Cost vs. amount of opportunity) (5)</li> <li>b. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds) (5)</li> <li>c. Use of partnerships, volunteers, or other measures to reduce the reliance on OHV funds (5)</li> </ul>	15
<p><b>3. The application demonstrates the proposed project can be accomplished within the given timeline.</b></p>	15
<p><b>4. The applicant demonstrates the ability to implement and/or protect an OHV recreation program upon completion of the acquisition project. At a minimum, the project must address:</b></p> <ul style="list-style-type: none"> <li>a. Availability to fund future development and operational costs (5)</li> <li>b. Ability to provide staffing adequate for operations without reliance on State OHV funds (5)</li> <li>c. Ability to use the property for the intended activities and to obtain environmental clearances, permits, etc. (5)</li> </ul>	15
<p><b>5. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</b></p> <ul style="list-style-type: none"> <li>a. Completion of prior acquisition project(s) within the timeframe provided (5)</li> <li>b. History of fiscal accountability with similar grants or projects (5)</li> <li>c. Qualifications and availability of staff to carry out the project (5)</li> </ul>	15
<p><b>TOTAL</b></p>	<b>100</b>

## CONSERVATION PROJECTS

Criteria	Points Possible
<p><b>1. The project will protect and conserve ecological conditions to sustain long-term use of the roads, trails, and/or areas for OHV recreation. The project must address how the project will:</b></p> <ul style="list-style-type: none"> <li>a. Reduce erosion and meet established soil conservation standards</li> <li>b. Protect critical resources (soil, water, wildlife, rare, threatened and endangered species, cultural, etc.) and meet wildlife habitat protection program requirements (WHPP)</li> <li>c. Monitor use for potential effects to resources and prevent future damage</li> </ul>	50
<p><b>2. The application demonstrates the proposed project is designed for efficient use of OHV funds. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Use of innovative, efficient and/or effective materials or methods to reduce costs</li> <li>b. How the project will reduce maintenance costs</li> <li>c. Use of volunteers or other low-cost labor</li> <li>d. Use of partnerships to reduce reliance on OHV funds</li> <li>e. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</li> </ul>	35
<p><b>3. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</b></p> <ul style="list-style-type: none"> <li>a. Completion of prior projects within the timeframe provided (5)</li> <li>b. History of fiscal accountability with similar grants or projects (5)</li> <li>c. Qualifications and availability of staff to carry out the project (5)</li> </ul>	15
<b>TOTAL</b>	<b>100</b>

## DEVELOPMENT PROJECTS

Criteria	Points Possible
<p><b>1. <del>The project enhances or protects existing OHV opportunity or provides new opportunity and/or prevents or reduces the need for conservation activities or closures due to environmental damage. The project must address at least one of the following:</del></b></p> <ul style="list-style-type: none"> <li><del>a. Solving one or more operational, maintenance, law enforcement, environmental, use conflict or other problem(s) or condition(s) associated with providing OHV recreation described in the application</del></li> <li><del>b. Protecting residents, private property and adjacent landowners from noise, trespass, and property damage</del></li> <li><del>c. Eliminating illegal riding/trespass</del></li> <li><del>d. Preventing off-route travel</del></li> <li><del>e. Protecting public health and safety</del></li> <li><del>f. Avoiding the need for increased maintenance, conservation activities or closures due to environmental damage</del></li> <li><del>g. Providing infrastructure and/or services that meet public needs</del></li> </ul>	40
<p><b>2. <del>The proposed project is designed for efficient use of OHV funds. The project must address one or more of the following:</del></b></p> <ul style="list-style-type: none"> <li><del>a. Project will reduce maintenance costs</del></li> <li><del>b. Project implements energy saving features</del></li> <li><del>c. Building new vs. modification of existing facilities with the aim of reducing development costs</del></li> <li><del>d. Use of partnerships to reduce reliance on OHV funds</del></li> <li><del>e. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</del></li> <li><del>f. Use of volunteers or other low-cost labor</del></li> </ul>	30
<p><b>3. <del>The applicant demonstrates the ability to staff and maintain the proposed facility. At a minimum, the application must address:</del></b></p> <ul style="list-style-type: none"> <li><del>a. Ability to cover future operational costs</del></li> <li><del>b. Ability to provide staffing adequate for operations without reliance on State OHV Funds</del></li> </ul>	15
<p><b>4. <del>The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</del></b></p> <ul style="list-style-type: none"> <li><del>a. Completion of prior projects within the timeframe provided (5)</del></li> <li><del>b. History of fiscal accountability with similar grants or projects (5)</del></li> <li><del>c. Qualifications and availability of staff to carry out the project (5)</del></li> </ul>	15
<p><b>TOTAL</b></p>	<b>100</b>

## EQUIPMENT PROJECTS

Criteria	Points Possible
<p><b>1. The equipment purchase or repair supports a program that sustains long-term OHV recreation. The project must address the:</b></p> <ul style="list-style-type: none"> <li>a. Ability to cover operational costs associated with use of the equipment</li> <li>b. Ability to provide staffing without reliance on State OHV funds</li> </ul>	40
<p><b>2. The application demonstrates that the proposed equipment purchase or repair would provide for efficient use of OHV funds in one or more of the following areas:</b></p> <ul style="list-style-type: none"> <li>a. Contributes to reduced costs of maintaining roads, trails and areas</li> <li>b. Use of partnerships to reduce reliance on the OHV Trust Fund</li> <li>c. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</li> <li>d. The proposed equipment purchase or repair is the most cost effective alternative</li> <li>e. Use of volunteers or other low cost labor</li> </ul>	20
<p><b>3. The application demonstrates that the proposed equipment purchase or repair addresses a specific need. The application must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. The amount of existing recreational use</li> <li>b. The amount of demand for increased recreational opportunity</li> <li>c. The equipment will repair or restore damage and/or extend the useful life of roads, trails and areas</li> <li>d. Unusual soil, topography or other natural resource conditions</li> <li>e. Access for public safety.</li> <li>f. Equipment for education.</li> </ul>	30
<p><b>4. The applicant has dedicated adequate staffing with the necessary experience to use and maintain the type of equipment requested.</b></p>	10
<p><b>TOTAL</b></p>	<b>100</b>

## FACILITIES OPERATION AND MAINTENANCE (FO&M) PROJECTS

Criteria	Points Possible
<p><b>1. The project enhances or protects existing OHV opportunity or provides new opportunity or protects resources. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Solving one or more operational, maintenance, law enforcement, use conflict or other problem(s) or condition(s) associated with providing OHV recreation described in the application</li> <li>b. Reducing or avoiding conflicts with non-motorized recreation</li> <li>c. Protecting residents, private property and adjacent landowners from noise, trespass, and property damage</li> <li>d. Insuring compliance to protect habitat or critical resources (soil, water, cultural, wildlife, etc.) and/or closures due to environmental damage</li> <li>e. Eliminating illegal riding/trespass</li> <li>f. Preventing off-route travel</li> <li>g. Protecting public health and safety</li> <li>h. Avoiding increased maintenance activities</li> </ul>	40
<p><b>2. The proposed project is designed for efficient use of OHV funds. The application must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Use of innovative or efficient materials to reduce FO&amp;M costs</li> <li>b. The project will contribute to reduced maintenance costs through preventive maintenance</li> <li>c. Use of partnerships to reduce reliance on OHV funds</li> <li>d. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</li> <li>e. Use of volunteers or other low cost labor</li> </ul>	30
<p><b>3. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</b></p> <ul style="list-style-type: none"> <li>a. Completion of prior projects within timeframe provided (10)</li> <li>b. History of fiscal accountability with similar grants or projects (10)</li> <li>c. Qualifications and availability of staff to carry out the project (10)</li> </ul>	30
<b>TOTAL</b>	<b>100</b>

## LAW ENFORCEMENT PROJECTS

Application Criteria	Points Possible
<p><b>1. The project demonstrates law enforcement efforts will sustain long-term OHV recreation by:</b></p> <ul style="list-style-type: none"> <li>a. Reducing resource damage or potential resource damage through proactive measures and/or education efforts.</li> <li>b. Reducing intrusion into wilderness, closed areas or private property</li> <li>c. Reducing conflict between various recreation interests</li> </ul>	35
<p><b>2. The project demonstrates how law enforcement efforts will address OHV-related public safety issues:</b></p> <ul style="list-style-type: none"> <li>a. Enforce laws and regulations at a minimum in CVC or other OHV related codes</li> <li>b. Emergency response</li> <li>c. Search and rescue</li> <li>d. Education/outreach</li> <li>e. Other proactive measures (e.g., patrol, signing, barriers)</li> </ul>	30
<p><b>3. The applicant demonstrates efficient use of OHV funds. Project must include one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Use of partnerships to reduce reliance on OHV funds</li> <li>b. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</li> <li>c. Use of volunteers, reserves or other low cost labor</li> <li>d. Reducing future costs</li> <li>e. Appropriate use of equipment</li> </ul>	20
<p><b>4. The project demonstrates applicant's history of successfully implementing similar projects. At a minimum, using examples of prior projects or activities, the application must address the applicant's:</b></p> <ul style="list-style-type: none"> <li>a. Ability to complete project within timeframe provided (5)</li> <li>b. History of fiscal accountability with similar grants or projects (5)</li> <li>c. Commitment of staff to OHV program (5)</li> </ul>	15
<b>TOTAL</b>	<b>100</b>

## OHV SAFETY AND/OR EDUCATION PROGRAM PROJECTS

Criteria	Points Possible
<p><b>1. The project's curriculum or services lead to the enhancement or protection of existing OHV opportunity or natural resources. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Solving one or more operational, maintenance, law enforcement, environmental, use conflict, or other problem(s) or condition(s) associated with providing OHV recreation described in the application</li> <li>b. Protecting residents, private property and landowners adjacent to OHV recreation from noise, trespass and property damage</li> <li>c. Protecting habitat or critical resources (soil, water, cultural, wildlife, etc.)</li> <li>d. Eliminating illegal riding/trespass</li> <li>e. Preventing off-route travel</li> <li>f. Promoting safe and responsible OHV use</li> </ul>	35
<p><b>2. The project will address OHV-related safety and/or education issues. Examples may include one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Inspection stations (e.g., noise compliance, vehicle safety)</li> <li>b. Search and rescue</li> <li>c. Volunteer Trail patrol</li> <li>d. Education/outreach (e.g., handbooks, public service announcements)</li> <li>e. Other proactive measures</li> </ul>	35
<p><b>3. The project is designed for efficient use of OHV funds. At a minimum, the application must address:</b></p> <ul style="list-style-type: none"> <li>a. Cost effectiveness (cost vs. numbers of students or general public) (5)</li> <li>b. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds) (5)</li> <li>c. Use of partnerships, volunteers, or appropriate use of equipment such as computerized training to reduce the OHV funds needed for the project (5)</li> </ul>	15
<p><b>4. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</b></p> <ul style="list-style-type: none"> <li>a. Completion of prior projects within timeframe provided (5)</li> <li>b. History of fiscal accountability with similar grants or projects (5)</li> <li>c. Qualifications and availability of staff to carry out the project (5)</li> </ul>	15
<b>TOTAL</b>	<b>100</b>

## PLANNING PROJECTS

Criteria	Points Possible
<p><b>1. The planning project addresses the enhancement or protection of existing OHV opportunity or will lead to new opportunity or protection of resources. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Solving one or more operational, maintenance, law enforcement, environmental, use conflict or other problem(s) or condition(s) associated with providing OHV recreation described in the application</li> <li>b. Protecting residents, private property and adjacent landowners from noise, trespass, and property damage</li> <li>c. Protecting habitat or critical resources (soil, water, cultural, wildlife, etc.)</li> <li>d. Eliminating illegal riding/trespass</li> <li>e. Preventing off-route travel</li> <li>f. Protecting public health and safety</li> <li>g. Sustaining OHV recreation by avoiding or minimizing the need for increased maintenance, conservation activities or closures of OHV recreation opportunities</li> </ul>	50
<p><b>2. The applicant demonstrates efficient use of OHV funds. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Use of volunteers or other low cost labor</li> <li>b. Reducing future costs</li> <li>c. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</li> <li>d. Use of partnerships to reduce reliance on OHV funds</li> </ul>	35
<p><b>3. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</b></p> <ul style="list-style-type: none"> <li>a. Completion of prior projects within timeframe provided (5)</li> <li>b. History of fiscal accountability with similar grants or projects (5)</li> <li>c. History of successful and timely implementation of planning results and recommendations (5)</li> </ul>	15
<b>TOTAL</b>	<b>100</b>

## RESTORATION PROJECTS

Criteria	Points Possible
<p><b>1. The project benefits critical environmental resources and/or addresses resource damage. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Soil, water, wildlife, or habitat</li> <li>b. Rare, threatened, and endangered species</li> <li>c. Cultural resources</li> <li>d. Wilderness or other environmentally sensitive area</li> </ul>	40
<p><b>2. The proposed project is designed for efficient use of funds. The application must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. The project is designed to avoid the need for future maintenance and law enforcement costs</li> <li>b. Use of innovative, efficient and effective materials or methods to reduce costs</li> <li>c. Use of volunteers or other low cost labor</li> <li>d. Use of partnerships to reduce reliance on OHV funds</li> <li>e. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</li> </ul>	15
<p><b>3. Application must address criteria in one of the following three categories:</b></p> <ul style="list-style-type: none"> <li><b>a. Application identifies how available maintenance or conservation practices were exhausted:</b> <ul style="list-style-type: none"> <li>i. Application identifies alternatives considered and/or attempted</li> <li>ii. Application identifies why those alternatives would not address resource issue</li> <li>iii. Application demonstrates the use of appropriate law enforcement and/or traffic control devices to protect the restoration area</li> </ul> </li> <li><b>b. Repair of illegal OHV activity:</b> <ul style="list-style-type: none"> <li>i. Application identifies the measures that will be implemented to prevent recurrence of the illegal activity</li> </ul> </li> <li><b>c. Closure due to management action:</b> <ul style="list-style-type: none"> <li>i. Application identifies the measures that will be implemented to maintain the closure and prevent illegal OHV recreation, or explain why such measures are not necessary</li> </ul> </li> </ul>	20
<p><b>4. Application demonstrates the site will be monitored and can be adequately maintained until the restoration process is successful.</b></p>	10
<p><b>5. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the application must address the applicant's:</b></p> <ul style="list-style-type: none"> <li>a. Completion of prior project(s) within timeframe provided (5)</li> <li>b. History of fiscal accountability with similar grants or projects (5)</li> <li>c. Applicant has a proven track record of addressing problem areas in a timely manner so as to avoid closure (5)</li> </ul>	15
<p><b>TOTAL</b></p>	<b>100</b>

## SCIENTIFIC RESEARCH PROJECTS

Criteria	Points Possible
<p><b>1. The project will lead to enhancing or protecting existing OHV opportunity or providing new opportunity or protecting resources to avoid closure of OHV opportunity. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Solving one or more operational, maintenance, law enforcement, environmental, use conflict or other problem(s) or condition(s) associated with providing OHV recreation described in the application</li> <li>b. The effects of OHV recreation on residents, private property and adjacent landowners</li> <li>c. Habitat or critical resources (soil, water, cultural, wildlife, etc.)</li> <li>d. Illegal riding/trespass</li> <li>e. Preventing off-route travel</li> <li>f. Protecting public health and safety</li> <li>g. Avoiding or minimizing the need for increased maintenance, conservation activities, or closures of OHV opportunity</li> </ul>	30
<p><b>2. The application demonstrates the project would sustain long-term OHV recreation by addressing the following:</b></p> <ul style="list-style-type: none"> <li>a. The results will directly affect land management decisions that will sustain and/or enhance OHV recreation</li> <li>b. The application includes a process by which the results of the study will be incorporated into relevant land management plans</li> </ul>	25
<p><b>3. The application demonstrates the project will result in the efficient use of OHV funds. The project must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. Use of volunteers or other low-cost labor</li> <li>b. Reducing future costs</li> <li>c. Use of other funds such as in-lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</li> <li>d. Other information pertinent to reducing reliance on OHV funds (e.g., demonstration of partnerships, use of cost-saving data collection methods)</li> </ul>	10
<p><b>4. The applicant demonstrates the proposed project study design contains project goals, objectives, and methodologies pertinent to the research purpose, taking into consideration:</b></p> <ul style="list-style-type: none"> <li>a. Feasible methodology alternatives</li> <li>b. Outcomes that are realistic and obtainable</li> <li>c. How results of peer review were incorporated in the final study design</li> </ul>	10
<p><b>5. The project demonstrates that adequate funding will be available to complete the research.</b></p>	5

<p><b>6. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</b></p> <ul style="list-style-type: none"> <li>a. Professional credentials (5)</li> <li>b. Familiarity with the topical area being studied (5)</li> <li>c. Demonstrated outcomes from prior projects that resulted in usable management information (5)</li> <li>d. Other pertinent information (e.g., ability to complete project within timeframe provided, history of fiscal accountability with similar grants or projects (5)</li> </ul>	20
<b>TOTAL</b>	<b>100</b>

## TRAIL MAINTENANCE PROJECTS

Criteria	Points Possible
<p><b>1. The project, as documented in the maintenance plan, will sustain long-term use of the roads, trails, and/or areas for OHV recreation. The application must address how the project will:</b></p> <ul style="list-style-type: none"> <li>a. <del>Maintain authorized OHV recreation roads, trails and areas so as to avoid soil or wildlife or plant damage in order to meet soil conservation standards and wildlife protection plans and avoid future closure and related costs of roads, trails, or areas to OHV recreation use (10)</del></li> <li>b. <del>Avoid unnecessary increases in future maintenance costs due to deferred maintenance (10)</del></li> <li>c. <del>Maintain safe riding conditions (10)</del></li> <li>d. <del>Maintain OHV recreation on authorized roads, trails or areas within the OHV program area in an effort to minimize OHV recreation on lands where OHV recreation is prohibited by law (10)</del></li> </ul>	40
<p><b>2. The application demonstrates the proposed project is designed for efficient use of funds. The application must address one or more of the following:</b></p> <ul style="list-style-type: none"> <li>a. <del>Use of innovative or efficient materials</del></li> <li>b. <del>Use of partnerships to reduce reliance on OHV funds</del></li> <li>c. <del>Use of other funds such as in lieu funds, sponsorships, grants, and use fees (in excess of required matching funds)</del></li> <li>d. <del>Use of volunteers or other low-cost labor</del></li> <li>e. <del>Avoiding or reducing future costs</del></li> </ul>	30
<p><b>3. The applicant has a history of successfully implementing similar projects. At a minimum, using examples of prior projects, the applicant must address:</b></p> <ul style="list-style-type: none"> <li>a. <del>Completion of prior projects within timeframe provided (10)</del></li> <li>b. <del>History of fiscal accountability with similar grants or projects (10)</del></li> <li>c. <del>Other pertinent information, such as: qualifications and availability of staff to carry out the project, avoidance of the need for conservation measures or closures due to environmental damage (10)</del></li> </ul>	30
<b>TOTAL</b>	<b>100</b>

## FORMULA AND PROCEDURE FOR ESTABLISHING FUNDING DETERMINATIONS

The procedure for making funding determinations for individual project types is as follows:

1. The “**cutoff point**” for funding determinations within each funding category will be based on the yearly funding target identified by the Commission for each of the funding categories (**See Figure 1**).



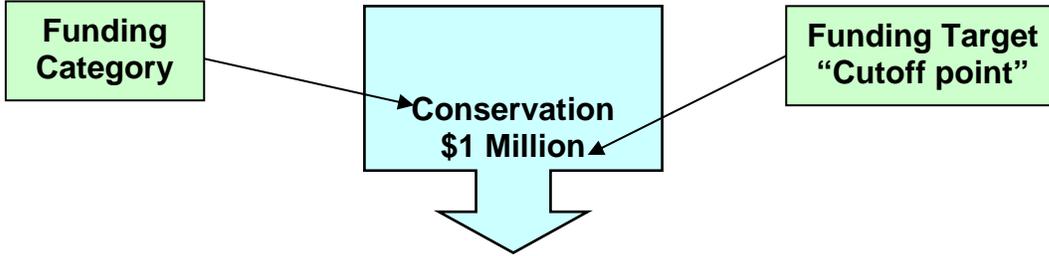
Figure 1 – Funding Categories

2. The funding determination of a project within a funding category will be determined by the project’s total score using the following formula:
  - a. Scores from 95 to 100 receive full funding.
  - b. Scores from 90 to 94 receive 90% of full funding.
  - c. Scores from 80 to 89 receive 80% of full funding.
  - d. Scores from 70 to 79 receive 70% of full funding.
  - e. Scores from 60 to 69 receive 60% of full funding.
  - f. Scores from 50 to 59 receive 50% of full funding.
  - g. Scores from 40 to 49 receive 40% of full funding.
  - h. All projects receiving a score of 39 or less will not receive funding.**
3. Prior to evaluating the applications and making funding determinations, the Division reserves the right to modify the funding requested in the application based on corrections for mathematical errors. (CCR Title 14, 4970.53(d)(4))
4. Once the funding cutoff is reached, applications with scores falling below the funding cutoff will not be funded.

The following is an example of how the Division would make the funding determination for a proposed project:

**Example:**

The Commission funding target for the Conservation portion of CESA is \$1 Million dollars.



Based on the evaluation score and ranking of the project types, the Division will determine a funding amount.



**Example: Conservation Project Ranking List**

Project Name	Total Score	Funding Requested	Division Funding Determination
XY Conservation	98	\$ 250,000	<b>\$ 250,000</b> (Full Funding)
AB Cultural Resource	94	\$ 50,000	<b>\$ 45,000</b> (90% full funding)
JP Wildlife Study	88	\$150,000	<b>\$ 120,000</b> (80% full funding)
QZ Soil Survey	88	\$75,000	<b>\$ 60,000</b> (80% full funding)

~~OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR)  
DIVISION MANUAL FOR GRANTS AND COOPERATIVE  
AGREEMENTS PROGRAM~~

~~PROJECT ADMINISTRATION PROCEDURES~~

~~CHAPTER 3~~

**PROJECT ADMINISTRATION PROCEDURES  
TABLE OF CONTENTS**

	<b>Page</b>
<b>Section 1: Project Agreements Overview</b>	<b>4</b>
Project Costs/Deliverables (PC/D)	<b>4</b>
Project Agreements	<b>4</b>
Project Performance Period	<b>4</b>
Eligible Project Costs	<b>5</b>
Eligible Costs by Project Type	<b>6</b>
Ineligible Project Costs	<b>8</b>
<b>Section 2: Amendments to the Project Agreement</b>	<b>9</b>
Minor Amendments to the Project Scope	<b>9</b>
Time Extensions	<b>9</b>
Major Amendments to the Project Scope	<b>9</b>
Withdrawal/Project Termination	<b>10</b>
Breach of Contract	<b>10</b>
Project Expiration	<b>10</b>
<b>Section 3: Financial Responsibilities</b>	<b>11</b>
Development Procedures	<b>11</b>
Accounting Practices	<b>11</b>
Payment Requests	<b>12</b>
Final Payment Requests	<b>12</b>

<b>Section 4: Audits</b>	<b>13</b>
Retention of Financial Accounts, Documents, and Records	<b>13</b>
Inspection of Books, Records, and Reports	<b>13</b>
Copy of Final Audit Report to Grantee	<b>13</b>
<b>Section 5: Performance Reviews and Site Visits</b>	<b>14</b>
Performance Reviews	<b>14</b>
Site Visits	<b>14</b>
Site Visits – Final Report	<b>14</b>
How to Contact the OHMVR Division	<b>15</b>

## **SECTION 1: PROJECT AGREEMENTS OVERVIEW**

Consistent with California Code of Regulations (CCR), Title 14, Section 4970.70(d), the Off-Highway Motor Vehicle Recreation (OHMVR) Commission (Commission) allocates Grants and Cooperative Agreements Program funds and approves activities to be performed (deliverables). The Division prepares and executes Project Agreements to implement the funding allocations and project deliverables.

### **PROJECT COSTS/DELIVERABLES (PC/D)**

If the Commission allocates funding for a project in an amount different from the amount requested in the application, the grantee must modify the PC/Ds to reflect the amount allocated and any resulting change in project scope taking into account any conditions or direction given by the Commission in its approval.

### **PROJECT AGREEMENTS**

The Project Agreement will be executed in the form as set forth in the Appendix, Project Agreement and General Provisions (OHV Form R).

The PC/Ds and the project application become part of the Project Agreement between the State and the grantee. The Project Agreement sets forth the terms and conditions of the project. Control language (where applicable) imposed by the Commission is part of the Project Agreement.

Initially the grantee receives a copy of the Project Agreement from the Division. The grantee's authorized representative must sign and return this document to the Division for certification. Upon certification by the state, the grantee receives a copy of the certified Project Agreement. The grantee may not submit claims for reimbursement until a state certified Project Agreement is on file.

### **PROJECT PERFORMANCE PERIOD**

The project performance period begins the date the Division executes (signs) the state certified Project Agreement. Equipment, facilities, operation and maintenance (FO&M), law enforcement, trail maintenance, and OHV safety and/or education program projects expire no later than eighteen (18) months after execution of the Project Agreement by the Division. Acquisition, conservation, development, planning, restoration, and scientific research projects expire no later than three (3) years after execution of the Project Agreement.

## **ELIGIBLE PROJECT COSTS**

The following costs are eligible for reimbursement from the OHV Trust Fund:

1. Preliminary costs for contract preparation, acquisition appraisal, and negotiation.
2. Costs for an employee directly engaged in OHV project implementation, subject to the following restrictions:
  - a. Costs must be computed according to the prevailing wage or salary scale, and may include benefits (i.e., vacation, sick leave, and social security contribution) that are customarily charged by the grantee. Personnel benefit charges must be calculated in proportion to the actual time worked on an OHV project.
  - b. Costs charged to an OHV project must be computed on actual time worked on the project, and supported by timesheets and attendance records (describing the work performed on the OHV project).
  - c. Costs for overtime may be allowed under the grantee's established overtime policy.
3. Costs for consultation services are reimbursable, if paid according to the grantee's customary established method and rate.
4. With prior written approval from the Division, consultant fees may be paid for consulting services of a grantee's employee.
5. Equipment owned by the grantee and used on an OHV project may be charged on a "use" basis provided the equipment was not purchased with OHV funds. A log or source document must describe work performed, "use" hours, and the log or source document shall be signed by the operator and the operator's supervisor. The "use" rate charged must be equal to that normally charged by the grantee's agency. If the agency does not have an established rate, industry rental rates may be used as a guideline.
6. Supplies and materials may be purchased for a specific OHV project or may be drawn from a central stock, provided they are claimed at a cost no higher than the original purchase price paid by the grantee.
7. The costs charged as supplies and materials, when such supplies or materials are purchased with the intention of building a structure or part of a structure, are capitalized according to the grantee's normal practice or policy. If capitalized, only those costs attributed to the OHV project may be charged to the OHV project.
8. Construction activities, from site preparation (e.g., demolition, excavation, grading, etc.) through completion of the structure or facility.
9. Acquisition costs incurred in the acquisition of real property, including the approved purchase price of the property, appraisal, survey, preliminary title report, escrow fee, title insurance fee and other non-recurring closing costs.
10. Relocation costs that result from the displacement of a person and/or business, in accordance with Government Code Sections 7260-7277.
11. Grantee insurance premiums for casual riding, hazard, and liability insurance for an OHV facility.
12. Transportation costs for moving equipment, material, and personnel (excluding moving and relocation expenses resulting from changes in assignments).
13. Administrative costs, not to exceed 10% of the total requested grants or cooperative agreements amount, which are attributable to project management.

**OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION  
GRANTS AND COOPERATIVE AGREEMENTS  
PROJECT ADMINISTRATION PROCEDURES**

Administrative costs are the costs of functions or activities performed in support of the direct scope of work or activities on the project. Examples of administrative costs include, but are not limited to, costs of personnel, time keeping, accounting, fiscal management, record keeping and/or purchasing.

## **ELIGIBLE COSTS BY PROJECT TYPE**

### **Acquisition Projects**

Eligible costs for acquisition projects may include, but are not limited to the following: the purchase price of the property, appraisals, escrow fees, title insurance, title report, land survey, title searches and due diligence to determine the property can be used for its intended purpose, including wildlife, habitat, soil, and cultural surveys, and hazardous substance assessments.

### **Conservation Projects**

Eligible costs for conservation projects may include, but are not limited to the following: rerouting of roads or trails to comply with soil standards and wildlife habitat protection programs; construction projects related to conservation such as habitat or cultural resource protection including trails, habitat or cultural resource mitigation including trails, habitat improvement or protection, signing, implementation of best management practices including sediment control structures and stream crossing improvements; WHPP/HMP implementation; monitoring; surveys; and vegetation protection.

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### **Development Projects**

Eligible costs for development projects may include, but are not limited to the following: construction of trails, trailheads, staging areas, restrooms, access roads and parking lots, picnic and camping facilities, and competition and spectator facilities; costs for projects to reduce use conflicts; and improvements such as, visitor centers, kiosks, fencing, greenhouses, utilities installation, and storage buildings.

### **Equipment Projects**

Eligible costs for equipment purchases may include, but are not limited to the following: purchase of motorcycles, all-terrain vehicles, four-wheel drive vehicles, snowmobiles, trail dozers, mini-excavators, and sound testing equipment.

Eligible costs for equipment repairs may include, but are not limited to the following: engine replacement, track replacement, and major mechanical overhaul if the grantee determines repairs are more cost-effective than the purchase of a new piece of equipment.

### **Facilities Operation and Maintenance (FO&M) Projects**

Eligible costs for facility operation and maintenance projects may include, but are not limited to the following: facility servicing such as painting, cleaning restrooms, and maintaining kiosks; volunteer support and coordination; visitor services (excluding law enforcement); snow plowing; repairs to staging areas or structures; trash collection; purchase of first aid equipment and supplies; map/brochure design and printing; physical barriers and other means of traffic

control; purchase of tools and equipment totaling up to \$15,000 (excluding tax); sign boards, information kiosks with a unit cost of up to \$5,000 (excluding tax), and regulatory and directional signs; water or sewage treatment system maintenance and testing; OHV site management; OHV program management; re-roofing; and electrical repairs.

### **Law Enforcement Projects**

Eligible costs for law enforcement projects may include, but are not limited to the following: personnel costs for OHV related law enforcement patrol and search and rescue; training and equipment for OHV related law enforcement patrol and search and rescue; contracts for OHV related law enforcement patrol, including air support; fuel and maintenance for off-highway or dual purpose OHV patrol vehicles; placement of physical barriers and other means to control illegal access; purchase and installation of signs related to OHV law enforcement; and OHV law enforcement outreach, including personnel and educational materials.

### **OHV Safety and/or Education Program Projects**

Eligible costs for safety and/or education program projects may include, but are not limited to the following: safety orientation and training; site rental and insurance; program and school outreach; sound testing stations, first aid stations, safety equipment items such as helmets and chest protective gear, not to exceed \$15,000 in aggregate; responsible riding programs; public service announcements; ATV safety programs; curriculum development; OHV safety or educational handbooks, including vehicle operations, towing, environmental education; and internet site development and other electronic media supporting safety and educational program projects.

### **Planning Projects**

Eligible costs for planning projects may include, but are not limited, to the following: a plan to designate OHV routes and accompanying inventories of recreation uses, plants, animals, cultural resources, and inventories of roads, trails, and routes; a Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP); a plan to address toxic or hazardous waste within an area and adjacent property that may have an impact on the site; a plan to address the potential effects of OHV recreation on adjacent lands, residents, or potential conflict with other recreational use; environmental documents, including CEQA or NEPA for potential OHV projects; and the preparation of a Recreation Management Plan, OHV Plan, or the OHV portion of a General Plan.

### **Restoration Projects**

Eligible costs for restoration projects may include, but are not limited to the following: restoration of areas and routes damaged by OHV use upon closure to OHV recreation; the costs associated with closed portions of reroutes; law enforcement to enforce closure; monitoring to assure success of closures, vegetation, and soils work; signing and/or brochures at kiosks associated with closures; fencing or barriers used to close an area, trail or road; CEQA or NEPA compliance requirements for the restoration project; project engineering and project-level engineering (“on-the-ground”) administration (not overhead) for the

project; and public information and/or education tied directly to the specific restoration project.

### **Scientific Research Projects**

Eligible costs for scientific research projects may include, but are not limited to the following: potential effects of OHV recreation on natural and cultural resources; potential effects of OHV recreation on other recreation uses; potential effects of OHV recreation on adjacent lands; potential impact on relationships between OHV recreation and local residents; technological advances to reduce noise, air, and water pollution from OHVs; geologic survey and slope maps or topographic maps; site surveys for toxic or hazardous waste within an area and adjacent property that may have an impact on the site; and the study of potential acquisitions to determine if there is a need to buffer the effects of OHV activities, and/or to provide future opportunity.

### **Trail Maintenance Projects**

Eligible costs for trail maintenance may include, but are not limited to costs associated with the following: brushing; trail signage; fallen tree removal; tread work related to safety or ease of passage; and snow or trail grooming (e.g., rock rakes, snow grooming, tractor work).

Eligible costs for trail reroutes may include, but are not limited to costs associated with the following: closing the existing trail or trail segment, including restoration activities and replacement of the closed trail segment with superior alignment.

## **INELIGIBLE PROJECT COSTS**

Costs associated with the following are ineligible for reimbursement from the OHV Trust Fund:

1. Expenditures outside the project performance period as specified in the state certified Project Agreement.
2. Work or services performed outside of the scope of the state certified Project Agreement.
3. Any interest expense, discount not taken, deficit or overdraft, or bonus payment.
4. Charges for a contingency reserve or other similar reserve.
5. A damage judgment against the grantee arising from the operation, acquisition, construction, or equipping of an area or trail even when determined by judicial process, arbitration, negotiation, etc.
6. Unapproved contract cost overruns that exceed the allowable amount specified in the state certified Project Agreement.
7. Workers' compensation claims.
8. Travel claims when no work time was claimed for the same period.
9. Employee relocation (moving expenses resulting from duty station or assignment change).
10. Charges incurred contrary to the policies and practices of the grantee.
11. Services, materials, or equipment obtained under any other state program.
12. Awards, trophies, or plaques for volunteers.

13. Dispatch/communication support costs.
14. Replacement or repair of equipment not properly secured or maintained.
15. Miscellaneous costs may not be reimbursable. If costs are in question, the grantee should seek clarification from the grant program manager or grant administrator before submitting a payment request.

## **SECTION 2: AMENDMENTS TO THE PROJECT AGREEMENT**

### **MINOR AMENDMENTS TO THE PROJECT SCOPE**

A minor amendment to a project scope is a change that does not involve a new funding source category. Examples of minor scope amendments include, but are not limited to: minor changes in deliverables within the same funding category, purchases of different supplies, and time extensions.

The grantee must submit any request for a minor change in the scope of a state certified Project Agreement to the Division. The written justification for a change of project scope shall explain the reasons the applicant is requesting an amendment to the Project Agreement and what the new terms of the project will be.

A request for a minor change in the scope of a state certified Project Agreement requires the grantee to submit to the Division a description of the scope of work, a new, complete project costs/deliverable form (PC/D), and evidence of compliance with CEQA, NEPA, and the existing WHPP/HMP.

### **TIME EXTENSIONS**

A request for a project time extension is considered a minor amendment to the project scope and must be submitted in writing to the Division before the project performance period expires. The request must include compelling justification for the time extension. Time extensions may be granted based on extreme need or uncontrollable circumstances (e.g., weather, unavailable equipment for an extended period of time, natural disasters).

The Division reviews the request for time extension and considers all circumstances described by the grantee. The Division renders a decision within thirty (30) days on all requests for time extensions or a proposed new course of action to complete the work as specified in the Project Agreement. If the Division approves a request for time extension, the grantee shall sign and return to the Division an amendment to the original Project Agreement. The Division forwards the document to the state for certification. Upon certification by the state, the grantee receives a copy of the certified Project Agreement.

### **MAJOR AMENDMENTS TO THE PROJECT SCOPE**

A major amendment to a project scope is a change in the project deliverables that requires movement of funds from one funding source category to another. An example of a major amendment to a project scope would move the grant or cooperative agreement funding from conservation, a restricted funding category, to facility

~~operations and maintenance, a non-restricted funding category (From the Conservation, Enforcement Services Account (CESA) to the Non-CESA account).~~

~~The grantee must submit any request for a major change in the scope of a state certified Project Agreement to the Division. The written justification for a major change of project scope shall explain the reasons the applicant is requesting a major amendment to the Project Agreement and what the new terms will be.~~

~~A request for a major change in the scope of a state certified Project Agreement requires the grantee to submit to the Division a description of the new scope of work, a new, complete project costs/deliverable form (PC/D), and evidence of compliance with CEQA, NEPA, and the existing WHPP/HMP. Requests for a major scope change require Commission approval.~~

~~If the Commission approves the request for a major change in scope, the grantee shall sign and return to the Division an amendment to the original Project Agreement. The Division forwards the document to the state for certification. The amendment becomes effective when the grantee receives a copy of the state certified amendment.~~

### **WITHDRAWAL/PROJECT TERMINATION**

~~Either before or after a project begins, an applicant or a grantee may unilaterally cancel or withdraw a Commission approved project by written notification to the Division.~~

~~If the grantee received advanced funds for the cancelled/withdrawn project, the grantee shall return the advanced funds plus accrued interest to the state.~~

### **BREACH OF CONTRACT**

~~Failure of a grantee to comply with the terms of the state certified Project Agreement shall be a breach of contract and void the Division's obligations. If the Division determines failure was due to no fault of the grantee, the amount required to settle any irrevocable obligations properly incurred may be eligible for reimbursement.~~

### **PROJECT EXPIRATION**

~~If a grantee does not complete a project within the project performance period specified in the Project Agreement, the grantee shall provide written notification to the Division describing the issues, reasons, or problems that prevented the grantee from completing the project. In addition, the grantee shall submit a written request to the Division to: (1) cease work on the project and return any remaining OHV funds, or (2) request a time extension to complete the work proposed in the scope of the Project Agreement. In the request for a time extension, the grantee should indicate how the project will be completed in the new timeframe requested.~~

## **SECTION 3: FINANCIAL RESPONSIBILITIES**

### **DEVELOPMENT PROCEDURES**

~~Only expenditures pertaining to development projects approved and identified in the project scope (PC/Ds) of the state certified Project Agreement are eligible for reimbursement. Prior to the start of the project, the Division may choose to review and approve plans, specifications, and bid documents for each development project. Plans and specifications must be prepared for each development project as identified in the project scope. A registered civil or structural engineer or a licensed architect must sign plans for structural items.~~

~~The grantee must follow all laws that pertain to public works projects, including the Americans with Disabilities Act (ADA) and Title 24 Disability Codes (for local agencies), prevailing wages (unless it is a force account project), and local health and safety requirements. For all sub-contracted work, a Notice of Completion is required.~~

### **ACCOUNTING PRACTICES**

~~**Conservation, Enforcement, and Restoration Expenditures** – The Division must account for funding of grants and cooperative agreements by the appropriate funding source; therefore, the grantee shall account for expenses in the appropriate categories. The two categories of funding are Conservation and Enforcement Sub-Account (CESA) and Non-CESA. Activities relating to conservation, law enforcement, and restoration shall be charged to the CESA account, while in general, acquisition, development, equipment, facilities operation and maintenance, OHV safety and/or education program, planning, scientific research, and trail maintenance will be charged to the Non-CESA account.~~

~~Grantees shall document expenditures for conservation, law enforcement, and restoration. The Division recommends grantees establish a separate expenditure code for each category of expenditure (conservation, law enforcement, and restoration) within a project.~~

~~**Record Keeping** – Grantees of OHV funds are responsible for maintaining fiscal controls and fund accounting procedures based on Generally Accepted Accounting Standards and Principles. Bill of Sale, Bill of Lading or Collection Agreements are some examples of proof that materials or equipment will be received. Invoices are also considered valid proof that materials or equipment have been received. Purchase orders are not considered valid proof that materials or equipment have been received.~~

~~**Time Sheets** – The grantee must document all labor, including force account work, on time sheets. Time sheets showing days worked must be signed by a supervisor and must contain appropriate expenditure codes related to the project. All labor charged to a project, including all match and volunteer time, must be recorded on a time sheet. A detailed logbook may be used in lieu of a timesheet. The supervisor responsible for the employee whose time is entered must sign entries in the logbook.~~

**Equipment Use**— Costs associated with personal equipment used for an OHV project may be charged on a use basis. A logbook or source document must describe the operator, work performed, and hours charged to the project. The operator and the operator's supervisor must sign the logbook. The grantee may not charge a use fee for vehicles or equipment purchased with OHV funds.

**Records Retention**— The grantee shall retain all financial accounts, documents, and records for three (3) years from the expiration date of the Project Agreement, or three (3) years from the start of an audit engagement, whichever comes first, and until an audit started during the three (3) years has been completed and a report published.

**Advances**— All requests for advances must be submitted to the Division on a current Payment Request Form (DPR 364) accompanied by a written justification to explain the need for an advance. If the advance request is approved by the Division, advances must be placed in a separate interest-bearing account (if the grantee's agency is legally able to do so). The interest accrued from this account must be documented. The interest earned on the OHV funds may be spent on the project (subject to Division approval) or be returned to the Division at the end of the project.

## **PAYMENT REQUESTS**

Upon receipt of the state-certified Project Agreement, a grantee may complete a Payment Request (DPR Form 364) requesting an advance or reimbursement of funds. In completing a DPR Form 364, the PCA, index, and vendor number may be copied from the state-certified Project Agreement form (Certificate of Funding Section). Requests for advance or reimbursement must be submitted on a current DPR Form 364.

All reimbursement costs claimed by the grantee on the payment request form must be supported by invoice, purchase order, canceled warrant, time sheet, transaction register, or by other such records. The supporting materials must be attached to the payment request form. Grantees using force account labor must document expenditures with timesheets.

Grantees are responsible for submitting quarterly billings to the Division no later than February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup>, and November 15<sup>th</sup> during the life of the grant or cooperative agreement. If quarterly expenditures are less than \$5,000 no billing is required; however, the grantee must submit a report detailing the project status and quarterly expenditures.

All requests for an advance must be supported by a summary list of proposed expenditures for the grantee intends to spend the advance. This amount must match the amount indicated on the payment request form.

## **FINAL PAYMENT REQUESTS**

A final payment request must be accompanied by a summary of costs that provides detailed information regarding labor by employee and contractor, materials, parts and

equipment costs, and overhead expenses. For all sub-contracted work, a Notice of Completion is required and should be included with the final payment request.

The grantee shall submit a payment request marked "final" within ninety (90) days after the completion of the project, or the end of the project performance period, whichever comes first.

#### **SECTION 4: AUDITS**

Public Resources Code (PRC) Chapter 1.25, Article 3, Section 5090.32 (l) requires the Division to "conduct or cause to be conducted, an annual audit of grants and cooperative agreements, and the performance of any recipient in expending a grant or cooperative agreement made pursuant to Article 5 (commencing with Section 5090.50)." CCR Section 4970.50(i) defines "Audits" as a comprehensive review in accordance with Generally Accepted Auditing Standards of all expenditures or other fiscal and/or programmatic elements of expired Project Agreements funded pursuant to PRC Section 5090.50 for compliance with law, program objectives, and fiscal and/or programmatic soundness of contract, grant and or cooperative agreement. The grantee is required to cooperate with the Division during an audit. The Division will arrange an entrance meeting with the grantee. The grantee will make available to the Division all requested records, documents and files pertaining to the expenditures or other fiscal and/or programmatic elements of the expired project funded by the grant or cooperative agreement.

#### **RETENTION OF FINANCIAL ACCOUNTS, DOCUMENTS, AND RECORDS**

The grantee shall maintain financial accounts, documents, and records for grants or cooperative agreements, and must make these records available to the Department's auditor. These financial records must be accurate for all grants or cooperative agreements including, but not limited to, receipts, progress payments, invoices, and timecards. The grantee shall retain all financial accounts, documents, and records until a project has been audited to determine compliance with the Project Agreement and deliverables.

#### **INSPECTION OF BOOKS, RECORDS, AND REPORTS**

The Division shall reserve the right to inspect and/or make copies of any books, records, or reports of the grantee pertaining to all projects.

#### **COPY OF FINAL AUDIT REPORT TO GRANTEE**

Upon completion of the Audit, the Department will provide the grantee a copy of the final audit report that shall contain the results of the audit.

If the audit results identify exceptions resulting in refunds due to the State, the grantee must remit the identified refund amount within sixty (60) calendar days of receipt of the audit report to the State.

~~If the grantee fails to submit the refund payment identified in the audit within sixty (60) days, the refund payment is considered delinquent. A delinquency status may result in withholding of future reimbursement payments to the grantee on other projects until the refund identified in the audit report has been paid in full.~~

## **SECTION 5: PERFORMANCE REVIEWS AND SITE VISITS**

### **PERFORMANCE REVIEWS**

~~CCR Section 4970.50(rr) defines a “Performance Review” as the ongoing review of an open project to determine progress toward the accomplishment of deliverables including, but not limited to desk reviews of project activity reports (PARs), questionnaires and other methods of inquiry, and or site visits. Performance reviews may take into consideration both past and current performance of the grantee.~~

### **SITE VISITS**

~~The Division may, with a minimum of fourteen (14) calendar days notice, conduct site visits to review the grantee’s project(s). The grantee shall permit site visits by the Division, including a final inspection of the project facilities or other project deliverables to determine if the work performed is in accordance with the approved grant/cooperative agreement project description and the General Terms and Conditions of the grant. The grantee shall also make any programs or plans developed, as a result of a grant/cooperative agreement, available for observation. In the event the Division is not able to provide its own transportation to survey a project, the grantee shall make every effort to provide equipment that may be necessary to conduct the site visit and include a person dedicated to providing a tour of the project. Site visits may also be conducted prior to submission of a grant/cooperative agreement application.~~

### **SITE VISITS — FINAL REPORT**

~~The Division shall issue a site visit report based on the site visits. The report shall contain comments and recommendations designed to improve the grantee’s project(s). Upon receipt of a site visit report, the grantee shall have thirty (30) days to provide a response to the Division and to address the comments and recommendations that were made.~~

~~If the grantee is applying for OHV funds in the next grants and cooperative agreements cycle, the grantee (applicant) shall incorporate into the grants or cooperative agreements application, in the PAR OHV Accomplishment Summary, the applicant's responsive corrections to the Division's staff comments and recommendations identified in the most recent site visit report, provided that the applicant received the report sixty (60) days prior to the application filing deadline. The grantee is expected to demonstrate, to date, efforts achieved and progress made to address and complete the deliverables.~~

## ~~HOW TO CONTACT THE OHMVR DIVISION~~

~~All inquiries and correspondence related to the grant or cooperative agreement project shall be addressed to:~~

~~(Name), Grant Administrator  
California Department of Parks and Recreation  
Off-Highway Motor Vehicle Recreation (OHMVR) Division  
PO Box 942896  
Sacramento, CA 94296-0001~~

~~Telephone inquiries should be made directly to a specific grant administrator. General inquiries should be directed to: (916) 324-4442 or fax (916) 324-1610 or e-mail: [ohvinfo@parks.ca.gov](mailto:ohvinfo@parks.ca.gov).~~

## APPENDIX APPLICATION FORMS

OHV FORM	TITLE	PAGE
<b>A</b>	APPLICATION FOR STATE OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) GRANTS AND COOPERATIVE AGREEMENTS PROGRAM (APPLICATION FACE SHEET)	3
<b>B</b>	MAP OF CALIFORNIA (Identifying the location of the applicant)	4
<b>C</b>	GENERAL VICINITY MAP	5
<b>D</b>	PROJECT SPECIFIC MAP (EXAMPLE A)	6
<b>E</b>	PROJECT SPECIFIC MAP (EXAMPLE B)	7
<b>F</b>	PROJECT SPECIFIC MAP (EXAMPLE C)	8
<b>G</b>	GENERAL SITE PLAN (EXAMPLE)	9
<b>H</b>	APPLICATION SUMMARY SHEET	10
<b>I</b>	PROJECT COSTS/DELIVERABLES (PC/D)	11
<b>J</b>	ENVIRONMENTAL REVIEW DATA SHEET (ERDS) (For all project types <u>except</u> restoration projects)	12
<b>K</b>	RESTORATION ENVIRONMENTAL REVIEW DATA SHEET (ERDS) (For restoration projects only)	13
<b>L</b>	WILDLIFE HABITAT PROTECTION PROGRAM/HABITAT MANAGEMENT PROGRAM (WHPP/HMP) (Long Form)	15
<b>M</b>	WILDLIFE HABITAT PROTECTION PROGRAM/HABITAT MANAGEMENT PROGRAM (WHPP/HMP) (Short Form)	24
<b>N</b>	SOIL CONDITION MAP (EXAMPLE)	25
<b>O</b>	PROJECT ACTIVITY REPORT (PAR)	26
<b>P</b>	EQUIPMENT INVENTORY	33
<b>Q</b>	TRAIL MAINTENANCE PLAN	34
<b>R</b>	PROJECT AGREEMENT and GENERAL PROVISIONS	35
<b>S</b>	GOVERNING BODY RESOLUTION	48
<b>DPR 364</b>	PAYMENT REQUEST FORM	49

**State of California - The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Off-Highway Motor Vehicle Recreation Division  
(OHV Form A)**

**APPLICATION FOR STATE OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR)  
GRANTS AND COOPERATIVE AGREEMENTS PROGRAM**

(State's Use Only) PROJECT NUMBER: **OR** \_\_\_\_\_

Application Year: \_\_\_\_\_

**1. Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

<b>2. City:</b>	<b>County:</b>	<b>State:</b>	<b>Zip:</b>
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<b>3. California State Senate District:</b>	<b>California State Assembly District:</b>	<b>United States Congressional District:</b>	
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**4. GRANT OR PROJECT AGREEMENT TYPE(S): (Select one or more)**

Acquisition	Facilities Operation and Maintenance (FO&M)	Restoration
Conservation	Law Enforcement	Scientific Research
Development	OHV Safety and/or Education Program	Trail Maintenance
Equipment	Planning	
<b>GRAND TOTAL AMOUNT REQUESTED</b> (For all Project Types) Note: Minimum of \$5,000 for each project type \$ _____ ( <u>Rounded to the nearest \$1,000</u> )		

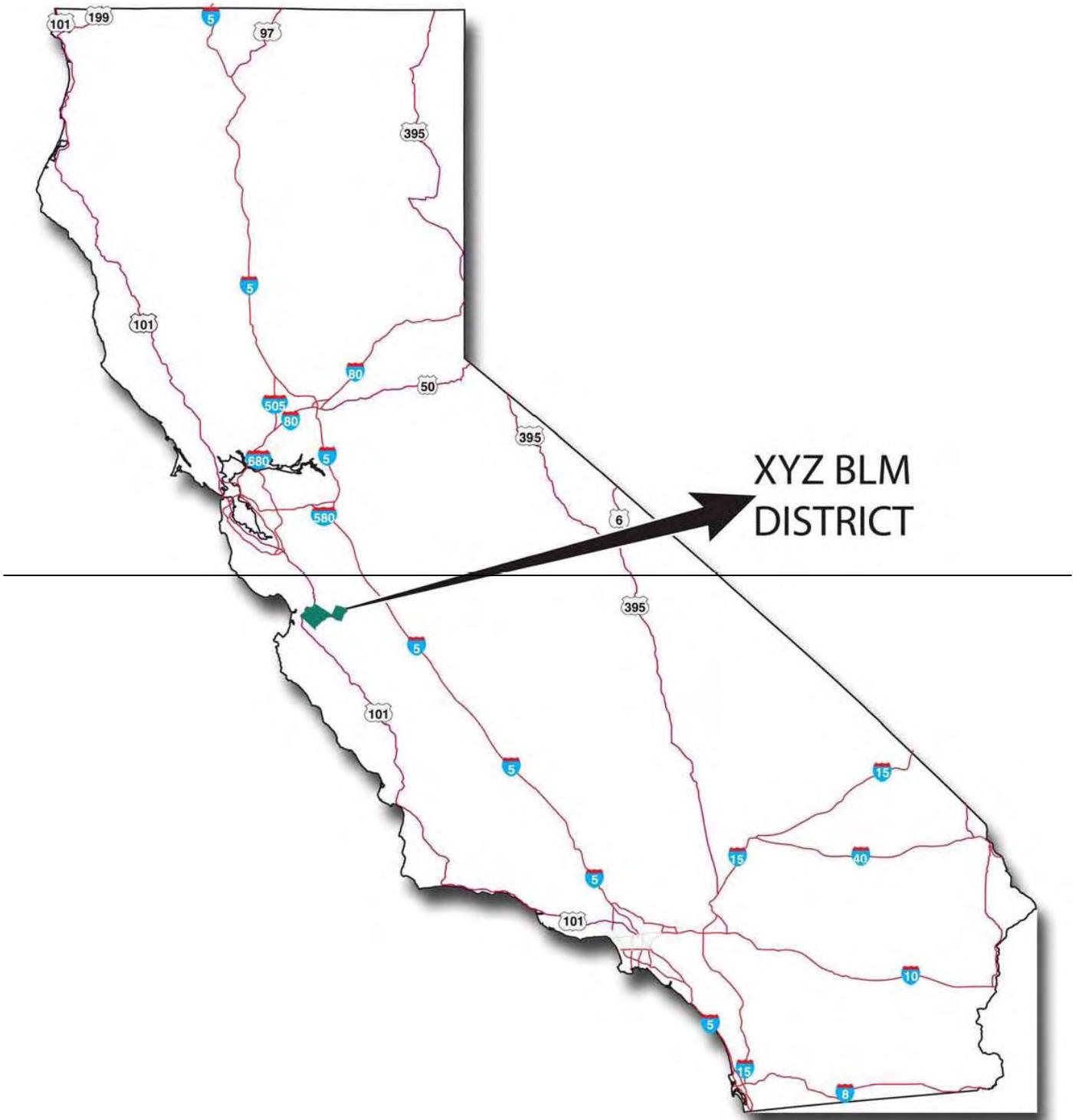
**5. APPLICANT'S AUTHORIZED REPRESENTATIVE AND CONTACT PERSON(S):**

Authorized Representative:	Project Administrator:
Title:	Title:
Telephone:	Telephone:
Fax:	Fax:
E-mail:	E-mail:

**6. AUTHORIZING SIGNATURE**  
 Under penalty of perjury, I certify that all statements made in this application are complete and accurate to the best of my knowledge and that the project(s) proposed in this application is/are consistent with applicable planning documents. I am the authorized to obligate the applicant to the contractual terms of this application. I authorize representatives of the Off-Highway Motor Vehicle Recreation Division to verify the accuracy of the information contained in this application as needed.

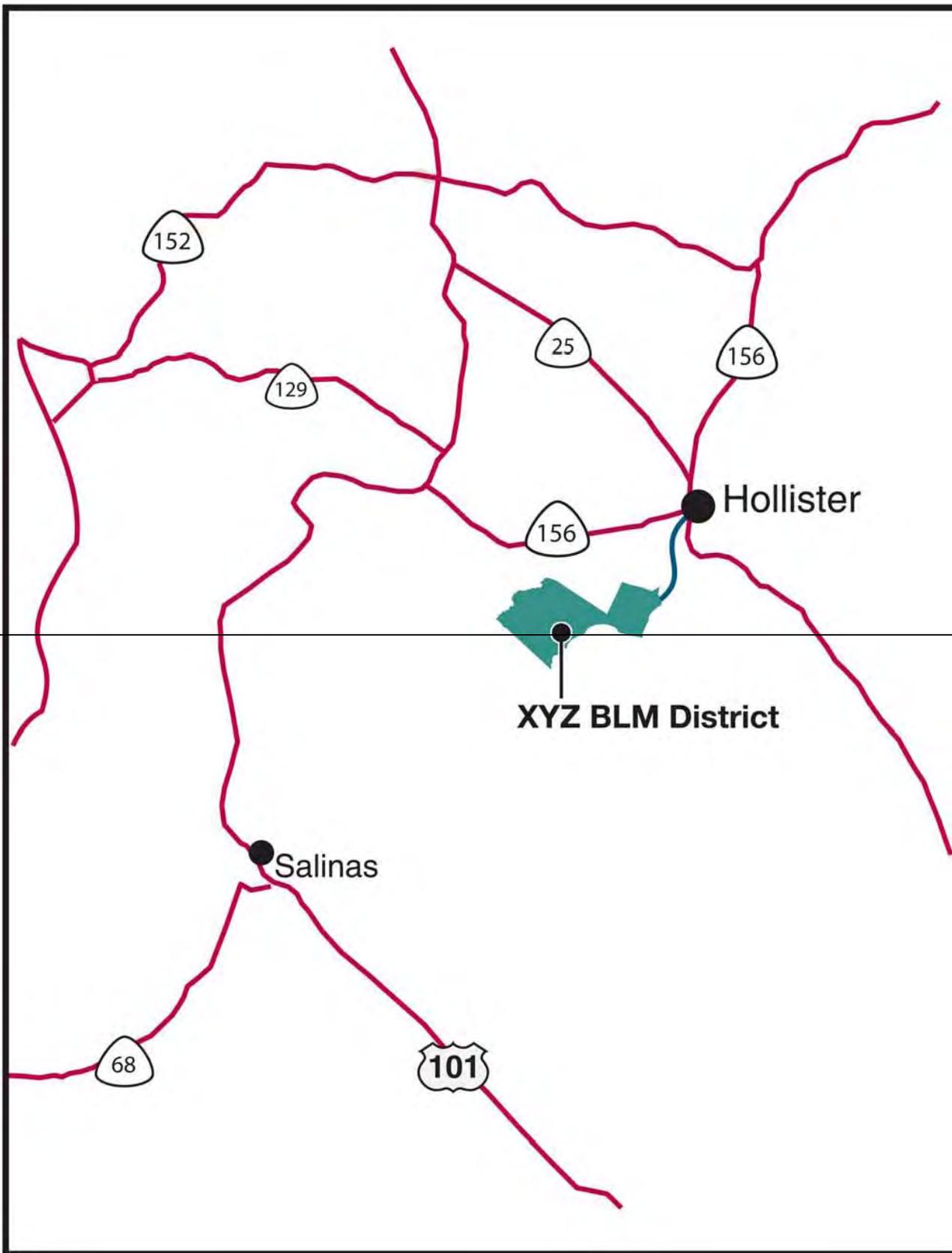
<b>X</b>	
<b>SIGNATURE</b>	<b>DATE</b>

**MAP OF CALIFORNIA  
(OHV Form B)**

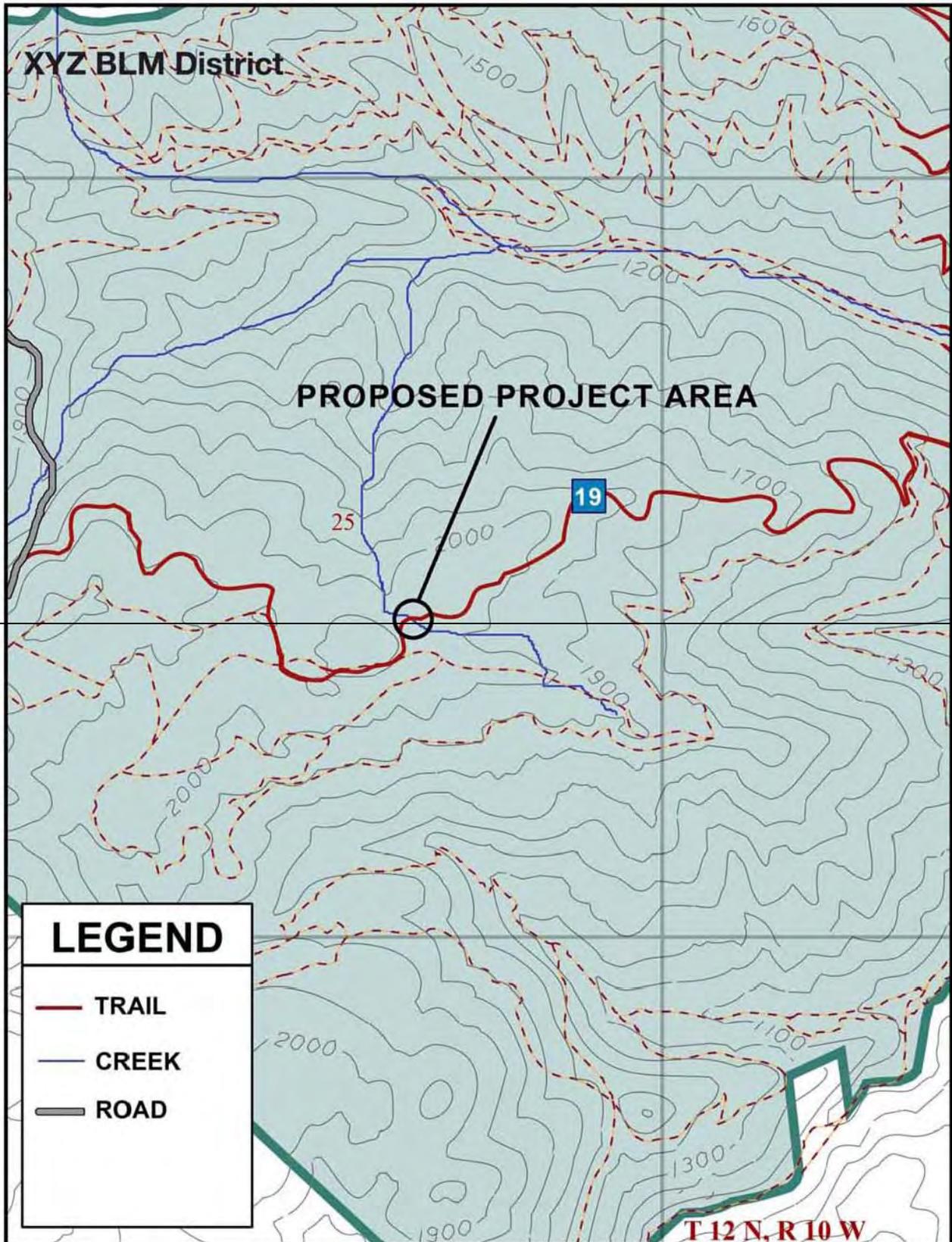


XYZ BLM  
DISTRICT

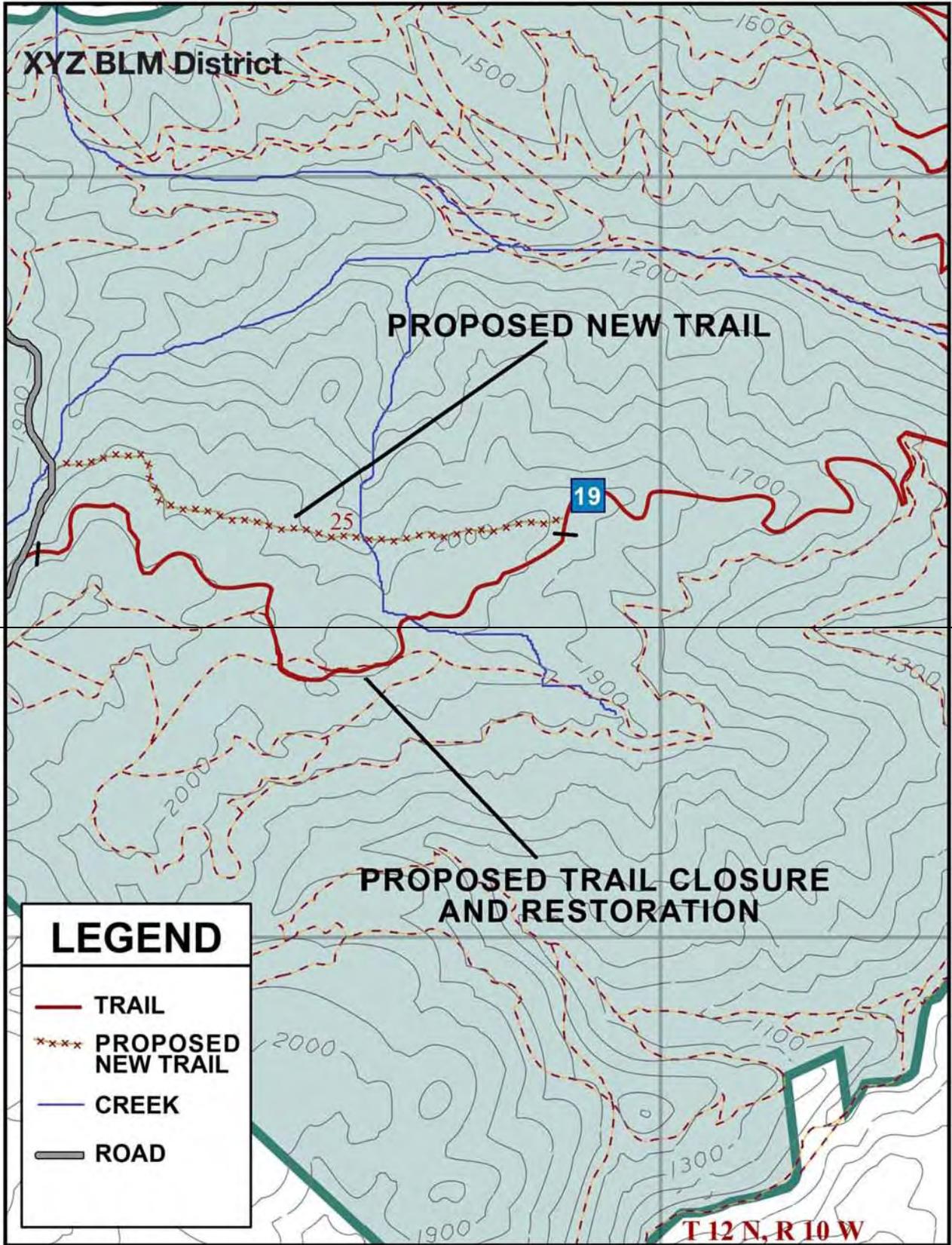
**GENERAL VICINITY MAP  
(OHV Form C)**



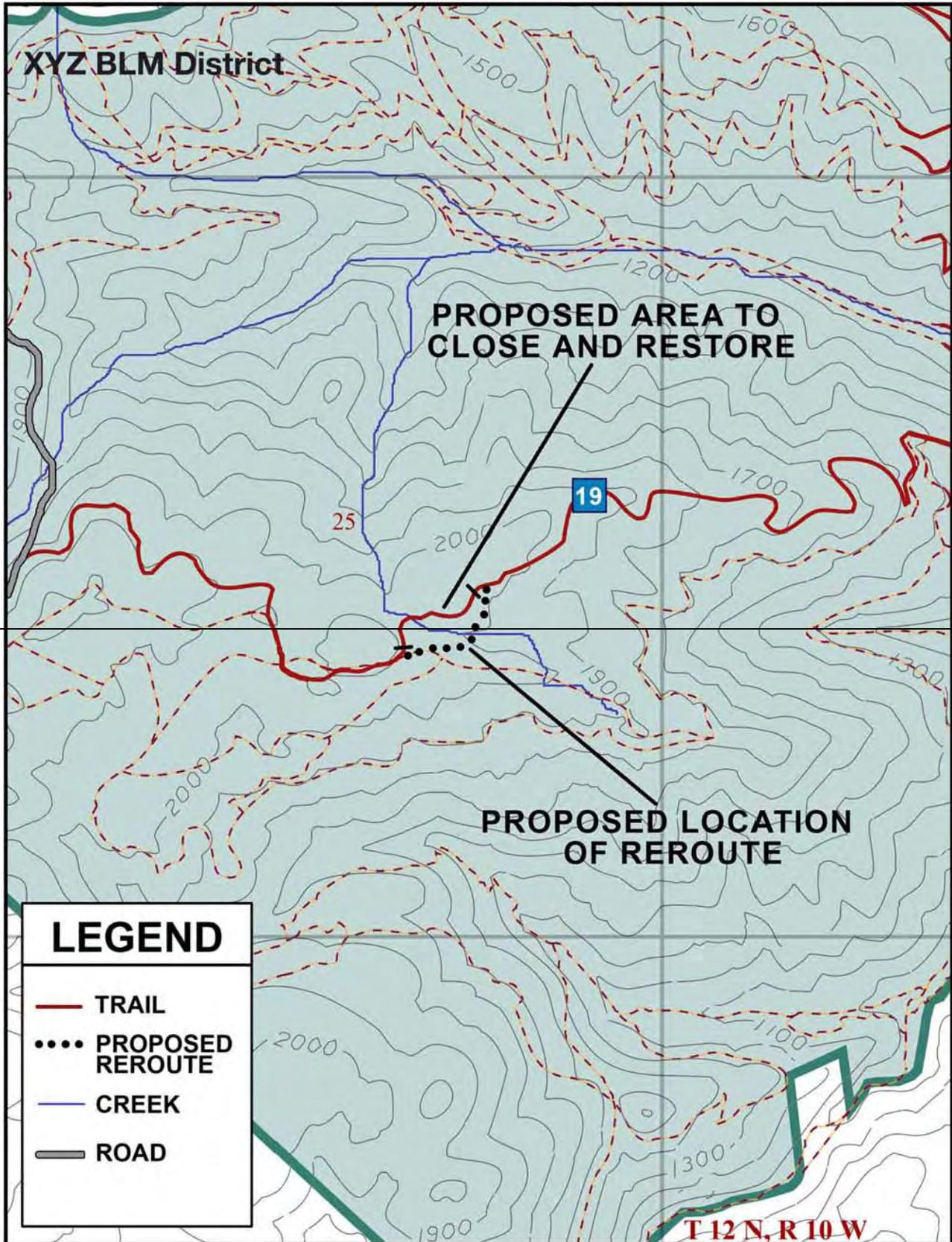
**PROJECT SPECIFIC MAP (EXAMPLE A)  
(OHV Form D)**



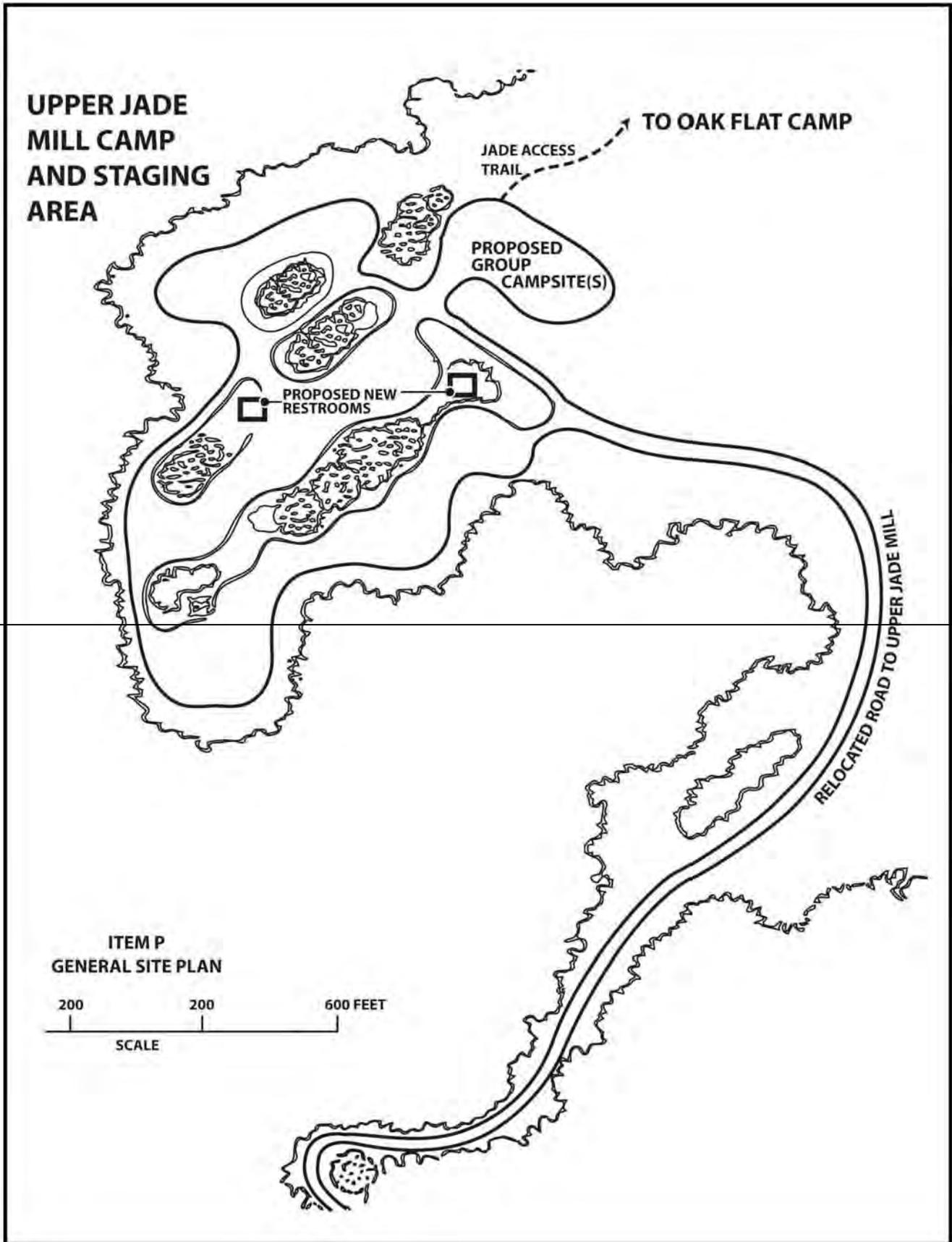
PROJECT SPECIFIC MAP (EXAMPLE B)  
(OHV Form E)



PROJECT SPECIFIC MAP (EXAMPLE C)  
(OHV Form F)



**GENERAL SITE PLAN (EXAMPLE)  
(OHV Form G)**



**APPLICATION SUMMARY SHEET**  
**OHMVR Local Assistance Grants or Cooperative Agreements**  
**(OHV Form H)**

**Applicant: ABC National Forest (NF)**

(A) PROJECT TITLE	FUNDING CATEGORIES				(F) SUBTOTAL	(G) ADMIN* <div style="border: 1px solid black; width: 50px; height: 15px; margin: 2px auto; text-align: center;">%</div>	(H) TOTAL
	CESA						
	(B) CONSERVATION	(C) ENFORCEMENT	(D) RESTORATION	(E) NONCESA			
<b>Subtotal</b>							
<b>APPLICATION SUMMARY SHEET TOTAL ROUNDED TO NEAREST \$1,000</b>							
<b>(This amount must match the Grand Total amount requested on the application face sheet)</b>							
<small>(ROUND TO NEAREST \$1,000); (e.g., \$1-\$499 round down; \$500-\$999 round up)  *Applicants may request administrative costs (see definition of Administrative Costs in Section 4970.50(b)), not to exceed 10% of the total project(s) requested. If claiming administrative costs, the percentage claiming shall be noted in the % box entitled "(G) Admin" above. The total amount of administrative costs requested shall be identified in column (G) above by project type.</small>							

**PROJECT COSTS/DELIVERABLES (PC/D) — Page \_\_\_\_ of \_\_\_\_  
(OHV Form I)**

<b>APPLICANT:</b>		<b>GEOGRAPHIC AREA:</b>				
<b>Application Title:</b>						
<b>General Funding Category</b> <b>C E R N</b> (Mark one) (see below)	<b>Qty*</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Match**</b>	<b>Grant</b>
<b>Activities:</b>						
<b>Staff:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				\$	\$	\$
<b>Contracts:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				\$	\$	\$
<b>Materials/Supplies:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				\$	\$	\$
<b>Vehicle Maintenance/FOR:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				\$	\$	\$
<b>Equipment:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				\$	\$	\$
<b>Other:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				\$	\$	\$
<b>(DO NOT ROUND) Form Total</b>				\$	\$	\$
<b>Funding Categories:</b> C = Conservation E = Enforcement R = Restoration N = (Non-CESA)		* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea=each, pk = package, & bx = box)  ** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"				
Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. If administrative costs are requested, please identify them on the Application Summary Sheet.						

**ENVIRONMENTAL REVIEW DATA SHEET**  
**CEQA CATEGORICAL EXEMPTION EXCEPTIONS**  
(For all project types except restoration projects)  
**(OHV Form J)**

~~Item 1:~~ Has a CEQA Notice of Determination (NOD) been filed for this project?

- ~~• If yes, stop here. There is no need to fill out the questions listed below.~~
- ~~• If no NOD has been filed, proceed to question 2.~~

~~Item 2:~~ If applicable, provide an explanation of the reason the proposed activities are not considered “a project” under Section 15378 of CEQA.

- ~~• If your proposed activities are not a project, you do not have to answer Items 3-8.~~

~~NOTE:~~ If the proposed activities are considered “protected” under 15378 of CEQA, you must provide an explanation for answers to Items 3-8. Simple “yes” or “no” responses without explanation shall not be accepted. If an explanation can be found in the NEPA documentation, then summarize and list the page number from which you are summarizing. For items 3-8, you may also list Best Management Practices (BMPs), Standard Operating Practices or Procedures (SOPs), and Limited Operating Periods (LOPs) that will avoid adverse effects from your activities.

~~Item 3:~~ Provide an evaluation of the impact of this project on wetlands, navigable waters, and sensitive habitats (including threatened and endangered species).

~~Item 4:~~ Provide the existing or potential cumulative impact, if any, of this project or others that have been conducted in the same place over several years. Refer to the cumulative effects discussion in the environmental impact statement or land management plan as appropriate.

~~Item 5:~~ Provide a discussion of the possibility that the proposed activities will have a significant effect on the environment due to unusual circumstances such as steep slopes or highly erodible soils.

~~Item 6:~~ Provide a discussion of the potential damage to scenic resources within the view shed of a highway officially designated as a state scenic highway.

~~Item 7:~~ Disclose whether the proposed project area has been listed as producing hazardous materials. **Refer to the Cortese List to conclude that the project will not affect either existing hazardous materials sites or cause hazards:**

~~<http://www.dtsc.ca.gov/database/Calsites/Cortese-List.efm>~~

~~Item 8:~~ Describe the potential for any substantially adverse changes in the significance of historical or cultural resources.

## **RESTORATION ENVIRONMENTAL REVIEW DATA SHEET (OHV Form K)**

The following information is to be provided for all restoration project applications. If an explanation can be found in the CEQA or NEPA documentation, (e.g., IS/ND, EIR/NOD, EA/FONSI, EIS/ROD), then summarize and list the page number from which you are summarizing.

NOTE: A separate Restoration Environmental Review Data Sheet must be completed for each restoration project.

Provide written detail for the numbered items applicable to your project. If the information is already provided in your application, then either cross-reference the page number(s) or reproduce the information on this data sheet. Do not leave any blank spaces. Also note: the Restoration Environmental Review Data Sheet must contain an explanation to each item applicable to the project. Simple "yes" or "no" responses without explanation shall not be accepted.

### **1. Project Description. Describe:**

A. Location.

B. Project overview. Provide a brief overview of the project.

C. Project purpose. Address all that apply:

1. Restore closed roads or trails.

2. Repair damage caused by off trail use such as hill climbs.

3. Repair erosion scars and/or control erosion, and provide protection against further use.

4. Remove exotic pest (e.g., noxious weeds, etc.) and restore natural vegetation.

5. Fencing or barriers for closure areas.

6. Other (describe).

D. Size in acres and/or length in miles.

E. Existing conditions: Describe existing vegetative cover (e.g., grassland, shrub land, forest, etc.) and dominant species present. Also, describe any special habitats such as wetlands, streams, seeps, etc. Provide "before" photos of the site(s) to be restored.

F. Implementation schedule (e.g., days weeks, months).

### **2. Activities to be Conducted.**

A. Scraping or grading. Describe what type of equipment will be used (e.g., hand tools only, bobcat SWECO tractor, etc.).

B. Planting. Describe the native vegetation and other materials that will be used (e.g., seeds, container plants, hay bales, etc.).

C. Erosion control devices (name these, e.g., jute netting, drains, etc.).

D. Install irrigation system (name type, and whether it is above or below ground).

E. Use of pesticides (what types and methods?).

~~F. — Barriers. Describe any ground-disturbing activities that might impact cultural and physical resources.~~

~~G. — Other (Describe).~~

### **3. Monitoring and Maintenance.**

~~A. — Monitoring. Describe frequency, duration, and success criteria. Results of the monitoring will be reported to the State at the end of the project.~~

~~B. — Maintenance. Describe anticipated ongoing maintenance and law enforcement needed to protect the area restored from illegal use.~~

~~C. — Other (Describe):~~

### **4. Specific Adverse Environmental Effects.** Provide an answer and explanation for each question listed below. If the project could result in a significant adverse effect, explain any adverse effects. If the project is not expected to cause a significant adverse effect, explain why not.

~~A. — Wetlands, streams, or creeks, and/or threatened, endangered, or other special-status species (where is habitat located in relation to the project site? Are there any measures proposed to reduce conflicts such as Limited Operating Periods (LOP)?).~~

~~B. — Cumulative effects: Will trail closure and restoration affect other trails in the area such that they will become damaged or cause more user conflicts? Will trail closure and/or restoration of an area cause user groups to go elsewhere, necessitating a need for more trails and/or open areas to be built? If so will new trails or open areas that will be built have significant environmental effects? Will there be any potential significant cumulative impacts from this project and other similar projects that have been conducted in the same place over several years?~~

~~C. — Steep slopes, erodible soils.~~

~~D. — State Scenic Highway.~~

~~E. — Hazardous materials? Project site cannot be in a potentially hazardous materials site. Refer to the Cortese List to conclude that the project will not affect either existing hazardous materials sites or cause hazards:~~

~~[http://www.dtsc.ca.gov/database/Calsites/Cortese\\_List.cfm](http://www.dtsc.ca.gov/database/Calsites/Cortese_List.cfm)~~

~~F. — Cultural and historic resources (has clearance been provided for the project site?).~~

**Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP)  
(OHV Form L)**

**Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP)**

**Grant Number:** OR \_\_\_\_\_ (Division Use Only)  
**Title:** \_\_\_\_\_  
**Applicant:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

**Prepared by (name & title):** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Approved by (name & title)\*:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

***\*Applications shall be approved by the applicant's biologist. If the applicant does not have a biologist, then state "applicant does not have a biologist" and fill in this information for the person approving the WHPP/HMP.***

The WHPP/HMP must contain three sections:

1. **Section I:** Table of all special status species and any other species of local concern that were reviewed for inclusion in the WHPP/HMP **(Refer to Table 1)**.
2. **Section II:** Map(s) of project area with species and/or habitat addressed by the WHPP/HMP.
3. **Section III:** Protection/Management Program by species and sensitive habitat **(Refer to Tables 2-5)**.

If a WHPP/HMP is currently being implemented in the project area, then **Section IV** must also be submitted **(Refer to Tables 6-8)**.

**SECTION I**

**Table 1: Table of All Special-Status Species and Any Other Species of Local Concern That Were Considered for Inclusion in the WHPP/HMP.**

Prepare a five-column table of all reviewed special status species and any other species of local concern utilizing the template example provided below.

The first column, "Species," must list all special status species that could occur within the grant-funded OHV area. These are:

- Federally Endangered (FE)
- Federally Threatened (FT)

- ~~Federal Candidate (FC)~~
- ~~United States Forest Service Sensitive Species (FSS)~~
- ~~Bureau of Land Management Sensitive Species (BLMSS)~~
- ~~State Endangered (SE)~~
- ~~State Threatened (ST)~~
- ~~California Species of Special Concern (CSSC)~~
- ~~State Fully Protected (SP)~~
- ~~California Native Plant Society 1B – Plants rare, threatened, or endangered in California and elsewhere (CNPS 1B)~~
- ~~California Native Plant Society 2 – Plants that are rare, threatened, or endangered in California, but more common elsewhere (CNPS 2).~~
- ~~United States Forest Service Management Indicator Species (FSMIS).~~
- ~~Bureau of Land Management “MIS” (BLM).~~
- ~~Species of local concern and any other that the grant or cooperative agreement applicant has determined shall be included in the WHHP/HMP (SLC).~~

The second column, “Listing Status,” identifies the list(s) that contain the identified species utilizing the acronym codes in parentheses above.

The third column, “Habitat,” describes the listed species’ habitats.

The fourth column, “Potential for Occurrence,” identifies whether there is potential for the listed species to occur within the OHMVR grant or cooperative agreement project area.

The fifth column, “Addressed by HMP? If not, explain why?” must describe whether a species is addressed further in the WHPP/HMP. If the species could potentially be affected by any project activities, state “Yes” and be sure to address the species in subsequent WHPP/HMP sections. If the species could not be affected by any project activities, state “No”. Include a brief explanation of the rationale for not including a particular species when the answer in the column box is “No.” For example, if activities are limited to routine trail maintenance involving trail brushing, minor grading and reinstallation of water bars, those activities probably would not affect foraging special-status migratory birds.



## SECTION II

### ~~Map(s) of project area with species and/or habitat addressed by the WHPP/HMP~~

~~Applicants must include maps for all species and/or habitats addressed in the WHPP/HMP (i.e., where “Yes” is the answer to the question in the fifth column of Table 1, “Addressed by the HMP?”). The map(s) should illustrate the spatial relationship between special-status species and OHV recreation. If you do not include a map showing each species and/or habitat as described above, provide an explanation for the omission (e.g., lack of funds, mapping next year). Maps must include the following:~~

- ~~1. Identification of OHV recreation within the application project area (e.g., staging areas, trails, roads, corridors, and areas open for OHV recreation) and the location of special-status species and/or their habitats. If specific features (e.g., streams, specific campgrounds) are discussed in the HMP, they shall be shown on the maps. *Detailed location information that might jeopardize special-status species does not need to be included. The applicant may use circles or other symbols to indicate relative locations.*~~
- ~~2. Include a north arrow and scale. Reference all maps to a vicinity map of the OHV area or otherwise clearly indicate the location of the area mapped.~~
- ~~3. Format maps as a JPEG file. The Division accepts foldout maps if they are folded to 8 1/2 x 11 inches or put into a pocket to fit this format.~~

## SECTION III

### ~~Management/Monitoring Program by Species and Sensitive Habitat~~

~~Using the table formats provided below in Sections A-C, provide a description of the data, management program, monitoring program, and management review and response process for the species/habitats marked “Yes” in Table 1. The description must address the information in Sections A-C for each species, related group of species, or habitat. Terms followed by an \* are defined at the end of the instructions for Section III.~~

#### ~~A. Table 2: Data (Including Baseline Data) and Management Program for Species and/or Sensitive Habitats~~

~~Prepare a seven-column table of all species/habitats marked “Yes” in Table 1 using the template provided below. Each column must be filled out for each species/habitat.~~

~~The first column, “Species/Habitat,” must list all species/habitats marked “Yes” in Table 1. Similar species/habitats may be grouped, but all species/habitats marked “Yes” in Table 1 must be clearly addressed.~~

~~The second column, “Known Information,” must summarize relevant information known about each species and/or sensitive habitat (e.g., general location, population size, and use of the area as breeding and foraging).~~

~~The third column, “Methodology,” must summarize methodology used to obtain data, including protocols and frequency/intensity of effort.~~

~~The fourth column, “Concerns/Risks/Uncertainties,” explains how OHV recreation may be affecting the species or habitat. Describe the concerns, risks (e.g., loss of salmon spawning habitat and riparian vegetation at stream crossings) related to OHV management and describe~~

any uncertainties about potential effects (e.g., dust from OHV recreation may negatively affect the spawning habitat but the impact, if any is unknown). The concerns/risks drive the management program.

The fifth column, "Management Objective(s)," must list all management objectives(s) (e.g., keep sediment out of the stream; maintain riparian vegetation at stream crossings) that have been developed to address the identified concern/risk(s) and any identified uncertainties.

The sixth column, "Management Action(s)," must list all proposed or ongoing management actions (e.g., harden stream crossings; install fence to keep OHVs on designated trails) to meet the objective(s).

The seventh column, "Success Criteria," must list the success criteria (e.g., no additional sediment in the spawning gravels; no loss of riparian vegetation at stream crossings) that will be used to gauge the effectiveness of each management action.

<b>Table 2. Data (Including Baseline Data) and Management Program for Species and/or Sensitive Habitats</b>						
<b>Species/ Habitat</b>	<b>Known Information</b>	<b>Methodology</b>	<b>Concerns/Risks/ Uncertainties</b>	<b>Management Objective(s)</b>	<b>Management Action(s)</b>	<b>Success Criteria</b>

**B. Table 3: Summary of WHPP/HMP Monitoring Program**

Prepare a five-column table of all species/habitats marked "Yes" in Table 1 using the template provided below. Each column must be filled out for each species/habitat.

The first column, "Species/Habitat," must list all species/habitats marked "Yes" in Table 1. Species/habitats may be grouped where the same monitoring methodology addresses all such species, but all species/habitats marked "Yes" in Table 1 must be clearly addressed. Where a monitoring methodology addresses all such species, state "All Species."

The second column, "Management Action Implementation Monitoring Methodology," must describe how implementation monitoring\* will be conducted (i.e., describe how you will monitor what you said you were going to do, e.g., before and after photo points).

The third column, "Change Detection Methodology," must describe how change detection monitoring\* will be conducted (e.g., the wildlife checklist or visiting known habitat or populations).

The fourth column, "Effectiveness Monitoring Methodology, including triggers," must describe how effectiveness monitoring\* will be conducted (i.e., describe how you will assess whether each management action is successful based on success criteria). Include specific triggers for management change.

The fifth column, “Identify Any Applicable Validation Monitoring (Focused Studies),” must describe any studies being conducted to determine whether the underlying management assumptions are correct (Validation Monitoring\*).

<b>Table 3. Summary of WHPP/HMP Monitoring Program</b>				
<b>Species/Habitat</b>	<b>Management Action Implementation Monitoring Methodology</b>	<b>Change Detection Methodology</b>	<b>Effectiveness Monitoring Methodology, including triggers</b>	<b>Identify any Applicable Validation Monitoring (Focused Studies)</b>

**C. Table 4: Management Review and Response; Adaptive Management**

Table 4 describes what you plan to do. For each monitoring methodology listed in Table 3, prepare a five-column table using the template provided below.

The first column, “Monitoring Methodology,” must list each monitoring methodology. Use a separate row for each monitoring methodology.

The second column, “How Monitoring Information Will Inform Management,” must describe how you will use your monitoring information to make any necessary management changes.

The third column, “How Data Will Be Analyzed,” must describe how the data will be analyzed to determine if management objectives are being met.

The fourth column, “Management Response to Identified Triggers,” must describe the management responses to the identified triggers.

The fifth column, “Who Will Plan Management Response,” must describe the staff involved in planning a management response.

<b>Table 4. Management Review and Response; Adaptive Management</b>				
<b>Monitoring Methodology</b>	<b>How Monitoring Information will Inform Management</b>	<b>How Data Will Be Analyzed</b>	<b>Management Response to Identified Triggers</b>	<b>Who Will Plan Management Response</b>

**\*DEFINITIONS:**

“Implementation Monitoring:” Determines if management actions were actually accomplished.

“Change Detection Monitoring:” Qualitative monitoring to detect change caused by OHV travel/recreation.

~~“Effectiveness Monitoring.” Uses the success criteria to determine if the management actions achieved the desired management objectives; appropriate effectiveness monitoring may ultimately be based on larger-scale monitoring efforts.~~

~~“Validation Monitoring.” Scientific studies that determine whether the underlying management assumptions are correct (e.g., “Have the appropriate concerns and risks been identified? Does meeting the management objectives ensure that OHV activities are not adversely affecting populations of species x?”).~~

NOTE: The Wildlife and Habitat Data Analysis Branch of the California Department of Fish and Game (CDFG) produces complete lists of “special” plants and animals, which are updated twice a year as part of the California Natural Diversity Data Base (CNDDDB). Subscribers to CNDDDB receive the lists as part of their subscription. The lists can also be obtained from the CDFG website at: <http://www.dfg.ca.gov/whdab/html/animals.html> and <http://www.dfg.ca.gov/whdab/html/plants.html>.

~~Other useful California species lists can be found at:  
<http://www.dfg.ca.gov/hcpb/species/lists.shtml>~~

## **SECTION IV**

### **Previous Year’s WHPP/HMP, Monitoring, Results, and Management Review**

If a WHPP/HMP is currently in use in the project area, then use the table formats provided below in Sections A-C to summarize changes from the previous year’s WHPP/HMP, the previous year’s monitoring accomplishments and results, and the management review process that was implemented. *If this application describes changes to the WHPP/HMP on Table 5, the applicant must submit a new WHPP/HMP, complete with Tables 1-7. If this application does not describe changes to the WHPP/HMP on Table 5, then the applicant does not need to submit a new WHPP/HMP, but need only submit Tables 5-7.*

#### **A. Table 5: Summary of Changes**

Table 5 describes how the program has changed from last year. Prepare a two-column table summarizing any changes including additions to the previous year’s WHPP/HMP using the template provided below.

The first column, “Change From Previous Year,” shall describe a substantive change (e.g., new species being monitored, change in monitoring methodology) in the WHPP/HMP from the previous year. If no changes have occurred, state “No change” in the first column.

The second column, “Section Where Change Occurs,” shall list where the change is found in the WHPP/HMP. If no changes have occurred, state “N/A” in the second column.



The second column, "Species/Habitat," must list the species/habitats for which each management action was taken and/or planned.

The third column, "Date Completed or Planned," must identify the date the action item was accomplished or is planned to be accomplished.

The fourth column, "Changes Needed to Management Program," must describe how you are going to change your program, including changes to monitoring, that will allow you to better meet success criteria or objectives.

The fifth column, "Response to HMP-related Public Concerns," must describe any HMP-related concerns raised by the public and how they were addressed.

<b>Table 7. Management Actions Based on Monitoring Results</b>				
<b>Management Actions</b>	<b>Species/Habitat</b>	<b>Date Completed or Planned</b>	<b>Changes Needed to Management Program</b>	<b>Response to HMP-related Public Concerns</b>

**Wildlife Habitat Protection Program (WHPP)/  
Habitat Management Program (HMP)  
(OHV Form M)**

**Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP)**

**Grant Number:** OR \_\_\_\_\_ (Division Use Only)

**Title:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Prepared by (name & title):** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by (name & title):** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Check the appropriate project type for your application:**

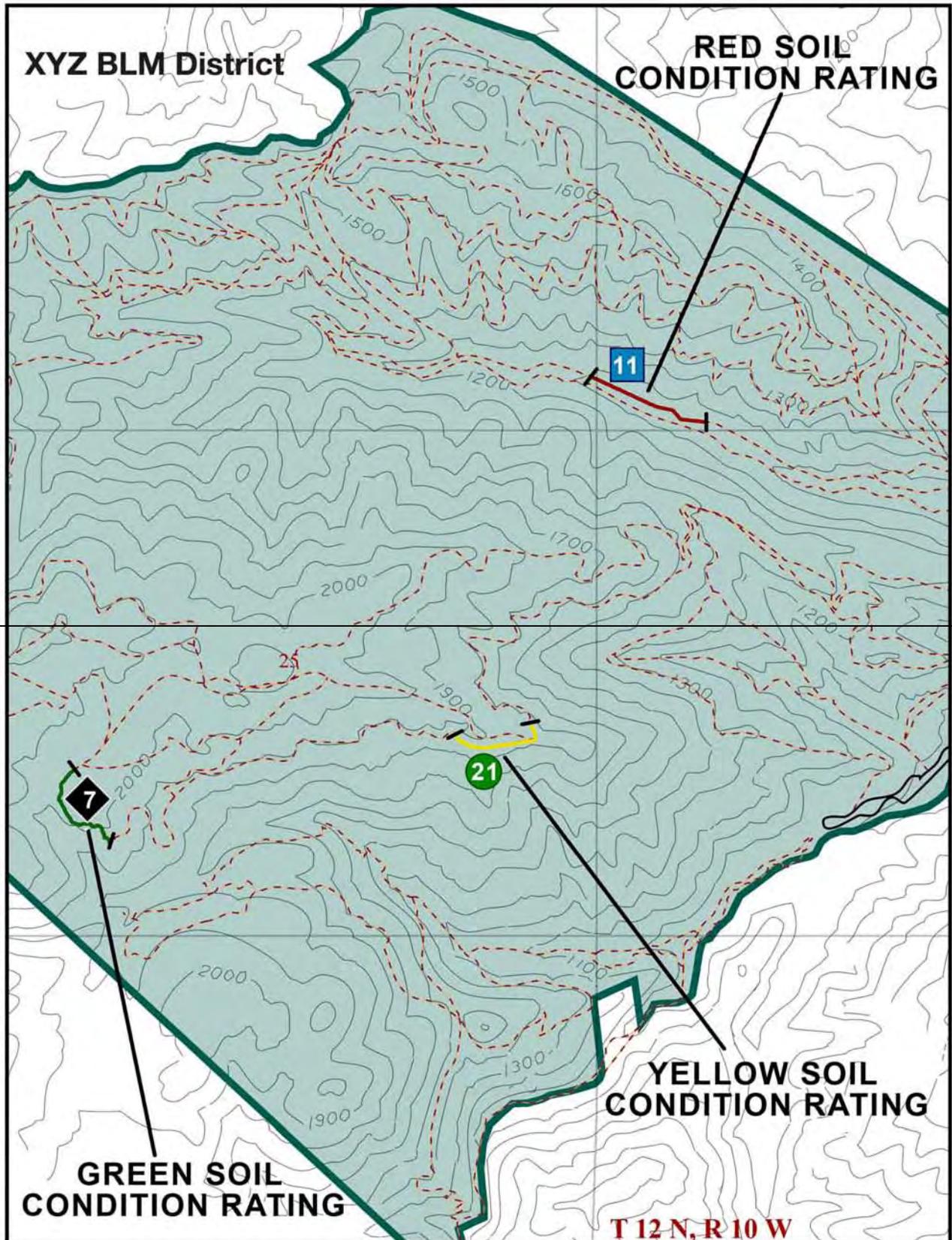
- ~~Conservation Projects (if limited to monitoring, surveys, or signing)~~
- ~~Equipment Projects~~
- ~~Facilities Operations & Maintenance~~
- ~~OHV Safety and/or Education Program Projects~~
- ~~Planning Projects~~
- ~~Restoration Projects~~
- ~~Scientific Research Projects~~

**I certify that this project, to the best of my knowledge, has no species or habitats of concern or risk factors associated with OHV recreation.**

**Signature:**

**Date:**

Soil Condition Map (Example)  
(OHV Form N)



**PROJECT ACTIVITY REPORT (PAR)  
(OHV Form O)**

*-Report OHV Data For Most Recent Complete Fiscal Year-*

<b>Applicant<sup>1</sup>:</b>	<b>Date:</b>
<b>Geographic Area<sup>2</sup>:</b>	
<b>Applicant's Fiscal Year:</b>	
_____	_____
Beginning Month/Year	Ending Month/Year
<b>Previous Year's Grant or Cooperative Agreement:</b> <input type="checkbox"/> N/A	
_____	_____
Number	Title

<b>I. OHV Opportunity</b> <input type="checkbox"/> N/A	
1. Total Acres Of Open <sup>3</sup> Riding Currently Available For OHV Recreation	#
2. Acres of Open OHV Riding Gained Since Prior Fiscal Year	#
3. Acres of Open OHV Riding Lost Since Prior Fiscal Year	#
4. Total Miles of Routes <sup>4</sup> Currently Available For OHV Recreation	#
• Miles Of Routes Available For ATVs (Green/Red Sticker)	#
• Miles Of Routes Available For Motorcycles (Green/Red Sticker and Street Legal Vehicles)	#
• Miles of Routes Available For Four-wheeled Vehicles Other Than ATVs (Green Sticker and Street Legal)	#
• Miles of Routes Available For Street Legal Vehicles Only (Registered For Highways)	#
5. Miles of Authorized OHV Routes Added Since Prior Fiscal Year	#
6. Miles of Authorized OHV Routes Removed Since Prior Fiscal Year	#
Explain Any OHV Opportunity That Was Added or Removed:	

**II. Over Snow Vehicle (OSV) Opportunity  N/A**

1. Total Acres Of Open Riding Currently Available for OSV Recreation	#
2. Acres of Open OSV Riding Added Since Prior Fiscal Year	#
3. Acres of Open OSV Riding Removed Since Prior Fiscal Year	#

4. Miles of Authorized OSV Routes Added Since Prior Fiscal Year	#
5. Miles of Authorized OSV Routes Removed Since Prior Fiscal Year	#

6. Miles Of Signed Groomed OSV Routes	#
7. Miles Of Signed Un-Groomed OSV Routes	#
8. Miles Of Un-Signed Un-Groomed OSV Routes <sup>5</sup>	#
9. Total Miles of Authorized OSV Routes Currently Available For OSV Recreation (Add Items 6, 7, and 8)	#

Explain Any OSV Opportunity That Was Added or Removed:

**III. Conservation Activities  N/A**

1. Acres Of Open OHV Riding Area Maintained	#
2. Acres Of Open OHV Riding Area Temporarily Closed	#
3. Acres Of Open OHV Riding Area Opened After Conservation	#
4. Miles Of OHV Routes Maintained	#
5. Miles Of OHV Routes Temporarily Closed	#
6. Miles Of OHV Routes Opened After Conservation	#

**IV. Restoration Activities  N/A**

1. Acres Of Open OHV Riding Area Restored	#
2. Miles Of OHV Routes Restored	#

<b>V. Volunteer Information</b> <input type="checkbox"/> N/A	
1. Number Of Volunteers	#
2. Number Of Volunteer Hours	#
3. Estimated Value Of Volunteer Hours In Comparable Salary <sup>6</sup>	\$
4. Activities Performed By Volunteers?	

5. Training Provided To Volunteers?

<b>VI. OHMVR Funds</b> <input type="checkbox"/> N/A	
1. OHMVR Funds Allocated	\$
2. OHMVR Funds Spent On Conservation	\$
3. OHMVR Funds Spent On Restoration	\$
4. OHMVR Funds Spent On OHV Enforcement	\$
5. OHMVR Funds Spent On OSV Enforcement	\$
6. OHMVR Funds Spent On Other OHV Activities	\$
7. OHMVR Funds Spent On Other OSV Activities	\$
Total OHMVR Funds Spent	\$
Remaining OHMVR Funds (Subtract Total OHMVR Funds Spent from OHMVR Funds Allocated)	\$

<b>VII. Applicant Funds</b> <input type="checkbox"/> N/A	
1. Applicant Funds Spent On Conservation	\$
2. Applicant Funds Spent On Restoration	\$
3. Applicant Funds Spent On OHV Enforcement	\$
4. Applicant Funds Spent On OSV Enforcement	\$
5. Applicant Funds Spent On Other OHV Activities	\$
6. Applicant Funds Spent On Other OSV Activities	\$
Total Applicant Funds	\$

<b>VIII. Other Funds</b> <input type="checkbox"/> N/A	
1. Other Funds Spent On Conservation	\$
2. Other Funds Spent On Restoration	\$
3. Other Funds Spent On OHV Enforcement	\$
4. Other Funds Spent On OSV Enforcement	\$
5. Other Funds Spent On Other OHV Activities	\$
6. Other Funds Spent On Other OSV Activities	\$
Total Other Funds	\$

<b>IX. OHV Visitor Information</b>	
1. Number Of Visitor Days <sup>7</sup>	#
2. Number Of Visitor Contacts <sup>8</sup>	#

<b>X. OHV Public Safety</b> <input type="checkbox"/> N/A	
1. Total OHV LE Contacts <sup>9</sup>	#
• OHV Related Accidents	#
• OHV Related Fatalities	#

<b>XI. OSV Public Safety</b> <input type="checkbox"/> N/A	
1. Total OSV LE Contacts	#
• OSV Related Accidents	#
• OSV Related Fatalities	#

**XII. OHV Accomplishment Summary:**  N/A

Briefly summarize any and all OHV program accomplishments in the prior year, referencing all funding sources associated with each accomplishment. If you received OHMVR funding, include any "control language" specified in the grant or cooperative agreement contract. In addition, respond to comments and/or recommendations made in any site visit performance report from the previous year.

## LAW ENFORCEMENT CONTACTS (Optional For First Time Applicants)

	In-Compliance <sup>10</sup>		Warnings <sup>11</sup>		Citations <sup>12</sup>		Gold Reports <sup>13</sup>		Arrests <sup>14</sup>		Total
	O H V	O S V	O H V	O S V	O H V	O S V	O H V	O S V	O H V	O S V	
Registration											
Spark Arrester											
Noise											
Resource Damage <sup>15</sup>											
Trespass (private property)											
Wilderness Intrusions											
ATV Safety Certification											
ATV Helmet											
ATV Double -Riding											
Other <sup>16</sup>											
Total											

## PROJECT ACTIVITY REPORT DEFINITIONS

- ~~1. **Applicant** – City, county, appropriate district, nonprofit organization, educational institution, federal agency, or federally recognized Native American tribe.~~
- ~~2. **Geographic Area** – Administrative jurisdiction, such as Ranger District, Field Office or Substation. A separate PAR must be submitted for each individual geographic area. An additional PAR totaling all reported geographic areas must also be submitted.~~
- ~~3. **Open** – Acres of land designated for OHV recreation other than designated routes. If no designated **open** acreage exists within the geographic area, indicate “0.”~~
- ~~4. **Route** – Includes roads and trails.~~
- ~~5. **Miles Of Un-Marked Un-Groomed OSV Routes** – Routes that would be available for OSV opportunity when covered with sufficient snow.~~
- ~~6. **Estimated Value of Volunteer Hours** – Use the hourly rate for a comparable paid position with your organization. Volunteer support expenses are reported in Sections VII or VIII.~~
- ~~7. **Visitor Days** – Every day or portion thereof that a visitor is engaged in OHV recreation is considered one visitor day. Estimate based on personal observations or counters.~~
- ~~8. **Visitor Contact** – Any verbal or written communication related to OHV recreation.~~
- ~~9. **Law Enforcement (LE) Contact** – A detention, or a consensual contact, by a law enforcement officer or forest protection officer resulting in: a) no action due to compliance, b) verbal or written warning, c) citation, or d) arrest.~~
- ~~10. **In Compliance** – A law enforcement contact where no violations are found.~~
- ~~11. **Warning** – A law enforcement contact in which a written or verbal warning is issued instead of a citation or arrest.~~
- ~~12. **Citation** – A law enforcement contact where a citation or notice to appear is issued.~~
- ~~13. **Cold Report** – Report that occurs after an OHV related incident, and does not result in citation, warning, or arrest.~~
- ~~14. **Arrest** – A law enforcement contact where the violator is taken into custody.~~
- ~~15. **Resource Damage Violations** – Damage to natural or cultural resources, including, but not limited to: CPC 374, CPC 374.3, CPC 384(a) and (c), CVC 38319, CVC 38320(a) and (b), CCR T14 4306(a), 36 CFR 261.9(a) and (c), and 43 CFR 8365.1-5(a)(1).~~
- ~~16. **Other** – OHV related violations not listed such as unsafe speed, alcohol-related contacts, vandalism, no whip/flag, etc. List separately in the empty rows.~~



**Trail Maintenance Plan  
(OHV Form Q)**

<b>TRAILS TO BE MAINTAINED</b>					<b>Signing Needed</b>				
<b>Name</b>	<b>Number</b>	<b>Type of use<sup>1</sup></b>	<b>Type of Maintenance work to be performed<sup>2</sup></b>	<b>Maintenance Schedule<sup>3</sup></b>	<b>Number</b>	<b>Type<sup>4</sup></b>	<b>Equipment to be used<sup>5</sup></b>	<b>Type of Labor Force<sup>6</sup></b>	<b>Average cost per mile<sup>7</sup></b>

<sup>1</sup> What type of use does the trail receive. List any and all types (Motorcycle = MC, All-Terrain Vehicle = ATV, Four-Wheel Drive = 4WD, etc).

<sup>2</sup> What type of maintenance work will occur on the trail (Mechanized or hand tools, and trail conservation related work).

<sup>3</sup> How often you maintain the trail (Monthly, Fall & Spring, Annually, Bi-Annually, etc).

<sup>4</sup> What types of signs are needed on the trail(s) (Trail confidence marker, directional, regulatory, etc).

<sup>5</sup> What type of equipment will be used to maintain the trail (Trail dozer, mini-excavator, rock rake, etc)

<sup>6</sup> What type of labor force are you using (Permanent agency staff, seasonal, contracts, California Conservation Crew, volunteers, etc)

<sup>7</sup> What is the average cost per mile of maintenance for the trail.



**PROJECT AGREEMENT GENERAL PROVISIONS  
(U. S. Forest Service Only)**

General Provisions

**A. Definitions**

- ~~1. The term "State" as used herein means the California State Department of Parks and Recreation.~~
- ~~2. The term "Act" as used herein means the Off-Highway Motor Vehicle Recreation Act of 2003 as amended.~~
- ~~3. The term "Application" as used herein means the individual Project Application and its required attachments pursuant to the enabling legislation, regulations, and/or grant program, which is hereby incorporated into this agreement by this reference.~~
- ~~4. The term "Project" as used herein means the project which is described on page 1 of this agreement and in the project application, which is hereby incorporated into this agreement by reference.~~
- ~~5. The term "Project Cooperative Agreement" as used herein means the Application and the Project Agreement and its General Provisions.~~
- ~~6. The term "Forest Service" as used herein means the National Forest unit of the Forest Service, USDA, named on page 1 of this agreement as the Federal Agency acting in accordance with the Act of June 30, 1914 (38 Stat. 430; 16 U.S.C. 498) and Act of June 12, 1960 (74 Stat. 215; 16 U.S.C 528-531).~~

**B. Project Execution**

- ~~1. Subject to the availability of funds through an appropriation in the state budget, the State hereby commits to the Forest Service a sum of money not to exceed the amount stated on page 1 of the Project Agreement in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the Description of Project on page 1 of the Project Agreement and under the terms and conditions set forth in this Project Cooperative Agreement. Subject to the availability of funds, the Forest Service agrees to furnish any additional amounts in excess of that stated in the Project Agreement that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the application on file with the State must be submitted to the State for approval prior to disbursement of funds.~~
- ~~2. The Forest Service agrees to execute and complete the Project in accordance with the project performance period set forth on page 1 of the Project Agreement, and under the terms and conditions of this agreement.~~
- ~~1. If the Project includes development, the development plans, specifications and estimates or Force Account Schedule shall be reviewed and approved by the State prior to the Forest Service proceeding with the project. Unless the development plans, specifications and estimates or Force Account Schedule are approved by the State, the State shall have no obligation to make payments for the work or any construction which is commenced.~~
- ~~2. The Forest Service shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities. In addition, the Forest Service shall complete the development work in accordance with the State approved development plans, specifications, and estimates or Force Account Schedule.~~
- ~~3. The Forest Service shall make property or facilities acquired and/or developed pursuant to this Project Cooperative Agreement available for inspection upon request by the State to determine if development work is in accordance with the approved plans, specifications and estimates or Force Account Schedule, including a final inspection upon Project completion.~~
- ~~4. If the Project includes acquisition of real property; the acquisition shall be in accordance with the terms of Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P. L. 91-646; 94 Stat 1894 [1970]), and the applicable regulations and procedures implementing such Act for all real property Acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the Project Cooperative Agreement and the Forest Service agrees to comply with the Government Code Chapter 16 commencing with Section 7260 et seq, to the extent it may be applicable, and all other applicable federal, state and local laws or ordinances affecting relocation and real property Acquisition. Documentation of such compliance will be made available for review upon request by the State.~~
- ~~5. This Project Cooperative Agreement in no way restricts either party from cooperating with or receiving cooperation from other public and private agencies, organizations and individuals, or from accepting contributions and gifts for the~~

development, administration, and operation of vehicle activity on the lands of the Forest Service or other public lands within California.

6. ~~Nothing herein shall be construed as obligating either party hereto to expend or as involving either party in any contract or other obligation for the future payment of moneys in excess of appropriations authorized by law and administratively allocated for this purpose.~~
7. ~~No member of, or Delegate to, Congress or Resident Commissioner shall be admitted to share any part of the Project Cooperative Agreement, or to any benefit that may arise there from; but this provision shall not be construed to extend to this Project Cooperative Agreement if made with a corporation for its general benefit.~~
8. ~~The Forest Service and its employees in the performance of this Project Cooperative Agreement shall act in an independent capacity and not as officers or employees of the State. Neither party to this agreement shall have the authority, express or implied, to bind the other party to any obligation except as may be authorized by this agreement.~~
9. ~~All real property acquired or improvements constructed under this Project Cooperative Agreement shall be and will remain the property of the Forest Service, but shall remain available for off-highway vehicle use in accordance with the Forest Service Project Plan, the Off-Highway Motor Vehicle Act of 2003 and its implementing regulations, and the Application.~~

#### C. ~~Project Costs~~

~~The funds moneys to be provided the Forest Service under this Project Cooperative Agreement shall be disbursed as follows:~~

1. ~~If the Project includes acquisition of real property, under the authority of the Act of October 10, 1978 (P.L. 95-442; 92 Stat. 1065), the State shall disburse the Forest Service funds as follows, but not to exceed in any event the allowable Project costs for acquisition or the State funds amount allocated for acquisition as set forth on page 1 of this project agreement, whichever is less.~~

~~State will disburse to Forest Service to be deposited immediately into escrow the sum of purchase price if within the maximum value indicated in the Forest Service Project Plan and State approved costs of acquisition.~~

2. ~~If the Project includes development, after approval by the State of the Forest Service's plans, specifications and estimates or Force Account Schedule and after completion of the Project or any phase or unit thereof, the State shall disburse to Forest Service upon receipt and approval by the State of a statement of incurred costs from Forest Service the amount of such approved incurred costs shown on such statement, not to exceed the State cooperative agreement amount allocated for development, as set forth on page 1 of this agreement, or any remaining portion of such amount to the extent of such statement. State may disburse up to a maximum of ninety (90) percent of the State grant amount allocated for development as shown on page 1 of this agreement, upon receipt and approval by the State of Forest Service plans, specifications and estimates or Force Account Schedule. The statements to be submitted by the Forest Service shall set forth in detail the incurred or estimated cost of work performed or to be performed on development of the Project and whether performance will be by construction contract or by Force Account. Statements shall not be submitted, nor shall the State make payments, more frequently than for work performed during ninety (90) day periods unless otherwise requested by State.~~

#### D. ~~Project Administration~~

1. ~~The Forest Service shall promptly submit such progress, performance or other reports concerning the status of work performed on the Project as the State may request. In any event, the Forest Service shall provide the State a report showing total final Project expenditures including State funds and all other moneys expended within sixty (60) days after completion of Project.~~
2. ~~The Forest Service shall make property and facilities maintained, operated, acquired or developed pursuant to this Project Cooperative Agreement available for inspection by the State upon request.~~
3. ~~The Forest Service may be provided advanced payments for cooperative agreements but only for those that are for Planning, Acquisition, and Facility Operation and Maintenance upon a showing by the Forest Service, the project may not proceed in the absence of advance payment. The Forest Service shall use any moneys advanced by the State under the terms of this Project Cooperative Agreement solely for the Project herein described. All moneys advanced to Forest Service shall remain property of State until expended for project purposes.~~
4. ~~The Forest Service shall place advanced payments into a separate interest bearing account, setting up and identifying such account prior to the advance, interest earned on trust fund moneys shall be used on the project or paid to the State.~~
5. ~~If cooperative agreements moneys are advanced and not expended, the unused portion of the advance or that portion of the advance which is in excess of the Project cost, whichever is the larger amount, shall be returned to the State within sixty (60) days of completion of the Project or end of the Project performance period, whichever is earlier.~~

6. ~~The Forest Service will, provide and maintain a sign on the Project site that includes wording identifying the funding source (Off-Highway Vehicle Fund) and the administering agency (California State Department of Parks and Recreation).~~
7. ~~Any single piece of equipment purchased (equal to or greater than \$50,000) with at least ½ of the purchased cost paid from OHV funds shall be used for OHV Programs during the normal life of the equipment and then be returned to the State for disposal or surplus sale by the State. Notification of the Off Highway Motor Vehicle Recreation (OHMVR) Headquarters that a piece of equipment has become eligible for surplus status is the responsibility of the Forest Service.~~

#### ~~E. Project Termination~~

1. ~~The Forest Service may unilaterally rescind this Project Cooperative Agreement at any time prior to the commencement of the Project. After Project commencement this agreement may be rescinded, modified or amended by mutual agreement in writing. A Project shall be deemed commenced when the Forest Service makes any expenditure, receives an advance of cooperative agreement moneys or incurs an obligation with respect to the Project.~~
2. ~~Failure by the Forest Service to comply with the terms of this Project Cooperative Agreement or any other agreement under the Act may be cause for suspension of all obligations of the State hereunder.~~
3. ~~Failure of the Forest Service to comply with the terms of this Project Cooperative Agreement or contract under the enabling legislation may be cause for suspension of all obligations of the State hereunder. However, such failure shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault, and was beyond the control of the Forest Service to avoid, mitigate, or remedy such default.~~

#### ~~F. Indemnification~~

1. ~~The United States shall be liable, to the extent allowed by law, including the Federal Tort Claims Act, for claim for personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.~~
2. ~~The State of California shall be liable, to the extent allowed by law, including the Government Tort Claims Act, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State employees while acting within the scope of his or her employment, arising out of this Agreement.~~

#### ~~G. Financial Records~~

1. ~~The Forest Service shall maintain and make available for inspection by the State at reasonable times accurate financial accounts, documents and records of its costs, disbursements and receipts with respect to its activities under this agreement. Such accounts, documents and records shall be retained by the Forest Service for three (3) years follow the termination date of this Project Cooperative Agreement.~~

~~During regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this agreement or matters related thereto.~~

2. ~~The Forest Service may use any generally accepted accounting system provided such system meets the minimum requirements of Federal Management Circular 74-4 and Office of Management and Budget Circular A 102.~~

#### ~~H. Use of Facilities~~

1. ~~The property acquired or developed with cooperative agreement moneys under this agreement shall be used by the Forest Service only for the purpose for which the State grant moneys were requested and no other use of the area shall be permitted except by specific act of the Legislature.~~
2. ~~The Forest Service shall without cost to State, except as may be otherwise provided in this or other agreement with the State, operate and maintain the property acquired or developed pursuant to this agreement in the manner of and according to the Off-Highway Motor Vehicle Recreation Act and related regulations, the Application, and any other applicable provisions of law.~~
3. ~~Use of the Project facilities shall comply with all applicable law including, but not limited to, the registrations of all day-use vehicles with the Department of Motor Vehicles or identified under the Chappie Z'berg Off Highway Motor Vehicle Law of 1993.~~

#### ~~I. Nondiscrimination~~

1. ~~The Forest Service shall not discriminate against any person on the basis of sex, race, color, national origin, religion, ancestry, or physical handicap in the use of any property or facility acquired or developed pursuant to this agreement.~~

~~2. The Forest Service shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.~~

~~3. All facilities shall be open to members of the public generally, except as noted under the special provisions of this Project Cooperative Agreement.~~

~~J. Application Incorporation~~

~~1. The Application and any subsequent change or addition approved by the State is hereby incorporated in this Project Cooperative Agreement.~~

~~K. Severability~~

~~1. If any provision of this agreement or the Application thereof is held invalid, that invalidity shall not affect other provisions or applications of the agreement which can be given effect without the invalid provision or Application, and to this end the provisions of this agreement are severable.~~

~~L. Governing Law.~~

~~1. This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California and the United States.~~

**PROJECT AGREEMENT GENERAL PROVISIONS  
(Bureau of Land Management Only)**

General Provisions

**A. Definitions**

1. The term "State" as used herein means the State of California, Department of Parks and Recreation.
2. The term "Act" as used herein means the Off-Highway Motor Vehicle Recreation Act of 2003 as amended.
3. The term "Application" as used herein means the individual Project Application and its required attachments pursuant to the enabling legislation, regulations, and/or grant program, which is hereby incorporated into this agreement by this reference.
4. The term "Project" as used herein means the project which is described on page 1 of this agreement and in the project application, which is hereby incorporated into this agreement by reference.
5. The term "Project Cooperative Agreement" as used herein means the Application and the Project Agreement and its General Provisions.
6. The term "Federal Agency" as used herein means the unit of Federal Government named on page 1 of this agreement as the Federal Agency.

**B. Project Execution**

1. Subject to the availability of funds through an appropriation in the state budget, the State hereby commits to the Federal Agency a sum of money not to exceed the amount stated on page 1 of the Project Agreement in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the Description of Project on page 1 of the Project Agreement and under the terms and conditions set forth in this Project Cooperative Agreement. Subject to the availability of funds, the Federal Agency agrees to furnish any additional amounts in excess of that stated in the Project Agreement that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the application on file with the State must be submitted to the State for approval prior to disbursement of funds.

The Federal Agency agrees to furnish any additional funds that may be necessary to complete the project. Any modification or alteration of the Project as set forth in the application on file with the State must be submitted to the State for approval prior to disbursement of funds.

2. The Federal Agency agrees to execute and complete the Project in accordance with the project performance period set forth on page 1 of the Project Agreement, and under the terms and conditions of this agreement.
3. If the Project includes development, the development plans, specifications and estimates or Force Account Schedule shall be reviewed and approved by the State prior to the Federal Agency proceeding with the Project. Unless the development plans, specifications and estimates are approved by the State the State shall have no obligations to make grant payments for the work or any construction which is commenced.
4. The Federal Agency shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities. In addition, the Federal Agency shall complete the development work in accordance with the State approved development plans, specifications, and estimates or Force Account Schedule.
5. The Federal Agency shall make property or facilities acquired and/or developed pursuant to this Project Cooperative Agreement available for inspection upon request by the State to determine if development work is in accordance with the approved plans, specifications and estimates or Force Account Schedule, including a final inspection upon Project completion.
6. If the Project includes acquisition of real property, the acquisition shall be in accordance with the terms of the Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646); 94 Stat. 1894 (1970), and the applicable regulations and procedures implementing such Act for all real property Acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the Project Cooperative Agreement and the Federal Agency agrees to comply with the Government Code Chapter 16 commencing with Section 7260 et seq., to the extent it may be applicable and all other applicable federal, state and local laws or ordinances affecting relocation and real property Acquisition. Documentation of such compliance will be made available for review upon request by the State.

7. ~~This Project Cooperative Agreement in no way restricts either party from cooperating with or receiving cooperation from other public and private agencies, organizations and individuals, or from accepting contributions and gifts for the development, administration, and operation of vehicle activity on the lands of the Federal Agency or other public lands within California.~~
8. ~~Nothing herein shall be construed as obligating either party here to expend or as involving either party in any contract or other obligation for the future payment of moneys in excess of appropriations authorized by law and administratively allocated for this purpose.~~
9. ~~No member of, or Delegate to Congress or Resident Commissioner shall be admitted to share any part of the Project Cooperative Agreement, or to any benefit that may arise there from; but this provision shall not be construed to extend to this Project Cooperative Agreement if made with a corporation for its general benefit.~~
10. ~~The Federal Agency and its employees in the performance of this Project Cooperative Agreement shall act in an independent capacity and not as officers or employees of the State. Neither party to this agreement shall have the authority, express or implied to bind the other party to any obligation except as may be authorized by this agreement.~~
11. ~~All real property acquired or improvements constructed under this Project Cooperative Agreement shall be and will remain the property of the Federal Agency, but shall remain available for off highway vehicle use in accordance with the Federal Agency Project Plan, the Off-Highway Motor Vehicle Act of 2003 and its implementing regulations and the Application.~~

#### C. ~~Project Costs~~

~~The moneys to be provided to the Federal Agency under this Project Cooperative Agreement shall be disbursed as follows:~~

1. ~~If the Project includes acquisition of real property, under the authority of the Act of October 10, 1978 (P.L. 95-442; 92 Stat. 1065), the State shall disburse Federal Agency funds as follow, but not to exceed in any event the allowable Project costs for acquisition or the State funds amount allocated for acquisition as set forth on page 1 of this project agreement, whichever is less.~~
- ~~State will disburse to the Federal Agency to be deposited immediately into escrow the sum of purchase price if within the maximum value indicated in the Federal Agency Project Plan and State approved costs of acquisition.~~
2. ~~If the Project includes development, after approval by State of the Federal Agency's plans, specifications and estimates or Force Account Schedule and after completion of the Project or any phase or unit thereof, State shall disburse to the Federal Agency upon receipt and approval by State of a statement of incurred costs from the Federal Agency the amount of such approved incurred costs shown on such statement, not to exceed the State funds amount allocated for development, as set forth on page 1 of this agreement, or any remaining portion of such amount to the extent of such statement. State may disburse up to a maximum of ninety (90) percent of the grant amount allocated for development as shown on page 1 of this agreement, upon receipt and approval by State of plans, specifications and estimates from the Federal Agency.~~

~~The statements to be submitted by Federal Agency shall set forth in detail the incurred or estimated cost of work performed or to be performed on development of the Project and whether performance will be by construction contract or by Force Account Schedule. Statements shall not be submitted, nor shall the State make payments, more frequently than for work performed during ninety (90) day periods unless otherwise requested by State.~~

#### D. ~~Project Administration~~

1. ~~The Federal Agency shall promptly submit such progress, performance or other reports concerning the status of work performed on the Project as the State may request. In any event, the Federal Agency shall provide the State a report showing total final Project expenditures including State and all other moneys expended within sixty (60) days after completion of Project.~~
2. ~~The Federal Agency shall make property and facilities maintained, operated, acquired or developed pursuant to this Project Cooperative Agreement available for inspection by the State upon request.~~
3. ~~The Federal Agency may be provided advanced payments for grants but only for those that are for Planning, Acquisition, and Facility Operation and Maintenance upon a showing by the Federal Agency that the project may not proceed in the absence of advance payment. The Federal Agency shall use any moneys advanced by the State under the terms of this Project Cooperative Agreement solely for the Project herein described. All moneys advanced to the Federal Agency shall remain property of the State until expended for project purposes.~~
4. ~~The Federal Agency shall place advanced payments into a separate interest bearing account, setting up and identifying such account prior to the advance, interest earned on grant moneys shall be used on the project or paid to the State.~~

5. ~~If cooperative agreement moneys are advanced, and not expended, the unused portion of the advance or that portion of the advance which is in excess of the Project cost, whichever is the larger amount, shall be returned to the State within sixty (60) days of completion of the Project or end of the project performance period, whichever is earlier.~~
6. ~~The Federal Agency will, provide and maintain a sign on the Project site that includes wording identifying the funding source (Off Highway Vehicle Fund) and the administering agency (California State Department of Parks and Recreation).~~
7. ~~Any single piece of equipment purchased (equal to or greater than \$50,000) with at least ½ of the purchased cost paid from OHV funds shall be used for OHV Programs during the normal life of the equipment and then be returned to the State for disposal or surplus sale by the State. Notification to the Off Highway Motor Vehicle Recreation (OHMVR) Division Headquarters that a piece of equipment has become eligible for surplus status is the responsibility of the Federal Agency.~~

~~E. Project Termination~~

1. ~~The Federal Agency may unilaterally rescind this Project Cooperative Agreement at any time prior to the commencement of the Project. After Project commencement this agreement may be rescinded, modified or amended by mutual agreement in writing. A Project shall be deemed commenced when the Federal Agency makes any expenditure, receives an advance of cooperative agreement moneys or incurs any obligation with respect to the Project.~~
2. ~~Failure by the Federal Agency to comply with the terms of this Project Cooperative Agreement or any other agreement under the Act may be cause for suspension of all obligations of the State hereunder.~~
3. ~~Failure of the Federal Agency to comply with the terms of this Project Cooperative Agreement or contract under the enabling legislation may be cause for suspension of all obligations of the State hereunder. However, such failure shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault, and was beyond the control of the Federal Agency to avoid, mitigate, or remedy such default.~~

~~F. Indemnification~~

1. ~~The United States shall be liable, to the extent allowed by law, including the Federal Tort Claims Act, for claim for personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.~~
2. ~~The State of California shall be liable, to the extent allowed by law, including the Government Tort Claims Act, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State employees while acting within the scope of his or her employment, arising out of this Agreement.~~

~~G. Financial Records~~

1. ~~The Federal Agency shall maintain and make available for inspection by the State at reasonable times all financial accounts, documents, and records for three (3) years from the expiration date of the project agreement, or three (3) years from the start of an audit engagement, whichever comes first, and until an audit started during the three (3) years has been completed and a report published.~~

~~During regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this agreement or matters related thereto.~~

2. ~~The Federal Agency may use any generally accepted accounting system provided such system meets the minimum requirements of Federal Management Circular 74-4 and Office of Management and Budget Circular A-102.~~

~~H. Use of Facilities~~

1. ~~The property acquired or developed with cooperative agreement moneys under this Project Cooperative Agreement shall be used by the Federal Agency only for the purpose for which the State grant moneys were requested and no other use of the area shall be permitted except by specific act of the Legislature.~~
2. ~~The Federal Agency shall without cost to the State, except as may be otherwise provided in this or other agreement with the State, operate and maintain the property acquired or developed pursuant to this agreement in the manner of and according to the Off Highway Motor Vehicle Recreation Act and related regulations, The Application, and other applicable provisions of law.~~
3. ~~Use of the Project facilities shall comply with all applicable law including, but not limited to the registrations of all day-use vehicles with the Department of Motor Vehicles or identified under the Chappie-Z'berg Off Highway Motor Vehicle Law of 1993.~~

~~A.—Nondiscrimination~~

- ~~1.—The Federal Agency shall not discriminate against any person on the basis of sex, race, color, national origin, religion, ancestry, or physical handicap in the use of any property or facility acquired or developed pursuant to this agreement.~~
- ~~2.—The Federal Agency shall not discriminate against any person on the basis of residence except to the extent the reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.~~
- ~~3.—All facilities shall be open to members of the public generally, except as noted under the special provisions of this Project Cooperative Agreement.~~

~~J.—Application Incorporation~~

- ~~1.—The application and any subsequent change or addition approved by the State is hereby incorporated in this Project Cooperative Agreement.~~

~~K.—Severability~~

- ~~1.—If any provision of this agreement or the Application thereof is held invalid, that invalidity shall not affect other provisions or applications of the agreement which can be given effect without the invalid provision or Application, and to this end the provisions of this agreement are severable.~~

~~L.—Governing Law~~

- ~~1.—This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California, and the United States.~~

**PROJECT AGREEMENT GENERAL PROVISIONS  
(Other Federal Agencies)**

General Provisions

A.—Definitions

- 1.—The term “State” as used herein means the State of California, Department of Parks and Recreation.
- 2.—The term “Act” as used herein means the Off-Highway Motor Vehicle Recreation Act of 2003 as amended.
- 3.—The term “Application” as used herein means the individual Project Application and its required attachments pursuant to the enabling legislation, regulations, and/or grant program, which is hereby incorporated into this agreement by this reference.
- 4.—The term “Project” as used herein means the project which is described on page 1 of this agreement and in the project application, which is hereby incorporated into this agreement by reference.
- 5.—The term “Project Cooperative Agreement” as used herein means the Application and the Project Agreement and its General Provisions.
- 6.—The term “Federal Agency” as used herein means the unit of Federal Government named on page 1 of this agreement as the Federal Agency.

B.—Project Execution

- 1.—Subject to the availability of funds through an appropriation in the state budget, the State hereby commits to the Federal Agency a sum of money not to exceed the amount stated on page 1 of the Project Agreement in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the Description of Project on page 1 of the Project Agreement and under the terms and conditions set forth in this Project Cooperative Agreement. Subject to the availability of funds, the Federal Agency agrees to furnish any additional amounts in excess of that stated in the Project Agreement that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the application on file with the State must be submitted to the State for approval prior to disbursement of funds.

The Federal Agency agrees to furnish any additional funds that may be necessary to complete the project. Any modification or alteration of the Project as set forth in the application on file with the State must be submitted to the State for approval prior to disbursement of funds.

- 2.—The Federal Agency agrees to execute and complete the Project in accordance with the project performance period set forth on page 1 of the Project Agreement, and under the terms and conditions of this agreement.
- 3.—If the Project includes development, the development plans, specifications and estimates or Force Account Schedule shall be reviewed and approved by the State prior to the Federal Agency proceeding with the Project. Unless the development plans, specifications and estimates are approved by the State the State shall have no obligations to make grant payments for the work or any construction which is commenced.
- 4.—The Federal Agency shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities. In addition, the Federal Agency shall complete the development work in accordance with the State approved development plans, specifications, and estimates or Force Account Schedule.
- 5.—The Federal Agency shall make property or facilities acquired and/or developed pursuant to this Project Cooperative Agreement available for inspection upon request by the State to determine if development work is in accordance with the approved plans, specifications and estimates or Force Account Schedule, including a final inspection upon Project completion.
- 6.—If the Project includes acquisition of real property, the acquisition shall be in accordance with the terms of the Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646); 94 Stat. 1894 (1970), and the applicable regulations and procedures implementing such Act for all real property Acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the Project Cooperative Agreement and the Federal Agency agrees to comply with the Government Code Chapter 16 commencing with Section 7260 et seq., to the extent it may be applicable and all other applicable federal, state and local laws or ordinances affecting relocation and real property Acquisition. Documentation of such compliance will be made available for review upon request by the State.
- 7.—This Project Cooperative Agreement in no way restricts either party from cooperating with or receiving cooperation from other public and private agencies, organizations and individuals, or from accepting contributions and gifts for the development, administration, and operation of vehicle activity on the lands of the Federal Agency or other public lands within California.

8. ~~Nothing herein shall be construed as obligating either party here to expend or as involving either party in any contract or other obligation for the future payment of moneys in excess of appropriations authorized by law and administratively allocated for this purpose.~~
9. ~~No member of, or Delegate to Congress or Resident Commissioner shall be admitted to share any part of the Project Cooperative Agreement, or to any benefit that may arise there from; but this provision shall not be construed to extend to this Project Cooperative Agreement if made with a corporation for its general benefit.~~
10. ~~The Federal Agency and its employees in the performance of this Project Cooperative Agreement shall act in an independent capacity and not as officers or employees of the State. Neither party to this agreement shall have the authority, express or implied to bind the other party to any obligation except as may be authorized by this agreement.~~
11. ~~All real property acquired or improvements constructed under this Project Cooperative Agreement shall be and will remain the property of the Federal Agency, but shall remain available for off-highway vehicle use in accordance with the Federal Agency Project Plan, the Off-Highway Motor Vehicle Act of 2003 and its implementing regulations and the Application.~~

#### ~~C. Project Costs~~

~~The grant moneys to be provided to the Federal Agency under this Project Cooperative Agreement shall be disbursed as follows:~~

1. ~~If the Project includes acquisition of real property, under the authority of the Act of October 10, 1978 (P.L. 95-442; 92 Stat. 1065), the State shall disburse Federal Agency funds as follow, but not to exceed in any event the allowable Project costs for acquisition or the State funds amount allocated for acquisition as set forth on page 1 of this project agreement, whichever is less.~~  
~~State will disburse to the Federal Agency to be deposited immediately into escrow the sum of purchase price if within the maximum value indicated in the Federal Agency Project Plan and State approved costs of acquisition.~~
2. ~~If the Project includes development, after approval by State of the Federal Agency's plans, specifications and estimates or Force Account Schedule and after completion of the Project or any phase or unit thereof, State shall disburse to the Federal Agency upon receipt and approval by State of a statement of incurred costs from the Federal Agency the amount of such approved incurred costs shown on such statement, not to exceed the State funds amount allocated for development, as set forth on page 1 of this agreement, or any remaining portion of such amount to the extent of such statement. State may disburse up to a maximum of ninety (90) percent of the grant amount allocated for development as shown on page 1 of this agreement, upon receipt and approval by State of plans, specifications and estimates from the Federal Agency.~~

~~The statements to be submitted by Federal Agency shall set forth in detail the incurred or estimated cost of work performed or to be performed on development of the Project and whether performance will be by construction contract or by Force Account Schedule. Statements shall not be submitted, nor shall the State make payments, more frequently than for work performed during ninety (90) day periods unless otherwise requested by State.~~

#### ~~D. Project Administration~~

1. ~~The Federal Agency shall promptly submit such progress, performance or other reports concerning the status of work performed on the Project as the State may request. In any event, the Federal Agency shall provide the State a report showing total final Project expenditures including State and all other moneys expended within sixty (60) days after completion of Project.~~
2. ~~The Federal Agency shall make property and facilities maintained, operated, acquired or developed pursuant to this Project Cooperative Agreement available for inspection by the State upon request.~~
3. ~~The Federal Agency may be provided advanced payments for grants but only for those that are for Planning, Acquisition, and Facility Operation and Maintenance upon a showing by the Federal Agency that the project may not proceed in the absence of advance payment. The Federal Agency shall use any moneys advanced by the State under the terms of this Project Cooperative Agreement solely for the Project herein described. All moneys advanced to the Federal Agency shall remain property of the State until expended for project purposes.~~
4. ~~The Federal Agency shall place advanced payments into a separate interest bearing account, setting up and identifying such account prior to the advance, interest earned on grant moneys shall be used on the project or paid to the State.~~
5. ~~If grant moneys are advanced, and not expended, the unused portion of the advance or that portion of the advance which is in excess of the Project cost, whichever is the larger amount, shall be returned to the State within sixty (60) days of completion of the Project or end of the project performance period, whichever is earlier.~~
6. ~~The Federal Agency will provide and maintain a sign on the Project site that includes wording identifying the funding source (Off-Highway Vehicle Fund) and the administering agency (California State Department of Parks and Recreation).~~

7. ~~Any single piece of equipment purchased (equal to or greater than \$50,000) with at least ½ of the purchased cost paid from OHV funds shall be used for OHV Programs during the normal life of the equipment and then be returned to the State for disposal or surplus sale by the State. Notification to the Off Highway Motor Vehicle Recreation (OHMVR) Division Headquarters that a piece of equipment has become eligible for surplus status is the responsibility of the Federal Agency.~~

#### ~~E. Project Termination~~

1. ~~The Federal Agency may unilaterally rescind this Project Cooperative Agreement at any time prior to the commencement of the Project. After Project commencement this agreement may be rescinded, modified or amended by mutual agreement in writing. A Project shall be deemed commenced when the Federal Agency makes any expenditure, receives an advance of grant moneys or incurs any obligation with respect to the Project.~~
2. ~~Failure by the Federal Agency to comply with the terms of this Project Cooperative Agreement or any other agreement under the Act may be cause for suspension of all obligations of the State hereunder.~~
3. ~~Failure of the Federal Agency to comply with the terms of this Project Cooperative Agreement or contract under the enabling legislation may be cause for suspension of all obligations of the State hereunder. However, such failure shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault, and was beyond the control of the Federal Agency to avoid, mitigate, or remedy such default.~~

#### ~~F. Indemnification~~

1. ~~The United States shall be liable, to the extent allowed by law, including the Federal Tort Claims Act, for claim for personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.~~
3. ~~The State of California shall be liable, to the extent allowed by law, including the Government Tort Claims Act, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State employees while acting within the scope of his or her employment, arising out of this Agreement.~~

#### ~~G. Financial Records~~

1. ~~The Federal Agency shall maintain and make available for inspection by the State at reasonable times accurate financial accounts, documents and records of its costs, disbursements and receipts with respect to its activities under this agreement. Such accounts, documents and records shall be retained by the Federal Agency for three (3) years following the termination of this Project Cooperative Agreement.~~

~~During regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this agreement or matters related thereto.~~

2. ~~The Federal Agency may use any generally accepted accounting system provided such system meets the minimum requirements of Federal Management Circular 74—4 and Office of Management and Budget Circular A-102.~~

#### ~~H. Use of Facilities~~

1. ~~The property acquired or developed with grant moneys under this Project Cooperative Agreement shall be used by the Federal Agency only for the purpose for which the State grant moneys were requested and no other use of the area shall be permitted except by specific act of the Legislature.~~
2. ~~The Federal Agency shall without cost to the State, except as may be otherwise provided in this or other agreement with the State, operate and maintain the property acquired or developed pursuant to this agreement in the manner of and according to the Off Highway Motor Vehicle Recreation Act and related regulations, The Application, and other applicable provisions of law.~~
3. ~~Use of the Project facilities shall comply with all applicable law including, but not limited to the registrations of all day-use vehicles with the Department of Motor Vehicles or identified under the Chappie-Z'berg Off-Highway Motor Vehicle Law of 1993.~~

#### ~~I. Nondiscrimination~~

1. ~~The Federal Agency shall not discriminate against any person on the basis of sex, race, color, national origin, religion, ancestry, or physical handicap in the use of any property or facility acquired or developed pursuant to this agreement.~~
2. ~~The Federal Agency shall not discriminate against any person on the basis of residence except to the extent the reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.~~
3. ~~All facilities shall be open to members of the public generally, except as noted under the special provisions of this Project Cooperative Agreement.~~

~~J.—Application Incorporation~~

- ~~1.—The application and any subsequent change or addition approved by the State is hereby incorporated in this Project Cooperative Agreement.~~

~~K.—Severability~~

- ~~1.—If any provision of this agreement or the Application thereof is held invalid, that invalidity shall not affect other provisions or applications of the agreement which can be given effect without the invalid provision or Application, and to this end the provisions of this agreement are severable.~~

~~L.—Governing Law~~

- ~~2.—This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California, and the United States.~~

**PROJECT AGREEMENT GENERAL PROVISIONS  
(Local Agencies Only)**

General Provisions

**A. Definitions**

1. The term "State" as used herein means the California State Department of Parks and Recreation.
2. The term "Act" as used herein means the Off-Highway Motor Vehicle Recreation Act of 2003 as amended.
3. The term "Project" as used herein means the project which is described on page 1 of this agreement and in the project application, which is hereby incorporated into this agreement by reference.
4. The term "Application" as used herein means the individual Project Application and its required attachments pursuant to the enabling legislation, regulations, and/or grant program, which is incorporated into this agreement by reference.
5. The term "Project Agreement" as used herein means the Application and the Project Agreement General Provisions.
6. The term "Grantee" as used herein means the party described as the Grantee on page 1 of the Project Agreement.

**B. Project Execution**

1. Subject to the appropriation and availability of grant funds in the state budget, the State hereby awards to the Grantee the sum of money (grant money) stated on page 1 of the Project Agreement in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the Description of the Project on page 1 of the project agreement and the terms and conditions set forth in this agreement.

The Grantee assumes the obligation to furnish any additional funds that may be necessary to complete or carry out the project as described. Any modification or alteration in the project as set forth in the application on file with the State must be submitted to the State for approval. State's obligation to make grant payments is limited to the project as provided for herein, or as modified with the approval of the State.

2. The Grantee agrees to complete the Project in accordance with the project performance period set forth on page 1 of the Project Agreement, and under the terms and conditions of this agreement.
3. If the project includes development, the development plans, specifications and estimates or Force Account Schedule shall be reviewed and approved by the State prior to Grantee proceeding with the project. Unless the development plans, specifications and estimates are approved by the State, the State shall have no obligation to make grant payments for the work.

The Grantee, shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities. In addition, the Grantee shall complete the development work in accordance with the State approved development plans, specifications and estimates or Force Account Schedule. The Grantee shall make property or facilities acquired and/or developed pursuant to this agreement available for inspection upon request by the State to determine if development work is in accordance with the approved plans, specifications and estimates or Force Account Schedule, including a final inspection upon Project completion.

4. Prior to the commencement of any work, the Grantee agrees to submit any deviations from, or modifications or alterations to the Project representing more than 5% of the total grant amount to the State for prior approval.
5. If the project includes acquisition of real property, and the cost of which is to be reimbursed with grant moneys under this agreement, shall as required thereby, comply with Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 of the Government Code and any other applicable federal, state, or local laws or ordinances. Documentation of such compliance will be made available for review by the State upon request. Eminent domain may not be used to acquire property using the grant funds provided by this agreement.
6. If the project includes acquisition of real property, the purchase price shall be the fair market value of such property as established by an appraisal completed according to established current appraisal practices and methods as approved by both the Grantee and the State. Grantee agrees to furnish the State additional supportive appraisal material or justification as may be requested by the State to complete its review and approval of the fair market value.

Grantee agrees to furnish the State with preliminary title reports respecting such real property or such other evidence of title which is determined to be sufficient by the State. Grantee agrees to correct prior to or at the close of escrow any defects of title which in the opinion of State might interfere with the operation of the Project.

### C. ~~Project Costs~~

- ~~1. The grant moneys to be provided to the Grantee under this agreement shall be disbursed as follows, but not to exceed in any event one hundred (100) percent of the allowable project costs or the State grant amount as set forth on page 1 of this agreement whichever is less:~~
- ~~2. If the Project includes acquisition of real property, the State shall disburse to Grantee the grant moneys as follows, but not to exceed in any event the State grant amount set forth on page 1 of this agreement.~~

~~State will disburse the amount of the State approved purchase price together with State approved costs of acquisition. The State may elect to make disbursement for deposit into escrow.~~

- ~~3. If the Project includes development, after approval by State of Grantee's plans, specifications and estimates or Force Account Schedule and after completion of the Project or any phase or unit thereof, State shall disburse to Grantee upon receipt and approval by State of a statement of incurred costs from Grantee, the amount of such approved incurred costs shown on such statement, not to exceed the State grant amount set forth on page 1 of this agreement, or any remaining portion of such grant amount to the extent of such statement. Grantee, upon a showing that the project may not proceed without advance funding, may request advance payment of those funds needed up to a maximum of ninety (90) percent of the State grant amount allocated for development upon receipt and approval by State of Grantee plans, specifications and estimates or Force Account Schedule.~~

~~The statements to be submitted by Grantee shall set forth in detail the incurred or estimated cost of work performed or to be performed on development of the Project and whether performance will be by construction contract or by Force Account. Statements shall not be submitted, nor shall State make payments, more frequently than for work performed during ninety (90) day periods unless otherwise requested by State.~~

### D. ~~Project Administration~~

- ~~1. The Grantee shall promptly submit such progress, performance or other reports concerning the status of work performed on the Project as the State may request. In any event, the Grantee shall provide the State a report showing total final expenditures.~~
- ~~2. The Grantee shall make property and facilities maintained, operated, acquired or developed pursuant to this agreement available for inspection by the State upon request.~~
- ~~3. The Grantee shall use any moneys advanced by the State under the terms of this agreement solely for the Project herein described.~~
- ~~4. The Grantee may be provided advanced payments for grants but only for those that are for Planning, Acquisition, and Facility Operation and Maintenance. The Grantee shall place such moneys in a separate interest bearing account, setting up and identifying such account prior to the advance, interest earned on grant moneys shall be used on the project or paid to the State. If grant moneys are advanced and not expended, the unused portion of the grant (plus interest) shall be returned to the State within sixty (60) days of completion of the Project or end of the Project performance period, whichever is earlier.~~

~~Income, after deduction for reasonable expenses associated with that income, that is earned by the Grantee from a State approved non-recreational use on an acquisition project, subsequent to taking title by the Grantee, but before use for OHV recreation, must be used by the Grantee for recreational purposes at the Project.~~

- ~~5. Any single piece of equipment purchased (equal to or greater than \$50,000) with at least ½ of the purchased cost paid from OHV funds shall be used for OHV Programs during the normal life of the equipment and then be returned to the State for disposal or surplus sale by the State. Notification of Off Highway Motor Vehicle Recreation (OHMVR) Headquarters that a piece of equipment has become eligible for surplus status is the responsibility of the "grantee".~~

### E. ~~Project Termination~~

- ~~1. The Grantee may unilaterally rescind this agreement at any time prior to the commencement of the Project. After Project commencement this agreement may be rescinded, modified or amended by mutual agreement in writing.~~
- ~~2. Failure by the Grantee to comply with the terms of this agreement or any other agreement under the Act may be cause for suspension of all obligations of the State hereunder.~~
- ~~3. Failure of the Grantee to comply with the terms of this agreement or contract under the enabling legislation may be cause for suspension of all obligations of the State hereunder. However, such failure shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault and beyond the control of the Grantee to prevent, mitigate, or remedy.~~
- ~~4. Because the benefit to be derived by the State, from the full compliance by the Grantee with the terms of agreement, is the, operation, development, preservation, protection and net increase in the quantity and quality of public outdoor~~

recreation facilities available to the people of the State of California and because such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State by way of grant moneys under the terms of this agreement, the Grantee agrees that payment by the Grantee to the State of an amount equal to the amount of the grant moneys disbursed under this agreement by the State would be inadequate compensation to the State for any breach by the Grantee of this agreement. The Grantee further agrees therefore, that the appropriate remedy in the event of a breach by the Grantee of this agreement shall be the specific performance of this agreement, unless otherwise agreed to by the State. Notwithstanding the foregoing, in the event of a breach of this agreement, or any portion thereof, which is due to no fault and beyond the control of the Grantee to prevent, mitigate, or remedy, the State's sole remedy shall be the reimbursement of any funds advanced or paid that pertain to the breached term or terms of this agreement.

#### F. ~~Hold Harmless~~

- ~~1. Grantee hereby waives all claims and recourse against the State including the right to contribution of loss of damage to persons or property arising from, growing out of or in any way connected with or incident to this agreement except claims arising from the concurrent or sole negligence of State, its officers, agents and employees.~~
- ~~2. The Grantee shall protect indemnify, hold harmless and defend State, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the acquisition, development, construction, operation or maintenance of the property described as the Project which claims, demands or causes of action arise under Government code Section 895.2 or otherwise except for liability arising out of, and attributable to, the concurrent or sole negligence of State, its officers, or employees.~~
- ~~3. In the event State is named as codefendant under the provisions of Government Code Section 895 et seq., the Grantee shall notify the State of such fact and shall represent State in the legal action unless State undertakes to represent itself as codefendant in such legal action in which event the State shall bear its own litigation costs, expenses, and attorney's fees.~~
- ~~4. In the event of judgment against the State and the Grantee because of the concurrent negligence of the State and the Grantee, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request, and each party hereby waives its right to, a jury apportionment.~~

#### G. ~~Financial Records~~

- ~~1. The grantee shall retain all financial accounts, documents, and records for three (3) years from the expiration date of the project agreement, or three (3) years from the start of an audit engagement, whichever comes first, and until an audit started during the three (3) years has been completed and a report published.~~
- ~~2. During regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this agreement or matters related thereto.~~

#### H. ~~Use of Facilities~~

- ~~1. The property acquired or developed with grant moneys under this agreement shall be used by the Grantee only for the purpose for which the State grant moneys were requested and no other use of the area shall be permitted except by specific act of the Legislature.~~
- ~~2. The Grantee shall without cost to State, except as may be otherwise provided in this or any other grant agreement, operate and maintain the property acquired or developed pursuant to this agreement in the manner of and according to the provisions of this agreement, the Off Highway Motor Vehicle Recreation Act and any related regulations, or any other provision of law which may be applicable to such operation and maintenance.~~
- ~~3. Use of the facilities shall comply with all applicable laws, including, but not limited to, the requirements for registration of all day use vehicles with the Department of Motor Vehicles or identified under the Chappie Z'berg Off Highway Motor Vehicle Law of 1993.~~

#### I. ~~Nondiscrimination~~

- ~~1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national origin, religion, ancestry, or physical handicap in the use of any property or facility acquired or developed pursuant to this agreement.~~
- ~~2. The Grantee shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.~~
- ~~3. All facilities shall be open to members of the public generally, except as noted under the special provisions of this project agreement.~~

~~J.—Application Incorporation~~

- ~~1.—The Application and any subsequent change or addition approved by the State is hereby incorporated in this agreement as though set forth in full in this agreement.~~

~~K.—Severability~~

- ~~1.—If a provision of this agreement or the Application thereof is held invalid, that invalidity shall not affect other provisions or applications of the agreement which can be given effect without the invalid provision or Application, and to this end the provisions of this agreement are severable.~~

~~L.—Governing Law.~~

- ~~1.—This agreement shall be construed in accordance with and be governed by the laws of the State of California. Any legal action arising out of the terms of this agreement shall take place in the county wherein the project funded by this agreement is located. If the project is located in or among two or more counties, any legal action shall be taken in the county wherein the largest land area of the project is located.~~

**Governing Body Resolution  
Off-Highway Vehicle Grant  
(OHV Form S)**

RESOLUTION NO. \_\_\_\_\_  
RESOLUTION OF THE \_\_\_\_\_  
(Title of Governing Body)

**APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS FOR THE STATE OF CALIFORNIA,  
DEPARTMENT OF PARKS AND RECREATION, OFF-HIGHWAY VEHICLE GRANT FUNDS**

~~WHEREAS, The people of the State of California have enacted the Off-Highway Motor Vehicle Recreation Act of 2003 as amended, which provides funds to the State of California and its political subdivisions for, acquisition projects, conservation projects, development projects, equipment purchases, facilities operation and maintenance projects, law enforcement projects OHV safety and/or education program projects, planning projects, restoration and/or repair projects, specific research projects, and trail maintenance projects for off-highway vehicle recreation; and~~

~~WHEREAS, the Off-Highway Motor Vehicle Recreation Division with the California Department of Parks and Recreation has been delegated the responsibility to administer the program; and~~

~~WHEREAS, procedures established by the California Department of Parks and Recreation require the Applicant's Governing Body to certify by resolution the approval of the application to apply for Off-Highway Motor Vehicle Grant; funds; and~~

~~WHEREAS, this project appears on, or is in conformance with this jurisdiction's adopted general or master plan and is compatible with the land use plans of those jurisdictions immediately surrounding the project;~~

~~NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:  
(Applicant's Governing Body)~~

- ~~1. Approves the filing of an application(s) for an Off-Highway Vehicle Grant or Cooperative Agreement; and~~
- ~~2. Certifies that this agency understands its legal obligations to the State upon approval of the grant; and~~
- ~~3. Certifies that this agency understands the California Public Resources Code requirement that acquisition and development projects be maintained to specific conservation standards; and~~
- ~~4. Certifies that the project will be well-maintained during its useful life; and~~
- ~~5. Certifies that this agency will implement the project with diligence once funds are available and the Applicant has reviewed, understands, and agrees with the Project Agreement; and~~
- ~~6. Certifies that this agency will provide the required matching funds (as applicable); and~~
- ~~7. Certifies that the public and adjacent property owners have been notified of this project (as applicable); and~~
- ~~8. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for completion of the project.~~

~~Approved and Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by \_\_\_\_\_ following a roll call vote: (Applicant's Governing Body)~~

~~Ayes:~~

~~Noes:~~

~~Absent:~~

~~\_\_\_\_\_  
(Clerk)~~

**PAYMENT REQUEST**  
**OHV Grant/Cooperative Agreement Program**  
**State of California – The Resources Agency**

Complete the following with the information from your Project Agreement (do not combine 2 or more projects on 1 request).

**NUMBER:** \_\_\_\_\_ **CONTRACT No.:** \_\_\_\_\_ **PCA:** \_\_\_\_\_ **STATUTES:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **VENDOR ID:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**GRANT/ COOPERATIVE AGREEMENT AMOUNT: \$** \_\_\_\_\_

1. Payment Request Number: \_\_\_\_\_ **FINAL**  (Check if **FINAL**) \_\_\_\_\_

2. Invoice Number/Bill for Collection Number: \_\_\_\_\_

3. Request Type (Check one)  Reimbursement  Advance (a project action plan must be attached).

Grant Type (Check one):

Acquisition	Conservation	Development	Equipment	FO&M	Law Enforcement
OHV Safety/Ed.	Planning	Restoration	Studies	Trail Maintenance	

4. Total project expenditures to date (reimbursement) and/or planned expenditures (advance).

	Conservation	Restoration	Enforcement	Admin	Facilities	Other
Personnel	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Contract Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	<input type="text"/>					

5. Payment Request Information: \_\_\_\_\_ **(1) Con., Rest, & Enf.** \_\_\_\_\_ **(2) Admin, Facility & Other**

a. Total Grant Amount \_\_\_\_\_

b. Grant Funds Received to Date \_\_\_\_\_

c. Current Amount Available (5a-5b) \_\_\_\_\_

d. **AMOUNT OF THIS REQUEST (1)** \_\_\_\_\_ **(2)** \_\_\_\_\_

e. Remaining Grant Funds (5c-5d) \_\_\_\_\_

**Total of this Request (5d (1 & 2))** \$

6. Make Warrant Payable to: \_\_\_\_\_

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

7. **CERTIFICATION:** I certify that the above mentioned information is correct and that all funds received have or will be expended in accordance with the conditions set forth by the State and with the final payments I have included the required summary of costs.

**GRANTEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNED (Authorized Representative)**

8. **STATE APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

9. **Return ONE completed and signed ORIGINAL of this form to:** California Department of Parks & Recreation  
 Off-Highway Motor Vehicle Recreation Division  
 Attention: OHV Grant Section  
 Post Office Box 942896  
 Sacramento, CA 94296-0001

DPR 364 Revised (3/2006)

~~OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR)  
DIVISION MANUAL FOR GRANTS AND COOPERATIVE  
AGREEMENTS PROGRAM~~

~~GLOSSARY OF TERMS~~

## Glossary of Terms

**Act** — ~~The Off-Highway Motor Vehicle Recreation Act of 2003 as amended, commencing at Public Resources Code Section 5090.01, or any subsequent amended versions.~~

**Adaptive Management** — ~~A process of adjusting management over time and in a timely manner, based on new information derived from scientific experimentation, field observations, monitoring data collected, and professional experience or judgment.~~

**Administrative Costs** — ~~The costs of functions or activities directly performed in support of the scope of work or activities on the project. Examples of Administrative Costs include, but are not limited to, costs of such activities as personnel, time keeping, accounting, fiscal management, record keeping and/or purchasing.~~

**Allocation** — ~~A determination of funds to be made available for, or an expenditure limit established for, an organizational unit or function, a project or work activity or deliverable.~~

**All-Terrain Vehicle (ATV)** — ~~Any vehicle as defined by California Vehicle Code Section 111.~~

**Amendment to a Project Agreement** — ~~A change or clarification in the scope of a project that is within the original intent and purpose of the project, not requiring Commission approval (e.g., change in project performance period, purchase of previously unidentified equipment under \$500, or redirection of funds between conservation and enforcement).~~

**Applicant** — ~~Cities, counties, appropriate districts, federal agencies, federally recognized Native American tribes, educational institutions, and nonprofit organizations that are eligible to apply for funding under this program.~~

**Application** — ~~A compilation of required documents in conformance with these regulations to support a request for funding from the Off-Highway Motor Vehicle Recreation (OHMVR) Division's Grants and Cooperative Agreements Program for proposed project(s).~~

**Application Face Sheet** — ~~The form (OHV Form A) used to apply for State Off-Highway Motor Vehicle Recreation (OHMVR) local assistance grants, grants to nonprofit organizations and educational institutions, or cooperative agreements.~~

**Application Instructions** — ~~The directions for completing an application for an OHV grant or cooperative agreement found in Chapter 1 of the Off-Highway Motor Vehicle Recreation Division Manual for Grants and Cooperative Agreements dated March 2006.~~

**Application Package** — ~~The individual application form and its required attachments.~~

**Application Summary Sheet**— A listing of projects submitted by an applicant, where the amount requested is entered by funding categories as applicable (OHV Form H).

**Appropriate District**— One that has clear legal responsibility for open space, recreation, parks, and resource related activities that are land based.

**Appropriation**— A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose and usually for a specific period of time.

**Assessor's Parcel Number (APN)**— Identifies each parcel or lot for tax assessment purposes and location within the official jurisdiction map books ([www.info@californiatax.data.com](http://www.info@californiatax.data.com)).

**Audit**— A comprehensive review in accordance with Generally Accepted Auditing Standards of all expenditures or other fiscal and/or programmatic elements of expired project agreements funded pursuant to PRC Section 5090.50 for compliance with law, program objectives, and fiscal and/or programmatic soundness of a contract, grant, or cooperative agreement.

**Authorized Representative**— The position within the grantee organization with delegated authority to conduct all negotiations and execute and submit all documents, including, but not limited to, applications, cooperative agreements, contracts, amendments, payment requests, and to ensure compliance with current state and federal laws which may be necessary for the completion of the project.

**Buffer**— Refers to lands or physical barriers acquired or established contiguous to, or in the vicinity of, existing or proposed off-highway motor vehicle recreational activities to protect plant and wildlife habitat, soils, view sheds, or reduce noise and other effects on real estate development in the surrounding area for the purpose of sustaining OHV recreation.

**CCR**— California Code of Regulations.

**California Native Plant Society (CNPS)**— A statewide non-profit organization of amateurs and professionals with a common interest in California's native plants. CNPS maintains and updates a list of plants it considers to be "rare" in California.

**California Species of Special Concern (CSSC)**— Applies to vertebrate animals not listed under the California Endangered Species Act, but that nonetheless, 1) are declining at a rate that could result in listing, or 2) historically occurred in low numbers and known threats to their persistence currently exist. Such species are designated by CDFG and may already be listed under the Federal Endangered Species Act.

**CalTrans**— California Department of Transportation.

**California Vehicle Code (CVC)**—Text of laws relating to the use of highways or the operation of motor vehicles.

**Casual**—Non-competitive OHV recreation.

**CDFG**—California Department of Fish and Game.

**CNDDDB**—California Natural Diversity Data Base.

**CEQA**—The California Environmental Quality Act, Public Resources Code (PRC) Section 21000 et seq.; Title 14, California Code of Regulations (CCR), Division 6, Chapter 3, Article 20.

**Certified**—A document that has been reviewed, approved, and signed by both the grantee and the Division.

**CNPS 1B**—A CNPS 1B ranking applies to plants determined by CNPS to be rare, threatened, or endangered in California and elsewhere.

**CNPS 2**—A CNPS 2 ranking applies to plants determined by CNPS to be rare, threatened, or endangered in California, but more common elsewhere.

**Commission**—The Off-Highway Motor Vehicle Recreation (OHMVR) Commission.

**Consent Calendar**—An agenda of grant or cooperative agreement applications reviewed by the Commission subcommittee and recommended for funding approval without discussion by the full Commission at the final allocation meeting(s).

**Conservation**—Activities, practices, and programs developed and/or implemented in connection with ongoing OHV recreation that sustain and preserve soils, plants, wildlife and their habitat, and natural and cultural resources as referenced in or required by PRC Sections 5090.10, 5090.35, 5090.50, and 5090.53.

**Conservation and Enforcement Services Account (CESA)**—The account established by Section 8352.8 of the Revenue and Taxation Code to provide for expenditures solely for restoration, conservation and law enforcement activities.

**Construction**—The act of building or assembling using different parts, materials, or elements in an ordered manner including, but not limited to, physical barriers, trails, roads, facilities, hardening of stream crossings, fencing, sediment control structures, and facilities landscaping.

**Control Language**—Conditions to the scope of a project added by the OHMVR Commission at the time of its allocation of funds and approval of the applications.

**Cooperative Agreement**—An agreement between the Division and a federal agency or a federally recognized Native American tribe for the purposes authorized and defined in PRC 5090.50 and these regulations.

**Cultural Resources**—Assets associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage; are associated with the lives of persons important in our past; embody the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or have yielded, or may be likely to yield, information important in prehistory or history. Cultural resources also include Historical Resources. Historical Resources include, but are not limited to, any object, building, structure, site, area, place, record, or manuscript which is historically or archaeologically significant, or is significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California. A resource shall be considered by the lead agency to be "historically significant" if the resource meets the criteria for listing on the California Register of Historical Resources (PRC Section 5024.1, Title 14 CCR, Section 4852).

**Deliverables**—The specific proposed tasks, activities to be performed, or accomplishments to be funded by the grant program funds as defined within each project application and any resulting approved project agreement.

**Department**—California Department of Parks and Recreation (DPR).

**Deputy Director**—The manager of the California Department of Parks and Recreation, OHMVR Division.

**Development Project**—The construction of new, and/or improvement of existing, facilities, roads, trails, or areas to improve existing or provide additional opportunity, experiences, or services for OHV recreation.

**Director**—The Director of the California Department of Parks and Recreation.

**Division**—Off Highway Motor Vehicle Recreation (OHMVR) Division of the California Department of Parks and Recreation.

**Division Website**—The internet page of the Department of Parks and Recreation, OHMVR Division at: [www.ohv.parks.ca.gov](http://www.ohv.parks.ca.gov).

**DMV**—California Department of Motor Vehicles.

**DPR**—California Department of Parks and Recreation.

**Due Diligence**—To conduct or cause to be conducted an investigation of all aspects of property proposed to be acquired and/or developed using grants funds, including but not limited to: availability of utilities, waste disposal facilities, suitability of the

~~property/project for intended use including applicable permits and other governmental approvals, presence or absence of any hazardous wastes on or under the property/project, presence of improvements on the property, environmental compliance, access easements, and all critical facts and assumptions used in developing the proposed project that would assist in evaluating the success of the project in providing OHV recreational opportunities and to avoid and/or minimize potential risks which could impair the future sustainability of OHV recreation.~~

**Educational Institution** — ~~A public or private preschool, elementary, or secondary school, college or university, or institution; the governing board of a school district; or any combination of school districts or counties recognized as the administrative agency for public elementary or secondary schools in accordance with Section 210.1 of the Education Code.~~

**Effectiveness Monitoring** — ~~The review of project outcomes against success criteria to determine if the management actions taken achieved the desired management objectives.~~

**Environmental Document** — ~~A document prepared in accordance with the National Environmental Policy Act (NEPA) or the California Environmental Quality Act (CEQA).~~

**Environmental Review Data Sheet** — ~~The items to be completed for all project types other than Restoration to allow the Division to make a sufficient project review to determine the appropriate level of CEQA compliance and any additional environmental documentation required.~~

**Facilities** — ~~Any real property improvements that support OHV recreation, other than roads, trails or areas used for OHV recreation. Examples include, but are not limited to parking areas and access roads, restrooms, information kiosks.~~

**Federal Agency** — ~~A unit of the federal government.~~

**Federal Candidate (FC)** — ~~A candidate species is one for which the USFWS has on file sufficient information on biological vulnerability and threats to support a proposal to list as endangered or threatened, but for which preparation and publication of a proposal is precluded by higher-priority listing actions.~~

**Federally Endangered Species** — ~~A formal designation under the Federal Endangered Species Act. A plant or animal species that is in danger of extinction throughout all or a significant portion of its range.~~

**Federally Recognized Native American Tribe** — ~~Any tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village pursuant to Title 25, Code of Federal Regulations (CFR) Section 83.5(a).~~

**Federally Threatened Species (FT)**— A formal designation under the Federal Endangered Species Act. A plant or animal species that is likely to become an endangered species within the foreseeable future throughout all or a significant portion of its range.

**Force Account**— Work performed by grantee personnel on a specific project and accounted for on a time and material basis.

**FSS**— United States Forest Service Sensitive Species. A listing assigned by the Regional Forester that affords protection to a species on the national forest where listed. The forest goal is to protect and/or improve habitat for the species to ensure that it does not become threatened or endangered, or where management practices warrant consideration of special habitat needs.

**Fund**— The Off-Highway Vehicle Trust Fund as created by subdivision (c) of Section 38225, CVC.

**Funding Cycle**— Dates of the grant and cooperative agreement cycle that may be modified from year to year.

**Grant**— An agreement between the Division and a city, county, appropriate district, educational institution, or nonprofit organization for the purposes as authorized and defined in PRC Section 5090.50 and these regulations.

**Grant Manager**— The OHMVR Division's manager of the grants program.

**Grantee**— Any city, county, appropriate district, nonprofit organization, educational institution, federal agency, or federally recognized Native American tribe receiving OHV grant or cooperative agreement funds.

**Habitat Management Program (HMP)**— Also known as a WHPP or Wildlife Habitat Protection Program (WHPP) to sustain a viable species composition for a project area.

**Implementation Monitoring**— Actions taken by a grantee to determine if management actions were actually accomplished.

**Indirect Costs**— Those expenses not directly attributable to the project, but a percentage of which are used for project work such as lighting, building rental, telephones, etc.

**Land Tenure**— The right to control, use or occupy land. Examples include, but are not limited to: ownership, lease, easement, or joint powers or similar agreement.

**Law Enforcement Personnel**— Officers or employees of, or who are under contract with, the grantee that have the authority and duty under applicable law to enforce statutes or ordinances, issue citations, or arrest persons for violations. For purposes of

this section, “ordinance” includes an order, rule, or regulation enforceable under the authority of the grantee.

**Law Enforcement Project**— Projects that provide for enforcement of OHV laws, public safety, OHV-related search and rescue, personnel support, placement of barriers and other means of traffic control, and training.

**Long Term** (as it pertains to facilities)— At a minimum, twenty-five (25) years.

**Maintenance**— “Maintenance” means the routine, ongoing work required to ensure roads, trails, areas, related facilities used for OHV recreation and conservation features (e.g., water bars, culverts, sediment basins, etc.) for the protection of natural and cultural resources that are impacted by OHV recreation activities, continue to function as intended.

**Major Scope Amendment**— A change to the scope of a project that requires movement of funds from one funding source category to another. An example of a major amendment to a project scope would move the grant or cooperative agreement funding from conservation, a restricted funding category, to facility operations and maintenance, a non-restricted funding category. (From the Conservation, Enforcement Services Account (CESA) to the (Non-CESA account.)

**Matching Funds**— Equivalent value of services, materials, dollars or property used, in an amount of not less than twenty-five (25) percent of the total expense of the off-highway motor vehicle facility to be funded by the grant.

**Minor Scope Amendment**— A change in the scope of a project that does not involve a new funding source category. Examples of minor scope amendments include, but are not limited to: minor changes in deliverables within the same funding category, purchases of different supplies, and time extensions.

**Monitoring**— The periodic data collection and review to determine if the OHV funded project is in compliance with the statutory requirements and program or project objectives.

**Negative Declaration**— A written statement by the lead agency briefly describing the reasons that a proposed project, not exempt from CEQA, will not have a significant effect on the environment and therefore does not require preparation of an EIR, as defined in Title 14, CCR, Chapter 3, Article 20, Section 15371.

**NEPA**— The National Environmental Policy Act pursuant to United States Code (U.S.C.) Title 42, Section 4371; 40 Code of Federal Regulations (CFR) part 1500.1 et seq.

**Nonprofit**— An organization having tax-exempt status pursuant to Section 501(c) (3) of the Internal Revenue Code.

**Off-Highway Motorcycle**— Any vehicle as defined in CVC 400 or 436, when such motor vehicle is operated on land to which CVC 38001 has application.

**Off-Highway Vehicle Operation**— The activity of driving or riding motorized vehicles on public lands and/or private property approved for OHV recreation, which is open and accessible to the public, and has been identified for recreational motor vehicle use.

**OHMVR**— Off-Highway Motor Vehicle Recreation.

**OHV**— An off-highway motor vehicle as specified in CVC Section 38006 and/or street licensed motor vehicle while being used off-highway.

**OHV Opportunities**— Trails, roads, areas and/or other facilities on areas of land that allow use for legal OHV recreation.

**Operation**— The staff, supervision, and equipment assigned to facilitate the proper functioning of an OHV recreation road, trail, area or lands and any related visitor or user facilities or services, including the protection of persons, life and property.

**OSV**— Over snow vehicle.

**Performance Review**— Ongoing review of an open project to determine progress toward the accomplishment of deliverables including, but not limited to, desk reviews of project accomplishments reports, questionnaires, and other methods of inquiry, and/or site visits.

**PRC**— Public Resources Code.

**Project**— The work to be accomplished with funding through an OHV grant or cooperative agreement.

**Project Activity Report**— A report used to present to the Division activities from projects prior to the current Grants and Cooperative Agreements Program funding cycle.

**Project Administrator**— A person doing work for the grantee who oversees, implements, and performs fiscal coordination of the grant or cooperative agreement (also known as the contact person).

**Project Agreement**— A contract executed to formally implement a project through an approved grant or cooperative agreement.

**Project Costs/Activities to be Performed (Deliverables)**— Referred to as Project Costs/Deliverables (PC/D) that identify project costs and activities to be performed.

**Project Performance Period**—The period of time specified in the Project Agreement for the grantee to complete the OHV project.

**Regional OHV Facility**—A facility, primarily for casual OHV recreation, providing a wide variety of OHV opportunities for a wide range of OHV interests, that is 500 or more acres, and with a population of 500,000 or more within a 150-mile radius or three-hour travel time, and with the potential to become financially self-sustaining in accordance with criteria adopted by the Commission pursuant to PRC Section 5090.51(b).

**Repair**—To fix, mend, make new, or revitalize to sound condition or condition after being damaged.

**Reroute**—The closure (if not retained for other non-motorized recreation) and restoration of an existing segment of a trail or road and replacement with a new alignment that alleviates previous environmental, maintenance, and/or visitor safety concerns.

**Restoration**—The return of land, plant communities, and plant covers to conditions comparable to those of surrounding lands or at least those that existed prior to OHV recreation, upon closure to OHV recreation:

**Restoration Environmental Review Data Sheet**—The information to be provided for all restoration project applications to allow the Division to make a sufficient project review to determine the appropriate level of CEQA compliance and any additional environmental documentation required.

**Roads**—Include fire trails, logging roads, service roads regardless of surface composition, or other roughly graded trails and roads upon which vehicular travel by the public is permitted (CVC 38001).

**Scientific Research**—The study and exploration into questions posed by theories and hypotheses, and defined by measurable steps or operations (e.g., sample design, methodology, statistical inferences).

**Snowmobile**—Any vehicle as defined in CVC 557.

**Soil Conservation Program**—A plan containing a process or processes to anticipate and prevent accelerated and unnatural erosion, and restore lands damaged by erosion to the extent possible. The Soil Conservation Program complies with the “Soil Conservation Guidelines/Standards for Off-Highway Vehicle Recreation Management (11/14/91)” until that document is replaced by the 2006 soil conservation standards.

**Species of Local Concern (SLC)**—Plant or animal species that are of local concern due to their population status, their sensitivity to habitat manipulation, or status as a game species.

**State Endangered Species (SE)**—As designated under the California Endangered Species Act: A native species or subspecies of a bird, mammal, fish, amphibian, reptile, or plant which is in serious danger of becoming extinct throughout all, or a significant portion, of its range due to one or more causes, including loss of habitat, change in habitat, overexploitation, predation, competition, or disease.

**State Fully Protected Species (SP)**—The State of California's initial effort in the 1960's to identify and provide additional protection to those animals that were rare or faced possible extinction. Most fully protected species have also been listed as threatened or endangered species under the more recent endangered species laws and regulations.

**State Threatened Species (ST)**—As formally designated under the California Endangered Species Act: A native species or subspecies of a bird, mammal, fish, amphibian, reptile, or plant that, although not presently threatened with extinction, is likely to become an endangered species in the foreseeable future in the absence of the special protection and management efforts required by the California Endangered Species Act.

**Validation Monitoring**—Determines whether the underlying management assumptions are correct (e.g., "Have the appropriate concerns and risks been identified? Does meeting the management objectives ensure that OHV activities are not adversely affecting populations of species x?").

**Viable Species Composition**—Species found in the project area have populations with the estimated numbers and distribution of reproductive individuals to enable their continued existence.

**Website**—The internet page of the applicant.

**Wildlife Habitat Protection Program (WHPP)**—An animal and plant Habitat Management Program (HMP) designed to sustain a viable species composition for the project area, pursuant to PRC Sections 5090.35 and 5090.50.

**Wildlife, Habitation Data Analysis Branch (WHDAB), California Department of Fish and Game**—Provides high quality scientific information, tools, and expertise needed by Department of Fish and Game employees, other public agencies, private organizations, and the public for making informed decisions regarding biological resources. In addition, serves as the State's clearinghouse for biological data and center for conducting conservation analyses at statewide, regional, and local scales, and actively acquires, integrates, improves, and distributes biological resource data and associated spatial data in support of conservation needs (<http://www.dfg.ca.gov/whdab>).