

**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 a competitive process based on evaluation criteria specific to each project type.

Division staff will evaluate, score, rank and provide funding determinations to the Commission for each single or multiple project application. Approximately 15 days prior to the scheduled Commission subcommittee meeting, applicants will be provided with a copy of the project 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 once annually as long as OHV Trust Funds are available. Complete applications meeting all requirements outlined in 14 CCR 4970.03-4970.21, as well as individual project sections will be presented to the Commission for consideration at the appropriately scheduled Commission meetings.

Division staff will ensure that all grant and cooperative agreement applications forwarded to the Commission subcommittee or Commission as a whole are complete, and include the following:

1. Application face sheet in compliance with the Application Instructions, Chapter 1;
2. General project description of the OHV program in compliance with the Application Instructions, Chapter 1;
3. Needs description;
4. Description of public involvement in compliance with 14 CCR 4970.03(g)(1) through (4) of the regulations; and
5. Project description and project costs and deliverables in compliance with the Application Instructions, Chapter 1.

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.

The purpose of the meetings is to: 1) receive input from the public, stakeholders, and subcommittee members about potential funding levels for applications, and 2) establish a “consent list.”

In preparation for the subcommittee meetings, applicants are responsible for preparing a report of the status of all active projects, as well as submit a status report to the Division **30 days prior to the applicant's scheduled Commission allocation meeting for proposed projects**. 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

A panel of not less than five Division staff members will evaluate applications that are complete as submitted. The Division 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.

The evaluation criteria directly correspond to a required component of an individual project type. When addressing the required components within an individual project type, careful consideration should be given to each individual criterion.

The criteria for each individual project type are as follows:

Acquisition Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project can be accomplished taking into consideration:</p> <ul style="list-style-type: none"> • Acquisition timeline • Similar or comparable previous experience 	10	
<p>The application demonstrates that the proposed project is designed for efficient use of funds taking into consideration:</p> <ul style="list-style-type: none"> • Acres of usable recreation area and/or miles of trail or other measure/dollar • Alternative acquisition methods (lease vs. purchase) • Demonstration of partnerships 	15	
<p>The applicant demonstrates the ability to implement the program upon completion of the acquisition project taking into consideration:</p> <ul style="list-style-type: none"> • Availability and commitment of funding • Commitment for purchase between buyer and seller • Experience and past performance with comparable operations • Ability to use the property for the intended activities and to obtain environmental clearances, permits, etc. 	25	
<p>The application demonstrates the implications of not funding the project taking into consideration:</p> <ul style="list-style-type: none"> • Potential loss of OHV opportunity • Loss of, or damage to, critical resources (soil, water, wildlife, etc) • Reduction of conflict or the potential for conflict • Prevents off-route travel 	20	
<p>The application demonstrates that the proposed project improves existing, future, or unique OHV use in the region or area.</p>	15	
<p>The application demonstrates that the proposed project will meet visitor needs taking into consideration:</p> <ul style="list-style-type: none"> • Elimination of illegal riding/trespass • Multiple recreation uses (MC, ATV, 4WD) 	15	
TOTAL	100	

Development Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project is designed to provide for efficient use of funds taking into consideration:</p> <ul style="list-style-type: none"> • Low or reduced maintenance • Partnership funding • Use of innovative or efficient products • Multiple recreation use (MC, ATV, 4WD) • Seasonal use (year-round vs. less than year-round) • Building new vs. modification of existing 	20	
<p>The application demonstrates the applicant's ability to operate in the future without reliance on OHV Trust Funds taking into consideration:</p> <ul style="list-style-type: none"> • Demonstration of partnerships • Operational needs • Expected use 	25	
<p>The application demonstrates the implications of not funding the project taking into consideration:</p> <ul style="list-style-type: none"> • Harm to public health & safety • Harm to natural & cultural resources • Facility security (protection from theft & vandalism) • Similar or comparable previous experience 	20	
<p>The application demonstrates that the proposed project supports a unique opportunity or recreation experience taking into consideration:</p> <ul style="list-style-type: none"> • Protection of critical resources • User preferences and/or expectations. 	10	
<p>The application demonstrates that the proposed project will meet visitor needs taking into consideration:</p> <ul style="list-style-type: none"> • High-quality experience • Visitors served • Sustains long-term OHV opportunity • Similar or comparable previous experience 	15	
<p>The application demonstrates that participation by volunteers enhances the development taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of expected volunteer hours • Anticipated services provided by volunteers • Capability of volunteers as shown by similar or comparable previous experience 	10	
TOTAL	100	

Equipment Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed equipment purchase or repair will provide for efficient use of funds taking into consideration:</p> <ul style="list-style-type: none"> • Reduced cost per hour of operation or future maintenance costs avoided 	30	
<p>The application demonstrates the implications of not funding the proposed equipment purchase or repair taking into consideration:</p> <ul style="list-style-type: none"> • Increased cost per hour • Harm to public health and safety • Harm to natural and cultural resources • Similar or comparable previous experience 	30	
<p>The application demonstrates how the proposed equipment purchase or repair addresses a unique need taking into consideration:</p> <ul style="list-style-type: none"> • Areas with high use or demand for use • Repairs trails and restores illegally damaged areas • Extends the useful life of the trail system • Unusual soil, geographic or other natural resource conditions (soil, water, wildlife, etc) 	40	
TOTAL	100	

Facilities Operation and Maintenance (FO&M) Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project is designed to provide for efficient use of funds taking into consideration:</p> <ul style="list-style-type: none"> • Use of innovative or efficient products • Number of visitors per year • Use of partnerships • Similar or comparable previous experience 	20	
<p>The application demonstrates the implications of not funding the proposed project taking into consideration:</p> <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. 	25	
<p>The application demonstrates that the proposed project(s) provide(s) or enhances the level of service adequate to meet visitor needs taking into consideration:</p> <ul style="list-style-type: none"> • Public health and safety • Protection of natural and cultural resources • Number of visitors per year • Similar or comparable previous experience 	25	
<p>The application demonstrates that the proposed project extends the useful life of the facilities.</p>	15	
<p>The application demonstrates that participation by volunteers enhances facilities operation and maintenance taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of expected volunteer hours • Anticipated services provided by volunteers • Capability of volunteers as shown by similar or comparable previous experience 	15	
TOTAL	100	

Law Enforcement Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project is designed to provide for efficient use of funds taking into consideration:</p> <ul style="list-style-type: none"> • Cooperation with other agencies • Education efforts • Ability to perform public outreach • Innovative approaches to law enforcement • Similar or comparable previous experience 	15	
<p>The application demonstrates that not funding the proposed project results in negative outcomes taking into consideration:</p> <ul style="list-style-type: none"> • Harm to public health and safety • Harm to natural and cultural resources • Irresponsible OHV Use • Illegal trespass • Loss of recreation opportunity 	20	
<p>The application demonstrates that the proposed project addresses a unique enforcement issue.</p>	10	
<p>The application demonstrates that the proposed project provides the level of law enforcement adequate to address issue(s) taking into consideration:</p> <ul style="list-style-type: none"> • Staffing • Equipment • Number of users and size of use areas covered 	25	
<p>The application demonstrates that the proposed project protects and improves the recreation experience, the environment, public safety, or the recreation opportunity.</p>	15	
<p>The application demonstrates that participation by volunteers enhances the ability to perform law enforcement activities taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of volunteer hours • Anticipated services provided • Level of training 	15	
TOTAL	100	

OHV Safety or Education Program Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project is designed to provide for efficient use of funds taking into consideration:</p> <ul style="list-style-type: none"> • Demonstration of partnerships • The quantity and quality of programs to be provided for the funds sought • Experience and outcomes from similar or comparable previous grants or programs 	10	
<p>The application demonstrates the implications of not funding the proposed project taking into consideration:</p> <ul style="list-style-type: none"> • Harm to public health and safety • Irresponsible OHV use • Illegal trespass • Loss of recreation opportunity • Similar or comparable previous experience 	20	
<p>The application demonstrates that the proposed project provides a unique or required OHV training, orientation, or education opportunity.</p>	15	
<p>The application demonstrates that the proposed project serves the appropriate OHV user population or audience.</p>	15	
<p>The application demonstrates that the proposed project improves the recreation experience, the environment, safety, or the recreation opportunity taking into consideration the results of similar or comparable previous programs.</p>	20	
<p>The application demonstrates that participation by volunteers enhances the ability to provide training and education taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of volunteer hours • Anticipated services provided • Increased population served • Capability of volunteers as shown by similar or comparable previous experience 	20	
TOTAL	100	

Planning Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates the implications of not funding the proposed project will have an adverse effect on the provision of OHV opportunities.</p>	25	
<p>The application demonstrates that participation by volunteers enhances the desired outcome taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of volunteer hours • Anticipated services provided • Level of training and/or qualifications 	20	
<p>The application demonstrates that the proposed plan will result in, or sustain existing OHV opportunity taking into consideration:</p> <ul style="list-style-type: none"> • Protecting the useful life of the trail system • Improved management of areas of high use • The resolution of conflict with or the potential for conflict with existing or proposed OHV activities • Reduction of wilderness, closed area intrusion • The protection of critical resources (soil, water, wildlife, historic, pre-historic, etc) • Will lead to the designation of roads, trails, or areas. • Prior similar or comparable planning experience 	30	
<p>The application demonstrates a connection between the proposed project and the OHV issue or problem the plan proposes to address and that the plan will lead to the expected outcome.</p>	25	
TOTAL	100	

Resource Management Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project is designed for efficient use of funds taking into consideration:</p> <ul style="list-style-type: none"> • Demonstration of partnerships • Quantity and quality of resources protected/funds proposed to be spent • Previous experience with similar or comparable programs, grants, or efforts 	15	
<p>The application demonstrates the implications of not funding the proposed project taking into consideration:</p> <ul style="list-style-type: none"> • Negative outcomes 	20	
<p>The application demonstrates innovative approaches toward resource management and protection of resources.</p>	20	
<p>The application demonstrates the proposed project adequately addresses resource issues or concerns taking into consideration:</p> <ul style="list-style-type: none"> • Benefits to rare, threatened, and endangered species • Conservation of critical resources (soil, water, wildlife, historic, pre-historic) • Sustaining long-term OHV opportunity • Preventing loss of trail use due to erosion or other environmental problems 	30	
<p>The application demonstrates that participation by volunteers enhances the ability to perform resource management activities taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of volunteer hours • Anticipated services provided • Capability of volunteers as shown by similar or comparable previous experience 	15	
TOTAL	100	

Restoration Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project includes law enforcement efforts that will be made to support and protect restoration sites or areas.</p>	20	
<p>The application demonstrates that the proposed project is designed to provide for efficient use of OHV funds taking into consideration:</p> <ul style="list-style-type: none"> • Demonstration of partnerships • Quality and quantity of areas restored/funds proposed to be spent 	10	
<p>The application demonstrates the implications of not funding the proposed project taking into consideration:</p> <ul style="list-style-type: none"> • Risk of larger closures • Risk of more extensive damage 	10	
<p>The application demonstrates that the proposed project protects, restores, or conserves resources impacted by improper or illegal OHV use taking into consideration:</p> <ul style="list-style-type: none"> • The benefits to rare, threatened, and endangered species • Protection of critical resources (soil, water, wildlife, historic, pre-historic) • Prevention of off-route impacts • Restores damaged areas in or near wilderness, or closed areas 	30	
<p>The application demonstrates innovative approaches to restoration that lead to enhanced recovery of impacted resources.</p>	20	
<p>The application demonstrates that participation by volunteers enhances the ability to perform restoration activities taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of volunteer hours • Anticipated services provided • Capability of volunteers as shown by similar or comparable previous experience 	10	
TOTAL	100	

Studies and Scientific Research Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the proposed project study design and/or plan study contains appropriate project goals, objectives, and methodologies taking into consideration:</p> <ul style="list-style-type: none"> • Consideration of methodology alternatives • Outcomes are realistic and obtainable • Outcomes are connected to OHV program operational issues or concerns that will lead to sustained or improved OHV opportunities 	20	
<p>The application demonstrates that the proposed project provides a realistic timeline for completion of the study or scientific research, which will lead to outcomes when needed for operational decision-making.</p>	20	
<p>The application demonstrates that the proposed project is designed to provide for efficient use of OHV funds taking into consideration:</p> <ul style="list-style-type: none"> • Use of partnerships • Appropriate use of sampling techniques • Use of cost saving data collection methods • Experience with similar or comparable previous studies or research 	20	
<p>The application demonstrates the implications of not funding the proposed project taking into consideration:</p> <ul style="list-style-type: none"> • Harm to resources from lack of information for management decisions. • Risk of loss of OHV opportunity to inadequate operational decisions • Prior similar or comparable experience 	25	
<p>The application demonstrates that the applicant has a history of successful past performance and experience taking into consideration:</p> <ul style="list-style-type: none"> • Professional credentials • Familiarity with the topical area being studied • Demonstrated outcomes from prior projects that resulted in usable management information 	15	
TOTAL	100	

Trail Maintenance, Trail Conservation, and Trail Reroute Projects

Criteria	Points Possible	Project Score
<p>The application demonstrates that the project provides for the efficient use of OHV funds, taking into consideration:</p> <ul style="list-style-type: none"> • Use of partnerships or other sources of funding • Quality and quantity of work to be performed/funds to be spent • Similar or comparable previous experience 	15	
<p>The 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, either temporary or permanent • Harm to surrounding resources that would lead to restoration or other added costs to the program • Higher maintenance costs in the future due to deferred maintenance or conservation of trails 	25	
<p>The application demonstrates that the proposed project supports a unique recreation opportunity or experience.</p>	15	
<p>The application demonstrates that the proposed project helps extend the useful life of the trail system taking into consideration:</p> <ul style="list-style-type: none"> • Consistent trail maintenance to prevent unauthorized routes • Meets user needs and/or challenge levels • Maintenance performed with the intended use in mind • Maintenance adequate to protect and conserve resources (soil, water) • High use levels 	25	
<p>The application demonstrates that volunteer participation enhances the ability to perform trail maintenance, trail conservation, and trail reroute activities taking into consideration:</p> <ul style="list-style-type: none"> • Number of volunteers • Number of volunteer hours • Anticipated services provided • Capability of volunteers as shown by similar or comparable previous experience 	20	
TOTAL	100	

Funding Determinations

The amount of funding available for the grants and cooperative agreements program is set each year by the Division. The Division, based on criteria will make funding determinations for all project types within a single or multiple project grants or cooperative agreements application.

The funding determinations are based on the general funding targets identified by the OHMVR Commission each year during the Annual Program Review meeting held prior to the beginning of each grants and cooperative agreements application cycle.

The Commission, upon request by the Division, may identify funding targets within each of the funding categories. The funding categories at a minimum consist of Conservation and Enforcement Services Account (**CESA**) funds (**CESA = Conservation, Restoration, Enforcement**), and Non-CESA funds.

The Division may use those targets as “**cutoff points**” for an individual project funding determination. A project will receive a funding determination by the Division staff based on the evaluation score and ranking.

If the Commission does not identify funding amounts within each of the funding categories, the Division will identify priorities based on statutory requirements and public input provided at the Commission Annual Review meeting, no later than 30 days after the meeting.

Total funding available for a given funding cycle

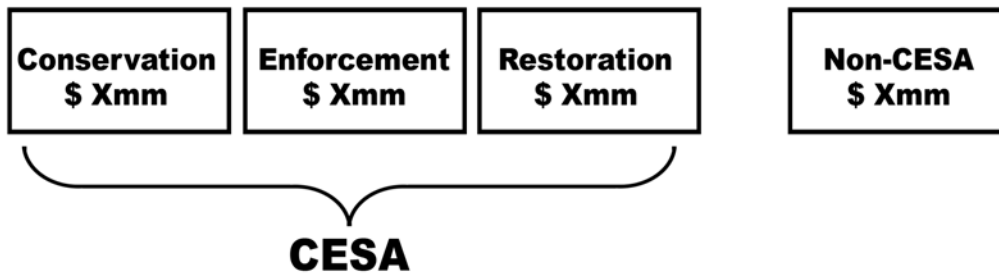


Figure 1 – Funding Categories

Criteria

The criteria for funding determinations for all individual project types are as follows:

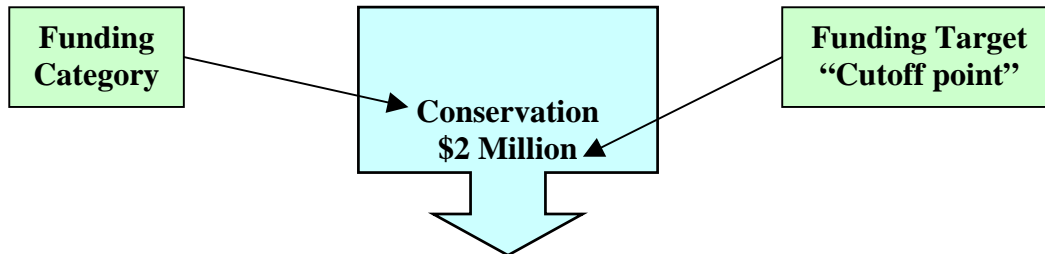
1. The “**cutoff point**” for funding determinations within each funding category will be based on the yearly funding target identified by the Commission for each of the funding categories (**See Figure 1**).
2. The funding determination of a project within a funding category will be determined by the project’s total score as follows:
 - a. Scores from 100 to 95 receive full funding.
 - b. Scores from 94 to 90 receive 10% less than full funding.
 - c. Scores from 89 to 80 receive 25% less than full funding.
 - d. Scores from 79 to 70 receive 35% less than full funding.
 - e. Scores from 69 to 60 receive 45% less than full funding.
 - f. Scores from 59 to 50 receive 55% less than full funding.
 - g. All projects receiving a score of 49 or less will not receive a funding determination by the Division.**
3. When 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 funding determinations bring costs into line with other similar project types.
 - c. Divides projects into logical phases.
 - d. Adds tasks within the scope of the proposed project necessary for the long-term success of the project.
 - e. Delete or reduce the scope of the proposed activities to be performed (“Deliverables”) or budget items to fund higher priority work. The deletions or reductions will be based on applicant’s prioritization of the proposed project scope, activities to be completed (“Deliverables”), and/or budget items applied for in each project type.

4. In the event the funding cutoff is close to being reached with projects that have a tie score and are next in line to receive funding determinations, the Division will reevaluate those projects. In the event a tie is still reached the Division will utilize a “random selection” tiebreaker method.
5. In the event there is a remaining balance within a funding category the Division may redirect the balance to another funding category or recommend funding carryover to the next fiscal year.

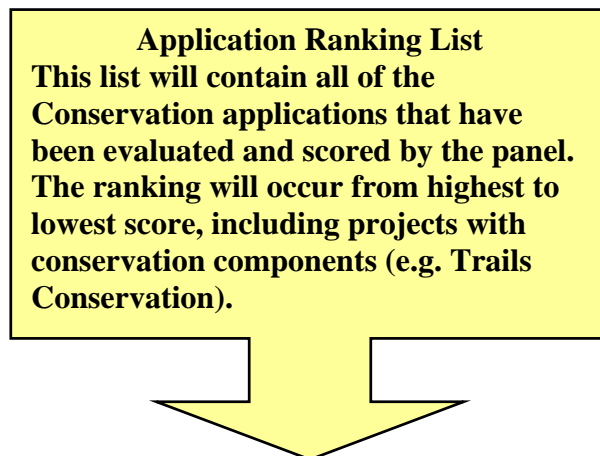
The following is an example of how the Division would make the funding determination for a proposed project:

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.



Example: Conservation Project Ranking List

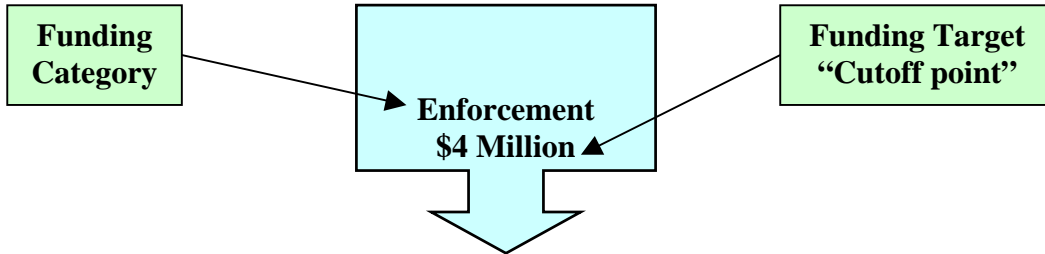
Project Name	Total Score	Funding Requested	Division Funding Determination
XY Resource Management	98	\$ 250,000	\$ 250,000 (Full Funding)
AB Trail Conservation	94	\$ 50,000 ¹	\$ 45,000 (10% less)
JP Wildlife Study	88	\$150,000	\$ 112,500 (25% less)
QZ Resource Management	88	\$75,000	\$ 56,250 (25% less)

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.

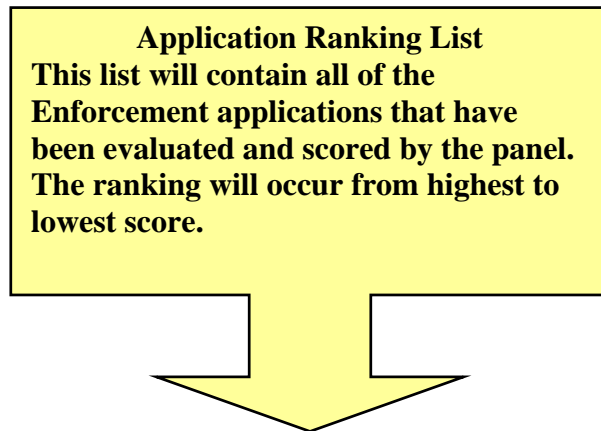
The following is an example of how the Division would make the funding determination for a proposed project:

Example:

The Commission funding target for the Enforcement portion of CESA is \$4 Million dollars.



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



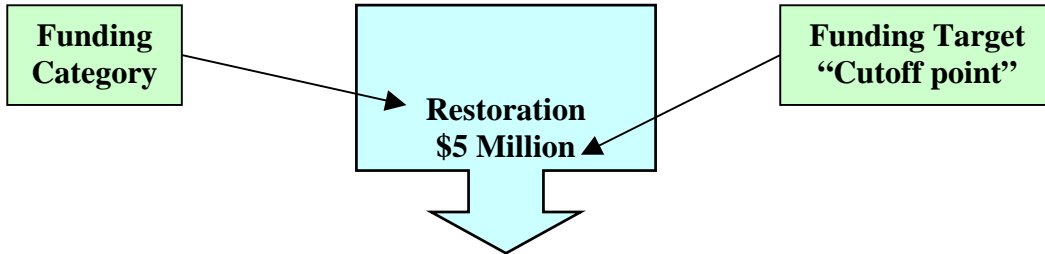
Example: Enforcement Project Ranking List

Project Name	Total Score	Funding Requested	Division Funding Determination
XY County Enforcement	98	\$ 250,000	\$ 250,000 (Full Funding)
AB BLM Enforcement	94	\$ 50,000	\$ 45,000 (10% less)
JP USFS Year Round Enf.	88	\$150,000	\$ 112,500 (25% less)
QZ Special District Enf.	88	\$75,000	\$ 56,250 (25% less)

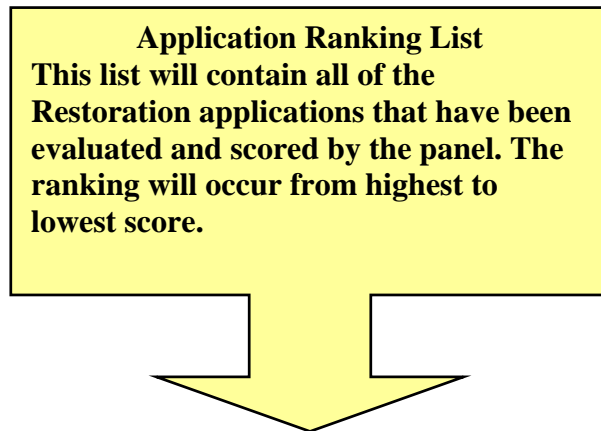
The following is an example of how the Division would make the funding determination for a proposed project:

Example:

The Commission funding target for the Restoration portion of CESA is \$5 Million dollars.



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



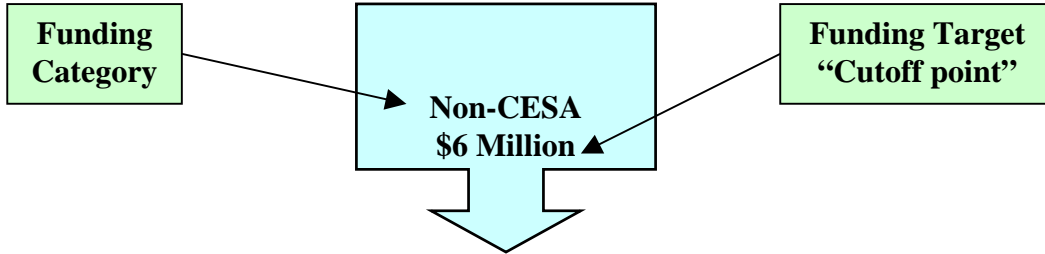
Example: Restoration Project Ranking List

Project Name	Total Score	Funding Requested	Division Funding Determination
XY Special District Rest.	98	\$ 250,000	\$ 250,000 (Full Funding)
AB BLM District Rest.	94	\$ 50,000	\$ 45,000 (10% less)
JP Non-profit Restoration	88	\$150,000	\$ 112,500 (25% less)
QZ Forest Restoration	88	\$75,000	\$ 56,250 (25% less)

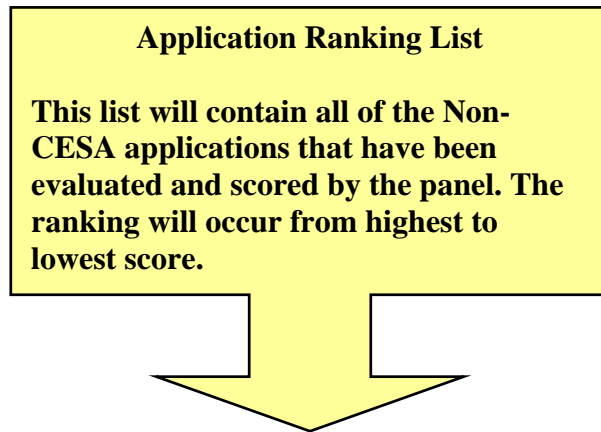
The following is an example of how the Division would make the funding determination for a proposed project:

Example:

The Commission funding target for the Non-CESA is \$6 Million dollars.



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



Example: Non-CESA Project Ranking List

Project Name	Total Score	Funding Requested	Division Funding Determination
XY Facilities Operation and Maintenance	98	\$ 250,000	\$ 250,000 (Full Funding)
AB Equipment	94	\$ 50,000	\$ 45,000 (10% less)
JP Trail Maintenance	88	\$150,000	\$ 112,500 (25% less)
QZ OHV Safety or Education	88	\$75,000	\$ 56,250 (25% less)