

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

CHAPTER 1

APPLICATION INSTRUCTIONS TABLE OF CONTENTS

	Page
Program Purpose	4
Program Overview	4
Off-Highway Motor Vehicle Recreation Grants and Cooperative Agreements Program Funding Cycle	5
Application Process	7
Regulations	7
Application Instruction Components	8
Application Filing Requirements	8
<u>Section I</u> Application Face Sheet	10
<u>Section II</u> General Agency Location Maps	12
<u>Section III</u> Application Summary Sheet	13
<u>Section IV</u> Project Costs/Deliverables (PC/D)	15
<u>Section V</u> Specific Project Types and Requirements:	24
Acquisitions Projects	25
Conservation Projects	28
Development Projects	30
Equipment Projects	32
Facilities Operation and Maintenance (FO&M) Projects	34
Law Enforcement Projects	36
Off-Highway Vehicle (OHV) Safety and/or Education Program Projects	38
Planning Projects	40
Restoration Projects	42
Scientific Research Projects	44
Trail Maintenance Projects	46
<u>Section VI</u> Environmental Documentation	49
NEPA and/or CEQA compliance	49
Environmental Review Data Sheet	50
Restoration Environmental Review Data Sheet	51

Section VII Wildlife Habitat Protection Program (WHPP)/Habitat Management Program (HMP) Format A Format B	53 54 63
Section VIII Soil Conservation Program	64
Section IX Project Accomplishment Report (PAR)	67
Section X Public Review Process	74
Section XI Governing Body Resolution	75

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

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

PROGRAM OVERVIEW

The 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 the California Code of Regulations (CCR), Title 14, of the 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 provisions and legislative intent of Public Resources Code (PRC) commencing at Section 5090.01.

The OHMVR grants and cooperative agreements funds are allocated annually on a competitive basis. The 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 OHMVR 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 CCR Title 14, 4970.00(e), Chapter 1 of the Off-Highway Motor Vehicle Recreation Division Manual for Grants and Cooperative Agreements Program, has been developed to assist the applicant with the preparation of an application for grants or cooperative agreements.

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

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

Upon receipt of the applications, the Division reviews each application for timeliness of receipt and completeness. Applications deemed complete are competitively evaluated, scored, and ranked by an evaluation panel of not less than five Division staff members. The Division makes funding determinations which it forwards to the OHMVR Commission. The Commission allocates funds and approves the projects' scopes of work. The selection and allocation cycle ends with the certification of a project agreement between the grantee and the OHMVR Division. The schedule below provides an overview of a typical grants and cooperative agreements program cycle. PLEASE NOTE: 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 - May
Division Website Postings Includes Application Materials and Announces Grants and Cooperative Agreements Program Workshop may be held for potential applicants.	June
Applications Due to OHMVR Division For each new application cycle, all applications, regardless of project type, are due to the OHMVR Division by 5:00 p.m. on the identified date. Applications received after the deadline are returned to the applicants without consideration. Postmarks are not accepted. .	July
Application Evaluation System An evaluation panel of not less than 5 Division staff evaluates, scores, ranks and provides funding determinations for each single or multiple project application.	July-September
Results of OHMVR Division Application Evaluation Period	September
Commission Subcommittee Meeting – NORTH The OHMVR Commission Subcommittee considers funding allocations for the grants and cooperative agreements programs after hearing public and applicant testimony.	October
Commission Subcommittee Meeting – SOUTH The OHMVR Commission Subcommittee considers funding allocations for the grants and cooperative agreements programs after hearing public and applicant testimony.	October – November
Full Commission Meeting, TBD The OHMVR Commission as a whole allocates project funds and approves the activities to be performed (“deliverables”) for the project agreements.	December
Division and Grantees Execute Project Agreements	December
Division Sends Certified Project Agreements to Grantees	December - January

PLEASE NOTE: The OHMVR Division may modify the dates of the funding cycle to meet the needs of the Program and the Division.

APPLICATION PROCESS

Use the following documents to prepare an application for OHMVR 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, CCR Title 14, 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, Grants and Regulations link, or by contacting the OHMVR Division at (916) 324-4442 or by e-mail at ohvinfo@parks.ca.gov.

REGULATIONS

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

The following are the different project types available for funding:

SPECIFIC PROJECT TYPES
<input type="checkbox"/> Acquisition Projects (CCR Title 14, 4970.04)
<input type="checkbox"/> Conservation Projects (CCR Title 14, 4970.05)
<input type="checkbox"/> Development Projects (CCR Title 14, 4970.06)
<input type="checkbox"/> Equipment Projects (CCR Title 14, 4970.07)
<input type="checkbox"/> Facilities Operation and Maintenance (FO&M) Projects (CCR Title 14, 4970.08)
<input type="checkbox"/> Law Enforcement Projects (CCR Title 14, 4970.09)
<input type="checkbox"/> OHV Safety and/or Education Program Projects (CCR Title 14, 4970.10)
<input type="checkbox"/> Planning Projects (CCR Title 14, 4970.11)
<input type="checkbox"/> Restoration Projects (CCR Title 14, 4970.12)
<input type="checkbox"/> Scientific Research Projects (CCR Title 14, 4970.13)
<input type="checkbox"/> Trail Maintenance Projects (CCR Title 14, 4970.14)

APPLICATION INSTRUCTION COMPONENTS

APPLICATION FOR OFF-HIGHWAY MOTOR VEHICLE RECREATION GRANTS AND COOPERATIVE AGREEMENTS PROGRAM (herein referred to as the APPLICATION FACE SHEET)	SECTION I
GENERAL AGENCY LOCATION MAPS (MAP OF CALIFORNIA) AND (GENERAL VICINITY MAP)	SECTION II
APPLICATION SUMMARY SHEET	SECTION III
PROJECT COSTS/DELIVERABLES (PC/D)	SECTION IV
SPECIFIC PROJECT TYPES AND REQUIREMENTS	SECTION V
<u>ENVIRONMENTAL DOCUMENTATION</u> CEQA and/or NEPA ENVIRONMENTAL REVIEW DATA SHEET (For all project types <u>except</u> Restoration Projects) RESTORATION ENVIRONMENTAL REVIEW DATA SHEET (For Restoration Projects Only)	SECTION VI
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 submit all applications electronically using Windows 98 XP platform on compact disc (CD). All photos and other images must be submitted in JPEG format. If you are having problems with the CD format that you are unable to resolve, contact the OHMVR Division at (916) 324-4442 for technical support. If the OHMVR staff cannot resolve an agency's formatting problem, the Division may grant a waiver on a case-by-case basis to allow the applicant to submit hardcopies in lieu of electronic copies.
- Agencies must provide two (2) CDs and three (3) paper copies one (1) with **original** signatures and two (2) copies] of their completed Grants or Cooperative Agreements Application package to the OHMVR Division addressed as follows:

**Department of Parks and Recreation
Off-Highway Motor Vehicle Recreation (OHMVR) Division
1725 23rd Street, Suite 200
Sacramento, CA 95816**

- The OHMVR Division establishes a timeline for the submission and evaluation of applications not later than 45 days after the Commission's annual program review meeting. **All applications, regardless of project type are due to the Division no later than 5:00 p.m. on the due date indicated by the Funding Cycle Timeline which is posted on the Division web-page at the beginning of each grant funding cycle. Applications received after 5:00 p.m. on the due date**

are considered “late” and returned to the applicant without consideration. Postmarks will not be accepted.

- Applicants shall submit one Application Package using one set of General Application Requirements for each package (refer to CCR Title 14 4970.03). The Application Package consists 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). Applicants shall format all text or narratives using a minimum of a one-inch margin using 12 pitch, Arial font type. **The pages of each project type shall be in the order listed on the project type checklist and numbered sequentially.**
- The Division does not require applicants submitting multiple project types to repeat general application requirements, (sections applicable to all grants or cooperative agreements). It is only 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 the “baseline” information year for prior applicants. Applicants who submitted applications the previous year shall clearly state the documents on file with the Division still apply to the current project, or shall clearly describe any updates to the documents on file in the current year application. If there is any doubt as to the applicability of the documents on file to the current project, new baseline documents shall be provided with clear instructions to the Division that the new documents replace those currently on file.
- Prior applicants are not required to resubmit environmental assessments (EA), environmental impact reports/statements, general plans, land and resource management plans, resource management plans, or any other long-term programmatic documents that were submitted prior to the current year cycle, unless these documents have undergone revision, amendment, etc. If there is any doubt as to the applicability of the environmental/planning documents on file to the current project, new baseline documents shall be provided with clear instructions to the Division that the new documents replace those currently on file.
- Prior applicants are not required to resubmit Soil Conservation Plans, Trail Condition Rating Tables, and Wildlife Habitat Protection Programs (WHPP)/Habitat Management Programs (HMP) that were submitted prior to the current year cycle, unless these documents have undergone revision, amendment, etc. If there is any doubt as to the applicability of the documents on file to the current project, new baseline documents shall be provided with clear instructions to the Division that the new documents replace those currently on file. Applicants required to submit WHPP/HMP Format A must **always** submit Tables 5, 6, and 7 each year. Additionally, **if any information listed in Tables 1-4 has changed from the previously submitted WHPP/HMP, then the applicant must submit a new WHPP/HMP.** The new WHPP/HMP must be complete and revised to address the new information.

SECTION I

APPLICATION FACE SHEET (OHV Form A)

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

Instructions:

Item #1: Applicant – Enter the title, mailing and street address(es) of your agency. If a unit of your agency is acting as the lead, include the name of that sub-unit (e.g., Department of Public Works, Corning Ranger District, 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 – Identify your two-tiered chain of command. The Authorized Representative is the person having the ultimate approval and signature authority with regard to the grant or cooperative agreement (e.g. BLM-Field Office or District Manager, USFS-Forest Supervisor, Local Agency-Parks Director). 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 and that the project is not in conflict with applicable planning documents. They are also authorized to obligate the applicant to the contractual terms of this application. In addition, they authorize representatives of the Off-Highway Motor Vehicle Recreation Division to verify the accuracy of the information contained in the 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 MOTOR VEHICLE RECREATION (OHMVR)
LOCAL ASSISTANCE GRANTS OR COOPERATIVE AGREEMENTS PROGRAM

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

Application Year:

1. Applicant:

Address:

2. City:	County:	State:	Zip:
3. California State Senate District:	California State Assembly District:	United States Congressional District:	

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

Acquisition	Facilities Operation and Maintenance (FO&M)	Restoration and/or Repair
Conservation	Law Enforcement	Scientific Research
Development	OHV Safety and/or Education	Trail Maintenance
Equipment	Planning	

GRAND TOTAL AMOUNT REQUESTED

(For all Project Types)
Note: Minimum of \$5,000 for each project type

\$ _____
(Rounded to the nearest \$1,000)

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

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

6. AUTHORIZING SIGNATURE

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

X
SIGNED

DATE

SECTION II

GENERAL AGENCY LOCATION MAPS

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

- 1) A map of California identifying the general location of the applicants' area, forest, county, special district, etc. (See Appendix A, OHV Form B)
- 2) A general vicinity map that identifies the major highways leading to the project location. The map shall provide a reviewer with the ability to locate your project area within California (See Appendix A, OHV Form C). For areas located far apart, you may submit different vicinity maps at different scales. All individual maps must be referenced to the vicinity map of the OHV area so the readers can orient themselves to each individual map. All maps shall have a north arrow and a scale.

Maps do not count as part of the page limitations of the application. The Division accepts the use of fold-out maps for all project types. Electronic maps should be submitted in the "JPEG" format. Maps may be submitted in color.

SECTION III

APPLICATION SUMMARY SHEET (OHV Form H)

- Include on the Application Summary Sheet (Section II) each grant or cooperative agreement project identified on the Application Face Sheet (Section I).
- Enter a "Project Title" in (column A) for each proposed project. The title shall be brief and identify the applicant and project type (e.g., XYZ County Sheriff Enforcement, ABC NF FO&M, or BLM Blue Area Equipment).
- Enter the "Amount Requested" for each project title in columns B - E by FUNDING CATEGORIES as applicable. Columns B - D are charged to the Conservation and Enforcement Services Account (CESA) and column (E) is charged to NON-CESA. NOTE: The minimum dollar amount that may be requested for each project is \$5,000.
- In Column (F) total the FUNDING CATEGORIES (from columns B – E).
- Cross-check: 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. \$1 - \$499 is rounded down; \$500 - \$999 is rounded up.
- Applicants may request administrative costs as defined in CCR Title 14, 4970.00(b) and the Glossary of this manual, not to exceed 10% of the total project(s) requested. The total amount of administrative costs requested shall be identified on item (G) by dollar amount and % of total project(s).

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

Applicant: ABC National Forest (NF)

(A) PROJECT TITLE	FUNDING CATEGORIES				(F) SUBTOTAL	(G) ADMIN <input type="text" value="10%"/>	(H) TOTAL
	CESA			(E) NONCESA			
	(B) CONSERVATION	(C) ENFORCEMENT	(D) RESTORATION				
1. ABC NF Enforcement		\$115,170			\$115,170	\$11,517	\$126,687
2. ABC NF Trail Maint.				\$59,400	\$ 59,400	\$5,940	\$65,340
3. ABC NF FO&M				\$19,250	\$19,250	\$1,925	\$21,155
4. ABC NF Restoration			\$35,900		\$35,900	\$3,590	\$39,490
				Subtotal	\$233,770	\$23,377	\$252,672
APPLICATION SUMMARY SHEET TOTAL ROUNDED TO NEAREST \$1,000							\$253,000
(This amount must match the Grand Total amount requested on the application face sheet)							
<small>(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. If claiming administrative costs, the percentage claiming shall be noted in the % box entitled "(G) Admin" above. The total amount of administrative costs requested shall be identified in column (G) above by project type.</small>							

SECTION IV

PROJECT COSTS/DELIVERABLES (OHV Form I)

General Instructions:

The Project Costs/Deliverables form (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.

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

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

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

Completing the Form:

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

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

5. **Quantity (Qty*)** – Enter the specific number of items needed, or proposed for purchase (e.g., 1, 10, or 100). Note: This field must be filled in completely.
6. **Unit** – Enter the appropriate unit of measure for each item (e.g., year=yr, month=mo, week=wk, day, hour=hr, each=ea, dozen=doz., foot=ft., package=pkg., etc.). Note: This field must be filled in completely.
7. **Unit Cost** – Enter the specific cost per item (e.g., \$5.00, \$50.00, or \$100.00). Note: This field must be filled in completely.
8. **Subtotal** – Enter the **total project cost**; calculate by using the formula:
(Quantity) x (Unit Cost).
9. **Match**** – Cities, counties, appropriate districts, nonprofit organizations, and educational institutions must identify their matching funds, or the equivalent value of services, materials, or property used, in an amount **not less than 25% of the total project cost**. See CCR Section 4970.18 for specific match requirements and exceptions.

Use the following formula to calculate the 25% match:

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

Using **Formula A** above:

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

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

Total Project Cost	=	\$100,000
<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, it may do so by changing the title on the form from “**Match**” to “**Agency Contribution**” and entering the contributed amount. (See Match** note near the bottom of the PC/D form).

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

12. **Staffing** – Indicate any and all staff performing duties/work within each particular funding category, (e.g., patrol deputy, OHV technician, FPO, OHV manager, biologist).
13. **Contracts** – Indicate any and all contracts for services, (e.g., toilet pumping, portable toilets, or brochures/maps).
14. **Materials/Supplies** – Indicate the types of materials/supplies to be purchased and used on the project, (e.g., costs for fuel, fencing, lumber, or toilet paper).
15. **Vehicle Maintenance/Fixed Operating Rate (FOR)** – Cooperative agreement applications may include costs for vehicle fuel, vehicle mileage, vehicle maintenance, or FOR (fixed operating rate) if federal equipment is used and charged to the cooperative agreement. Costs may include for example, costs for tires, fuel, mileage, service, or replacement parts.
16. **Equipment** – Indicate the types of vehicles, tools, machines, and/or equipment the applicant requests to purchase with grants or cooperative agreements funds. Examples may include chainsaws, shovels, rakes, or safety gear.

Identify as a line item any single piece of equipment or tool with a purchase price, excluding tax, in excess of \$500 and up to \$15,000.

Applicants for equipment purchases with a total purchase price exceeding \$15,000 (excluding tax) shall submit an equipment project application.

17. **Other** – List items that do not fit into the previously mentioned categories, such as training or volunteer management.
18. **Total** – **Do not** round the total of each PC/D to the nearest \$1,000. The applicant shall transfer un-rounded totals to the Application Summary Sheet. Round the **total amount** of the Application Summary Sheet to the nearest \$1,000. \$1 - \$499 is rounded down; \$500 - \$999 is rounded up.

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

APPLICANT:		GEOGRAPHIC AREA:				
Application Title:						
General Funding Category	Qty*	Unit	Unit Cost	Subtotal	Match**	Grant Request
C E R N (Mark one) (see below)						
Activities:						
Staff:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Contracts:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Materials/Supplies:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Vehicle Maintenance/FOR:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Equipment:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Other:						
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
(DO NOT ROUND) Form Total				\$	\$	\$
Funding Categories 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, Unit, and Unit Cost: Enter the quantity ordered and appropriate unit of measure for each item (e.g., each = each, pk = package, & bx = box). Note: Each of these fields must be filled in completely.						
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 by dollar amount and % of total project(s).						



PROJECT COSTS/DELIVERABLES (OHV Form I)

APPLICANT: ABC NF		GEOGRAPHIC AREA: Santa Rosa Mountain RD				
Application Title: ABC NF Trail Maintenance						
General Funding Category C E R (N) (Mark one) (see below)	Qty*	Unit	Unit Cost	Subtotal	Match**	Grant Request
Activities: Maintain Rowher Flat Trail System (10 miles), spring removal of fallen trees, install and/or replace regulatory and directional signs.						
Staff:						
Ranger	2400	Hr	\$15	\$36,000	\$	\$36,000
				\$	\$	\$
				\$	\$	\$
Total				\$36,000	\$	\$36,000
Contracts:						
CCC – brushing	1	Yr	\$12,000	\$12,000	\$	\$12,000
			\$	\$	\$	\$
			\$	\$	\$	\$
Total				\$12,000	\$	\$12,000
Materials/Supplies:						
Signs – carsonite	50	Ea	\$10	\$500	\$	\$500
Signs – intersection signs	20	Ea	\$50	\$1,000	\$	\$1,000
			\$	\$	\$	\$
Total				\$1,500	\$	\$1,500
Vehicle Maintenance/FOR:						
4X4 Pick-up truck	1500	Mi	\$.40	\$6,000	\$	\$6,000
4X4 Quad	6000	Mi	\$.40	\$2,400	\$	\$2,400
			\$	\$	\$	\$
Total				\$8,400	\$	\$8,400
Equipment:						
Rock Rake	1	ea	\$1,500	\$1,500	\$	\$1,500
			\$	\$	\$	\$
			\$	\$	\$	\$
Total				\$1,500	\$	\$1,500
Other:						
			\$	\$	\$	\$
			\$	\$	\$	\$
Total				\$	\$	\$
(DO NOT ROUND) Form Total				\$59,400	\$	\$59,400
Funding Categories 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)

APPLICANT: ABC NF		GEOGRAPHIC AREA: Big Canyon RD				
Application Title: ABC NF Enforcement						
General Funding Category C <input checked="" type="radio"/> E <input type="radio"/> R <input type="radio"/> N <input type="radio"/> (Mark one) (see below)	Qty*	Unit	Unit Cost	Subtotal	Match**	Grant Request
Activities: Law Enforcement in Shotgun, Javelin, and Pole Vault OHV Areas, install regulatory signs, re-print educational materials.						
Staff:						
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	
Total				\$82,680	\$30,080	\$52,600
Contracts:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Materials/Supplies:						
Brochures and Maps	5,000	ea	\$.25	\$1,250	\$	\$1,250
Signs – intersection signs	20	ea	\$50	\$1,000	\$250	\$750
			\$	\$	\$	\$
Total				\$2,250	\$250	\$2,000
Vehicle Maintenance/FOR:						
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
			\$	\$	\$	\$
Total				\$4,260	\$1,150	\$3,110
Equipment:						
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Other:						
Training for ten officers	1	week	\$4,000	\$4,000	\$4,000	\$
			\$	\$	\$	\$
Total				\$4,000	\$4,000	
(DO NOT ROUND) Form Total				\$93,190	\$35,480	\$57,710
Funding Categories 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)

APPLICANT: ABC NF		GEOGRAPHIC AREA: Santa Rosa Mountain RD				
Application Title: ABC NF Enforcement						
General Funding Category C (E) R N (Mark one) (see below)	Qty*	Unit	Unit Cost	Subtotal	Match**	Grant Request
Activities: Law Enforcement in Tilamook and Roquefort OHV Areas, install regulatory and directional signs, and install fencing.						
Staff:						
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
Total				\$75,600	\$23,400	\$52,200
Contracts:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total				\$	\$	\$
Materials/Supplies:						
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
Total				\$3,000	\$850	\$2,150
Vehicle Maintenance/FOR:						
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			\$	\$	\$	\$
Total				\$4,260	\$1,150	\$3,110
Equipment:						
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total				\$	\$	\$
Other:						
			\$	\$	\$	\$
			\$	\$	\$	\$
Total				\$	\$	\$
(DO NOT ROUND) Form Total				\$82,860	\$25,400	\$57,460
Funding Categories 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)

APPLICANT: ABC NF				GEOGRAPHIC AREA: Santa Rosa Mtn. RD		
Application Title: ABC NF Restoration Project						
General Funding Category C E <input checked="" type="radio"/> N (Mark one) (see below)	Qty*	Unit	Unit Cost	Subtotal	Match**	Grant Request
Activities: Donkey Ridge Trail Restoration– 3N54, meadow closure and installation of fencing.						
Staff:						
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
Total				\$22,500	0	\$22,500
Contracts:						
N/A			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
Materials/Supplies:						
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
Total				\$12,300	0	\$12,300
Vehicle Maintenance/FOR:						
Pick-up truck	3	mo	\$200	\$600	\$0	\$600
Sweco	1	mo	\$300	\$300	\$0	\$300
			\$	\$	\$	\$
Total				\$900	0	\$900
Equipment:						
Mulcher Machine (rental)	1	mo	\$200	\$200	\$0	\$200
			\$	\$	\$	\$
			\$	\$	\$	\$
Total				\$200	0	\$200
Other:						
N/A			\$	\$	\$	\$
			\$	\$	\$	\$
Total						
(DO NOT ROUND) Form Total				\$35,900	\$0	\$35,900
Funding Categories 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)**

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

SECTION V

SPECIFIC PROJECT TYPES AND REQUIREMENTS

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

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

Read the application requirements carefully and decide 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 grants and cooperative agreements cycle shall be used as the “baseline” information year for prior applicants. Applicants who submitted applications the previous year shall clearly state the documents on file with the Division still apply to the current project, or shall clearly describe any updates to the documents on file in the current year application. If there is any doubt as to the applicability of the documents on file to the current project, new baseline documents shall be provided with clear instructions to the Division that the new documents replace those currently on file.

Since all projects funded by the State of California must be reviewed for consistency with the requirements of the California Environmental Quality Act (CEQA), applicants shall provide the necessary environmental documentation per CCR Title 14, 4970.15. For a complete description of the ERDS instructions, please see Section VI, Forms J & K, of these Application Instructions.

ACQUISITION PROJECTS

The following table shows the order in which all Acquisition application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Acquisition Plan	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map (if applicable)	Section V	
	Due Diligence	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

ACQUISITION PROJECTS

Acquisition projects secure interests in land to: expand and/or sustain OHV recreation access and opportunities; provide buffers; and/or eliminate trespass. For specific details regarding acquisition projects refer to CCR Title 14, 4970.04.

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

Items 1-5 below are **limited to twelve (12) pages**: including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. **General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.
 - a.) Identify the total acreage involved, average cost per acre, easements, and the number of parcels.
 - b.) Specific Description and Location. Provide a description and indicate the location(s) of existing OHV recreation in and around the acquisition property.
2. **Due Diligence.** Describe due diligence necessary to determine the property is usable for its intended purpose, (e.g. Preliminary Title Report and underlying documents under Schedule B, zoning information, Environmental Site Assessment.)
3. **Identify Physical Project Location.** Submit a map and, if needed, any photographs identifying the specific areas, routes, trails, and/or facilities to be acquired under the project. The map(s) shall contain enough detail to provide someone unfamiliar with the area, the ability to locate the site.
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. (Provide any information to substantiate value such as an appraisal, sales comparables, discussions with realtors or appraisers.)
 - Estimated date of acquisition.
 - Total acreage to be acquired.
 - Dimensions of parcel including parcel maps, per CCR Title 14, 4970.04 (e)(6).
 - Assessors Parcel Maps, including Assessor Parcel Number (APN), of each parcel to be purchased.
 - Acquisition timeline
5. **Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.

6. **Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
7. **Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
8. **NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

CONSERVATION PROJECTS

The following table shows the order in which all Conservation application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Project Specific Map(s) and Photographs (if applicable)		
	Trails Map (if applicable)	Section V	
	Parcel Maps	Section V	
	Written Agreement (for non-profit and educational institutions only)	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section Xi	

CONSERVATION PROJECTS

Conservation projects, which are implemented in connection with ongoing OHV recreation, protect natural and cultural resources and develop and/or implement soil standards and wildlife habitat protection programs as required by the Act, including monitoring those practices, activities, or projects to provide data that will allow for management decisions. For specific details regarding conservation projects refer to 14 CCR 4970.05.

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

Items **1-3** below are **limited to eight (8) pages**: including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

- 1. 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.** Submit a map and, if needed, any photographs identifying the specific areas, routes, trails, and/or facilities included in the project. The map(s) shall contain enough detail to provide someone unfamiliar with the area, the ability to locate the site.
- 3. Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
- 4. Written Agreement.** When applicable, nonprofit organization and educational institution applicants will submit a written agreement with the property manager, land management agency, or land owner to perform the project, or provide documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
- 5. Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
- 6. Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
- 7. NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

DEVELOPMENT PROJECTS

The following table shows the order in which all Development application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Conceptual Drawings and Site Plans	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map	Section V	
	Land Tenure	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

DEVELOPMENT PROJECTS

Development projects provide added OHV recreation opportunity, experience or related visitor services in the form of new, improved, or upgraded facilities, trails, or areas to provide additional or improved opportunity. For specific details regarding development projects refer to 14 CCR 4970.06.

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

Items 1-5 below are **limited to ten (10) pages**, including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. **General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do.

Provide details as to location, description of activities in area, size of park or facility to be developed, etc. If the facility is open to competitive use, demonstrate that public casual use shall not be less than 60% of the total use in areas funded with OHMVR grant funds.
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.** Submit a map and, if needed, any photographs identifying the project area. The map(s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
5. **Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
6. **Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
7. **Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
8. **NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

EQUIPMENT PROJECTS

The following table shows the order in which all Equipment application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Written Agreement (for non-profit and educational institutions only)	Section V	
	Equipment Inventory	Appendix A	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

EQUIPMENT PROJECTS

Equipment projects are for purchase or repair of single or multiple items exceeding \$15,000 (excluding tax). For specific details regarding equipment projects, refer to 14 CCR 4970.07.

For the purchase of any single equipment item with a total cost equal to or greater than \$50,000, applicants will comply with specific requirements detailed in 14 CCR 4970.07(i)

In addition, CCR Title 14, 4970.07(h)(1) speaks to the requirements for one-time purchase applicants.

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

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

Items 1–2 below are **limited to five (5) pages** including narrative and/or pictures/photographs that speak to the following components.

1. **General Project Description.** Describe the equipment to be purchased and what it will be used for. Include a brief description of how and where the equipment will be maintained and stored.
2. **Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
3. **Written Agreement.** Non-profit organization and educational institution applicants will submit a written agreement with the property manager, land management agency, or land owner to perform the project, or provide documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
4. **Equipment Inventory.** Provide a list identifying all equipment previously purchased (over \$5,000, over the past ten years) using OHMVR funds, and any items to be replaced or repaired. Include the item, model number, make and year, VIN/registration number, and mileage or hours (Appendix A, OHV Form O).
5. **Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
6. **Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
7. **NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

FACILITIES OPERATION AND MAINTENANCE PROJECTS

The following table shows the order in which all Facilities Operation and Maintenance application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

FACILITIES OPERATION AND MAINTENANCE (FO&M) PROJECTS

FO&M projects are for program management and routine work directed to maintain existing facilities other than roads, trails, or riding areas, and provide visitor assistance, health and safety attributable or related to OHV recreation being provided by the applicant. For specific details regarding facilities operation and maintenance (FO&M) projects, refer to 14 CCR 4970.08.

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 OHMVR project using the outline below.

Items 1 – 3 below are **limited to eight (8) pages**, including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitation.

1. **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.** Submit a map and, if necessary, any photographs identifying the project area. The map (s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site. The map shall include general locations of related OHV recreation roads, trails, areas or lands being served by the facilities.
3. **Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
4. **Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
5. **Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
6. **NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

LAW ENFORCEMENT PROJECTS

The following table shows the order in which all Law Enforcement application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
Not Applicable	WHPP/HMP	Section VII	
Not Applicable	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

LAW ENFORCEMENT PROJECTS

Law enforcement projects provide assistance to local and federal agencies for enforcement of OHMVR laws, public safety, OHV related search and rescue, personnel support, placement of barriers and other means of traffic control, and training. For specific details regarding law enforcement projects refer to 14 CCR 4970.09.

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 OHMVR project using the outline below.

Law enforcement projects are exempt from the Soil Conservation Program (refer to 14 CCR 4970.17(c)).

Items **1 and 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. Maps are not included in the page limitations.

- 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.** Specifically identify and label: 1) All road, trails and areas to be patrolled; 2) Areas of special concern; and 3) Areas with recurring law enforcement issues.

The map shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.

- 3. Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
- 4. Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
- 5. Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
- 6. NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

OHV SAFETY AND/OR EDUCATION PROGRAM PROJECTS

The following table shows the order in which all OHV Safety and/or Education Project application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Written Agreement (for non-profit and educational institutions only)	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

OHV SAFETY AND/OR EDUCATION PROGRAM PROJECTS

OHV safety and/or education program projects either:

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

For specific details regarding OHV safety or education program projects refer to 14 CCR 4970.10.

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

Items 1 – 3 below are **limited to six (6) pages** of narrative and pictures/photographs. Maps are not included in the page limitations. 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 or safety program to be developed for the project, including locations. Describe how the deliverables will contribute to safe and/or environmentally responsible OHV operation.
2. **Identify Physical Project Location.** If the training or safety program is site specific, submit a map and, if applicable, any photographs identifying the project area. The map(s) shall contain enough detail to provide someone unfamiliar with the area, the ability to locate the site.
3. **Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
4. **Written Agreement.** When applicable, non-profit organization and educational institution applicants will submit a written agreement with the property manager, land management agency, or land owner to perform the project, or provide documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
5. **Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
6. **Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
7. **NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

PLANNING PROJECTS

The following table shows the order in which all Planning application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Anticipated Timeline	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map (if applicable)	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

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 4970.11.

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

Items 1 – 4 below are **limited to six (6) pages** including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

- 1. General Project Description.** Describe your project with sufficient clarity such that those not familiar with your agency or project can understand what you intend to do. List all reports, interim or final, or other documents to be produced.
- 2. Identify Physical Project Location.** Submit a map and, if applicable, a trails map. The map (s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site. If necessary, also include any photographs identifying the specific project area.
- 3. Anticipated Timeline.** Include the anticipated timelines to develop the project plan and for the implementation of the project based on the completed plan.
- 4. Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
- 5. Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
- 6. Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
- 7. NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

RESTORATION PROJECTS

The following table shows the order in which all Restoration application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Project Specific Map(s)	Section V	
	Representative Photographs	Section V	
	Law Enforcement Efforts	Section V	
	Success Criteria for Monitoring	Section V	
	Restoration Environmental Review Data Sheet	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

RESTORATION PROJECTS

Restoration projects return land, plant communities, and plant covers to conditions comparable to those of surrounding lands or at least those that existed prior to OHV recreation. For specific details regarding restoration projects refer to 14 CCR 4970.12.

Restoration projects may be grouped together if they are similar or located in close proximity to one another. However, dissimilar and unrelated restoration activities will be considered individually.

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

Items 1 – 5 below **limited to eight (8) pages** including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

- 1. 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.** Submit a map and representative photographs of restoration project (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(s) shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
- 3. Law Enforcement Efforts.** Provide an explanation of what law enforcement efforts will be performed to support the restoration project (s). Include descriptions of barriers and signs.
- 4. Success Criteria and Timeline.** Include descriptions of the success criteria that will be used and the monitoring 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/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
- 6. Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
- 7. Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
- 8. NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

SCIENTIFIC RESEARCH PROJECTS

The following table shows the order in which all Scientific Research application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	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	
	Past Performance and Experience	Section V	
	Timeline	Section V	
	Peer Review	Section V	
	Written Agreement (for non-profit and educational institutions only)	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if applicable)	Section XI	

SCIENTIFIC RESEARCH PROJECTS

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

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

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

- 1. 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.** Submit a map and, if applicable, a trails map identifying the specific areas, routes, and/or trails to be studied under this project. The map shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
- 3. Research Design and/or Plan.** Provide a listing and description of the research goals, objectives, and methodologies.
- 4. Timeline.** Provide a specific timeline including target time milestones for completion of the 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/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
- 7. Past Performance and Experience.** Include a history of past performance and experience conducting scientific research projects as well as curriculum vitae of the primary researcher(s).
- 8. Written Agreement.** When applicable, nonprofit organization and educational institution applicants will submit a written agreement with the property manager, land management agency, or land owner to perform the project, or provide documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
- 9. Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
- 10. Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
- 11. NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

TRAIL MAINTENANCE PROJECTS

The following table shows the order in which all Trail Maintenance application components should appear in your application. Use the check-off list below to ensure your application package is complete. The Division evaluates each project type (e.g., law enforcement, equipment, planning, etc.) independently for completeness. Project types with incomplete documentation will be rejected. **All application components below must be completed for your application to be considered.**

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	
	Project Costs/Deliverables (include matching funds or agency contribution, if applicable)	Section IV	
	General Project Description	Section V	
	Needs Description/Scoring Criteria	Section V	
	Project Specific Map(s) and Photographs (if applicable)	Section V	
	Trails Map	Section V	
	Trail Maintenance Plan	Section V	
	Written Agreement (for non-profit and educational institutions only)	Section V	
	Environmental Review Data Sheet (ERDS)	Section VI	
	CEQA and/or NEPA (as applicable)	Section VI	
	WHPP/HMP	Section VII	
	Soil Conservation Program	Section VIII	
	Project Activity Report (PAR)	Section IX	
	Public Review Process	Section X	
	Governing Body Resolution (if Applicable)	Section XI	

TRAIL MAINTENANCE PROJECTS

There are two separate and distinct functions that may occur within a trail maintenance project: trail maintenance and trail reroute; each is described below. For specific details regarding trail maintenance 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 reroute work includes (1) closing the existing trail or trail segment, including restoration activities, (2) replacement of the closed trail segment with superior alignment, and (3) barriers to protect closed segments.

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

Items 1 – 3 below are **limited to eight (8) pages** including narrative and pictures/photographs that speak to the following components. Maps are not included in the page limitations.

1. **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.** Project specific maps and trails map. Submit a map, trails map and any photographs identifying the specific areas, routes, and/or trails to be maintained under this project. The map shall contain enough detail to provide someone unfamiliar with the area the ability to locate the site.
3. **Needs Description/Scoring Criteria.** Discuss the need for the project that addresses the evaluation criteria listed in Chapter 2 for this project type.
4. **Trail Maintenance Plan.** 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, nonprofit organization and educational institution applicants will submit a written agreement with the property manager, land management agency, or land owner to perform the project, or provide documentation from the property manager, land management agency, or land owner stating that no such agreement will be required.
6. **Project Costs/Deliverables.** Refer to Section IV of these Application Instructions for completion of the PC/D form.
7. **Environmental Review Data Sheet.** All applicants must submit an ERDS filled out as instructed per Section VI, Environmental Documentation, of these Application Instructions.
8. **NEPA/CEQA compliance.** Refer to Section VI, Environmental Documentation, for applicable submittal information.

SECTION VI

ENVIRONMENTAL DOCUMENTATION

NEPA AND/OR CEQA COMPLIANCE

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

All city, county, appropriate district, educational institution, and nonprofit organization applicant projects shall provide the required documentation for the Division to determine that final CEQA compliance has been met, or, where the Division is acting as lead agency, to determine the appropriate level of CEQA compliance and any additional environmental documentation required. This is defined under 14 CCR 4970.15(b). In addition, all such applicants relying on a Categorical Exemption/NOE shall submit responses to the applicable Environmental Review Data Sheet (ERDS) questions, as listed below.

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

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

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

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

**ENVIRONMENTAL REVIEW DATA SHEET
CEQA CATEGORICAL EXEMPTION EXCEPTIONS**

(For all project types except restoration projects)

(OHV Form J)

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

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

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

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

Note: Provide an explanation for answers to Items 3-8. Simple “yes” or “no” responses without explanation shall not be accepted. For items 3-8, you may also list an Best Management Practices (BMPs), Standard Operating Practices or Procedures (SOPs), and Limited Operating Periods (LOPs) that will avoid adverse effects from your activities.

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

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

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

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

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

http://www.dtsc.ca.gov/database/Calsites/Cortese_List.cfm

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

RESTORATION ENVIRONMENTAL REVIEW DATA SHEET (OHV Form K)

The following information is to be provided for all restoration project application. All applicants that are relying on completed CEQA documentation must answer the questions below in summary form from those documents and shall also list the page number they are summarizing from. In addition, all such applicants relying on a Categorical Exemption (CE)/Notice of Exemption (NOE) shall submit responses to the questions required in this section of the Application Instructions, as listed below. Note: a separate Restoration Environmental Review Data Sheet must be completed for each restoration project.

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

1. Project Description. Describe:

- A. Location.
- B. Project overview. Provide a brief overview of the project.
- C. Project purpose. Address all that apply:
 - 1. Restore closed roads or trails.
 - 2. Repair damage caused by off trail use such as hill climbs.
 - 3. Repair erosion scars and/or control erosion, and provide protection against further use.
 - 4. Remove exotic pest (e.g., noxious weeds, etc.) and restore natural vegetation.
 - 5. Fencing or barriers for closure areas.
 - 6. Other (describe).
- D. Size in acres and/or length in miles.
- E. Existing conditions: Describe existing vegetative cover (e.g., grassland, shrub land, forest, etc.) and dominant species present. Also, describe any special habitats such as wetlands, streams, seeps, etc. Provide "before" photos of the site(s) to be restored.
- F. Implementation schedule (e.g., days weeks, months).

2. Activities to be Conducted.

- A. Scraping or grading. Describe what type of equipment will be used (e.g., hand tools only, bobcat SWECO tractor, etc).
- B. Planting. Describe the native vegetation and other materials that will be used (e.g., seeds, container plants, hay bales, etc.).
- C. Erosion control devices (name these, e.g., jute netting, drains, etc.)
- D. Install irrigation system (name type, and whether it is above or below ground).

- E. Use of pesticides (what types and methods?).
- F. Barriers. Describe any ground disturbing activities that might impact cultural and physical resources.
- G. Other (Describe).

3. Monitoring and Maintenance.

- A. Monitoring. Describe frequency, duration, and success criteria. Results of the monitoring will be reported to the State at the end of the project.
- B. Maintenance. Describe anticipated ongoing maintenance and law enforcement needed to protect the area restored from illegal use.
- C. Other (Describe):

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

If the project would have a significant adverse effect on any of the following, explain of any adverse effects. If the project is not expected to adversely affect the following, provide an explanation to each question listed below.

- A. Wetlands, streams, or creeks, and/or threatened, endangered, or other special-status species (where is habitat located in relation to the project site? Are there any measures proposed to reduce conflicts such as Limited Operating Periods (LOP)?).
- B. Cumulative effects (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?
- C. Steep slopes, erodible soils.
- D. State Scenic Highway.
- E. Hazardous materials? Project site cannot be in a potentially hazardous materials site. Refer to the Cortese List to conclude that the project will not affect either existing hazardous materials sites or cause hazards:
http://www.dtsc.ca.gov/database/Calsites/Cortese_List.cfm
- F. Cultural and historic resources (has clearance been provided for the project site?).

SECTION VII

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

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

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

WHPP/HMP Format

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

Any new applicants shall submit a WHPP/HMP to establish a baseline for their first grant cycle. If certification under Format B cannot be certain, then submit Format A. ***Any applicant having previously submitted a WHPP/HMP Format A that is currently in use in the project area and who describes changes to that WHPP/HMP on Table 5 must submit a new WHPP/HMP, including all Tables 1-7.***

Project Type	Format Type
Acquisition Projects	A
Conservation Projects	See below
Development Projects	A
Equipment Projects	B
Facilities Operations and Maintenance (FO&M) Projects	B
OHV Safety and/or Education Program Projects	B
Planning Projects	B
Restoration Projects	B
Scientific Research Projects	B
Trail Maintenance Projects	A

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

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

Format A

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

Grant Number: OR-_____ (OHMVR Division Use Only)

Title: _____

Applicant: _____

Location: _____

Prepared by (name & title): _____

Phone number: _____ E-mail: _____

Date: _____

Approved by (name & title)*: _____

Phone number: _____ E-mail: _____

Date: _____

****Applications shall be approved by the applicant's biologist.***

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.

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

- Federally Endangered (FE)
- Federally Threatened (FT)
- Federal Candidate (FC)
- United States Forest Service Sensitive Species (FSS)
- Bureau of Land Management Sensitive Species (BLMSS)
- State Endangered (SE)
- State Threatened (ST)
- California Species of Special Concern (CSSC)

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

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

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

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

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

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

SECTION II

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

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

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

SECTION III

Management/Monitoring Program by Species and Sensitive Habitat

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

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

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

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

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

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

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

spawning habitat but the impact, if any is unknown). The concerns/risks drive the management program.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 4. 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/html/animals.html> and <http://www.dfg.ca.gov/whdab/html/plants.html>.

Other useful California species lists can be found at:

<http://www.dfg.ca.gov/hcpb/species/lists.shtml>

SECTION IV

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

If a WHPP/HMP is currently in use in the project area, then use the table formats provided below in Sections A-C to summarize changes from the previous year’s WHPP/HMP, the previous year’s monitoring accomplishments and results, and the management review process that was implemented. *If an applicant notes changes to the WHPP/HMP on Table 5, the applicant must submit a new WHPP/HMP.*

A. Table 5: Summary of Changes

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

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

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

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

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

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

Table7. Management Actions Based on Monitoring Results				
Management Actions	Species/Habitat	Date Completed or Planned	Changes Needed to Management Program	Response to HMP-related Public Concerns

**Format B
(OHV Form L)**

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

Grant Number: OR _____ (OHMVR Division Use Only)

Title: _____

Applicant: _____

Location: _____

Prepared by (name & title): _____

Phone number: _____ **E-mail:** _____

Date: _____

Approved by (name & title): _____

Phone number: _____ **E-mail:** _____

Date: _____

Check the appropriate project type for your application:

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

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

Signature:

Date:

SECTION VIII

SOIL CONSERVATION PROGRAM

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

The grantee shall monitor the condition of soils in each area of the system yearly (Section 5090.53(b)(2) of the California Public Resources Code) 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, or its officially adopted successor). Law enforcement projects are exempt from the Soil Conservation Program (CCR Title 14, Section 4970.17(c)). If OHMVR grant funds have been requested for Open Riding Areas that do not have "designated trails," access roads to Open Riding Areas that periodically need maintenance shall be identified in the Soil Conservation Program.

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

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

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

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

Table 1: Soil Condition Rating

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

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

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

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

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

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

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

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

Soil Condition Map Form M

Example

Table 1. Soil Condition Rating						
Unit Name	Trail Name	Miles	Soil Condition Rating	Number and Length of Segments	Maintenance and/or Resource Issues Based on Monitoring Results	Timeline for Completion
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	Reroute in 9/30/xx
Hollow RD	69	1.50	Red	6 segments; 4,619 feet	Drainage, rutting	Reroute in 9/30/xx
Toto RD	74	1.20	Green	4 segments; 3,209 feet	Needs annual maintenance	Reroute in 9/30/xx
Waldo RD	66	2.8	Green	5 segments; 907 feet	Needs annual maintenance	Reroute in 9/30/xx
Creek Trail	99	1.30	Green	7 segments; 5,600 feet	No maintenance needed	Reroute in 9/30/xx
Summit RD	35	2.50	Red	13 segments; 5,764 feet	Drainage, rutting	Reroute in 9/30/xx
Ridge Trail	6	2.80	Yellow	5 segments; 1,178 feet	Brushing, rutting, drainage	Reroute in 9/30/xx
Skunk RD	22	0.95	Yellow	1 segment; 54 feet	Rutting	Reroute in 9/30/xx
China Wall RD	14	0.91	Yellow	3 segments; 440 feet	Washout, rutting, drainage	Reroute in 9/30/xx
Elder RD	10	0.98	Yellow	1 segment; 593 feet	Rutting, drainage	Reroute in 9/30/xx
Farret Trail	13	1.56	Yellow	4 segments; 633 feet	Rutting, drainage	Reroute in 9/30/xx
Silver RD	3	13	Not rated	1 segment; 125 feet	Will survey in 20xx	Reroute in 9/30/xx
Gold RD	4	8	Not rated	3 segments; 4,750 feet	Will survey in 20xx	Reroute in 9/30/xx
Bell RD	7	10	Not rated	1 segment; 593 feet	Will survey in 20xx	Reroute in 9/30/xx
Fun Trail	8	13	Not rated	1 segment; 540 feet	Will survey in 20xx	Reroute in 9/30/xx

SECTION IX
PROJECT ACTIVITY REPORT (PAR)

<i>-Report OHV Data For Most Recent Complete Fiscal Year-</i>	
Applicant¹:	Date:
Geographic Area²:	
Applicant's Fiscal Year:	
_____	_____
Beginning Month/Year	Ending Month/Year
Previous Year's Grant: <input type="checkbox"/> N/A	
_____	_____
Number	Title

I. OHV Opportunity <input type="checkbox"/> N/A	
1. Total Acres Of "Open" ³ Riding Currently Available For OHV Recreation	#
2. Acres of Open OHV Riding Gained Since Prior Fiscal Year	#
3. Acres of Open OHV Riding Lost Since Prior Fiscal Year	#
4. Total Miles of Routes ⁴ Currently Available For OHV Recreation (green/red sticker and street legal vehicles)	#
• Miles Of Routes Available For ATVs	#
• Miles Of Routes Available For Motorcycles	#
• Miles of Routes Available for Street Legal Vehicles	
5. Miles of Designated OHV Routes Lost Since Prior Fiscal Year	#
6. Miles of Designated OHV Routes Lost Since Prior Fiscal Year	#
Explain Any Gains Or Losses Of OHV Opportunity:	

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

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

4. Total Miles of Designated OSV Routes Currently Available For OSV Recreation	#
5. Miles of Designated OSV Routes Gained Since Prior Fiscal Year	#
6. Miles of Designated OSV Routes Lost Since Prior Fiscal Year	#

7. Miles Of Marked Groomed OSV Routes	#
8. Miles Of Marked Un-Groomed OSV Routes	#
9. Potential Miles Of Un-Marked Un-Groomed OSV Routes ⁵	#

Explain Any Gains Or Losses Of OSV Opportunity:

III. Conservation Activities N/A

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

IV. Restoration Activities N/A

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

V. Volunteer Information N/A

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

4. Activities Performed By Volunteers?

5. Training Provided To Volunteers?

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

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

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

IX. OHV Visitor Information	
1. Number Of Visitor Days ⁷	#
2. Number Of Visitor Contacts ⁸ (non-law enforcement)	#

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

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

XII. OHV Accomplishment Summary: N/A

Briefly summarize any and all OHV program accomplishments in the prior year, referencing all funding sources associated with each accomplishment. If you received OHMVR funding, include any “control language” specified in the grant or cooperative agreement contract.

Project Activity Report Definitions

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

SECTION X

PUBLIC REVIEW PROCESS

Prior to submission of the application to the OHMVR Division, the applicant shall make draft applications available for public review and comment. Applications must comply with the following (please refer to 14 CCR 4970.03(d)(2)):

Public Notice. Not later than thirty (30) calendar 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 published at a minimum in the applicant's newsletter and/or website and mailed to those persons the agency or organization determines most likely to have an interest in or be affected by the project.

Public Review. Draft applications shall be made available for public review and comment not later than the date of the publication notice. At a minimum, applicants shall make available to the public for the purpose of this review, the application face sheet, project description, project costs and deliverables, and, if applicable, past project activities.

Public Comments. All public comments received by an applicant up to ten (10) calendar days prior to the application filing deadline shall be included in the final application. An applicant shall also include a brief statement of how the public's comments were incorporated into the development of the application.

Late Public Comments. The applicant shall not be required to include public comments received less than ten (10) calendar days prior to the final application deadline. The applicant shall forward all comments received less than ten (10) calendar days prior to the final application deadline to the Division, along with the application, if possible, but not later than ten (10) calendar days following the application submission date. .

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

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

SECTION XI

GOVERNING BODY RESOLUTION

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

**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, conservation projects, development projects, equipment purchases, facilities operation and maintenance projects, law enforcement projects OHV safety and/or education program projects, planning projects, restoration and/or repair projects, specific research projects, and trail maintenance projects for off-highway vehicle recreation; and

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

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

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

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

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

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

Ayes:
Noes:
Absent:

(Clerk)