**USFS - Humboldt-Toiyabe National Forest**

Comments submitted by the Department of Parks and Recreation (Department) Off-Highway Motor Vehicle Recreation (OHMVR) Division to individual Grant Applicants should in no way be construed as a guarantee of successful results for the Applicant within the competitive Grants process or a commitment of funding. Additionally, the lack of comments by the OHMVR Division to any specific Applicant does not ensure successful results for the Applicant within the competitive Grant process or a commitment of funding.

All final Applications will be reviewed by the OHMVR Division. The OHMVR Division may, at its sole discretion, decrease the requested amount and eliminate activities pursuant with regulation Section 4970.07.2 (f)(1-5) and for law enforcement Projects, regulation Section 4970.15.3(b)(1-5).

Failure by Applicant to respond to any OHMVR Division comment of their preliminary Application may be cause for eliminating that item from the Applicant’s Application.

If multiple proposed Projects are requesting funding for the same deliverable, and multiple projects are successful, only one project will receive funding for the deliverable.

For proposed Projects requesting Grant funding for snow and/or winter activities. Applicants must ensure the activities and/or Equipment/Heavy Equipment requested are not and/or cannot be funded by the Department’s Winter Program (commonly referred to as the Snow Grooming Program).

*For proposed Projects requesting Grant funding for the maintenance of roads and/or trails, note that only roads and/or trails that allow “green sticker” Off-Highway Vehicles are allowed to receive Grant funding.*

Applicants are reminded that no Grant funds and/or match can be expended or Project activities conducted in any land owned or managed by the Department except as allowed in the Grants and Cooperative Agreements Program regulations section 4970.09 (b)(10).

**General Evaluation Criteria**

* #2 – 5 – Applicant must verify responses by final submission.
* #7b – Applicant must provide more details for the patrol personnel and provide more details to support the frequency of patrol.
* #8b – Narrative does not discuss specifically for OHV activity if there are ongoing surveys/inventories of the items listed; if the biological monitoring measures the changes in populations; and if “recommendations for species management” or “strategies to respond to changing conditions…” are provided based on their management information systems.
* #12 – Applicant must provide a valid URL address.
* #13 – Applicant must verify responses by final submission.

**Ground Operations, G21-02-04-G01**

***Project Description - Background***

* No comment.

***Project Description – Project Description***

* Applicant must revise this section to provide an overview of the Project such as those not familiar with the Application or Project can understand what the Applicant intends to do.

***Project Description – List of Project Deliverables***

* #2 and 3 – Deliverables are duplicative of #1 and should be removed or explain how they are different.
* #4 and 9 – Applicant must revise to remove Hope Valley SnoPark as these activities are funded through the Winter Recreation SnoPark funding and cannot be funded twice. If they are not funded under the SnoPark funding, Applicant must clarify.
* #6 – Repairing of large pole type structures used to protect meadows is a Restoration activity. Applicant must revise deliverable.

***Project Description – All Others***

* Describe the size of the Project Area… – Applicant must further clarify the size of the actual Project area.

***Project Cost Estimate***

* This Application’s Grant request significantly increased compared to prior year’s Application. Applicant must state the reason(s) for the increase in the Project Description – List of Deliverables section, “Other” line item.
* Staff All line items – Applicant must further define what “full cost of employment” means.
* Staff #1 and 2 – Applicant must further clarify how these two line items are different as they both appear to be supervisors.
* Staff #10 “HTNF Road Crew Staff” – Applicant must further clarify how hourly rate was determined.
* Staff #11 “Carson RD Winter OSV Tech(s)” – Line item appears duplicative of line item #4. Applicant must further clarify the need for duplicate positions.
* Equipment Use Expenses #2 “FOR Vehicle Rate” - Applicant must provide additional justification that the piece of Equipment will be used 30-31 days a month to charge for the entire month. If not, Applicant must revise to only charge for the days that the piece of Equipment is actually used on the Project.
* Equipment Use Expenses #4 “OHV/OSV Equipment Maintenance” – Applicant must

clarify if the trailers were purchased within the Grants program. If so, this portion of the line item must be moved to the Other(s) category as it is not a motorized piece of Equipment, and the current line item adjusted accordingly. If the trailers were not purchased within the Grants program, the trailers and associated cost must be removed as trailers are no longer allowed maintenance funds.

* Equipment Use Expenses #3, 4 and 5 – Applicant must further explain how the total miles being claimed was determined as number seems excessive to like Projects.
* Equipment Purchases #1 and #3 – Applicant must further define the need for these pieces of equipment as they have been requested in previous Grant cycles.
* Equipment Purchase #2 “Snowmobile Covered Tilt Trailer” – Applicant must provide information on what will be done with the current trailer, as funds are being requested for repairs, as well as justify the need for additional trailers.

***Evaluation Criteria***

* #2 – Narrative does not support the selections “Negative impacts to cultural sites” and “Damage to special status species”. ”. Applicant must provide additional details and/or examples for how “failure to complete the Project will result in…” for each unsupported selections, not how the completing the project will protect.
* #3 – Narrative does not support the selections of “Maintaining trails that provide use for multi-use”, “Installing or repairing erosion control features” and “Providing varied levels of riding difficulty”. Applicant must provide examples of the activities performed as part of this Project to support the selection.
* #4 – Narrative does not support the selection. Applicant must supply the platform for the virtual meeting as well as state who hosted the meeting and number of attendees from the public. Additionally, the stakeholder meeting is not clear that it was specifically held to discuss this Grant Application. Applicant must supply the dates, locations of the stakeholders meeting and address how each stakeholder is a stakeholder to this Project.
* #6 – Narrative does not support the selections of “Protecting water quality”, “Providing an alternative to wet crossing”, “Re-routing trails to divert…”, and “Protecting cultural sites”. Applicant must provide a detailed explanation for each statement and how the Project addresses these issues.

**Education & Safety, G21-02-07-S01**

***Project Description - Background***

* No comment.

***Project Description – Project Description***

* The Applicant must additional information to the Project description section. Project Description section should provide sufficient clarity such that those not familiar with the Application or Project can understand what the Applicant intends to do.

***Project Description – List of Project Deliverables***

* #1 – “Classroom and/or field training” – Applicant must clarify when during the calendar year avalanche transceiver field training will be conducted.
* #4 – “Creating/Updating/Printing of OHV related trail and/or interpretive sings/panels” – Applicant must provide additional information how maintain and updating kiosk and signage relates to the scope of the Project.

***Project Description – All Others***

* Identification of the needs the Project will address 4970.13(f)(4) – Applicant must identify the needs the Project will address.

***Project Cost Estimate***

* Staff #1, 2 and 5 – Costs significantly increased compared to prior year’s Application. Applicant must provide additional details to justify the costs.
* Staff #3 and 4 – Line items are duplicative; Applicant must combine line items or explain the need for separate line items.
* Staff #4 “Part time observer/riding partner” – Hourly rate significantly increased compared to prior year’s Application. Applicant must provide additional details to justify the increase to the hourly rate.
* Staff #7 and 8 – Line items are duplicative; Applicant must combine line items or explain the need for separate line items. In addition, Applicant must clarify what Project activities positions are performing towards the completion of the Project.
* Contracts #1 and 2 – Applicant must clarify the source of match.
* Contracts #1, 2 and 3 – Applicant is reminded Project can only fund OHV related content on a website. Applicant must clarify the percentage of OHV content available to OHV users on the website.
* Contracts #3 “Website Server Fees” – Applicant must clarify how website server fees directly relates to the scope of the Project. Website server fees are generally considered an Indirect expense because they does not directly relate to the scope of the Project.
* Materials / Supplies #1 and 2 – Cost appears excessive; Applicant must state how the cost was determined.
* Equipment Use Expense #1 “Snowmobile Fuel” – Costs significantly increased compared to prior year’s Application. Applicant must provide additional details to justify the costs.
* Equipment Purchases #1 “Snowmobile” – Applicant must explain why a 2nd snowmobile is needed as one was purchased through the G18 Grant.
* Equipment Purchases #2 “Weather Station” – Cost appears excessive; Applicant must state how the cost was determined. In addition, Applicant must move line item to the “Other” category. To be defined as Equipment it must be motorized.
* Other #1 “Training” – Training is considered an Indirect activity because it does not directly relate to the completion of an Education and Safety Project. Applicant must move any training activities and cost associated with these activities to the Indirect cost category.

***Evaluation Criteria***

* #6 – Narrative does not support the selections. Applicant must explain how the public was notified of the meeting, provide the location of the meeting and state the number of participants that attended the public meeting. In addition, for the stakeholder meeting, Applicant must provide the location of stakeholder meeting and state how they are stakeholders to the Project.
* #7 – Narrative does not support the selections of “Plan to implement the Project”, “Evaluation of the Project process” and “Evaluation and feedback from Project participants”. Applicant must provide clearly identifiable and/or measurable elements to substantiate selections. Applicant is reminded the narrative box is limited to 1,024 characters.
* #8 – Applicant’s narrative does not support the selections of “Printed media”, “Outreach booths/Exhibits”, “Audio/video programs” and “Website”. Applicant must provide examples to support the selections. Applicant is reminded the narrative box is limited to 1,024 characters.