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

APPLICATION EVALUATION SYSTEM

CHAPTER 2

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Application Evaluation System

Application and Project Evaluations

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

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

Applications will be considered annually as long as OHV Trust Funds are available. Complete applications meeting all requirements outlined in CCR Title 14, 4970.03-4970.22, as well as individual project will be presented to the Commission for consideration at the appropriately scheduled Commission meetings.

Division staff shall ensure that all grant and cooperative agreement applications forwarded to the Commission Subcommittee or Commission as a whole include all components necessary for evaluation, scoring and funding determination.

Preparation for the OHMVR Subcommittee and Full Commission Meetings

Two Commission subcommittee meetings are held prior to the two full Commission meetings to review and discuss applications. The Chair of the Commission selects subcommittee members to participate in the subcommittee meetings. One subcommittee meeting is held in northern California and one subcommittee meeting is held in southern California to review all applications. Both meetings provide the public with the opportunity to testify on all grant and cooperative agreement applications to provide factual information and concerning the proposed projects and the Division’s evaluation scoring.

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

In preparation for the subcommittee meetings, applicants are responsible for submitting a status report, to the Division, on all active projects, **30 days prior to the applicant’s**

scheduled subcommittee meeting. First-time applicants are exempt from this requirement since they do not have any active projects.

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

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

Evaluation Criteria

Each project proposed to be funded as discussed in the application will be evaluated to determine the degree to which the criteria shown below are met. Therefore, it is extremely important for applicants to ensure their applications discuss how the project will achieve each criterion, supported by factual documentation and information about the OHV programs, facilities, environmental protection and other features of the OHV recreation and uses associated with the program or opportunities where the project will be implemented. Higher achieving projects will receive a higher score than lower achieving projects.

Evaluation Panel

A panel of not less than five Division staff members will evaluate applications that are complete as submitted. The Panel will use the evaluation criteria specific to each individual project type to determine a project score. There are a total of 100 points possible for each individual project. Each individual criterion has a given number of points possible that cumulatively add up to the total number of points possible for a project.

Criteria

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

Project Needs/Benefit Discussion

The applicant must provide a project needs/benefit discussion that addresses each of the criteria for each individual project type as set out below. The discussion must be based on an analysis referencing documented factual conditions or statistics. Mere conclusions, general or summary statements will not receive full points.

Funding Targets

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

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

Funding “cutoff points” and Ranking of Projects

The general funding targets established by the Commission, or the Division with direction from the Commission, will serve as “**cutoff points**” for an individual project funding determination. Projects will be ranked according to their evaluation score.

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

Division Determinations

Not later than thirty (30) days prior to the Commission annual meeting to consider and approve the grants, the Division will release to the public and the Commission, their Evaluation Panel findings. These findings shall include: the applications, evaluation scores, application rankings, findings of fact supporting the evaluation scores given, and funding determinations in preparation for the grants meeting.

OHV CHAPTER TWO MARCH 10, 2006
 OHMVR COMMISSION DEVELOPED CRITERIA

ACQUISITION PROJECTS

Criteria	Points Possible	Project Score
The acquisition enhances, adds or protects existing opportunity or provides new opportunity and protects resources taking into consideration: <ul style="list-style-type: none"> • Preservation of existing opportunity. • Reduction of conflicts with non-motorized recreationists. • Protection of residents, private property and landowners adjacent to the proposed acquisition from noise, trespass and property damage. • Purchase contributing to mitigation and buffers. • Purchase of contiguous lands for protection of habitat. 	40	
The application demonstrates the implications of not funding the project taking into consideration: <ul style="list-style-type: none"> • Potential loss of OHV opportunity. • Loss of, or damage to, critical resources (soil, water, wildlife, etc.) • Continued or increased private property intrusion. 	30	
The application demonstrates that the proposed project improves existing or future ORV use.	20	
Application demonstrates applicant's track record of successfully implementing similar projects.	10	
<u>TOTAL</u>	100	

OHV CHAPTER TWO MARCH 10, 2006
 OHMVR COMMISSION DEVELOPED CRITERIA

CONSERVATION (FORMERLY RESOURCE MANAGEMENT) PROJECTS

Criteria	Points Possible	Project Score
Application demonstrates that the project will protect, rehabilitate or conserve significant resources taking into account: <ul style="list-style-type: none"> • Preventing erosion and the natural environment. • Benefiting rare, threatened and endangered species. • Protecting critical resources (soil, water, wildlife, etc.). • Preventing continued off-route travel. 	40	
Application demonstrates that the project will prevent future harm to significant resources taking into account: <ul style="list-style-type: none"> • Inventory and surveys of natural and cultural resources to aid in the accomplishment of route designation. • Monitoring and repair of existing resource damage and prevention of future damage • Implementation of appropriate measures to protect wildlife and cultural sites 	30	
Application demonstrates negative implications of not funding the proposed project.	20	
Application demonstrates applicant's track record of successfully implementing similar projects.	10	
<u>TOTAL</u>	100	

OHMVR COMMISSION DEVELOPED CRITERIA

DEVELOPMENT PROJECTS

Criteria	Points Possible	Project Score
<p>Application addresses trail maintenance, restoration, or law enforcement, taking into consideration:</p> <p><u>Trail Maintenance</u></p> <ul style="list-style-type: none"> • Extends and protects the useful life of the trail system • Prevents erosion and the natural environment • Sustains long-term OHV opportunity <p><u>Restoration</u></p> <ul style="list-style-type: none"> • Benefits rare, threatened and endangered species • Protects critical resources (soil, water, wildlife, etc.) • Prevents off-route travel <p><u>Law Enforcement</u></p> <ul style="list-style-type: none"> • Emphasizes prevention of resource damage. • Emphasizes prevention of existing or potential user conflict. • Emphasizes the reduction of private property trespass. • Emphasizes prevention of off-route travel, or entry into closed areas. 	40	
<p>Application will lead to protection of important environmental resources including:</p> <ul style="list-style-type: none"> • Preventing erosion. • Reducing water quality impacts. • Preventing damage to habitat. 	30	
<p>Application demonstrates the implications of not funding the project.</p>	10	
<p>Application will sustain long-term ORV use by:</p> <ul style="list-style-type: none"> • Increasing education opportunities. • Providing a high quality experience. 	10	
<p>Application demonstrates applicant's track record of successfully implementing similar projects.</p>	10	
<p><u>TOTAL</u></p>	100	

OHMVR COMMISSION DEVELOPED CRITERIA

EQUIPMENT PROJECTS

Criteria	Points Possible	Project Score
<p>Application is for an equipment purchase that is directly related to the following priorities in restoration, law enforcement, or trail maintenance:</p> <p><u>Restoration</u></p> <ul style="list-style-type: none"> • Benefits rare, threatened and endangered species • Protects critical resources (soil, water, wildlife, etc.) • Prevents off-route travel • Restores damaged areas in or near an existing or proposed wilderness area <p><u>Law Enforcement</u></p> <ul style="list-style-type: none"> • Emphasizes prevention of resource damage. • Emphasizes prevention of existing or potential user conflict. • Emphasizes the reduction of private property trespass. • Emphasizes prevention of off-route travel, or entry into closed areas. <p><u>Trail Maintenance</u></p> <ul style="list-style-type: none"> • Extends useful life of the trail system • Prevents erosion and the natural environment • Sustains long-term OHV opportunity 	50	
<p>Application demonstrates negative implications of not funding proposed purchase.</p>	20	
<p>Application demonstrates how purchase is efficient use of funds.</p>	20	
<p>Application demonstrates applicant’s track record of successfully implementing similar projects.</p>	10	
<p><u>TOTAL</u></p>	100	

OHV CHAPTER TWO MARCH 10, 2006
 OHMVR COMMISSION DEVELOPED CRITERIA

FACILITIES OPERATION AND MAINTENANCE (FO&M) PROJECTS

Criteria	Points Possible	Project Score
Application demonstrates that the proposed project is an efficient use of funds.	20	
Application demonstrates the implications of not funding the proposed project taking into consideration: <ul style="list-style-type: none"> • Harm to public health and safety. • Loss of recreation opportunity. • Loss of protection for, or harm to, natural and cultural resources. • Increased future maintenance or replacement costs. 	30	
Application demonstrates how the project helps to extend the useful life of the facilities taking into account: <ul style="list-style-type: none"> • Preventative maintenance. • Regular replacement of deteriorating items. 	40	
Application demonstrates applicant's track record of successfully implementing similar projects.	10	
<u>TOTAL</u>	100	

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OHV CHAPTER TWO MARCH 10, 2006
 OHMVR COMMISSION DEVELOPED CRITERIA

LAW ENFORCEMENT PROJECTS

Criteria	Points Possible	Project Score
Application demonstrates how project reduces significant resource damage.	20	
Application demonstrates how project emphasizes reduction of intrusion into wilderness or other closed areas.	20	
Application demonstrates how project emphasizes areas with existing or potential conflicts with non-motorized recreationists.	10	
Application demonstrates how project emphasizes the reduction of private property trespass.	15	
Applicant demonstrates commitment and successful approach to: <ul style="list-style-type: none"> • Preventing resource damage. • Reducing intrusion into wilderness and other closed areas. • Reducing private property trespass. • Reducing existing or potential conflict with non-motorized recreationists. 	15	
Application demonstrates that law enforcement efforts will focus on: <ul style="list-style-type: none"> • Preventing resource damage. • Reducing intrusion into wilderness and other closed areas. • Reducing private property trespass. • Reducing existing or potential conflict with non-motorized recreationists. 	10	
Application demonstrates applicant's track record of successfully implementing similar projects.	10	
<u>TOTAL</u>	100	

OHMVR COMMISSION DEVELOPED CRITERIA

OHV SAFETY AND/OR EDUCATION PROGRAM PROJECTS

Criteria	Points Possible	Project Score
Application is for a project that includes education designed to promote environmentally responsible riding, taking into consideration: <ul style="list-style-type: none"> • Education designed to address the importance of resource protection • Education regarding wilderness and closed area intrusion • Education regarding private property trespass • Education associated with proper trail etiquette for multiple use trails 	40	
Application demonstrates negative implications of not funding the proposed project.	20	
Application demonstrates a significant contribution to the safe and/or environmentally responsible operation of OHVs taking into consideration: <ul style="list-style-type: none"> • Education of riders. • Ethics of responsible riding. • Rider safety 	20	
Application demonstrates that proposed project is an efficient use of funds.	10	
Application demonstrates applicant's track record of successfully implementing similar projects.	10	
<u>TOTAL</u>	100	

OHMVR COMMISSION DEVELOPED CRITERIA

PLANNING PROJECTS

Criteria	Points Possible	Project Score
<p>The application addresses trail maintenance or restoration, taking into consideration:</p> <p><u>Trail Maintenance</u></p> <ul style="list-style-type: none"> • Extends useful life of the trail system • Protects useful life of the trail system • Prevents erosion and the natural environment • Sustains long-term OHV opportunity <p><u>Restoration</u></p> <ul style="list-style-type: none"> • Benefits rare, threatened and endangered species • Protects critical resources (soil, water, wildlife, etc.) • Prevents off-route travel • Restores damaged areas in or near an existing or proposed wilderness area 	30	
<p>The application will lead to, facilitate, or assist in designation of roads and trails, or implementation of designation determinations.</p>	50	
<p>The application demonstrates the implications of not funding the proposed project.</p>	10	
<p>Application demonstrates applicant's track record of successfully implementing similar projects.</p>	10	
<p><u>TOTAL</u></p>	100	

OHV CHAPTER TWO MARCH 10, 2006
 OHMVR COMMISSION DEVELOPED CRITERIA

RESTORATION PROJECTS

Criteria	Points Possible	Project Score
Application demonstrates that project benefits rare, threatened, and endangered species.	20	
Application demonstrates that project protects critical environmental resources (soil, water, wildlife, etc.).	10	
Application demonstrates that project will prevent off-route travel and associated.	10	
Application will restore damaged areas or decommission routes in or near an existing or proposed wilderness areas, inventoried roadless areas, or other environmentally sensitive area.	10	
Application is for project that will decommission unneeded roads that are causing significant resource damage.	40	
Application demonstrates applicant's track record of successfully implementing similar projects.	10	
<u>TOTAL</u>	100	

OHV CHAPTER TWO MARCH 10, 2006
 OHMVR COMMISSION DEVELOPED CRITERIA

SCIENTIFIC RESEARCH PROJECTS

Criteria	Points Possible	Project Score
The application supports the efficient designation of routes.	30	
The application directly affects and/or impacts land management decisions associated with ORV recreation.	30	
The application includes a mechanism by which the results of the study will be incorporated into relevant land management plans.	30	
Application demonstrates applicant's track record of successfully implementing similar projects.	10	
<u>TOTAL</u>	100	

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OHV CHAPTER TWO MARCH 10, 2006
 OHMVR COMMISSION DEVELOPED CRITERIA

TRAIL MAINTENANCE PROJECTS

Criteria	Points Possible	Project Score
<p>Application demonstrates that maintenance will extend the useful life of the trail system taking into consideration:</p> <ul style="list-style-type: none"> • Preventing unauthorized creation of alternative routes. • Meeting user needs/challenge level. • Protecting and conserving resources. • Enhancing ORV opportunity. 	40	
<p>Application demonstrates the implications of not funding the proposed project taking into consideration:</p> <ul style="list-style-type: none"> • Risk of loss of trail use or opportunity. • Harm to surrounding resources. • Higher future maintenance costs. 	30	
<p>Application demonstrates, through applicant's soil conservation and wildlife habitat protection plans, that applicant is effectively protecting soil quality and preventing damage to habitat.</p>	20	
<p>Application demonstrates applicant's track record of successfully implementing similar projects.</p>	10	
<p><u>TOTAL</u></p>	100	

Formula and Procedure for Establishing Funding Determinations

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

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



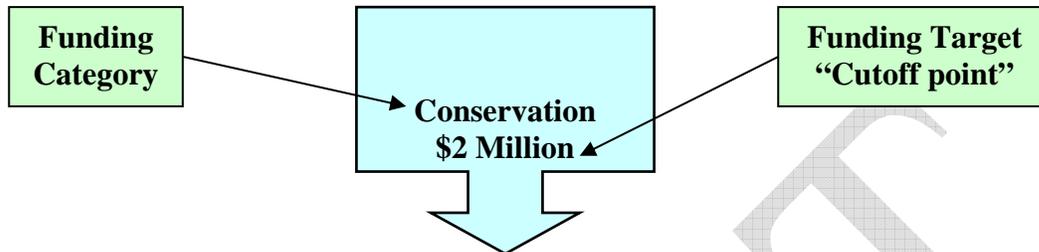
Figure 1 – Funding Categories

2. The funding determination of a project within a funding category will be determined by the project’s total score using the following formula:
 - a. Scores from 95 to 100 receive full funding.
 - b. Scores from 90 to 94 receive 90% of full funding.
 - c. Scores from 80 to 89 receive 75% of full funding.
 - d. Scores from 50 to 59 receive 65% of full funding.
 - e. Scores from 40 to 49 receive 55% of full funding.
 - f. **All projects receiving a score of 39 or less will not receive funding.**
3. Prior to evaluating the applications and making funding determinations, the Division reserves the right to modify the funding requested in the application and/or fund all or part of any particular project based on the following:
 - a. Corrections for mathematical errors.
 - b. Adjustments to bring costs into line with other similar project types.
 - c. Divide projects into logical phases.
 - d. Delete or reduce the scope of the proposed activities to be performed (“deliverables”) or budget items to fund higher priority work. The deltions or reductions will be based on an applicant’s prioritization of the proposed project scope, activities to be completed (“deliverables”), and/or budget items applied for in each project type.
4. Once the funding cutoff is reached, applications with scores falling below the funding cutoff will not be funded.

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

Example:

The Commission funding target for the Conservation portion of CESA is \$2 Million dollars.



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

Application Ranking List
 This list will contain all of the Conservation applications that have been evaluated and scored by the panel. The ranking will occur from highest to lowest score, including projects with conservation components (e.g. Trails Conservation).

Example: Conservation Project Ranking List

Project Name	Total Score	Funding Requested	Division Funding Determination
XY Resource Management	98	\$ 250,000	\$ 250,000 (Full Funding)
AB Trail Conservation	94	\$ 50,000 ¹	\$ 45,000 (90% full funding)
JP Wildlife Study	88	\$150,000	\$ 112,500 (75% full funding)
QZ Resource Management	88	\$75,000	\$ 56,250 (75% full funding)

¹ This is the conservation portion of a Trail Maintenance, Trail Conservation, and Trail Reroute Application. The total amount of funds requested is \$150,000. The conservation portion requested is \$50,000.