

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

PROJECT ADMINISTRATION PROCEDURES

CHAPTER 3

Project Administration Procedures

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Section 1: Project Agreements

Consistent with California Code of Regulations (CCR), Title 14, Section 4970.20(e), the Off-Highway Motor Vehicle Recreation (OHMVR) Commission (Commission) allocates grants and cooperative agreements program funds and approves activities to be performed (deliverables). The OHMVR Division (Division) prepares and executes project agreements to implement the funding allocations and deliverables.

Project Costs/Deliverables (PC/D)

If the Commission allocates funding for a project in an amount different from the amount requested in the application, the grantee must modify the project costs/deliverables to reflect the amount allocated and any resulting change in project scope.

Project Agreements

The Project Agreement will be executed in the form as set forth in the Appendix, Project Agreement General Provisions for Local or Federal Agencies, Form R or S.

The project costs/deliverables and the project application become part of the project agreement between the state and the grantee. The project agreement sets forth the terms and conditions of the project. Control language (where applicable) imposed by the Commission is also included in the scope of the project agreement.

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

The OHMVR program does not restrict a grantee from cooperating with or receiving cooperation from other public or private agencies, organizations or individuals, or from accepting contributions and gifts for development, administration, and operation of OHV areas and facilities. However, the grantee must consider the cumulative effects of other projects that have been completed and/or are planned in the State OHV funded areas when completing environmental documentation.

The grantee is not obligated to expend or be a part of any contract or other obligation of funds in excess of the amount identified on the state certified project agreement.

Grantee Obligations

By signing the project agreement, the grantee agrees to the following, as applicable, but not limited to:

1. When performing the terms of a project agreement, the grantee, its employees and/or volunteers shall act in an independent capacity and not as officers or employees of the Department of Parks and Recreation, Off-Highway Motorized Vehicle Recreation Division.
2. Grantees are committed to regular operation and maintenance of the facility at a level that will ensure sustained long-term OHV recreational use and the conservation of natural resources. Failure to do so may require reimbursement to the OHV Trust Fund and may jeopardize allocation of funds for future proposed grants or cooperative agreements projects.
3. The grantee shall allow only vehicles that meet one of the following: Valid California registration, valid registration from another U.S. state, or a valid non-resident permit.
4. The grantee shall maintain a sufficient workforce, paid and/or volunteer, to implement and carry out the terms specified in the state certified project agreement.
5. The grantee must have written policies and procedures in place regarding contracting/sub-contracting and shall be responsible for adhering to these guidelines when sub-contracting for goods and/or services in the performance of the project agreement.
6. Public casual use (non-competitive) of facilities shall not be less than 60% of the total use in areas or facilities funded with OHV Trust Funds.
7. City, county, or appropriate district grantees may claim generated revenues toward any required 25% match.
8. Grantees must submit construction plans and specifications to the Division for approval before construction begins.
9. Property acquired or developed with OHV Trust Funds must be used for the purpose stated in the application.
10. The grantee shall develop written policies and procedures to ensure the following requirements are met:
 - a. Written notification is provided to the Division of any pending land use plan that would result in the closure of land to OHV recreation if the land was purchased, developed, or maintained with OHV Trust Funds.
 - b. Revenues generated from land or facilities purchased with OHV Trust Funds must be used for OHV recreational activities, in the area where the revenues were generated.
11. Closure or conversion of a site funded by OHV Trust Funds may require approval of the State Legislature as well as a prorated refund of OHV Trust Funds already paid to the grantee.
 - a. Grants up to and including \$100,000 require at least 10 years of land tenure, and the facility or land must remain available for recreational OHV use during that time.
 - b. Grants exceeding \$100,000 require at least 20 years of land tenure, and the facility or land must remain available for recreational OHV use during that time.

Project Performance Period

The project performance period begins when the applicant receives a copy of the State Certified Project Agreement. Equipment, facilities operation and maintenance (FO&M),

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law enforcement, trail maintenance, and OHV safety and/or education program projects expire no later than 18 months after execution of the project agreement. Acquisition, conservation, development, planning, restoration, and scientific research projects expire no later than 3 years after execution of the project agreement.

How To Contact the OHMVR Division

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

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

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

Eligible Project Costs

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

1. Preliminary costs for contract preparation, acquisition appraisal, and negotiation.
2. Costs for an employee directly engaged in OHV project implementation, subject to the following restrictions:
 - a. Costs must be computed according to the prevailing wage or salary scale, and may include benefits (i.e., vacation, sick leave, and social security contribution) that are customarily charged by the grantee. Personnel benefit charges must be isolated and charged in proportion to the actual time worked on an OHV project.
 - b. Costs for salary and wages working on an OHV project must not exceed the grantee's established rate for a similar position.
 - c. Costs charged to an OHV project must be computed on actual time worked on the project, and supported by timesheets and attendance records (describing the work performed on the OHV project).
 - d. Costs for overtime may be allowed under the grantee's established overtime policy provided regular full-time work was devoted to the same project.
3. Costs for consultation services are reimbursable, if paid according to the grantee's customary established method and rate.
4. With prior written approval from the Division, consultant fees may be paid for consulting services of a grantee's employee.
5. Equipment owned by the grantee is used on an OHV project may be charged on a "use" basis. A log or source document must describe work performed, "use" hours, and the log or source document shall be signed by the operator and the operator's supervisor. The "use" rate charged must be equal to that normally

- charged by the grantee's agency. If the agency does not have an established rate, industry rental rates may be used as a guideline.
6. Supplies and materials may be purchased for a specific OHV project or may be drawn from a central stock, provided they are claimed at a cost no higher than the original purchase price paid by the grantee.
 7. The costs charged as supplies and materials, when such supplies or materials are purchased with the intention of building a structure or part of a structure, are capitalized according to the grantee's normal practice or policy. If capitalized, only those costs attributed to the OHV project may be charged to the OHV project.
 8. Construction activities, from site preparation (demolition, excavation, grading, etc.) through completion of the structure or facility.
 9. Acquisition costs incurred in the acquisition of real property, including the approved purchase price of the property, appraisal, survey, preliminary title report, escrow fee, and title insurance fee.
 10. Relocation costs that result from the displacement of a person and/or business, in accordance with Government Code Sections 7260-7277.
 11. Grantee insurance premiums for casual riding, hazard, and liability insurance for an OHV facility.
 12. Transportation costs for moving equipment, material, and personnel (excluding moving and relocation expenses resulting from changes in assignments).
 13. Administrative costs, not to exceed 10% of the total requested grants or cooperative agreements amount, which are attributable to project management. Administrative costs are the costs of functions or activities performed in support of the direct scope of work or activities on the project. Examples of administrative costs include, but are not limited to, costs of such activities as personnel, time keeping, accounting, fiscal management, record keeping and/or purchasing.

Eligible Costs by Project Type

Acquisition Projects

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

Conservation Projects

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

Development Projects

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

Equipment Projects

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

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

Facilities Operation and Maintenance (FO&M) Projects

Eligible costs for facility operation and maintenance projects may include, but are not limited to the following: facility servicing such as painting, cleaning restrooms, and maintaining kiosks; volunteer support and coordination; visitor services (excluding law enforcement); snow plowing; repairs to staging areas or structures; trash collection; purchase of first aid equipment and supplies; map/brochure design and printing; physical barriers and other means of traffic control; purchase of tools and equipment totaling up to \$15,000 (excluding tax); sign boards, information kiosks with a unit cost of up to \$5000 (excluding tax), and regulatory and directional signs; water or sewage treatment system maintenance and testing; OHV site management; OHV program management; re-roofing; and electrical repairs.

Law Enforcement Projects

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

OHV Safety and/or Education Program Projects

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

education; and internet site development and other electronic media supporting safety and educational program projects.

Planning Projects

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

Restoration Projects

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

Scientific Research Projects

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

Trail Maintenance Projects

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

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

Ineligible Project Costs

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

1. Expenditures outside the project performance period as specified in the state certified project agreement.
2. Work or services performed outside of the scope of the state certified project agreement.
3. Any interest expense, discount not taken, deficit or overdraft, or bonus payment.
4. Charges for a contingency reserve or other similar reserve.
5. A damage judgment against the grantee arising from the operation, acquisition, construction, or equipping of an area or trail even when determined by judicial process, arbitration, negotiation, etc.
6. Unapproved contract cost overruns that exceed the allowable amount specified in the state certified project agreement.
7. Workers' compensation claims.
8. Travel claims when no work time was claimed for the same period.
9. Employee relocation (moving expenses resulting from duty station or assignment change).
10. Charges incurred contrary to the policies and practices of the grantee.
11. Services, materials, or equipment obtained under any other state program.
12. Awards, trophies, or plaques for volunteers.
13. Dispatch/communication support costs for law enforcement.
14. Replacement or repair of equipment not properly secured or maintained.
15. Miscellaneous costs may not be reimbursable. If costs are in question, the grantee should seek clarification from the grant program manager or grant administrator prior to submission of a payment request.

Section 2: Amendments to the Project Agreement

Minor Project Scope Amendment

Any minor scope change request to a state certified project agreement requires a written request by the grantee to the Division. The grantee shall submit written justification for a change of project scope that explains why the terms of the original state certified project agreement have not been completed.

A request for a change in a state certified project scope requires the grantee to submit to the Division a new complete project costs/deliverable form (PC/D), a description of the scope of work, and evidence that CEQA, NEPA, and/or WHPP/HMP, as applicable depending on the project type.

Time Extensions

A request for a project time extension is considered a minor project scope amendment and must be submitted in writing to the Division prior to the expiration of the project performance period. The request must include a strong justification for the necessity of

a time extension. Time extensions may be granted based on extreme need or uncontrollable circumstances (e.g., weather, unavailable equipment for an extended period of time, natural disasters, etc.).

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

Major Project Scope Amendment^[pah1]

A request for a major scope change to a state certified project agreement must be submitted in writing to the Division. The request must include justification that explains why a major change of project scope is necessary and why the terms of the original state certified project agreement have not been completed. In addition, the request must include a new complete project costs/deliverables (PC/D) form, a description of the new scope of work, and evidence that CEQA, NEPA compliance document, and/or the WHPP/HMP, as applicable depending on the project type, covers the change to the project scope. Requests for a major scope change require Commission approval.

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

Withdrawal/Project Termination

Prior to or after commencement of a project, an applicant or a grantee may unilaterally cancel or withdraw a Commission approved project by written notification to the Division.

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

Breach of Contract

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

Project Expiration

If a grantee does not complete a project within the project performance period specified in the project agreement, the grantee shall provide written notification to the Division

describing the issues, reasons, or problems that prevented the grantee from completing the project. In addition, the grantee shall submit a written request to the Division to do one of the following: (1) cease work on the project and return any remaining OHV Trust Funds, (2) request a time extension to complete the work proposed in the scope of the project agreement, or (3) proceed with a new course of action that assures completion of the project.

Section 3: Financial Responsibilities

Development Procedures

Only expenditures pertaining to development projects approved and identified in the project scope (Project Costs and Deliverables) of the state certified project agreement are eligible for reimbursement. The Division may choose to review and approve plans, specifications, and bid documents for each project prior to the start of the project.

Plans and specifications must be prepared for each development project as identified in the project scope. A registered civil or structural engineer or a licensed architect must sign plans for structural items.

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

Accounting Practices

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

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

Record Keeping - Grantees of OHV Trust Funds are responsible for maintaining fiscal controls and fund accounting procedures based on generally accepted accounting standards and principles. Bill of Sale, Bill of Lading or Collection Agreements are some examples of proof that materials or equipment will be received. Invoices are also considered valid proof that materials or equipment

have been received. Purchase orders are not considered valid proof that materials or equipment have been received.

Time Sheets - The grantee must document all labor, including force account work on time sheets. Time sheets showing days worked must be signed by a supervisor and must contain appropriate expenditure codes related to the project.

All labor charged to a project, including all match and volunteer time, must be recorded on a time sheet. A detailed logbook may be used in lieu of a timesheet. The supervisor responsible for the employee whose time is entered must sign entries in the logbook.

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

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

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

Payment Requests

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

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

Grantees are responsible for submitting quarterly billings to the Division no later than February 15th, May 15th, August 15th, and November 15th during the life of the grant or

cooperative agreement. If quarterly expenditures are less than \$5,000 no billing is required; however, the grantee must submit a report detailing the project status and quarterly expenditures.

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

Final Payment Requests

In addition to the documentation specified above, a final payment request must be accompanied by a completed project activity report (PAR) as well as a summary of costs form, developed by the grantee, that provides detailed information regarding labor by employee and contractor, materials, parts and equipment costs, and overhead expenditures. For all sub-contracted work, a Notice of Completion is required and should be included with the final payment request.

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

Section 4: Audits

Public Resources Code (PRC) Chapter 1.25, Article 3, Section 5090.32 (l) requires the Division to “conduct or cause to be conducted, an annual audit of grants and cooperative agreements, and the performance of any recipient in expending a grant or cooperative agreement made pursuant to Article 5 (commencing with Section 5090.50).” CCR Section 4970.00(i) defines “Audits” as a comprehensive review in accordance with Generally Accepted Auditing Standards of all expenditures or other fiscal and/or programmatic elements of expired project agreements funded pursuant to PRC Section 5090.50 for compliance with law, program objectives, and fiscal and/or programmatic soundness of contract, grant and or cooperative agreement. The grantee is required to cooperate with the Division during an audit. The Division will arrange an entrance meeting with the grantee. The grantee will make available to the Division all requested records, documents and files pertaining to the expenditures or other fiscal and/or programmatic elements of the expired project funded by the grant or cooperative agreement.

Retention of Financial Accounts, Documents, and Records

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

Inspection of Books, Records, and Reports

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

Copy of Final Audit Report to Grantee

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

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

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

Section 5: Performance Reviews and Site Visits

Performance Reviews

CCR Section 4970.00(rr) defines a "Performance Review" as the ongoing review of an open project to determine progress toward the accomplishment of deliverables including, but not limited to desk reviews of project accomplishments reports (PARs), questionnaires and other methods of inquiry, and or site visits. Performance reviews may take into consideration both past and current performance of the grantee.

Site Visits

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

Site visits may also be conducted prior to submission of a grant/cooperative agreement application and the grantee will be held to the same requirements as noted above for ongoing site visits.

Site Visits – Final Report

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

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