

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

GRANTS AND COOPERATIVE AGREEMENTS PROGRAM

**GRANTS PROGRAM MANUAL
July 2007**

**CHAPTER 2
APPLICATION EVALUATION SYSTEM**

Application Evaluation System Table of Contents

2.0	Application Evaluation System	3
2.1	Application and Project Evaluations	3
2.2	Preparation for the OHMVR Subcommittee and Full Commission Meetings	3
2.3	Analysis of Project Criteria	4
2.4	Evaluation Criteria	4
2.4.1	General Criteria	4
2.4.2	Project Specific Criteria	5
2.5	Evaluation of Project Criteria and Scoring	5
2.5.1	Evaluation Panel	5
2.5.2	Calculation of Scores	5
2.6	Funding Targets	6
2.7	Ranking and Funding of Projects	7

2.0 APPLICATION EVALUATION SYSTEM

2.1 Application and Project Evaluations

OHMVR Grants and Cooperative Agreements shall be awarded on a competitive basis. Applications that are submitted on time and found to be in compliance with the Regulations and the Grants Program Manual will be evaluated using the competitive criteria described in the Appendix, OHV Form K, and the process contained in this Chapter. Division staff will confirm that the Applications comply with the requirements in the Regulations and this Grants Program Manual using the checklist for each Project type as shown in Chapter 1 of this Grants Program Manual. The Division reserves the right to waive and/or clarify inconsequential defects during the Application evaluation portion of the process. Applications that are not delivered to the Division by the Application submittal date, or if submitted on time but not in compliance with the Regulations and this Grants Program Manual, will be rejected and returned to the Applicant.

Division staff will evaluate, score, rank and provide results to the Commission for each proposed Project. Thirty (30) days prior to the scheduled Commission subcommittee meeting, if a subcommittee is appointed, or full Commission meeting, the Division will provide the Commission with a copy of the evaluation results and post the results on the Division website.

Applications will be considered once annually as long as OHV Trust Funds are available. Applications that meet all requirements outlined in CCR, Title 14, 4970.53-4970.72 and this Grants Program Manual, as well as the individual Projects contained within those Applications will be presented to the Commission for consideration at the appropriately scheduled Commission meeting(s).

2.2 Preparation for the OHMVR Subcommittee and Full Commission Meetings

Two (2) Commission subcommittee meetings may be held prior to the full Commission meeting to review and discuss Applications. At his or her discretion, the Chair of the Commission may select subcommittee members to participate in the subcommittee meetings. One (1) subcommittee meeting will be held in Northern California and one (1) subcommittee meeting will be held in Southern California to review the respective Applications. Each meeting would provide the public, including Applicants, with the opportunity to speak on Grant and Cooperative Agreement Applications as submitted.

If it is determined that subcommittee meetings will occur, the purpose of the subcommittee meetings will include receiving comments from the public and Applicants concerning the Applications as submitted and the Division's Project evaluation and scoring. Subcommittee Meetings may also include: 1) establishing a "Consent Calendar" of Applications deemed to be non-controversial for recommended action by the full Commission without discussion; and, 2) making preliminary findings of fact and recommendations to the full Commission concerning the Division's evaluation scores and Project rankings.

2.3 Analysis of Project Criteria

The Applicant must provide responses to each question in the appropriate General and Project Specific Criteria for each individual Project as directed in OHV Form K in the Appendix.

It is extremely important for Applicants to supply factual documentation to support the responses in the Application. Points will be awarded only for responses that are supported by published information, facts, statistics, or other published factual documentation with citations referenced to the supporting information in the Application.

The responses must be based on factual conditions or statistics referenced to and documented by information contained in documents officially published, maintained, and/or used in the ordinary course of the Applicant's Operations. Published, for purposes of this requirement, means issued in report or other form officially prepared, maintained, and/or used in the ordinary course of the Applicants' administration of its programs. Examples of factual documentation would include, without limitation, management reports, general or management plans, Environmental Documents, visitor counts, or other documentation the Applicant has officially adopted for use in its Operations.

Unsubstantiated conclusions and general or summary statements will not receive points. All factual information referenced in the analysis must contain a complete citation to the referenced documentation, including page or other reference where the material may be found in the document, and the physical location where the referenced document will be found or obtained, either in hard copy or electronic format.

2.4 Evaluation Criteria

Each Application, other than Applications solely for Law Enforcement and OHV Safety and/or Education Program Projects, will include an analysis of two (2) types of criteria: General Criteria and Project Specific Criteria.

2.4.1 General Criteria

Applicants applying for Project types other than Law Enforcement and OHV Safety and/or Education must complete the General Criteria section of the Application. Each Applicant will fill out only one (1) set of General Criteria. These criteria are designed to measure the quality of the Applicant's overall program in providing OHV Opportunity and related Facilities and services. Applicants should thus answer these questions with respect to the entirety of their OHV Operation, including all trails and areas available for OHV Recreation, not just specific Projects or Project Areas.

General Criteria measure such things as:

- Opportunity and services provided
- Value returned for Funds spent (visitors per mile of trail or acre of open area)
- Agency contribution to the overall cost of managing and delivering the OHV Opportunity
- Management of natural and Cultural Resources

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

- Effective enforcement of rules/regulations
- Past performance in completing and administering Grant Funded Projects

2.4.2 Project Specific Criteria

Applicants must also complete one (1) set of Project Specific Criteria for each Project contained within the Application. Each Project within the Application will be given a score based on the specific benefits of the individual Project. The responses in this section will thus be specific to the particular Project being proposed for funding.

Project Specific criteria measure such things as:

- Agency contribution to the specific Project cost
- Benefit to OHV Opportunity
- Benefit to natural resources
- Increased public understanding of appropriate recreational practices
- Increased compliance with applicable laws

2.5 Evaluation of Project Criteria and Scoring

2.5.1 Evaluation Panel

A panel of not less than three (3) Division staff members will score Applications that have been deemed compliant with regulations. The Panel will use the Applicants' responses to General Criteria and Project Specific Criteria to determine a Project score. Division staff will evaluate each Project proposed for funding as described in the Application based on the information contained in the Applicants' responses in the General Criteria, if required, and Project Specific Criteria sections of the Application. The Evaluation Panel may rely only on information and analysis contained or referenced in OHV Form K, Evaluation Criteria, General Criteria and/or Project Specific Criteria submitted with the Application on the Application Submittal Date.

Note: Prior to evaluating the Applications, the Division reserves the right to modify the funding requested in the Application based on corrections for mathematical errors. (CCR, Title 14, 4970.53(f)(4))

2.5.2 Calculation of Scores

The steps for determining the final score are as follows (see Example of Score Calculation, in Step 3):

Step 1. Calculate the sum of the points received on the General Criteria and the sum of the points received on the Project Specific Criteria to obtain two (2) separate 'raw' scores. A raw score is the total amount of points earned by the Applicant from answering the criteria questions.

Note: Law Enforcement and OHV Safety and/or Education Program Projects are stand alone and have only one (1) raw score.

Step 2. Each raw score will be converted to a percentage as follows: The raw score on the General Criteria will be divided by the number of General Criteria points possible to arrive at a percentage. The raw score on the Project Specific Criteria will be divided by the number of Project Specific Criteria points possible to arrive at a percentage.

Step 3. The percentages from each criteria will be added together and divided by two (2) to obtain the final score.

Example of Score Calculation			
A. Trail Maintenance Project			
	<u>Raw Score</u>	<u>Converted to %</u>	<u>Total Criteria Score</u>
General Criteria	50 of 62	50/62=.80	80%
Specific Criteria	33 of 43	33/43=.76	76%
Add both Criteria Scores and divide by 2			
80% + 76% = 156% 156%/2 =78%			Total Score= 78%
B. Law Enforcement Project			
	<u>Raw Score</u>	<u>Converted to %</u>	<u>Total Criteria Score</u>
Criteria	90 of 108	90/108=.83	83%
			Total Score=83%

2.6 Funding Targets

The Commission may identify funding targets (priorities for funding) within each of the four funding categories: Non-Conservation and Enforcement Services Account (Non-CESA), Conservation, Enforcement, and Restoration. At a minimum, the funding categories consist of the CESA and Non-CESA funds.

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

Total funding available for a given cycle = CESA + Non-CESA

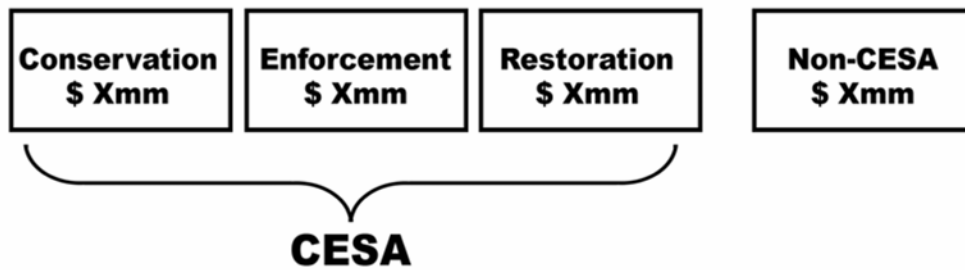


Figure 1 – Funding Categories

The Non-CESA Account is made up of the following Project types: Acquisition, Development, Facilities Operation and Maintenance (FO&M), OHV Safety and/or Education Program, Planning, and Trail Maintenance. Conservation, Law Enforcement, and Restoration Projects are funded through the CESA funds.

2.7 Ranking and Funding of Projects

Projects within the individual funding categories will be ranked based on the score received. Projects will be **fully funded** in order of score, from highest score to lowest until the “cutoff point” is reached. The general funding targets established by the Commission, or the Division with direction from the Commission, will serve as “**cutoff points**” for an individual funding category. Once the funding cutoff is reached, Projects with scores falling below the funding cutoff will not be funded. In the event that multiple Projects have the same score at the cutoff line, the Projects at the cutoff line will be funded in the order of request amount, starting with the smallest request amount. If more than one (1) Project has the same request amount, the Division will utilize a “random selection” method to break ties and determine which Projects will receive funding.