

**OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION**

**GRANTS AND COOPERATIVE AGREEMENTS  
APPLICATION INSTRUCTIONS**

**CHAPTER 1**

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# **PURPOSE OF THE OFF-HIGHWAY MOTOR VEHICLE RECREATION LOCAL ASSISTANCE GRANTS, GRANTS TO NON-PROFIT ORGANIZATIONS AND EDUCATIONAL INSTITUTIONS, AND COOPERATIVE AGREEMENTS PROGRAM MANUAL**

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The Off-Highway Motor Vehicle Recreation (OHMVR) Division Manual for Grants and Cooperative Agreements is a multi-purpose document. Chapter 1, an Introduction to the OHMVR Grants and Cooperative Agreements program, provides directions for completing an application for grants or cooperative agreements, (“Application Instructions”); Chapter 2 provides information on the Application Evaluation System; and Chapter 3 contains the Project Administration Procedures, the administrative management element of a project once funding is allocated.

## **PROGRAM OVERVIEW**

The California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division administers the OHMVR Division grants and cooperative agreements program under the authority of Title 14, of the California Code of Regulations (CCR), Division 3, Chapter 15, Sections 4970.00 – 4970.21, (herein referred to as “Regulations”) that annually awards funding in the form of grants and cooperative agreements throughout the state.

The purpose of the OHMVR 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 legislative intent of Public Resources Code (PRC) 5090.02.

The OHMVR grants and cooperative agreements are awarded annually on a competitive basis. The OHMVR Commission is responsible for allocating funds to grants and cooperative agreements applicants, and approval of the project cost 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 Trust 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, off-highway vehicle (OHV) recreation enthusiasts, non-motorized recreation interests, law enforcement, environmental interest groups, biological or soil scientists, and associations of predominantly rural landowners.

Pursuant to 4970.00(e) of the Regulations, Chapter 1 of the Manual for Off-Highway Motor Vehicle Recreation Local Assistance Grants, Grants to Nonprofit Organizations and Educational Institutions, 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<sup>1</sup>**

The OHMVR Commission holds an annual program review meeting at the start of each grants and cooperative agreements cycle to collect input concerning the OHV 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 then makes funding determinations to the OHMVR Commission. The Commission allocates funds, and approves the scope of the projects. The end of the selection and allocation cycle is signified by the certification of a project agreement between the grantee and the State. The schedule below provides an overview of a typical grants and cooperative agreements program cycle:

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<sup>1</sup> **The OHMVR Division may modify the dates of the funding cycle to meet the needs of the Program and the Division.**

Activity	Dates
OHMVR Commission Public Meeting	January
Website Postings: Application Materials and Announcements Grants and Cooperative Agreements Program Workshop may be held for potential applicants.	March
<p><b>Applications Due to OHMVR Division</b></p> <p><b>For the 2005/2006 cycle, all applications, regardless of project type, are due by 5:00 p.m. to the OHMVR Division, on Friday, June 10, 2005. Applications received after the deadline will be returned to the applicants without consideration. Postmarks will not be accepted.</b></p>	June
<p>Application Evaluation System</p> <p>An evaluation panel of not less than 5 Division staff will evaluate, score, rank and provide funding determinations for each single or multiple project application.</p>	June - August
<p>Commission Subcommittee Meeting – NORTH</p> <p>The OHMVR Commission Subcommittee considers funding allocations for the grants and cooperative agreements programs after hearing public and applicant testimony.</p>	August - September
<p>Commission Subcommittee Meeting – SOUTH</p> <p>The OHMVR Commission Subcommittee considers funding allocations for the grants and cooperative agreements programs after hearing public and applicant testimony.</p>	September
<p>Full Commission Meeting, Sacramento</p> <p>The OHMVR Commission as a whole allocates project funds and approves the activities to be performed (“deliverables”) for the project agreements.</p>	October
<p>Full Commission Meeting, Southern CA</p> <p>The OHMVR Commission as a whole allocates project funds and approves the activities to be performed (“deliverables”) for the project agreements.</p>	November
Execution of Project Agreements	October-December
Certified Project Agreements sent to Grantees	November-January

## **APPLICATION PROCESS**

The following documents are needed for the preparation of an application for OHV Trust Funds through the OHMVR Grants and Cooperative Agreements Program:

- The Off-Highway Motor Vehicle Recreation Local Assistance Grants, Grants to Nonprofit Organizations and Educational Institutions, and Cooperative Agreements Program Regulations, Title 14, CCR, Division 3, Chapter 15, Sections 4970.00-4970.21; and
- OHMVR Grants and Cooperative Agreements Application Instructions, Chapters 1 and 2, Glossary and Appendix A.

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

## **REGULATIONS**

Applicants are encouraged to read the Regulations thoroughly prior to beginning work on the application to ensure a complete application is submitted which complies with all State requirements. If conflicts exist between the requirements contained in these Application Instructions and the Regulations, the Application Instructions, and any Division interpretation of the Application Instructions, shall take precedence.

The following are the different project types available for funding:

<b>SPECIFIC PROJECT TYPES</b>
<input type="checkbox"/> Acquisition Projects
<input type="checkbox"/> Development Projects
<input type="checkbox"/> Equipment Projects
<input type="checkbox"/> Facilities Operation and Maintenance (FO&M) Projects
<input type="checkbox"/> Law Enforcement Projects
<input type="checkbox"/> OHV Safety or Education Program Projects
<input type="checkbox"/> Planning Projects
<input type="checkbox"/> Resource Management Projects
<input type="checkbox"/> Restoration Projects
<input type="checkbox"/> Studies and Scientific Research Projects
<input type="checkbox"/> Trail Maintenance, Trail Conservation, and Trail Reroute Projects

## 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
ENVIRONMENTAL DOCUMENTATION ENVIRONMENTAL REVIEW DATA SHEET (For all project types <u>except</u> Restoration Projects)	SECTION VI
RESTORATION ENVIRONMENTAL REVIEW DATA SHEET (For Restoration Projects Only)	
WHPP/HMP (TABLES and FORMATS A & B)	SECTION VII
SOIL CONSERVATION PROGRAM (SOIL CONDITION RATING TABLE)	SECTION VIII
PROJECT ACCOMPLISHMENT REPORT (PAR)	SECTION IX
PUBLIC REVIEW PROCESS	SECTION X
GOVERNING BODY RESOLUTION	SECTION XI
APPLICATION FORMS	APPENDIX A
GLOSSARY OF TERMS	FOLLOWING APPENDIX A

## APPLICATION FILING REQUIREMENTS

- Agencies must provide two (2) compact disks (CDs) and three (3) paper copies (one (1) with original signatures and two (2) copies) of their completed Grants or Cooperative Agreements Application package. The OHMVR Division will establish timelines no later than 45 days after the Commission's annual program review meeting for the submission and evaluation of applications. **All applications, regardless of project type are due to the Division no later than 5:00 p.m. on Friday, June 10, 2005. Applications received after 5:00 p.m. will be considered "late" and returned to the applicant without consideration. Postmarks will not be accepted.**
- Applicants will submit one Application Package using one set of General Application (refer to 4970.03) Requirements for each package. This will consist of one Application Face Sheet and one Application Summary Sheet whether applying for single or multiple project types (e.g., acquisition projects, equipment projects, law enforcement projects under one application package). All text or narratives shall be formatted using a minimum of a one inch margin using 12 pitch, Arial font type.



- Applicants submitting multiple project types will not be required to repeat general application requirements, (sections applicable to all grants or cooperative agreements). It will only be necessary to cross-reference the pages, including page numbers containing the repeated information.
- The 2005-2006 grants and cooperative agreements cycle shall be used as a “baseline” information year. This means information (such as maps, soil conservation plan and trail condition ratings, Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP), patrol maps, etc...) provided to the OHMVR Division in previous years and documented as “**on file with the Division**” is **NOT** acceptable. Those applications referencing such material(s) will be considered “**incomplete**”. **However**, prior applicants are not required to resubmit an environmental assessment (EA), environmental impact statements (EIS), general plans, land and resource management plans, resource management plans, or any other long-term programmatic documents unless these documents have undergone revision, amendment, etc. prior to the current application cycle.

## SECTION I

### APPLICATION FACE SHEET

(OHV Form A)

All applicants are required to complete an application for California Off-Highway Vehicle (OHV) 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, and Barstow Resource Area)

**Item #2: City Name** – Enter the name of the city.

**Item #3: County Name(s)** – Enter the name of the county/counties within which your grant or cooperative agreement area (forest, resource area, or park) is located.

**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: Applicant's Authorized Representative and Contact Person** – In Item #5, identify your two-tiered chain of command. The Authorized Representative is the person having the ultimate approval and signature authority with regard to the grant or cooperative agreement (e.g. BLM-State Director, USFS-Forest Supervisor, and Local Agency-Parks Director). The Project Administrator is the person performing the overall implementation, fiscal coordination, and overseeing the implementation of the grant or cooperative agreement.

**Item #6: Authorizing Signature** – The Authorized Representative listed in Item #5 **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. They are also authorized to obligate the applicant to the contractual terms of this application. In addition, they authorize representatives of the Off-Highway Motor Vehicle Recreation Division to verify the accuracy of the information contained in this application as needed.

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

**APPLICATION FOR STATE OFF-HIGHWAY VEHICLE (OHV)**  
**LOCAL ASSISTANCE GRANTS OR COOPERATIVE AGREEMENTS**  
(State's Use Only) PROJECT NUMBER: OR - \_\_\_\_\_

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

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

2. City: \_\_\_\_\_

3. County: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Acquisition	Law Enforcement	Restoration
Development	OHV Safety or Education	Studies and Scientific Research
Equipment	Planning	Trail Maintenance, Trail Conservation, and Trail Reroute
Facilities Operation and Maintenance (FO&M)	Resource Management	

**GRAND TOTAL AMOUNT  
REQUESTED**  
(For all Project Types)

\$ \_\_\_\_\_

*(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. 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**

SIGNED

DATE

## SECTION II

### GENERAL AGENCY LOCATION MAPS

**General Vicinity Map.** Please provide a map of California identifying the general location of the applicants area, forest, county, special district, etc.

Please provide a general vicinity map that identifies the major highways leading to the location of the applicant. The map should provide someone with the ability to locate your agency within California (See Appendix A, OHV Form C).

## SECTION III

### APPLICATION SUMMARY SHEET

(OHV Form H)

- Each grant or cooperative agreement project identified on the Application Face Sheet (Section I) must be included on the Application Summary Sheet (Section II).
- All proposed projects must be listed on the Application Summary Sheet in priority order (e.g., one (1) being the applicant's highest priority).
- Each proposed project must have a "Project Title" entered in (column A). The title should be brief and identify the applicant and project type (e.g., XYZ County Sheriff Enforcement, ABC NF FO&M, or BLM Blue Area Equipment).
- The "Amount Requested" for each project title should be entered 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.
- The FUNDING CATEGORIES (columns B – E) must be totaled in column (F).
- The total of column (F) 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.
- Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. The total amount of administrative costs requested shall be identified on item (G).

SECTION III



APPLICATION SUMMARY SHEET  
 OHV Local Assistance Grants or Cooperative Agreements  
 (OHV Form H)  
 LIST ALL PROJECTS SUBMITTED IN PRIORITY ORDER

Applicant: ABC National Forest (NF)

(A) PROJECT TITLE	FUNDING CATEGORIES					(F) TOTAL
	CESA			(E) NON- CESA		
	(B) CONSERVATION	(C) ENFORCEMENT	(D) RESTORATION			
1. ABC NF Enforcement		\$115,170			\$115,170	
2. ABC NF Trail Maintenance, Trail Conservation, Trail Reroute	\$9,450			\$59,400	\$68,850	
3. ABC NF FO&M				\$13,850	\$13,850	
4. ABC NF Restoration			\$35,900		\$35,900	
<b>TOTAL</b>					\$172,420	
<b>(G) Administration* (maximum 10%)</b>					\$17,242	
<b>Subtotal</b>					\$189,662	
<b>APPLICATION SUMMARY SHEET TOTAL ROUNDED TO NEAREST \$1,000</b> (This amount must match the Grand Total amount requested on the application face sheet)					<b>\$190,000</b>	
[(ROUND TO NEAREST \$1,000); (e.g., \$1-\$499 round down; \$500-\$999 round up)]						
* Applicants may request administrative costs, not to exceed 10% of the total project(s) requested. The total amount of administrative costs requested shall be identified in section (G) above.						

## SECTION IV

### PROJECT COSTS/DELIVERABLES

(OHV Form I)

#### General Instructions:

The Project Costs/Deliverables (PC/D) 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 A – OHV Form I for your reference.

The PC/D is a critical component of a “complete” application; applications that do not have a complete PC/D will be returned marked “**incomplete**”, and **not** be considered for funding.

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.

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). Only one PC/D is necessary 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 PC/D will be used by the Division to evaluate projects and determine cost effectiveness and appropriate use of funds.

#### Completing the Form:

1. **Applicant** – Each PC/D must identify the applicant (e.g., ABC National Forest (NF), XYZ Bureau of Land Management, or 123 County Sheriff).
2. **Geographic Area** – If an applicant identifies multiple subunits (e.g., ranger districts, field offices, multiple county sites) each subunit should be identified in the “Geographic Area” section.
3. **Application Title** – Each PC/D must have 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), then a separate sheet should be completed 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 with the names of each funding category is located at the bottom left corner of the PC/D form. The total(s) from the individual PC/D forms should be transferred to the Application Summary Sheet.

The un-rounded totals from the PC/D should be transferred to the Application Summary Sheet. The total amount of the Application Summary Sheet must be rounded to the nearest \$1,000.

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

5. **Quantity (Qty\*)** – Is the specific number of items needed, or proposed for purchase (e.g., 1, 10, or 100).
6. **Unit** – Is 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** – Is the specific cost per item (e.g., \$5.00, \$50.00, or \$100.00).
8. **Subtotal** – Is the **total project cost**; calculated 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 of **not less than 25% of the total project cost**.

The formula for the 25% match is calculated as follows:

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

Using **Formula A** above:

County X determines their total project cost for their enforcement project will be \$100,000. By statute, County X must provide a 25% match toward the total project cost in order to determine how much they should request from the grants and cooperative agreements program.

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

Total Project Cost	=	\$100,000
<u>25% Match</u>	=	<u>\$ 25,000</u>
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, they may do so by changing the title on the form from “**Match**” to “**Agency Contribution**,” and entering the contributed amount.

10. **Grant Request** – The grant amount requested by the applicant, per activity category (e.g., staff, contracts, materials/supplies, etc.). The grant request is calculated by taking the total project costs (Subtotal) and subtracting the match or agency contribution (Subtotal – Match/Agency Contribution = Grant Request).



11. **Activities** – Each subunit (e.g., ranger districts, field offices, or multiple county sites) must clearly identify all of the activities to be performed in the “Activities” section (e.g., restroom cleaning, trail maintenance, or equipment maintenance). Multiple activities must be reported by each subunit and must be consistent with the General Funding Category you are applying under (e.g., Conservation, Enforcement, Restoration, and Non-CESA.).
12. **Staffing** – Indicate any and all staff performing duties/work within the 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 wishes to purchase with grants or cooperative agreements funds, for example, costs for chainsaws, shovels, rakes, or safety gear.
17. **Other** – Items that do not fit into the previously mentioned categories, such as training or volunteer management.
18. **Total** – The total of each PC/D should not be rounded to the nearest \$1,000. The unrounded totals should be transferred to the Application Summary Sheet. The total amount of the Application Summary Sheet must be rounded to the nearest \$1,000.

**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 Request</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)		** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"				
* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each item (e.g., ea = each, pk = package, & bx = box)						
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.						



# 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, Trail Conservation, and Trail Reroute						
<b>General Funding Category</b>	<b>Qty*</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Match**</b>	<b>Grant Request</b>
<input checked="" type="radio"/> <b>C E R N</b> (Mark one) (see below)						
<b>Activities:</b> Repair Trail 3N59 and Trail 3N64 drainage structures; protect 3 archaeological sites by using natural barriers.						
<b>Staff:</b>						
Ranger	2	mo	\$3,000	\$6,000	\$	\$6,000
				\$	\$	\$
				\$	\$	\$
<b>Total</b>				<b>\$6,000</b>	<b>\$</b>	<b>\$6,000</b>
<b>Contracts:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Materials/Supplies:</b>						
Concrete (dog bones)	10	ea	\$25	\$250	\$	\$250
Drains over side	5	ea	\$300	\$1,500	\$	\$1,500
			\$	\$	\$	\$
<b>Total</b>				<b>\$1,750</b>	<b>\$</b>	<b>\$1,750</b>
<b>Vehicle Maintenance/FOR:</b>						
4X4 Quad	1	mo	\$200	\$200	\$	\$200
Pick up truck	1	mo	\$500	\$500	\$	\$500
Fuel – pick-up, quad & SWECO	150	gal	\$2	\$300	\$	\$300
<b>Total</b>				<b>\$1,000</b>	<b>\$</b>	<b>\$1,000</b>
<b>Equipment:</b>						
SWECO	1	mo	\$700	\$700	\$	\$700
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$700</b>	<b>\$</b>	<b>\$700</b>
<b>Other:</b>						
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(DO NOT ROUND) Form Total</b>				<b>\$9,450</b>	<b>\$</b>	<b>\$9,450</b>
<b>Funding Categories</b>		** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"				
<b>C = Conservation</b> <b>E = Enforcement</b> <b>R = Restoration</b> <b>N = (non-CESA)</b>						
* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each item (e.g., ea = each, pk = package, & bx = box)						
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.						



# PROJECT COSTS/DELIVERABLES

(OHV Form I)

<b>APPLICANT:</b> ABC NF		<b>GEOGRAPHIC AREA:</b> Santa Rosa Mountain RD				
<b>Application Title:</b> ABC NF Trail Maintenance, Trail Conservation, and Trail Reroute						
<b>General Funding Category</b> C E R <u>N</u> (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	18	mo	\$2,000	\$36,000	\$	\$36,000
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Total</b>				<b>\$36,000</b>	<b>\$</b>	<b>\$36,000</b>
<b>Contracts:</b>						
CCC – 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	12	mo	\$500	\$6,000	\$	\$6,000
4X4 Quad	12	mo	\$200	\$2,400	\$	\$2,400
			\$	\$	\$	\$
<b>Total</b>				<b>\$8,400</b>	<b>\$</b>	<b>\$8,400</b>
<b>Equipment:</b>						
Rock Rake	1	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>\$59,400</b>	<b>\$</b>	<b>\$59,400</b>
<b>Funding Categories</b> C = Conservation E = Enforcement R = Restoration N = (non-CESA)		** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"				
* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each item (e.g., ea = each, pk = package, & bx = box)						
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.						



**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 <input type="radio"/> E <input checked="" 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 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			\$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			\$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)			* If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"			
* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea = each, pk = package, & bx = box)						
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.						



**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 (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 Tilamook and Roquefort 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)		** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"				
* Quantity and Unit: Enter the quantity ordered and appropriate unit of measure for each items (e.g., ea = each, pk = package, & bx = box)						
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.						



# 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 <b>(R)</b> 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	mo	\$3,500	\$10,500	\$0	\$10,500	
FPO	3	mo	\$3,000	\$9,000	\$0	\$9,000	
Heavy Equipment Operator	1	mo	\$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	lf	\$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	mo	\$200	\$600	\$0	\$600	
Sweco	1	mo	\$300	\$300	\$0	\$300	
			\$	\$	\$	\$	
<b>Total</b>				<b>\$900</b>	<b>0</b>	<b>\$900</b>	
<b>Equipment:</b>							
Mulcher Machine (rental)	1	mo	\$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)			** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"				
* Quantity and Unit**: Enter the quantity ordered and appropriate Unit of measure for each items (e.g., ea = each, pk = package, & bx = box)							
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.							



# 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	\$600	\$	\$600
				\$	\$	\$
				\$	\$	\$
<b>Total</b>				<b>\$600</b>	<b>\$</b>	<b>\$600</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>\$13,850</b>	<b>\$</b>	<b>\$13,850</b>
<b>Funding Categories</b>			<b>** If an agency requesting a cooperative agreement wants to voluntarily report agency contributions, change the title from "Match" to "Agency Contributions"</b>			
<b>C = Conservation</b>						
<b>E = Enforcement</b>						
<b>R = Restoration</b>						
<b>N = (Non-CESA)</b>						
<b>* Quantity and Unit**:</b> Enter the quantity ordered and appropriate Unit of measure for each items (e.g., ea = each, pk = package, & bx = box)						
<b>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.</b>						



## SECTION V

### SPECIFIC PROJECT TYPES AND REQUIREMENTS

Project types eligible for funding in the grants and cooperative agreements program are described in this section as follows:

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

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

The 2005/2006 grant cycle shall be used as a “baseline” information year. This means information (such as maps, soil conservation plan and trail condition ratings, Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP), patrol maps, etc...) provided to the OHMVR Division in previous years and documented as “**on file with the Division**” is **NOT** acceptable. Those applications referencing such material(s) will be considered “**incomplete.**” **However**, prior applicants are not required to resubmit environmental assessments (EA), environmental impact statements (EIS), general plans, land and resource management plans, resource management plans, or any other long-term programmatic documents unless these documents have undergone revision, amendment, etc. prior to the current application cycle.

## ACQUISITION PROJECTS

The following is a list of how all acquisition application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Acquisition Plan	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map (if applicable)	Section V	
	Parcel Maps	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Due Diligence	Section V	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## ACQUISITION PROJECTS

Acquisition projects expand and sustain adequate OHV recreation access, opportunities, eliminate trespass, and/or provide appropriate buffers. For specific details regarding acquisition projects refer to 14 CCR 4970.04.

Applications for acquisition projects shall include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items **1-5** below are **limited to twelve (12) pages**: including narrative, pictures/photographs and/or maps that speak to the following components.

- 1. 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 use in and around the acquisition property.
- 2. Due Diligence.** Describe due diligence necessary to determine the property is usable for its intended purpose.
- 3. Identify Physical Project Location, General and Specific.** Submit a map and any photographs identifying the specific areas, routes, trails, and/or facilities to be acquired under the project. General agency location maps and project specific map(s) should be included. The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map should include nearby roads or highways and access points to the project site.
- 4. Acquisition Plan.** Include an acquisition plan that describes the applicant's ability to accomplish the acquisition project. An acquisition plan may include, but is not limited to the following:
  - Total estimated cost of land to be acquired.
  - Estimated date of acquisition.
  - Total acreage to be acquired.
  - Dimensions of parcel including parcel maps, per 14 CCR 4970.04 (e)(6).
  - Assessors Parcel Maps, including Assessor Parcel Number (APN), of each parcel to be purchased.
  - Acquisition timeline.

**5. Needs Description.** Discuss the need for the project that will include:

- How the project is designed to provide for efficient use of funds.
- The applicant's ability to implement the program, cover future operational costs and provide staffing.
- Implications of not funding the project.
- How the acquisition improves existing, future, or unique OHV use in the region.
- How the acquisition will meet visitor needs.

**6. Project Costs/Deliverables**

**7. Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## DEVELOPMENT PROJECTS

The following is a list of how all development application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Conceptual Drawings and Site Plans	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Land Tenure	Section V	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## DEVELOPMENT PROJECTS

Development projects provide new OHV recreation opportunity or experience in the form of new facilities, trails, or areas. Development projects should only be for one-time costs or multiple phases that provide for a return of OHV recreation benefits commensurate with the amount of funding requested, and in a manner that will sustain long-term use while maintaining natural resources. For specific details regarding development projects refer to 14 CCR 4970.05.

Applications for development projects shall include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items **1-5** below are **limited to ten (10) pages**, including narrative, pictures/photographs and/or maps that speak to the following components:

- 1. 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 OHV grant funds.

- 2. Site Plans:** Provide conceptual drawings of the site depicting proposed improvements and the location of those improvements. If there will be construction of a building, indicate floor plans and square footage.
- 3. Land Tenure:** 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)
- 4. Identify Physical Project Location, General and Specific.** Submit a map and, if needed, any photographs identifying the project area. General agency location maps, project specific map(s), and if applicable a trails map should be included. The map(s) should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The general map should include nearby roads or highways and access points to the project site.
- 5. Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - An estimate of recurring maintenance costs associated with the project and the applicant's ability to cover those costs.
  - Implications of not funding the project.

- How the project supports a unique opportunity or experience.
- How the project will meet visitor needs.
- How volunteer participation enhances the project.

**6. Project Costs/Deliverables**

- 7. Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## EQUIPMENT PROJECTS

The following is a list of how all equipment application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Written Agreement (if applicable)	Section V	
	Equipment Inventory	Appendix A	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**



## EQUIPMENT PROJECTS

Equipment projects are for purchase or repair of single or multiple items exceeding \$5,000 (excluding tax). For specific details regarding equipment projects, refer to 14 CCR 4970.06.

Applicants who are applying for one single off-highway motorcycle, ATV, or snowmobile may list that purchase regardless of purchase price as a single line item in one application project type. Applicants who are applying for multiple equipment purchases exceeding \$5,000 (excluding tax) shall submit an equipment application.

Equipment purchased exclusively with OHV funds will be used only on OHV projects. Applicants will comply with specific requirements detailed in 14 CCR 4970.06(i) that addresses the purchase of any single equipment item with a total cost equal to or greater than \$30,000. In addition, 14 CCR 4970.06(i) speaks to the requirements for one-time project applicants.

Applications for equipment purchases shall include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items **1–4** below are **limited to five (5) pages** including narrative and/or pictures/photographs that speak to the following components:

1. **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. Include a brief description of how the equipment will be maintained and stored.
2. **Needs Description.** Discuss the need for the project that will include:
  - How the equipment purchase or repair provides for efficient use of funds.
  - Implications of not funding the equipment purchase or repair.
  - How the equipment to be purchased addresses a unique need.
3. **Written Agreement.** When applicable, nonprofit organization and educational institution applicants will submit a written agreement with the land management agency or landowner to purchase or repair the equipment.
4. **Equipment Inventory.** Provide a list identifying all equipment previously purchased (over \$5,000) using OHV funds, and any items to be replaced or repaired. Include the item, model number, VIN, registration number, and mileage or hours (Appendix A, OHV Form O).
5. **Project Costs/Deliverables**
6. **Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## FACILITIES OPERATION AND MAINTENANCE PROJECTS

The following is a list of how all facilities operation and maintenance application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

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

Facilities operation and maintenance projects are for routine work directed toward facilities, visitor assistance, and health and safety attributable to OHV recreation. For specific details regarding facilities operation and maintenance (FO&M) projects, refer to 14 CCR 4970.07.

Applications for FO&M projects shall include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items **1 – 4** below are **limited to five (5) pages**, including narrative, pictures/photographs and/or project specific map(s) that speak to the following components:

- 1. 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.
- 2. Identify Physical Project Location, General and Specific.** Submit a map and, if necessary, any photographs identifying the project area, general agency location maps and project specific map(s). The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map should include nearby roads or highways and access points to the project site.
- 3. Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - Implications of not funding the project.
  - How the level of service will be adequate to meet visitor needs.
  - How the work helps to extend the useful life of the facilities subject to recurring maintenance.
  - How volunteer participation enhances the project.
- 4. Project Costs/Deliverables**
- 5. Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## LAW ENFORCEMENT PROJECTS

The following is a list of how all law enforcement application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Law Enforcement Plan	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## LAW ENFORCEMENT PROJECTS

Law enforcement projects provide assistance to local and federal agencies 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. For specific details regarding law enforcement projects refer to 14 CCR 4970.08.

Applications for law enforcement projects shall include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items **1 – 3** 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:

- 1. 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)).
- 2. Project Specific Maps.** Submit a map and, if applicable, any photographs identifying the project area. General agency location map(s) and trails map(s) containing 1) all areas to be patrolled, 2) areas of special concern, 3) areas with reoccurring law enforcement issues. The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
- 3. Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - Implications of not funding the project.
  - How the project addresses a unique enforcement issue.
  - How the level of law enforcement will be adequate to address the issue(s).
  - How the project protects and improves the recreational experience, the environment, safety, or the recreation opportunity.
  - How volunteer participation enhances the project.

4. **Law Enforcement Plan.** The law enforcement plan must contain the items listed below in numerical order (including the headings), and should address the following components:
- i. **Map of Patrol Areas:** A law enforcement map that contains: 1) all areas to be patrolled, 2) areas of special concern, and 3) areas with recurring law enforcement problems.
  - ii. **Law Enforcement Issues:** Describe and document the law enforcement issues in areas identified for OHV use or issues occurring in areas where OHV use is prohibited.  
  
Identify how this project will address each issue as described in “Law Enforcement Issues” and explain how funding from a grant or cooperative agreement will provide the necessary resources.
  - iii. **Laws to be Enforced:** The applicant agrees to enforce all OHV related laws and regulations, including but not limited to: 1) spark arresters, 2) maximum noise level, 3) prevention of illegal activity that may result in resource damage, 4) prevention of trespass activity and violation of closed areas, and 5) driving under the influence and/or possession of open containers.
  - iv. **Number and Classification of Law Enforcement (LE) Personnel and Schedule of Patrols:** Identify the number and classification of LE personnel involved in implementing the proposed OHV grants and cooperative agreements project, and provide a schedule of the patrols that will be conducted (e.g., 1- Level 4 Law Enforcement Officer for 10 weekends, 3- Sergeants for 10 weekends).
  - v. **Signs:** List the number, price, and type of enforcement signs to be purchased and installed utilizing OHV funds. If your agency does not own the land, described how you will work with the landowners to improve signing. Explain how the signs will be effective.
  - vi. **Educational Materials and Displays:** Itemize the costs of OHV safety-related educational materials such as brochures or displays to be purchased utilizing OHV funds. Describe how materials will be distributed and where displays will be installed. Maps for the public should have adequate features for public safety including, but not limited to: emergency contact information, safety, and responsible riding tips.
  - vii. **Search and Rescue Program:** Describe the OHV-related search and rescue program.
  - viii. **Agency Phone Number:** List the phone number for contacting the agency 24 - hours/day, 7days/week. If the agency is not available 24/7, list the alternate agencies that provide this service.
5. **Project Costs/Deliverables**
6. **Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## OHV SAFETY OR EDUCATION PROGRAM PROJECTS

The following is a list of how all OHV safety or education program application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Written Agreement (if applicable)	Section V	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## OHV SAFETY OR EDUCATION PROGRAM PROJECTS

OHV safety or education program projects teach safe and environmentally responsible operation of OHVs. For specific details regarding OHV safety or education program projects refer to 14 CCR 4970.09.

Applications for OHV safety or education program projects will include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items 1 – 3 below are **limited to six (6) pages** of narrative, pictures/photographs and/or if site specific, project specific map(s) that speak to the following components:

1. **General Project Description.** Describe the purpose and specific content of the educational material to be developed for the project, including training locations. Describe how the deliverables will contribute to the instruction of safe and/or environmentally responsible operation of OHVs.
2. **Identify Physical Project Location, General and Specific.** Submit a map and, if necessary, any photographs identifying the project area. Include general agency location maps and if site specific, include project specific map(s). The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. If the training is site specific, the map should include nearby roads or highways and access points to the project site(s).
3. **Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - Implications of not funding the project.
  - How the project provides unique or required OHV training, orientation, or education.
  - How the project serves the targeted population.
  - How the project improves the recreational experience, the environment, safety, or the opportunity.
  - How volunteer participation enhances the project.
4. **Written Agreement.** When applicable, nonprofit organization and educational institution applicants will submit a written agreement with the land management agency or landowner to perform the project.
5. **Project Costs/Deliverables**
6. **Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.



## PLANNING PROJECTS

The following is a list of how all planning application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Anticipated Timeline	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map (if applicable)	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## PLANNING PROJECTS

Planning projects are intended to determine the viability of an area and/or project, design solutions for effected areas, and/or projects prior to the commitment of acquisition, development, or other funds. For specific details regarding planning projects, refer to 14 CCR 4970.10.

Applications for planning projects will include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items 1 – 4 below are **limited to six (6) pages** including narrative, pictures/photographs and/or project specific map(s) that speak to the following components:

1. **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.
2. **Identify Physical Project Location, General and Specific.** Submit a map and, if necessary, any photographs identifying the specific project area. Include general agency location maps and specific project area map(s). The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
3. **Anticipated Timeline:** Include an anticipated timeline for implementation of the project based on the completed plan.
4. **Needs Description.** Discuss the need for the project that will include:
  - Implications of not funding the project.
  - How volunteer participation enhances the project.
  - How the project will result in or sustain OHV opportunity.
  - The connection between the project and the OHV issue or problem the plan proposes to address, and the expected outcomes of the plan.
5. **Project Costs/Deliverables**
6. **Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## RESOURCE MANAGEMENT PROJECTS

The following is a list of how all resource management application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map (if applicable)	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Written Agreement (if applicable)	Section V	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## RESOURCE MANAGEMENT PROJECTS

Resource management projects conserve, protect, or repair natural or cultural resources affected by OHV activities, including monitoring those activities to provide data that will allow for appropriate management decisions related to the project. For specific details regarding resource management projects, refer to CCR 4970.11

When the application is for resource management project planning funds to complete NEPA, then completed NEPA is not required with the original project submittal.

Applications for resource management projects will include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items 1 – 3 below are **limited to five (5) pages** including narrative, pictures/photographs and/or project specific map(s) that speak to the following components:

1. **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.
2. **Identify Physical Project Location, General and Specific.** Submit a map and, if necessary, any photographs identifying the specific project area. Include general agency location maps, project specific area map(s), and, if applicable, a trails map. The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map should include nearby roads or highways and access points to the project site.
3. **Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - Implications of not funding the project.
  - Innovative aspects of the project.
  - How the project adequately addresses the resource concerns.
  - How volunteer participation enhances the project.
4. **Written Agreement.** When applicable, nonprofit organization and educational institution applicants will submit a written agreement with the land management agency or landowner to perform the project.
5. **Project Costs/Deliverables**
6. **Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## RESTORATION PROJECTS

The following is a list of how all restoration application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Project Specific Map(s)	Section V	
	Representative Photographs	Section V	
	Law Enforcement Efforts	Section V	
	Success Criteria for Monitoring	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Restoration Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## RESTORATION PROJECTS

Restoration projects restore land, plant communities, and plant covers comparable to those of surrounding lands or at least those that existed prior to OHV use, upon closure of a unit or portion of a unit. For specific details regarding restoration projects refer to CCR 4970.12.

When the application is for restoration project planning funds to complete NEPA, then completed NEPA is not required with the original project submittal.

Applications for restoration projects will include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items **1 – 5** below **limited to eight (8) pages** including narrative, pictures/photographs and/or project specific map(s) that speak to the following components:

- 1. 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.
- 2. Identify Physical Project Location, General and Specific.** Submit a map and representative photographs of restoration sites (not more than two per restoration project – see OHV Form P) identifying the specific areas, routes, and/or trails to be restored under this project. Include a project specific map(s). The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map should include nearby roads or highways and access points to the project site.
- 3. Law Enforcement Efforts.** Provide an explanation of what law enforcement efforts will be performed to support the restorations sites/projects.
- 4. Success Criteria and Timeline.** Include descriptions of the success criteria that will be used and the monitoring that will be implemented to measure, to the extent possible, the successful outcome of the restoration project. Where applicable, include an anticipated timeline for implementation of projects based on the completed plan.
- 5. Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - Implications of not funding the project.
  - How the project helps to protect, restore, or conserve resources.
  - Innovative aspects of the project.
  - How volunteer participation enhances the project.
- 6. Project Costs/Deliverables**
- 7. Restoration Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form K) must be completed.

## STUDIES AND SCIENTIFIC RESEARCH PROJECTS

The following is a list of how all studies and scientific research application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Study Design and/or Plan	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map (if applicable)	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Past Performance and Experience	Section V	
	Timeline	Section V	
	Peer Review	Section V	
	Written Agreement (if applicable)	Section V	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## STUDIES AND SCIENTIFIC RESEARCH PROJECTS

Studies and scientific research projects evaluate, estimate, analyze and address the possible impact on, or of, OHV recreation and develop responsive management recommendations. For specific details regarding studies and scientific research projects, refer to 14 CCR 4970.13

Applications for studies and scientific research projects will include all of the General Application Requirements as described in 14 CCR 4970.03, plus a description of the OHV project using the outline below.

Items **1, 2, 4, 6, 7** below are **limited to ten (10) pages** including narrative, pictures/photographs and/or project specific map(s) that speak to the components. Items **3, 5, and 8** should be **clear and concise**.

1. **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.
2. **Identify Physical Project Location, General and Specific.** Submit a map and, if applicable, any photographs identifying the specific areas, routes, and/or trails to be studied under this project. General agency location maps, project specific area map(s), and a trails map (if applicable) should be included. The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map should include nearby roads or highways and access points to the project site.
3. **Study Design and/or Plan.** Provide a listing and description of the study goals, objectives, and methodologies.
4. **Timeline.** Provide a timeline for completion of the study or scientific research project.
5. **Peer Review.** For scientific studies, include documentation of peer review of the study plan by at least three qualified experts from the scientific discipline proposed to be studied.
6. **Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - Implications of not funding the project.
7. **Past Performance and Experience.** Include a history of past performance and experience conducting studies and scientific research projects.
8. **Written Agreement.** When applicable, non-profit organizations and educational institution applicants will submit a written agreement with the land management agency or landowner to perform the study.
9. **Project Costs/Deliverables**
10. **Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.



## TRAIL MAINTENANCE, TRAIL CONSERVATION, AND TRAIL REROUTE PROJECTS

The following is a list of how all trail maintenance, trail conservation, and trail reroute application components should appear in your application. The application component order listed below will provide you with a check-off list of the required elements to ensure complete application packages are submitted to the Division. Each project type will be evaluated independently for completeness. Project types with incomplete documentation will not be considered. **Please note: Rejection of one project type does not constitute rejection of the entire application.**

Check off	Application Component Order	Application Instructions Section	Page Number in Application Package
	Application Face Sheet	Section I	
	General Agency Location Maps	Section II	
	Application Summary Sheet	Section III	
	General Project Description*	Section V	
	Needs Description	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map	Section V	
	Trail Maintenance Plan (if applicable)	Section V	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	Written Agreement (if applicable)	Section V	
	Environmental Review Data Sheet (NEPA and/or CEQA)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Accomplishment Report (PAR) (if applicable)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

**\*Within the General Project Description, include all General Application Requirements (4970.03) that have not already been addressed separately in the application component order.**

## TRAIL MAINTENANCE, TRAIL CONSERVATION AND TRAIL REROUTE PROJECTS

There are three separate and distinct functions that may occur within this project type; each is described below. For specific details regarding trail maintenance, trail conservation and trail reroute projects, refer to 14 CCR 4970.14.

**Trail maintenance** related work is routine work on trails or areas to maintain the integrity and safety of the trail such as, (1) brushing, (2) trail signing, (3) fallen tree removal, (4) tread work related to safety or ease of passage, and (5) grooming (rock rakes).

**Trail conservation** related work involves repair tied directly to natural or cultural resource conservation activities such as (1) erosion and/or sediment control, (2) vegetation protection, (3) cultural resource protection and (4) habitat protection.

**Trail reroute** work includes (1) closing the existing trail or trail segment, including restoration activities, and (2) replacement of the closed trail segment with superior alignment.

Applications for trail maintenance, trail conservation, and trail reroute projects shall include all of the General Application Requirements as described in 14 CCR 4970.04, plus a description of the OHV project using the outline below.

Items **1 – 3** below are **limited to ten (10) pages** including narrative, pictures/photographs and/or project specific map(s) that speak to the following components:

1. **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.
2. **Identify Physical Project Location, General and Specific.** Submit a map and any photographs identifying the specific areas, routes, and/or trails to be maintained under this project. General agency location maps and a trails map should be included. The map should contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map should include nearby roads or highways and access points to the project site.
3. **Needs Description.** Discuss the need for the project that will include:
  - How the project is designed to provide for efficient use of funds.
  - Implications of not funding the project.
  - How the project supports a unique opportunity or experience.
  - How the project helps to extend the useful life of the trail system.
  - How volunteer participation enhances the project.

4. **Trail Maintenance Plan.** For trail maintenance projects, include a proposed trail maintenance plan. (Please refer to Trail Maintenance Plan in Appendix A, 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 (mechanized vs. hand tool, trail conservation related work).
  - 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.
5. **Written Agreement.** When applicable, non-profit organizations and educational institution applicants will submit a written agreement with the land management agency or landowner to perform the project.
6. **Project Costs/Deliverables**
7. **Environmental Review Data Sheet.** To enable the Division to determine CEQA compliance, the environmental review data sheet (Appendix A, OHV Form J) must be completed.

## 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.

All federal agency and federally recognized Native American tribe applicants shall submit completed project-specific NEPA compliance documentation, and responses to the questions required in this section 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.

The six items below shall be provided for all project types, with the exception of restoration, to allow the Division to make a sufficient project review to determine the appropriate level of CEQA compliance. For restoration projects complete the OHMVR Division – Restoration Environmental Review Data Sheet.

#### ENVIRONMENTAL REVIEW DATA SHEET CEQA CATEGORICAL EXEMPTION EXCEPTIONS (For all project types except restoration projects)

- Item 1:** Provide an evaluation of the impact of this project on wetlands, navigable waters, and sensitive habitats (including threatened and endangered species).
- Item 2:** 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 3:** 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 4:** 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 5:** Disclose whether the proposed project area has been listed as producing hazardous materials (Cortese list).
- Item 6:** Describe the potential for any substantially adverse changes in the significance of historical or cultural resources.

# OHMVR DIVISION

## RESTORATION ENVIRONMENTAL REVIEW DATA SHEET

The following information is 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.

Please 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.

### 1. Project Description. Please describe:

- A. Location.
- B. Project overview. Provide a brief overview of the project.
- C. Project purpose. Please 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 (please describe).
- D. Size in acres and/or length in miles.
- E. Existing conditions: Please 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. Please 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 (please 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 (Please describe):

**4. Information the Division Needs to Complete Environmental Review of the Project.**

- A. If the project would have a significant adverse effect on any of the following, please check the box and provide an explanation of any adverse effects.
- B. 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)?).
- C. Cumulative effects (e.g., will trail closure and restoration impact 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?
- D. Steep slopes, erodible soils.
- E. State Scenic Highway.
- F. Hazardous materials? Project site cannot be in a potentially hazardous material site, you must look on Cortese List:  
[http://www.dtsc.ca.gov/database/Calsites/Cortese\\_List.cfm](http://www.dtsc.ca.gov/database/Calsites/Cortese_List.cfm)
- G. 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 for the project area, per PRC Sections 5090.35(b), 5090.50, and 5090.53.

Federal agencies and federally recognized Native American tribes applying for cooperative agreements for acquisition, development, equipment purchases, facility operations and maintenance, OHV safety or education programs, planning projects, resource management, restoration, studies and scientific research, and trail maintenance, trail conservation, and trail reroute must prepare a WHPP/HMP.

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 14 CCR 4970.16.

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.

All applicants are required to prepare a WHPP/HMP and must submit their completed WHPP/HMP to the Division on a stand-alone compact disk (CD) that is clearly labeled.

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

There are two WHPP/HMP formats. Follow the instructions to determine which format is required. If certification under Format B cannot be certain, then submit Format A. The instructions and two formats (A and B) for completing a WHPP/HMP are included in this section.

All applicants need to submit a WHPP/HMP to establish a baseline for the 2005/2006 grant cycle. If certification under Format B cannot be certain, then submit Format A.

Project Type	Format Type
Acquisition Projects	A
Development Projects	A
Equipment Projects	B
Facilities Operations and Maintenance (FO&M) Projects	B
OHV Safety or Education Program Projects	B
Planning Projects	B
Resource Management Projects	See Below
Restoration Projects	B
Studies and Scientific Research Projects	B
Trail Maintenance, Trail Conservation, and Trail Reroute Projects	A

For Resource Management applications, use the following instructions to determine the required format:

1. If the project activities include monitoring, surveys, or signing, then submit Format B.
2. All other Resource Management projects submit Format A.

### Format A

<b><u>Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP)</u></b>	
Grant Number: OR-_____	(OHV Division Use Only)
Title: _____	
Applicant: _____	
Location: _____	
Prepared by (name & title): _____	
Phone number: _____	E-mail: _____
Date: _____	
Approved by (name & title): _____	
Phone number: _____	E-mail: _____
Date: _____	

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 (**Please 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 (**Please refer to Tables 2-5**).

If a WHPP/HMP is currently being implemented in the project area, then **Section IV** must also be submitted (**Please 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. Use the following column headings: Species; Listing Status; Habitat; Potential for Occurrence; and Addressed by HMP? If not, explain why?

The first column, "Species," must list all special-status species that could occur within the grant-funded OHV area. Special-status species are defined on the *List of Special-status Species* used by the Department of Fish and Game. 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.
- ❑ Species of local concern including Management Indicator Species and any other that the grant or cooperative agreement applicant has determined should 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 OHV grant or cooperative agreement project area.

The fifth column, “Addressed by HMP? If not, explain why?” must identify all species that the WHPP/HMP does and does not address. The applicant must also include a brief explanation of the rationale for not including a particular species when the answer in the column box is “No.”

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> )	FC, 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 use 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 use 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 use 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 use 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 or 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 use 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 use.	No. No OHV use 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>Erigonum 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      CSSC California Species of Special Concern FT Federally Threatened      SP State Fully Protected FC Federal Candidate      CNPS 1B Plants rare, threatened, or endangered in California and elsewhere. FSS USFS Sensitive Species      CNPS 2 Plants rare, threatened, or endangered in California, but more common elsewhere. SE State Endangered ST State Threatened				
<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: <ul style="list-style-type: none"> <li>• surveys have shown that the species' habitat does not occur in or near any OHV use 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 use 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 use (examples of risk factors for species include turbidity, sedimentation of spawning gravels for fish, increase in water temperature [for fish and amphibians], adequate numbers of snags [for cavity nesters], 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.

Maps must be included for species and/or habitats addressed in the WHPP/HMP and where “Yes” is the answer to the question in the fifth column, “Addressed by the HMP?” The goal of the map(s) is to illustrate the spatial relationship between special-status species and OHV use. Maps must include the following data:

1. Identification of OHV use within the application project area (e.g., staging areas, trails, roads, corridors, and areas open for OHV use) 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 should 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 symbolism to indicate relative locations.*
2. A key, legend, or chart that describes the map(s).

## SECTION III

Protection/Management Program by Species and Sensitive Habitat

Using the table formats provided below in Sections A-D, provide a description of the data, management program, monitoring program, and management review process for the species/habitats marked “Yes” in Table 1. The description must address the information in Sections A-D 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: Species and/or Sensitive Habitats Data (Including Baseline Data)

Prepare a five-column table of all species/habitats marked “Yes” in Table 1 using the template provided below. Use the following column headings: Species/Habitat; Methodology; Known Information; Concerns, Risks, Uncertainties; and How Monitoring/Study/Inventory Could Address Identified Uncertainty.

The first column, “Species/Habitat,” must list all species/habitats marked “Yes” in Table 1.

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

The third 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 such as breeding and foraging).

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

If uncertainties as to effects are described in the fourth column, the fifth column, “How Monitoring/Study/Inventory Could Address Identified Uncertainty,” must explain how

monitoring, a study, or baseline inventories will address the uncertainty. If no such uncertainty exists, then the fifth column may remain blank.

<b>Table 2. Species and/or Sensitive Habitats Data (Including Baseline Data)</b>				
<b>Species/Habitat</b>	<b>Methodology</b>	<b>Known Information</b>	<b>Concerns, Risks, Uncertainties</b>	<b>How Monitoring/Study/Inventory Could Address Identified Uncertainty</b>

**B. Table 3: Management Program for Species and/or Sensitive Habitats**

Prepare a five-column table of all species/habitats marked “Yes” in Table 1 using the template provided below. Use the following column headings: Species/Habitat; Concerns/Risk; Management Objective(s); Management Action(s) (including how these deal with uncertainty); and Success Criteria.

The first column, “Species/Habitat,” must list all species/habitats marked “Yes” in Table 1.

The second column, “Concerns/Risk”, must list each concern or risk listed in Table 2 for each species. If Table 2 identifies more than one concern or risk for a particular species/habitat, then put each concern or risk on a separate row.

The third 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 or risk.

The fourth column, “Management Action(s) (including how these deal with uncertainty),” must list all proposed or ongoing management actions (e.g., harden stream crossings; install fence to keep OHVs on designated trails) that will meet the objective(s). If the fourth column of Table 2, “Concerns, Risks, Uncertainties,” listed any uncertainties, then also describe here in Table 3, column 4, how your OHV management deals with that uncertainty regarding effects.

The fifth column, “Success Criteria,” must list your success criteria (e.g., no additional sediment in the spawning gravels; no loss of riparian vegetation at stream crossings) to gauge the effectiveness of each management action.

Table 3. Management Program for Species and/or Sensitive Habitats				
Species/Habitat	Concerns/Risk	Management Objective(s)	Management Action(s) (Including how these deal with uncertainty)	Success Criteria

**C. Table 4: 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. Use the following column headings: Species/Habitat; Implementation Monitoring Methodology; Change Detection Methodology; Effectiveness Monitoring Methodology, including triggers; and Identify Any Applicable Validation Monitoring (Focused Studies).

The first column, “Species/Habitat,” must list all species/habitats marked “Yes” in Table 1.

The second column, “Implementation Monitoring Methodology,” must describe how implementation monitoring\* will be conducted (i.e., describe how you will monitor whether you do 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 (this is qualitative monitoring to detect change caused by OHV travel/recreation (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) (Effectiveness Monitoring\*). 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\*).

Table 4. Summary of WHPP/HMP Monitoring Program				
Species/Habitat	Implementation Monitoring Methodology	Change Detection Methodology	Effectiveness Monitoring Methodology, including triggers	Identify any Applicable Validation Monitoring (Focused Studies)

**D. Table 5: Management Review and Response; Adaptive Management**

For each species/habitat and associated monitoring methodology listed in Table 4, prepare a five-column table using the template provided below. Use the following column headings: Species/Habitat/Monitoring Methodology; How Monitoring Information Will Inform Management; How Data Will Be Analyzed; Management Response to Identified Triggers; and Who Will Plan Management Response.

The first column, “Species/Habitat/Monitoring Methodology,” must list each species/habitat and its associated monitoring methodology. Use a separate row for each monitoring methodology applicable to the same species.

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.

Table 5. Management Review and Response; Adaptive Management				
Species/Habitat/Monitoring Methodology	How Monitoring Information will Inform Management	How Data Will Be Analyzed	Management Response to Identified Triggers	Who Will Plan Management Response

## **\*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/spanimals.pdf>; and <http://www.dfg.ca.gov/whdab/spplant.pdf>.

**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.

### **A. Table 6: Summary of Changes**

Prepare a two-column table summarizing any changes to the previous year's WHPP/HMP using the template provided below. Use the following column headings: Change From Previous Year; and Section Where Change Occurs.

The first column, "Change From Previous Year," should describe a substantive change (e.g., new species being monitored, change in monitoring methodology) in the WHPP/HMP from the previous year.

The second column, "Section Where Change Occurs," should list where the change is found.

Table 6. Summary of Changes	
Change From Previous Year	Section Where Change Occurs

**B. Table 7: Previous Year’s Monitoring Results**

Prepare a two-column table summarizing the previous year’s monitoring accomplishments and results using the template provided below. Use the following column headings: Monitoring Accomplishments; and Results.

The first column, “Monitoring Accomplishments,” must summarize each monitoring accomplishment achieved.

The second column, “Results,” must summarize the results of each monitoring accomplishment.

Applicants must keep the detailed monitoring results on file for reference. The results must be made available to the Division upon request.

Table 7. Previous Year’s Monitoring Results	
Monitoring Accomplishments	Results

**C. Table 8: Previous Year’s Monitoring and Management Review Process**

Based upon the previous year’s data, prepare a seven-column table summarizing the previous year’s monitoring accomplishments and results for each species, related group of species, or habitat using the template provided below. Use the following column headings: Species/Habitat; Data Analysis Process; Were Objectives & Success Criteria Achieved?; Changes Needed to Management Program; Should Monitoring Continue?; Response to HMP-related Public Concerns; and Recommendations for Further Study.



The first column, "Species/Habitat," must list all species/habitats marked "Yes" in Table 1.

The second column, "Data Analysis Process," must describe the data analysis process, including staff qualifications and the approach to data analysis.

The third column, "Were Objectives & Success Criteria Achieved?," must describe whether management actions achieved the objectives and success criteria.

The fourth column, "Changes Needed to Management Program," must describe changes that have been or will be implemented in the management program to better meet success criteria or objectives.

If success criteria and objectives are being met, the fifth column, "Should Monitoring Continue?" must explain whether monitoring should be continued and at what level.

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

The seventh column, "Recommendations for Further Study," should include detailed recommendations for further study, if appropriate.

<b>Table 8. Previous Year's Monitoring and Management Review Process</b>						
<b>Species/Habitat</b>	<b>Data Analysis Process</b>	<b>Were Objectives &amp; Success Criteria Achieved?</b>	<b>Changes Needed to Management Program?</b>	<b>Should Monitoring Continue?</b>	<b>Response to HMP-related Public Concerns</b>	<b>Recommendations for Further Study</b>

**Format B**  
(OHV Form L)

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

Grant Number: OR \_\_\_\_\_ (OHV 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:

- Equipment Projects
- Facilities Operations & Maintenance
- Law Enforcement (except federal agencies with stand alone LE application)
- OHV Safety or Education Program Projects
- Planning Projects
- Resource Management Projects (if only including monitoring, surveys, or signing)
- Restoration Projects
- Studies and 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 use.

Signature: \_\_\_\_\_

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

## SECTION VIII

### SOIL CONSERVATION PROGRAM

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

The agency shall monitor the condition of soils in each area of the system yearly in order to determine whether the soil loss standards are being met (Please refer to the Soil Conservation Guidelines/Standards for Off-Highway Vehicle Recreation Management, Nov. 14, 1991).

The agency shall prepare a map and corresponding soil condition rating table (**please refer to Table 1 below**) of the condition of the trails funded with OHV 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.

Upon determination the soil loss standards are not being met in any area of the system, the agency 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.

Upon determination by the agency the soil loss standards are not being met in any area of the system, the agency 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. 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 five-column table using the template example provided below. Use the following column headings: Unit Name; Trail Name; Miles; Soil Condition Rating; Number and Length of Segments; Maintenance and/or Resource Issues Based on Monitoring Results; and Timeline for Completion.

The first column, "Unit Name," must list each unit being identified in the system.

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.



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

**SECTION IX**  
(OHV Form N)  
**PROJECT ACCOMPLISHMENT REPORT (PAR)**

**Part I**  
All applicants who were awarded grant or cooperative agreement funds regardless of project type in the prior year **must** complete the PAR form below. The PAR will reflect data from the previous calendar year (January – December). In addition, include any “control language” placing conditions on the prior year’s grant and cooperative agreement funds (if applicable).

**PROJECT ACCOMPLISHMENT REPORT**

<b>Agency:</b>	
<b>Unit*:</b>	
<b>Time Period:</b>	<b>Date:</b>
<b>Previous Year’s Grant Number and Title:</b>	

<b>I. Off-Highway Vehicle (OHV) Opportunity</b>	
Is there any change in miles available for OHV opportunity since the last PAR? Number of miles lost: _____; Number of miles gained: _____	
Why?	
1. Acres available for “open” OHV recreation.	#
2. Miles of motorcycle trails (single track).	#
3. Miles of ATV trails (2 track, <50 inches in width).	#
4. Miles of four-wheel-drive trails (2 track, >50 inches in width).	#
5. Miles of roads open to non-street licensed vehicles.	#
6. Total miles of OHV opportunity (add lines 2-5).	#
<b>II. Over the Snow Vehicle (OSV) Opportunity</b>	
1. Acres available for open OSV recreation.	#
2. Miles of groomed / marked snowmobile routes.	#
3. Miles of ungroomed / marked snowmobile routes.	#
4. Miles of unmarked snowmobile routes.	#
<b>III. Conservation activities funded by grant</b>	
1. Miles of OHV routes <sup>1</sup> repaired/maintained.	#

<sup>1</sup> Route is defined as roads and trails.

2. Miles of routes temporarily closed.	#
3. Miles of routes closed and restored in the previous year.	#
4. Acres of “open” land closed and under rehabilitation.	#
5. Total Agency moneys spent on resource protection.	\$
<b>IV. Volunteer information</b>	
1. Number of volunteer hours contributed.	#
2. Estimated value of volunteer hours.	#
<b>OSV information</b>	
1. Total OHV funds spent on OSV activities.	\$
2. Total Agency funds spent on OSV activities.	\$
3. Total Agency contribution (optional)	\$
<b>V. Visitor assistance information</b>	
1. Number of OHV visitors (count any portion of a day as one visitor).	#
2. Number of OHV visitor’s contacted/assisted. Includes law enforcement and non-enforcement contacts.	#

**Explanations:**

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

<b>VI. OHV Law Enforcement Data</b>	
1. OHV - activity related accidents	#
2. OHV - activity related fatalities	#
3. Total agency moneys spent on enforcement.	\$
4. Total OHV Enforcement Contacts (complaint & non-complaint)	#
<b>VII. OSV Law Enforcement Data</b>	
1. OSV - activity related accidents	#
2. OSV - activity related fatalities	#
3. Total agency moneys spent on enforcement	\$
4. Total OHV Enforcement Contacts (complaint & non-complaint)	#

## **PAR Notes and Definitions:**

**LE Contact** – A law enforcement contact is a detention or consensual contact performed by a trained law enforcement employee, where the enthusiast is found to be in compliance with OHV related laws and regulations, or the officer issues a warning (verbal or written), citation, or arrest for a violation of OHV related laws and regulations.

**Compliance** – A compliance contact is a law enforcement contact where detention or consensual contact is initiated by a trained law enforcement employee, where the enthusiast is found to be in compliance with OHV related laws and regulations.

**Warning** – A warning is a law enforcement contact (written or verbal) where there is, or may have been if not addressed, an OHV related violation and there is no citation or arrest.

**Citations** – A law enforcement contact where a citation or notice to appear has been issued for an OHV related violation.

**Arrest** – An arrest is a law enforcement contact where the enthusiast is not in compliance with a more serious OHV related law or regulation and is taken into custody.

**\*\*Cold Reports** – Reports that occur after an OHV related violation, and do not result in citation, warning, or arrest.

**Other OHV Related Violations** – OHV related violations not specifically listed should be identified in the “other” category. Include number of citations and warnings for each. For example, “Other” includes no helmet on ATV (6 citations, 12 warnings), etc.

**Injury Accidents and Fatalities** – No details regarding serious injury accidents and fatalities will be added. The total number of accidents and fatalities will be placed on the corresponding line in (items VI. 1 and 2, and VII. 1 and 2).

The empty rows in the LE statistics table allow the opportunity to add specific violations not already listed, such as non-resident registration or alcohol-related contacts or vandalism; these would be more prevalent than the “other” category.

## LAW ENFORCEMENT CONTACTS

	# Compliance		# Warnings		# Citations		# Cold** Reports		Arrests		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											
Trespass (private property)											
Wilderness Intrusions											
ATV Certification											
ATV Helmet											
ATV Double -Riding											
Other: explanation below											
<b>Total LE Contacts</b>											



**Part II**

**PAR Narrative:**

In the space provided below, briefly summarize your accomplishments for each project deliverable accomplished with previous year's grant funds. If additional unexpected accomplishments were realized, please summarize these as well.

Empty space for the PAR Narrative.

## SECTION X

### PUBLIC REVIEW PROCESS

Prior to submission of the application to the OHMVR Division, the applicant shall make draft applications available for public review and comment. Applications must comply with the following (please refer to the Division Regulations, CCR 4970.03(e)):

**Public Notice.** Not later than 30 days prior to submitting the final application, applicants shall notice to the public of the opportunity to submit comments on the draft application. The notice shall be placed at a minimum in a local newspaper with additional notification in the applicant's newsletter and/or website.

**Public Review.** Draft applications shall be made available for public review and comment prior to the submission of the final application to the Division for consideration. 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 accomplishments.

**Public Comments.** All public comments received by an applicant up to five days prior to the application filing deadline shall be included in the final application. In addition, all responses to comments made five days prior to the filing deadline 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.

**Late Public Comments.** The applicant shall not be required to include public comments received less than five days prior to the final application deadline. All comments received less than five days prior to the final application deadline shall be forwarded to the Division by the applicant.

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

1. **Public Notification Efforts.** Describe your public notification efforts for this application (letters, phone calls, web notices, meetings, etc.). List the groups that were noticed and if a public meeting was held, those invited and attendance at the meeting(s).
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 that were received that are relevant to each project type or the grant application as a whole.
3. **Correspondence.** Include all correspondence received both in support and opposition, and a reference to the letters, e-mails, or documents received.
4. **Public Input.** How was the public input incorporated into the development of the application?
5. **Application Changes as a Result of Comments.** Were changes made as a result of public comments? If yes, explain any changes.

## **SECTION XI**

### **GOVERNING BODY RESOLUTION**

All local agencies, educational institutions, non-profit organizations, and federally recognized Native American tribes are required to complete and include an authorizing resolution from their governing body with their application for Off-Highway Vehicle grants and cooperative agreements funds. The resolution may be modified slightly in order to comply with local requirements. However, the resolution must contain the components and most of the language identified in the example that follows.

**RESOLUTION  
OFF-HIGHWAY VEHICLE GRANT**



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 1988, which provides funds to the State of California and its political subdivisions for, acquisition projects, development projects, equipment purchases, facilities operation and maintenance projects, law enforcement projects OHV safety or education program projects, planning projects, resource management projects, restoration projects, studies and specific research projects, and trail maintenance, trail conservation, and trail reroute 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)