



ATV Grant Program

Grant Application Year 2024



The ATV Grant Manual is an important resource for completing the grant application process, the billing and progress reporting.



The current ATV Grant Manual, online application website and forms can be accessed at:

<https://www.oregon.gov/oprd/GRA/Pages/GRA-ATV.aspx>

The mission of the All-Terrain Vehicle (ATV) Program is to communicate information regarding off-highway vehicle riding opportunities, laws and rules, and to provide grant funding for off-highway vehicle projects that include Operations and Maintenance, Law Enforcement, Development, Planning, Acquisition, Safety Education, and Emergency Medical Services. These projects help provide ATV recreation users quality riding opportunities and safe experiences.

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Please contact ATV staff anytime you have questions or would like help with your application.

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SECTION 1 – ALL-TERRAIN VEHICLE PROGRAM

1.1 ATV PROGRAM OVERVIEW

The All-Terrain Vehicle (ATV) Program was created in 1986 and operated under Oregon Department of Transportation (ODOT). The program was transferred to Oregon Parks and Recreation Department (OPRD) from ODOT on January 1, 2000. The intent of the ATV Grant Program is to provide opportunities for Off-Highway Vehicle (OHV) recreation.

The ATV Grant program is funded with revenue collected from ATV user permit sales and a percentage of gasoline tax dollars attributed to ATV use. For each \$10.00 ATV Permit sold, the program receives \$65-\$90 in fuel tax revenue, depending on type of vehicle. State fuel taxes are \$0.36 per gallon. The number of ATV permits sold is multiplied by the average number of gallons of fuel used for each vehicle to determine ATV Program revenue. The program brings in approximately \$8 million a year, which gets distributed through this grant process for ATV recreation.

The program requirements are accomplished through procedures found in the Oregon Revised Statutes (ORS) ORS 390.550-585, the Oregon Administrative Rules (OAR), Chapter 736, and [Oregon Trails 2016: A Vision For The Future](#), Motorized Trails Plan and the current ATV Grant Manual.

The ATV Grant Program is designed to supplement projects and is not intended to be the sole source of funding for all ATV projects. A project match is required for most ATV grant projects. Funds are allocated to eligible Project Sponsors which include managers of publicly and privately held land, registered ATV clubs, non-profit organizations, tribes and law enforcement agencies.

The ATV Grant Subcommittee (ATV-GS) reviews the grant applications and makes funding recommendations to the OPRD Director and Commission. The ATV grants are allocated on scoring criteria based on the [Oregon Trails 2016: A Vision For The Future](#), Motorized Trails Plan.

1.2 ATV ADVISORY COMMITTEE (ATV-AC ORS 390.565)

The ATV Advisory Committee's mission is to make a positive difference in the ATV recreational experience by interacting with the public and utilizing resources and making recommendations regarding ATV classifications, safety requirements in all classes to protect riders and the future funding of ATV grant projects.

The seventeen-member ATV-AC consists of one representative from the following:

- Class I organization (ATV)
- Class II organization (4x4)
- Class III organization (Motorcycle)
- Class IV organization (Side-by-Side)
- ATV user at large

- Representative of persons with disabilities
- Law Enforcement Agency
- United States Forest Service
- Bureau of Land Management
- Oregon Department of Forestry
- Oregon Vehicle Dealer Association
- Oregon Department of Transportation
- Oregon Health Authority
- Oregon Department of Fish and Wildlife
- Emergency Medical Services
- Rural Fire Protection
- Oregon Parks and Recreation Department (non-voting member)

The ATV-AC will:

- Review accidents and fatalities resulting from ATV recreation and make recommendations to the Commission
- Review changes to statutory vehicle classifications and make recommendations to the Commission
- Review safety features of all classes of OHVs and make recommendations to the Commission
- Recommend appropriate safety requirements to protect child operators and riders of OHVs to the Commission

1.3 **ATV GRANT SUBCOMMITTEE (ATV-GS)**

The seven-member subcommittee is composed of the representatives from:

- Class I organization (ATV)
- Class II organization (4x4)
- Class III organization (Motorcycle)
- Class IV organization (Side-by-Side)
- At-large ATV user
- Law Enforcement
- Persons with disabilities

The ATV-GS will:

- Advise OPRD on the allocation of monies within the ATV account
- Review the grant applications and make recommendations to the OPRD Director and Commission as to which projects should receive grant funding

1.4 **OREGON STATEWIDE TRAILS PLAN**

The 2016-2025 statewide trails plan, entitled [*Oregon Trails 2016: A Vision For The Future*](#), is the State's official plan for motorized recreational trail management serving as statewide and

regional information and planning tool to assist Oregon recreation providers in providing motorized trail opportunities in the state. ATV projects must fit within the long-range goals, objectives and strategies identified in the current motorized portion of the [Oregon Trails 2016: A Vision For The Future](#). Projects must also follow the findings of the current [Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#).

1.5 GENERAL PROGRAM POLICIES

Grant Application Timeframes/Meetings:

Operations and Maintenance application cycles are typically in Fall (September-November) every odd year, with a grant meeting held in February. Law Enforcement application cycles are typically in Winter (December-February) every odd year, with a grant meeting held in April. Planning, Development, Acquisition and Emergency Medical Service application cycle is typically during the Winter every year, and may be held in April or the Fall. Refer to the OPRD ATV website for specific cycle information at <https://www.oregon.gov/oprd/GRA/Pages/GRA-atv.aspx#2>

Grants will only be reviewed on even number of years, such as 2024 if there are still dollars remaining in the budget.

Eligible Project Types: Projects eligible for ATV grant funding assistance include land acquisition, planning, development, operations and maintenance, emergency medical services and law enforcement.

ATV projects must be consistent with the motorized recreation goals and objectives contained in the [Oregon Trails 2016: A Vision For The Future](#) and land manager's management plan, area resource plan, or other planning documents that show a long range dedication to ATV recreation and its future. All projects must meet all state, federal, and county rules, regulations, laws and local planning department requirements that are applicable.

Match Requirements: Except for some land acquisitions, Project Sponsors must contribute to their projects with a minimum match of at least 20% of the total cost of their project. Project Sponsors are encouraged to pursue additional funding sources for each ATV grant project.

Minimum Grant Request: Due to the program's administrative costs, ATV grants will be limited to a minimum grant of \$5,000 (minimum project total cost of \$6,250 and minimum match requirement of \$1,250). Under special circumstances an exception to this minimum may be approved. To request an exception, email the ATV Program Coordinator ian.caldwell@oprd.oregon.gov.

Equipment: Equipment purchased with ATV Grant funds shall be dedicated and used during the entire life of the equipment for ATV activities. In the case of development and rehabilitation, the project Grantee shall operate the improvements for its full life. Equipment must display a sticker supplied by the State, showing the ATV Grant funding source. The Grantee is responsible for maintaining and inventorying the Equipment. ATV staff will request an inventory update every year via email. The Grantee will not sell or dispose of Equipment

without prior approval from OPRD. OPRD staff will assist Grantee on disposal options of equipment based on equipment condition.

Notice to Proceed: All project work (match or grant request) must occur during the project start and end dates listed in the Notice to Proceed and Agreement.

Waiver of Retroactivity: In rare circumstances, a Waiver of Retroactivity may be granted to allow match work done prior to having a signed agreement and a notice to proceed. To request a Waiver of Retroactivity, contact the ATV Program Coordinator ian.caldwell@oprds.oregon.gov.

Partial Funding: If partial funding of a project is offered and recommended by the ATV Grant Subcommittee, the Project Sponsor may be given the option of reducing the cost and scope of the project or withdrawing the grant application. If the Project Sponsor chooses to reduce the project, a revised application will be required.

OPRD Signage: Projects completed with ATV grant funds must show in a visible way the project was funded through the ATV grant program. Upon the final inspection by OPRD staff, the Project Sponsor will be supplied with OPRD grants metal signs (12” W x 18”H) and other posters and stickers.



Project Sponsors will acknowledge and publicize OPRD participation and assistance with the project by placing signage acknowledging the OPRD grant program support. The Sponsor will maintain the signage throughout the life of the project. OPRD may withhold final or future reimbursement payments until signage has been placed.

1.6 ELIGIBILITY

Who is Eligible

Public Agencies: Municipalities such as cities, towns, counties, school districts, state and federal agencies, tribes and other government entities that provide ATV recreation or services.

Private Land Managers: Private land owners or managers who provide for public ATV

recreation and maintain the riding opportunity. Private land owners or managers must make the land available and open to the public for ATV recreation for a prescribed period of time (see policy 1.9).

Registered Non-Profit Organizations: Organizations that provide ATV recreation or services must meet the following criteria: must be registered as a non-profit with the State of Oregon for at least three years prior to application and have a federal tax ID.

- If assistance is needed, refer to the Oregon Secretary of State: <https://sos.oregon.gov/business/Pages/nonprofit.aspx>
- Non-profit organizations must maintain their non-profit status throughout the duration of a project. Should the original organization's status change, a successor organization must agree, in writing, to complete all ATV project responsibilities required by the contract. OPRD recommends a government agency be successor

Non-profits requesting funds for trail maintenance or development typically apply for equipment purchases and provide volunteer labor or cash as match. Club members are not paid to do trail work. If a member of a club or a family member associated with the organization or association provides contracted work for the club, they must use a competitive bidding process and make a declaration as part of their bid. Non-profits with employees or hiring contractors should consult with Grant Staff before submitting application.

Prior to receiving a Land Acquisition grant, a government agency must be named as a successor in case of a change in their organizational status (for example, dissolution). The named governmental agency must agree to become the successor. Clubs and associations must not discriminate on the basis of age, disability, gender, income, race, or religion.

1.7 MATCH REQUIREMENTS

The minimum match contribution required for most ATV projects is 20% of the total project cost.

The Project Sponsor's match must be specific to the ATV project and meet the same project eligibility requirements as the entire project.

Eligible match sources include:

Cash: payments made towards eligible project expenses.

Volunteer or Donated Labor: Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project. Volunteer labor may be used as match only and is never a reimbursable

item.

Hours used for the ATV project must occur during the ATV grant agreement period. A [log](#), which includes the name of the volunteer, date the volunteer worked, the location the volunteer worked, rate of valuation per volunteer and number of hours the volunteer worked must accompany ATV reimbursements.

Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed and of the supervisor verifying that the record is accurate. We suggest utilizing the [Donated Labor Timesheet](#).

It is at the discretion of OPRD to determine the eligibility of match or expense requests.

The Project Sponsor must choose **one** of two methods to calculate volunteer labor and the method must be used throughout the calculation of the entire project:

1. **Department of Labor Prevailing Wage:** Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the Project Sponsor. The time of a person donating services will be valued at a rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. mason doing work on a retaining wall). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project.

The rate cannot exceed prevailing wage charges determined by the Department of Labor. A list can be found at: <http://www.wdol.gov/dba.aspx>. A general laborer's wages may be charged in the amount of what the Project Sponsor in the immediate area would pay their employees for performing similar duties. The standard rate would be the State's minimum wage. The rates for labor should **not** include payroll additives or overhead costs. Volunteer labor may be used as match only and is never a reimbursable item;

Or

2. **Independent Sector:** Volunteer labor is limited to the volunteer hourly rate provided by the Independent Sector web site at <https://independentsector.org/resource/value-of-volunteer-time/>. There is a national rate and a state rate; be sure to use the **Oregon dollar value listed in the Independent Sector web site**.

Inmate Labor: If there is a fixed cost for an inmate labor crew you may use that. For example, some agencies pay a daily or weekly rate for a State AOC crew to work.

If there are no fixed costs, then you can use the current Oregon minimum hourly wage. For example, several inmates from a county or city facility might be able to work on a project.

Force Account: Means the Project Sponsor's own workforce performing project work rather than contracting out for the services. Force Account refers to the use of a Project Sponsor's staff and equipment. All or part of the Project Sponsor's share may be provided through force account. Public employee labor costs may count towards either agency match or reimbursable project expense.

Equipment and Materials: Equipment and materials used as match must be contributed for the purpose of the ATV project and must be used during the project grant cycle. The value of donated equipment and materials should be based on the fair market value at the time of acceptance of the donation. Donated equipment valuation should be based on federal mileage, hourly rates or actual costs. Donated funds and materials must be donated within a reasonable time prior to the start of the ATV project or during the project period.

Other Grants: Can be used as match to pay for eligible project expenses.

Other match policies:

Land Acquisitions: For land acquisition projects, when unusual circumstances exist, public agencies may request a waiver of the match requirement. Refer to the Supplemental Land Acquisition Grant Manual.

Law Enforcement: Eligible match for law enforcement grants are costs associated with providing an officer. These costs may include value of vehicles, vehicle fuel, vehicle maintenance, dispatch, other officers' salaries, supervision, tools and supplies. For LE equipment purchases, 20% cash match is required.

1.8 INELIGIBLE PROJECTS AND EXPENSES

It is at the discretion of OPRD to determine the eligibility of match or expense requests. Ineligible expenses include but are not limited to:

1. Overhead is the regular operating expenses such as rent, building upkeep, utilities, and all fixed costs associated with the daily operations of a business, agency or group.
2. Overtime, in most cases is not eligible. All ATV project hours will be reimbursed at established straight time rates. The extra cost above straight time may be used as match. Consideration of overtime or shift differential as reimbursement may be allowed for special circumstances on an individual basis.
3. Expenses of vehicles and equipment used outside the scope of an ATV project are not eligible. Vehicles and equipment used in a dual use situation will only qualify as eligible for the portion of time they are used for and dedicated to the ATV project.
4. Generally, ATV project work or expenses incurred prior to the project start date on the agreement and Notice to Proceed letter and are not reimbursable.
5. Time and expense preparing the grant application is not eligible as match.
6. Legal counsel or attorney fees not requested or authorized in writing by OPRD.
7. Real Estate, Realtor Brokerage, or real property consultant fees not ordered or authorized in writing by OPRD.
8. Uniforms are not eligible.

1.9 CONTROL AND TENURE

The Project Sponsor must show their interest in and adequate control over the land (public or private) to be improved or developed, patrolled or maintained with ATV grant funds. The following documentation may be required for certain ATV projects:

1. Copy of Fee Simple Deed
2. Copy of Lease Agreement
3. Easement Agreement
4. A Use Agreement or Interagency Agreement – must include length of use
5. Project Sponsor must ensure land will be open to public use for at least 25 years.

The application must identify all outstanding rights or interests held by others to the land upon which the ATV project is proposed.

The Project Sponsor will be required to submit a signed and dated approval form from the official that manages the land and is responsible for the location of the ATV project.

1.10 ENVIRONMENTAL and Cultural Resource Review REQUIREMENTS

The ATV grant program requires that projects are assessed for their environmental and cultural resource impacts. This review typically isn't required for Law Enforcement and EMS grants, or for grants solely used to purchase equipment.

Documentation requirements vary for projects on federal and non-federal land, and by project type. Refer to the [ATV Application Attachment Checklist](#) for specific documentation requirements. Contact ATV staff for assistance.

1.11 OPERATION AND MAINTENANCE (O&M)

ATV projects that provide for the normal day-to-day routine operation of ATV trails and facilities. Operations may also include employees, trail patrols, camp hosts or other trail volunteers who make public contact to provide help and information to ATV users as part of their daily routine. Maintenance projects include services and equipment necessary to maintain ATV trails and facilities. Emergency repair may be considered development or O&M depending on the situation. ATV Project Sponsors must have a maintenance plan in place that includes how each trail or facility will be maintained, how often maintenance will be provided and the maintenance standard to be used. Maintenance includes purchase or rental of equipment such as all-terrain vehicles and excavators used to maintain ATV trails.

Sign replacement and trail guides may be included in maintenance applications.

O&M projects on non-federal land that contain new trail or facility construction or significant trail reroutes or improvements, such as bridge installation need to consult with OPRD ATV staff to determine which additional forms will need completion. This will include SHPO review and the Environmental Assessment Checklist. State Natural Resource Agency Review might be required for major work. If new ground disturbing projects come up during the active grant cycle, SHPO review will need to be conducted and State Natural Resource Agency reviews may need to be conducted based on scope of work.

1.12 LAW ENFORCEMENT (LE)

Law Enforcement grants fund services and equipment to patrol areas open to ATV recreation. Incidental responses related to ATV use to areas outside riding areas are allowed, but should not be the main focus. Law enforcement project sponsors must be representatives of federal, state, county or city agencies. Officers must have arrest authority and their primary duties are law enforcement. Employees who focus on O&M duties but also have citation authority fit under the O&M project type. For example, in the US Forest Service, Law Enforcement Officers (LEOs) are considered law enforcement, while Forest Protection Officers (FPOs) are considered O&M. BLM Rangers are considered Law Enforcement.

Law Enforcement applications can request funds for deputy's salaries, but the LE Agency must provide match in the form of the costs associated with providing a deputy.

- Deputy salary rates can be the full/loaded rate which includes "Other Payroll Expenses".
- Match can be value of vehicles, fuel, vehicle maintenance, dispatch, supervision, other officers' salaries, tools and supplies that an officer needs to do perform their duties.

Equipment Requests

- Patrol vehicles used on the highway such as trucks or SUVs will not be allowed for grant request. Agencies are responsible for purchase and maintenance and are considered match in future grants.
- ATVs (4-wheelers, side-by-sides, dirt bikes or sand rails) can be requested but require a 20% cash match. Request can include accessories such as radios, lights or winch.
- Equipment requests can be included in the biannual application for salaries or in a separate application.

Overtime can only be reimbursed at the standard rate for that employee.

1.13 DEVELOPMENT

Development mainly includes new trail construction and development of staging areas. Trail and facility improvements can include major upgrades, new construction, final design, and engineering and site surveys. Emergency repair may be considered development or

O&M depending on the situation. Refer to the [ATV Application Attachment Checklist](#) for environmental, cultural resource, and land use review documentation requirements.

1.14 PLANNING

Includes the environmental studies, feasibility studies, appraisals, design, engineering, site surveys and other preliminary work. Volunteer hours cannot be the only match for planning projects.

1.15 EMERGENCY MEDICAL SERVICES (EMS)

ATV projects that provide emergency medical services for ATV users. Emergency medical means equipment, services and supplies used for providing emergency medical services to ATV users, such as ATVs, sand rails, side-by-sides, specialty vehicles used to access and transport ATV patients in remote locations. Project Sponsors must be representatives of federal, state, county or city agencies. Volunteer organizations that participate in first-aid emergency services must be affiliated with a federal, state, county or city emergency response provider. Volunteer hours qualify only as match to the ATV project.

1.16 PROJECT TERM LENGTH

Project term dates can be for one or two-year timeframes. Biennial grants are available to Project Sponsors applying for any project type.

Prior to submitting your application, please contact your Grants & Community Program rep to determine if your project qualifies for a biennial grant. Normal cost increases (cost of living, inflation, etc.) should be considered when determining your two-year project costs.

Upon approval, the biennial funds are typically available for distribution for a two-year cycle. There may be another grant cycle open to all project types if funding is available after the O&M and LE Grant meetings.

Mid-Term Reporting Requirement for two-year projects. Project Sponsors must submit their [mid-term report](#) by email to the [Grants & Agreements Contact](#). [This report is due in the middle year of your 2 year O&M or LE Grant Agreement](#). This update is to include progress, delays and if applicable approved changes. This information will be shared with the ATV-GS.

1.17 ACQUISITION

Acquisition means the acquiring of land or easements, by donation or purchase, for public ATV recreational use. This includes fee simple title to property or long-term lease. There are conversion requirements connected to lands purchased with ATV grant funds. **Prior to submitting a grant application for a real property acquisition an appraisal and feasibility study or equivalent information must be completed, addressing issues related to ATV suitability.** Land purchased with ATV grant funds will require a recreational easement to be placed on the property to ensure public ATV activity in perpetuity.

Methods of Acquisition. Acquisition of lands, or interests therein (such as easements), may be accomplished through purchase, eminent domain, transfer, gift, or other means that will assure the desired public use. All acquisitions must conform to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 P.L. 91-646 and the Uniform Appraisal Standards for Federal Land Acquisitions.

Please refer to the Supplemental Land Acquisition Grant Manual for more information. Additionally, contact OPRD staff about your project prior to working on it. OPRD ATV staff will help to guide you through the process.

1.18 DIVERSITY, EQUITY AND INCLUSION (DEI)

The State of Oregon has released a [DEI Action Plan](#) to provide direction to agencies to create welcoming environments. Diversity, equity and inclusion principles are important to the ATV Grant Program and the programs that are funded with ATV Funds. OPRD strives for a statewide ATV Program with all of our grant partners to embrace and utilize DEI principles to create welcoming environments and experiences for staff, volunteers and recreation enthusiasts. The Project Planning section of the application includes a question about your organization's DEI efforts. Use this question to explain some of the efforts that you and your agency engage in, to help achieve a welcoming environment.

Examples include:

- Training staff and volunteers to embody DEI principles in their work and interaction with the public.
- Conducting outreach to diverse and underserved communities.
- Complying with ADA construction standards (add hyperlinks).
- Providing trails and facilities that accommodate all mobility and skill levels.
- Providing resources to communicate with people who have language, visual or hearing barriers, such as using international symbols.
- Developing brochures, websites, phone access, public meetings, informational kiosks, and other publications that provide ease of access to information, feedback and dialog.

Racial Equity means closing the gaps so that race can no longer predict any person's success, which simultaneously improves outcomes for all. To achieve racial equity, we must transform our institutions and structures to create systems that provide the infrastructure for communities to thrive equally. This commitment requires a paradigm shift on our path to recovery through the intentional integration of racial equity in every decision.

Diversity means honoring and including people of different backgrounds, identities, and experiences collectively and as individuals. It emphasizes the need for sharing power and increasing representation of communities that are systemically underrepresented and under-resourced. These differences are strengths that maximize the state's competitive advantage through innovation, effectiveness, and adaptability.

Some examples of developing/managing an ATV riding area that serves a diverse population include:

- Information about the riding area is easily understood and accessible to the public
- Recruiting and retaining a diverse group of staff, volunteers, and partners
- Riding areas are family-friendly and welcoming of all cultures
- Brochures and signs are in multiple languages or use international symbols
- Trails are available for different recreational vehicle types (motorcycles, ATVs, side-by-sides, 4x4s, etc.)
- Partnering with community organizations that connect underserved communities to outdoor recreation opportunities

Equity acknowledges that not all people, or all communities, are starting from the same place due to historic and current systems of oppression. Equity is the effort to provide different levels of support based on an individual's or group's needs in order to achieve fairness in outcomes. Equity actionably empowers communities most impacted by systemic oppression and requires the redistribution of resources, power, and opportunity to those communities.

Equity is everyone being able to access the trail system and use the facilities. We do this by eliminating barriers to create conditions that allows everyone to participate. For example, providing accessible restrooms, or providing accessible loading ramps that help people with disabilities, for people who have difficulties loading/unloading or people with a vehicle that makes loading/unloading an ATV otherwise difficult.

Often, the nature of ATV trails results in difficult trails. Equity is not making *the most difficult* trails accessible by all skill levels, but rather, making sure there is a variety of skill-level trails that can provide similar access and experiences to everyone. We want to strive for trail systems that provide good experiences for youth, riders with a disability and new riders. Equity is offering access to key features and viewpoints in a riding area, such as a lake. Equity can also mean offering close-to-home opportunities since driving long distances to riding areas can also be a barrier.

Inclusion is a state of belonging when persons of different backgrounds, experiences, and identities are valued, integrated, and welcomed equitably as decision-makers, collaborators, and colleagues. Ultimately, inclusion is the environment that organizations create to allow these differences to thrive.

Inclusion can range from feeling comfortable at a staging area to being invited into the recreation planning and public input process. We want to foster a trail community that promotes a sense of belonging where the inherent worth and dignity of all people are recognized. When people show up to a riding area we want them to feel welcomed. This can include easily understood signage, having maps available, clean facilities and being greeted by friendly staff and volunteers.

Many visitors may not speak English as a first language. Using international symbols, especially on signs, can bridge language barriers and improve user safety. The OPRD ATV Program has a free Spanish ATV Guide, which is available to all land managers. Another example is adding the Google Translate widget to your organization's website, as OPRD and other state agencies have done.

To learn more about accessibility and inclusion in the outdoors, refer to the Willamette Partnership's Accessibility Toolkit for Land Managers: <https://willamettepartnership.org/wp->

SECTION 2—APPLICATION PROCESS—HOW TO APPLY

2.1 APPLICATION PROCESS

OPRD solicits public agencies and private organizations through public notice via news media statewide and is posted on the Oregon State Parks web site. All ATV application documents are available online at <https://www.oregon.gov/oprd/GRA/Pages/GRA-atv.aspx> and in the online grant system at <https://oprdgrants.org/>. Although the ATV program does not have a specific “Online Application Instructions” Manual, you can reference the [RTP Instructions](#) since they are very similar. Or contact ATV Field Representatives if you need help.

The first step is to create a user account in the online grant system. All individuals must be linked to the organization they are associated with. If you are new to the program and taking over grants from a predecessor contact ATV staff prior to requesting a new account.

Applications are only accepted during the open periods as announced, and after receiving a letter of intent.

2.2 LETTER OF INTENT

All applicants are required to submit a letter of intent 30 days prior to the grant application close date. O&M and LE grant cycles typically open September and November, respectively. Refer to our ATV [website](#) for current grant schedule.

As you begin your online grant application, the first step is the Letter of Intent. This is not an actual “letter” but rather an electronic memo to staff. When you open the Letter of Intent, the system initiates your letter. If you exit without entering text, staff will receive a blank Letter from you. PLEASE fill out the fields and submit, the first time you open the Letter of Intent.

The final scope and project cost can change from your letter of intent. Staff is trying to get a rough idea of your project, so do not worry if all the details are not worked out yet. Staff will either approve your letter or contact you if there are issues. Once your letter of intent is approved you will receive an email notification and can start working on your application. Approval can be within a few minutes or up to a day or two. If you have not been approved within 48 hours, contact staff.

1. Project Sponsor – Contact information is the primary contact person for the project
2. Project name – a short name of the project

3. Project Scope – a brief description of the project; and
4. Project Location – general location of project and land manager (if different than Project Sponsor).
5. Approximate Grant Request – just looking for ball park numbers. Your final request can be different.

2.3 GRANT APPLICATION

1. Project Information

- A brief project description should outline the project deliverables. The project should be described in further detail in the supplemental form.
- Project term dates for Operations and Maintenance and Law Enforcement grants are typically July 1 to June 30, for either a one or two-year period of time. Acquisition, Development, Planning, Emergency Medical Services and Safety Education grant start date depends on OPRD Commission approval, and may be either a one or two-year project, depending on project scope. Check with OPRD ATV staff to confirm.
- Site Description – information about the project location, such as nearest town, county, description and acreages. The system will prompt you “Find Lat/Lng” to assign a single pinpoint on a google map. Use either the center of the main riding area or the main staging area. If there are multiple sites, just use the most popular site. (this gets us into the ballpark)

2. Finance Worksheet

This form shows the total cost of the project, grant and match amounts. Refer to page 13-16 of the [Online Application Instructions](#).

Vehicle costs. Since agencies purchase and lease vehicles differently, show the value of vehicle as close to actual costs as possible. Many federal and state agencies have a lease program that the agency needs to pay a monthly and a per mile rate. This can be used as either match or grant amount. If you do not have this, you can estimate mileage you will drive and use the federal rate as match for private vehicle mileage. Or if your agency has purchased a truck, you can donate the value of the vehicle to the program on a monthly or yearly basis based on the actual purchase price. For example, if a truck cost \$25,000 and you will be using it for 12 months and the truck has a five-year life expectancy, then the one-year value would be \$5,000.

- Employee Rates. Actual rates that employees cost an agency, which includes Other Payroll Expenses (OPE) can be either match or reimbursed as a grant amount.
- Volunteer Value and Log. Volunteers can be valued either at the prevailing wage for the specific work they do <http://www.wdol.gov/dba.aspx>, or the Independent Sector’s Oregon Dollar Value of a Volunteer Hour http://www.independentsector.org/volunteer_time. Only one source can be used throughout the application.

The applicant must estimate the future labor which will occur during the grant period.

Signed [volunteer logs](#) must be provided when used as match for reimbursement requests. Most applicants use the Independent Sector rate.

- Purchases. For the application, purchases over \$5,000 are required to have one estimate or quote for committee and staff review. For purchases \$25,000 or more, refer to Section 3.5, page 50 of this Manual for applicable guidelines and rules if an application is approved and an Agreement and a Notice To Proceed is issued.
- Inmate Labor Inmate labor may be used as match calculated at the current Oregon minimum wage. If there is a fixed cost for an inmate crew, you may use that in place of the current minimum wage.
- Source of Funding. The source of funding column explains where the match is coming from, such as volunteer labor, other grants, cash match, or force account.

3. Supplemental Questions: Each type of grant has its own individual questions based upon the “[Oregon Trails 2016: A Vision For The Future](#)” trail plan and is a significant source of scoring points. Refer to section 2.7 for more information about how the supplemental responses are scored by the ATV GS members.

Attachments: Required attachments depend on the project type and land ownership. Refer to the [ATV Application Attachment Checklist](#).

Photos:

Include several photos that illustrate elements of your application for the advisory grant subcommittee to better understand the project or your program. Examples include recent accomplishments, issues you are dealing with, signage, riders on trails, volunteers working on projects, partnerships with other agencies or examples of items you are planning on building or installing. Pictures that show the characteristics of the terrain, vegetation, trails and staging areas. Combine all photos into one document such as Word and add captions so the committee knows what they are looking at.

Letters of support

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from ATV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years. Make sure letters have a date.

Do not request letters of support from ATV Grant Subcommittee Members or from OPRD Grant Staff. All letters must be submitted with the application by the due date. Letters of support often take time to get. You should request letters at least 30 days before the due date, and provide them with details of the project, so they know what they are supporting. Form letters should be avoided.

Maps

Two types of maps are required with the application—a vicinity and a location map. A vicinity map needs to show where the general location of the project site/area is in Oregon. A location map is a more zoomed-in view of the project site/area in relation to the closest major city/town. Both maps need to be submitted in the application by the due date. Law Enforcement maps must show the main ATV riding area(s) that will be patrolled in the county. Maps need to be a good resolution and easy to understand.

Land Manager Approval Form

For Federal agencies submitting applications for project work on their own land, the Forest Supervisor, District Ranger or Field Manager must sign the Land Manager Approval form. For Law Enforcement, Emergency Medical Service providers and Clubs, a signed Land Manager Approval form is needed for each land manager where project work will occur.

4. Electronic Submission

ATV Project applications will be due by the end of day (midnight) on the date announced by OPRD. You will no longer be able to submit your grant application after the deadline. The online system will not allow you to submit the application unless all sections are completed and attachments are included. Supporting application materials may not be accepted after the deadline.

Verify that your application is submitted. Refer to page 21 of the [Online Application Instructions](#). Staff can see, review and provide feedback on your application while you are working on it before it is submitted.

2.4 TECHNICAL REVIEW

As part of the ATV grant evaluation process, the OPRD first conducts a technical review of all grant applications. Each submitted grant must include all required materials listed in the ATV Online Grant system. Staff will ensure the Project Sponsor's proposed project(s) meets the requirements for Oregon Revised Statutes ORS 390.550-585 and Oregon Administrative Rules OAR Chapter 736.

2.5 APPLICATION REVIEW AND APPROVAL PROCESS

The ATV GS members will review the applications prior to the scheduled public meeting.

Applicants are to provide a short presentation of their project and answer any questions from the committee within an approximate 20-minute time period. Presentations will be arranged in advance of the meeting.

The entire meeting is open to the public so you are welcome and encouraged to arrive early. Often times, presentations will get ahead of schedule, in which case we will review the next grant early, if you are ready.

Be prepared to answer questions regarding your grant. Your presentation should only highlight key points, show pictures and/or maps. If you would like to use Microsoft PowerPoint, email it to OPRD ATV staff prior to the meeting in either a PowerPoint or PDF format.

The public meeting is held for the ATV GS to review and score the applications. Based upon the evaluation criteria, the ATV GS will prioritize projects to recommend to the OPRD Director and Commission for approval.

Applicants will be advised of the outcome of ATV GS recommendations sometime after the meeting. Once project approval is received from the OPRD Commission, an ATV Grant Agreement will be completed for signature by both the applicant and OPRD staff.

The grant agreement will be emailed to the Project Administrator to obtain signatures. Email the [Grants & Agreements Contact](#) a copy of the signed agreement. Later you will be emailed a fully signed agreement with a “Notice to Proceed” letter.

The Oregon Legislature must also approve the ATV Program’s budget. This may delay getting your notice to proceed if your project begins at the start of the fiscal year.

Any expense incurred prior to the project start date on the “Notice to Proceed” will not be eligible for match or reimbursement unless a waiver of retroactivity is approved (see policy 1.5).

2.6 GRANT PERFORMANCE AND COMPLIANCE

The successful completion of projects in a timely and efficient manner is important for the ATV grant program. A Project Sponsor’s past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.

2.7 GRANT SCORING CRITERIA

Once projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-GS members according to the criteria, rating factors, and points shown in the following “Project Priority Scoring System.” The criteria are based on the findings of the current state trails plan and reflect priorities identified by workshop participants, trail’s plan advisory committee members, trail user survey respondents and land managers. These criteria have been designed to evaluate and prioritize (OHV) operation and maintenance; law enforcement; acquisition, development and planning; and emergency medical project proposals.

A project’s final score will be calculated as an average of the sum of all individual ATV- GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary below for criteria point breakdowns.) The priority rank of a project will depend on its score relative to other projects and in relation to the amount of ATV grant funds available each year.

ATV Grant Program

RATING criteria point summary

CRITERIA TYPE	Possible Points
TECHNICAL REVIEW	
1. Compliance Criteria	0
ATV-ADVISORY GRANT SUBCOMMITTEE MEMBER RATING CRITERIA	
2. Operations	20
3. Rider Benefit	20
4. Project Planning	20
5. Economic Benefit	10
6. Financial Support	5
7. Letters of Support	5
8. Discretionary Committee Member	20
Total Points Possible	100

[Oregon Trails 2016: A Vision For The Future](#) (entire document-9MB file)

Motorized sections:

- [Top Statewide Trail Issues and Strategic Actions](#)
- [Identified Management Issues](#)
- [All-Terrain Vehicle Grant Program Evaluation Criteria](#)

FOR EVALUATING OPERATION AND MAINTENANCE PROJECT PROPOSALS

Eligible operation projects provide for the normal day-to-day routine operation of open ATV trails and facilities. Operation projects may also include funding for employees who make public contact to provide help and information to ATV users as part of their daily routine. Eligible maintenance projects include services and equipment necessary to maintain ATV trails and facilities. ATV sponsors must have an agency approved maintenance plan in place that includes how each trail or facility will be maintained, how often maintenance will be provided and the maintenance standard to be used. Maintenance funding is also available for equipment such as quads and excavators used to maintain ATV trails. Sign replacement and trail guides may also be included in maintenance applications.

Technical Review – Application Completeness

As part of the ATV grant evaluation process, OPRD first conducts a technical review of all grant applications. Each submitted grant application will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) of the ATV Grant Manual. Ineligible or incomplete applications will not be accepted, along with an explanation. Project applicants are highly encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once operation and maintenance projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV-GS members according to the criteria, rating factors, and points shown in the following "Project Priority Scoring System." These criteria have been designed to evaluate and prioritize ATV operation and maintenance project proposals.

A project's final score will be calculated as an average of the sum of all individual ATV- GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 202 for criteria point breakdowns.) The priority rank of a project will depend on its score relative to other projects and in relation to the amount of ATV grant funds available each year.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Manual.

Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the disqualification of consideration for new grant assistance during the current grant review period.

A. Grant Performance and Compliance

The successful completion of projects in a timely and efficient manner is an important goal of the ATV grant program. A project sponsor’s past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.

a. The project sponsor is on schedule with all active OPRD administered grant projects.

___ Yes ___ No

b. The project sponsor is in compliance with applicable guidelines for current and past projects.

___ Yes ___ No

ATV GS Member Rating Criteria

2. Operations (0-20 Points)

A. Project Description

Please provide the following information related to your operation and maintenance project:

- Provide a detailed description of your grant project request.
- Describe the ATV riding area for this project.
- What Classes of ATVs will be allowed in the area?
- On an annual basis, what are the anticipated months of use? What are the typical wildlife, snow, or fire season closures? Also discuss conditions that reduce riding such as summer heat or dust or winter rain/ snow/ cold.
- Describe how this project will result in a well-designed, managed, and sustainable trail/ facility. How will impacts and damage to trails and facilities be proactively prevented or minimized through innovative and sustainable trail and facility design and management practices? Describe how this project maintains or increases the carrying capacity at the existing riding area.
- Describe how the project will serve as a means to restore, improve or enhance, or conserve and maintain high quality or sensitive natural or cultural resources in the

protected area, such as plant communities, wildlife, water bodies, terrain, and archeological or historic sites while striking a proper balance between the conservation of these resources and motorized trail use.

- Describe how you developed your maintenance schedule. How many facilities/ staging areas will be maintained in this proposal and how often?
- If you manage multiple riding areas, list each area and total miles of routes.

B. Miles Of Roads/Trails

- Please provide the number of miles of each type of road or trail in your system.
_____ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

A. Benefits

Please provide the following information related to your project:

- How does this program benefit the ATV trail user?

B. Statewide Management Issues

The statewide planning process identified three top issues on ATV trails on public lands in Oregon. Please describe how the project addresses the following statewide motorized trail issues:

- Issue 1. Closure of trails. The implementation of federal travel management planning has resulted in a loss of ATV trail riding opportunities in Oregon. Closure of designated trails and routes without providing other designated routes in the same area leads to overuse and impacts in new areas.
- Issue 2. Closure of unimproved backcountry roads. Again, the implementation of federal travel management planning has also resulted in the loss of ATV riding on backcountry roads in Oregon.
- Issue 3. Riding in closed areas. Land managers have reported a proliferation of user created trails arising from repeated unauthorized travel by OHVs.

C. Statewide Funding Need

The statewide planning process also identified three top funding needs for ATV trails on public lands in Oregon. Please describe how the project addresses the following three funding

priorities:

- Funding Need 1. Maintaining existing trails in good/ sustainable condition.
- Funding Need 2. More single-track off-road motorcycle trails (Class III).
- Funding Need 3. Prioritize loop over out-and-back trails.

D. Dispersed Riding Opportunities

The Oregon ATV Guide includes a listing of 53 Designated Riding Areas in the state. These areas are high-intensity riding areas with associated high operation and maintenance costs. There are also many designated Shared Use Roads, ATV routes and trails on public lands in Oregon which are outside the boundaries of these Designated Riding Areas. Many ATV enthusiasts seek out these less crowded riding experiences and enjoy exploring new riding areas.

Others use these routes for access to special sites (lookouts, lakes, geographical features) or for activities such as hunting, fishing or gathering. A project sponsor that enhances existing or provides riding opportunities outside of the 53 Designated Riding Areas in the state will receive additional priority points. Eligible enhancement projects can include mapping and signing projects to help riders know where to ride.

- Please describe how your program is maintaining or enhancing dispersed riding in your management area (forest, district, etc.). This may be outside the scope of this application, but is a use allowed in your area?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

4. Project Planning (0-20 Points)

Project sponsors are encouraged to develop project applications that meet high priority need of the intended clientele. Priority points are awarded for project sponsors demonstrating that they have conducted both long-term and short-term operation and maintenance planning and use innovative and sustainable trail and facility design and management practices. 5 of the 20 points are given towards diversity, equity and inclusion efforts.

- Is the project part of an overall ATV plan for the area and does the project contribute the implementation of the plan?
- Describe your planning efforts to determine the staffing levels and resources required. How do you make decisions on when and how staff will work on an annual basis, such as for seasonal peak use, seasonal closures (fire, snow), holiday weekends, weekdays/weekends, and number of employees at a given time?
- Describe how your O&M program uses innovative and sustainable practices.

- (5 of 20 points) Describe your organization’s diversity, equity, and inclusion (DEI) strategy or efforts. This applies to both internal efforts with staff and external efforts with the public.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

5. Economic Benefit (0-10 Points)

The findings from the Oregon ATV trail user survey identified that spending by Oregon residents on ATV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how this project will contribute to the local economy.

___ points awarded (0 - 10 points)

(The rating team will determine a value from 0-10 points based on information provided by applicant.)

6. Financial Support (0-5 Points)

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type.

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to ATV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by applicant.)

7. Letters of Support (0-5 Points)

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from ATV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by the applicant)

related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0 - 20 Points)

The ATV- GS membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

ATV- GS members may award the project additional points based upon their subjective evaluation of key project considerations included in the list below¹. Please note that some considerations may add to while others may reduce the number of discretionary points a project receives.

- **Fiscal Consideration:** Under this review, project sponsors will be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other trail facilities of its type in their geographic area (e.g. cost-per mile comparisons), that the sponsor has budgeted enough money to successfully complete the project and if the requested amount is greater than the prior years' funding, a proper justification for increased funds.
- **Project Cost:** Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project.
- **Mixed-Use Trails:** Project sponsors should provide evidence that the project will support Class I, II, III, and IV riding opportunities serving a wide range of abilities including the handicapped and a range of skill levels.
- **Use Levels:** Project sponsors should describe the level of use the trail and support facilities receive.
- **Special Maintenance Problems:** If the site poses special maintenance problems, it may not be cost effective to continue maintenance over the long term.
- **Regional Issues:** Regional trail issues were also identified in the current trails planning process. Where appropriate, project sponsors should describe how the project addresses appropriate regional trail issues. Regional motorized trail issues are included in Chapter seven (7).

Note: Locate the project sponsor's region and identify each regional trail issue addressed in the project proposal.

Each committee member will determine the number of points awarded for each project.

Assessment Score: _____ points awarded (0 - 20 points)

¹ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV- GS members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

Law Enforcement

EVALUATING LAW ENFORCEMENT PROJECT PROPOSALS

Eligible law enforcement projects include services and equipment that will provide a direct law enforcement presence by certified personnel in ATV riding areas for ATV recreational enthusiasts.

Technical Review – Application Completeness

As part of the ATV grant evaluation process, OPRD first conducts a technical review of all grant applications. Each submitted grant application will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) of the ATV Grant Manual. Ineligible or incomplete applications will not be accepted, along with an explanation. Project applicants are highly encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once law enforcement projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV- GS members according to the criteria, rating factors, and points shown in the following "Project Priority Scoring System." These criteria have been designed to evaluate and prioritize ATV law enforcement project proposals.

A project's final score will be calculated as an average of the sum of all individual ATV- GS member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 207 for criteria point breakdowns.) The priority rank of a project will depend on its score relative to other projects and in relation to the amount of ATV grant funds available each year.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Instructions Manual.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

A. Grant Performance and Compliance

The successful completion of projects in a timely and efficient manner is an important goal of the ATV grant program. A project sponsor's past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.

a. The project sponsor is on schedule with all active OPRD administered grant projects.

___ Yes ___ No

b. The project sponsor is in compliance with applicable guidelines for current and past projects.

___ Yes ___ No

c. The project sponsor is in compliance with entering law enforcement data into the ATV Law Enforcement Tracking System.

___ Yes ___ No

ATV-GS Member Rating Criteria

2. Operations (0-20 Points)

Please provide the following information related to your operation and maintenance project:

- Provide a detailed description of your grant project request including seasons of use, how patrols are conducted, and types of vehicles used for patrols such as quads, motorcycles, side-by-sides, or trucks.
- What ATV areas are you patrolling?
- Please describe the need for this project. List and describe the ATV law enforcement problems/ issues and how the grant will help to resolve them.
- How many law enforcement officers will patrol the ATV areas?
- What is the average hourly cost for ATV patrols including benefits?
- Provide a written summary of your ATV law enforcement activities over the previous 12 months.
- How many total hours will you patrol in the first year (12 months)? Include an estimate of hours for each of the 12 months (e.g., number of hours in July, number of hours in August, and so forth).

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

Please provide the following information related to your law enforcement project:

- How does this project benefit the ATV trail user?
- Explain how this project is directly related to the safety of ATV users?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

4. Project Planning (0-20 Points)

Please provide the following information related to your law enforcement project:

- Describe your planning efforts to determine the staffing levels and resources requested. This should include initial planning with other agencies. How do you make decisions on when staff will patrol on an annual basis; such as seasonal peak use, seasonal closers (fire, snow); holiday weekends; weekend/weekends; and number of deputies at a given time? Please focus your responses on annual staff planning.
- How are you communicating with the land manager/ recreation staff and how often throughout the year to address issues and coordinate resources? Consider things such as events, changes in use patterns, problem riding areas, reducing duplication of patrols, providing backup, providing assistance, and sharing schedules. Please focus your responses on the day-to-day, on the ground, operations of staff.
- How are you working with other law enforcement agencies (OSP, other county Sheriffs, USFS LEOs, BLM Rangers, city police) throughout the year to assist with your patrols?
- (5 of 20 points) Describe your organization’s diversity, equity, and inclusion (DEI) strategy or efforts. This applies to both internal efforts with staff and external efforts with the public.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

5. Economic Benefit (0-10 Points)

The findings from the Oregon ATV trail user survey identified that spending by Oregon residents on ATV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state

visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how the riding areas you patrol will contribute to the local economy.

___ points awarded (0 - 10 points)

(The rating team will determine a value from 0-10 points based on information provided by applicant.)

6. Financial Support (0-5 Points)

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type.

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to ATV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on the information provided by the applicant.)

7. Letters of Support (0-5 Points)

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from ATV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by the applicant related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0-20 Points)

The ATV- GS membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

ATV- GS members may award the project additional points based upon their subjective evaluation of key project considerations included in the list below². Please note that some considerations may add to

² This list is not intended to be a complete list of all discretionary criteria to be considered by ATV-GS members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

while others may reduce the number of discretionary points a project receives.

- Fiscal Consideration: Under this review, project sponsors will be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other projects of its type in their geographic area, that the sponsor has budgeted enough money to successfully complete the project and if the requested amount is greater than the prior years' funding, a proper justification for increased funds.
- Project Cost: Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project.

Each committee member will determine the number of points awarded for each project.

___ points awarded (0 - 20 points)

FOR EVALUATING ACQUISITION, DEVELOPMENT AND PLANNING PROJECT PROPOSALS

Technical Review – Application Completeness

As part of the ATV grant evaluation process, the Oregon Parks and Recreation Department staff first conducts a technical review of all grant applications. Each submitted grant application will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) of the ATV Grant Manual. Ineligible or incomplete applications will not be accepted, along with an explanation. Ineligible or incomplete applications will be returned to the project sponsor with an explanation of why their application was returned. Project applicants are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once acquisition, development and planning projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV- Grant Subcommittee members according to the criteria, rating factors, and points shown in the following “Project Priority Scoring System.” The criteria are based on the findings of the current state trails plan and reflect priorities identified by workshop participants, trail’s plan advisory committee members, trail user survey respondents and land managers. These criteria have been designed to evaluate and prioritize Off-Highway Vehicle (OHV) acquisition, development and planning project proposals.

A project’s final score will be calculated as an average of the sum of all individual ATV- Grant Subcommittee member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 210 for criteria point breakdowns.) The priority rank of a project will depend on its score relative to other projects and in relation to the amount of ATV grant funds available each year.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Instructions Manual.
- Available ATV grant dollars are used in a timely manner once funding is awarded to a project sponsor.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

A. Grant Performance and Compliance

The successful completion of projects in a timely and efficient manner is an important goal of the ATV grant program. A project sponsor's past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.

a. The project sponsor is on schedule with all active OPRD administered grant projects.

___ Yes ___ No

b. The project sponsor is in compliance with applicable guidelines for current and past projects.

___ Yes ___ No

B. Permit Status (For Development projects only)

Project sponsor has demonstrated what it will take to get their particular development project completed in a timely manner including such items as:

- Needed permits, environmental clearances and signed agreements.
- Permits such as building permits for a structure may be obtained at the time of construction, but applicant must research all permits by the time submitting application.
- NEPA, EA or Record of Decision on Federal Lands must be completed by the Committee Review Meeting date.
- Construction plans
- Archaeological surveys

C. Acquisition Status (For acquisition projects only)

Project sponsor has demonstrated what it will take to get their particular development project completed in a timely manner including such items as:

- Completed appraisal
- Preliminary Title Report

- Level 1 or higher Environmental Assessment
- Proof of willing seller or donor

D. Planning Status (For planning projects only)

Project sponsor has demonstrated the need for the plan and basic public involvement strategies including items such as:

- A clearly defined concept and purpose
- An advisory committee
- A method to involve landowners, neighbors, public officials, and user groups in the planning process

ATV Grant Subcommittee Member Rating Criteria

2. Operations (0-20 Points)

Please provide the following information related to your project:

- Provide a detailed description of your grant project request.
- Describe the ATV riding area for this project.
- What Classes of ATVs will be allowed in the area?
- On an annual basis, what are the anticipated months of use? What are the typical wildlife, snow, or fire season closures? Also discuss conditions that reduce riding such as summer heat or dust or winter rain/ snow/ cold.
- Describe how this project will result in a well-designed, managed, and sustainable trail/facility. How will impacts and damage to trails and facilities be proactively prevented or minimized through innovative and sustainable trail and facility design and management practices? Describe how this project maintains or increases the carrying capacity at the existing riding area.
- Describe how the project will serve as a means to restore, improve or enhance, or conserve and maintain high quality or sensitive natural or cultural resources in the protected area, such as plant communities, wildlife, water bodies, terrain, and archeological or historic sites while striking a proper balance between the conservation of these resources and motorized trail use.
- Explain your plan to continue trail/facility operation and maintenance. Include maintenance requirements and future funding and partnerships.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

A. Benefits

Please provide the following information related to your project:

- How does this program benefit the ATV trail user?

B. Statewide Management Issues

The statewide planning process identified three top issues on ATV trails on public lands in Oregon. Please describe how the project addresses the following statewide motorized trail issues:

- Issue 1. Closure of trails. The implementation of federal travel management planning has resulted in a loss of ATV trail riding opportunities in Oregon. Closure of designated trails and routes without providing other designated routes in the same area leads to overuse and impacts in new areas.
- Issue 2. Closure of unimproved backcountry roads. Again, the implementation of federal travel management planning has also resulted in the loss of ATV riding on backcountry roads in Oregon
- Issue 3. Riding in closed areas. Land managers have reported a proliferation of user created trails arising from repeated unauthorized travel by OHVs.

C. Statewide Funding Need

The statewide planning process also identified three top funding needs for ATV trails on public lands in Oregon. Please describe how the project addresses the following three funding priorities:

- Funding Need 1. Maintaining existing trails in good/ sustainable condition.
- Funding Need 2. More single-track off-road motorcycle trails (Class III)
- Funding Need 3. Prioritize loop over out-and-back trails.

D. Dispersed Riding Opportunities

The Oregon ATV Guide includes a listing of 53 Designated Riding Areas in the state. These areas are high-intensity riding areas with associated high operation and maintenance costs.

There are also many designated Shared Use Roads, ATV routes and trails on public lands in Oregon which are outside the boundaries of these Designated Riding Areas. Many ATV enthusiasts seek out these less crowded riding experiences and enjoy exploring new riding areas. Others use these routes for access to special sites (lookouts, lakes, geographical features) or for activities such as hunting, fishing or gathering. A project sponsor that enhances existing or provides riding opportunities outside of the 53 Designated Riding Areas in the state will receive additional priority points. Eligible enhancement projects can include mapping and signing projects to help riders know where to ride.

- Describe how your program is maintaining or enhancing dispersed riding in your management area (forest, district, etc.). This may be outside the scope of this application, but is a use allowed in your area?

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

4. Project Planning (0-20 Points)

A. Readiness to Proceed

- Is the project ready to start? Demonstrate what it will take to get this project completed. Please include items such as permits, environmental clearances, signed agreements, construction plans, contract bids, cultural, historical, or archaeological surveys.
- Has an EA, EIS or Record of Decision been completed for this project? (Federal applicants only)
- Describe other information pertaining to this site, such as noise issues, noise impacts, environmental concerns, social issues, or tribal, cultural, or heritage issues.

B. Public Involvement

- Please describe how public involvement was received through public meetings/ workshops, open houses, interviews, club input, rider input, questionnaires. Summarize their comments both in support and opposition of the project.

C. Local Funding Need

Project sponsors are strongly encouraged to develop project applications that meet high priority need of the intended clientele. Need can be demonstrated through results of the trails plan needs assessment (item a below), coordinated, long-range planning with a minimum of a 5-year planning horizon (item b below), or through a substantive public involvement process (item c below). If the project isn't identified as a region-level need by the trails plan needs assessment, local need should be demonstrated through the project's inclusion in a current

planning document or by describing the project’s public involvement process.

- a. The 2016-2025 trails planning effort included a region-level analysis to identify priority projects. Please identify if the project satisfies region-level needs included in the tables in Chapter 6.
- b. The extent to which the project will satisfy priority needs, as identified in a current planning document such as a comprehensive local plan or recreation master plan, county or regional master plan, trail system plan or land use/management plan.
Note: The local planning document must be adopted/approved by the applicable governing body.
- c. If the project is not included in a current planning document, describe the public involvement effort that led to the selection of the project such as citizen involvement through public meetings/ workshops, open houses, interviews, questionnaires, etc.

D. Diversity, Equity and Inclusion

(5 of 20 points) Describe your organization’s diversity, equity, and inclusion (DEI) strategy or efforts. This applies to both internal efforts with staff and external efforts with the public.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

5. Economic Benefit (0-10 Points)

The findings from the Oregon ATV trail user survey identified that spending by Oregon residents on ATV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how the riding areas you patrol will contribute to the local economy.

___ points awarded (0 - 10 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

6. Financial Support (0-5 Points)

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type.

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to ATV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-20 points based on information provided by applicant.)

7. Letters of Support (0-5 Points)

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from ATV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by applicant related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0-20 Points)

The ATV- Grant Subcommittee membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

ATV- Grant Subcommittee members may award the project additional points based upon their subjective evaluation of the following³:

- **Site Suitability:** The extent to which the site is suitable for the proposed development (e.g., minimizes negative impacts on the environment, surrounding neighborhood).
- **Fiscal Consideration:** Under this review, project sponsors will be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other trail facilities of its type in the geographic area (e.g., cost-per mile comparisons), is justifiable in terms of the quantity and quality of recreation opportunities the facilities will provide, and that the sponsor has budgeted enough money to successfully complete the project.
- **Commitment to Long-Term Operation and Maintenance:** Sponsors should show evidence of a commitment to long-term operation and maintenance that their organization has demonstrated at existing trail and park resources. In those cases where the applicant does not presently have an operation/ maintenance responsibility for an existing trail or park, information about other public facilities or resources within the sponsor's jurisdiction may be presented.

³ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV- GS members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

- Project Cost: Consideration will be given to the degree to which a significant portion of the State’s annual apportionment is requested for one project.
- Project Urgency. Project sponsors should show an urgent need for time-sensitive land acquisitions, immediate threat of closure because of non-compliance with state and federal law, threat of lost opportunity, meeting project completion deadlines, public health and safety concerns or impacts on cultural and natural resources.
- Mixed-Use Trails: Project sponsors should provide evidence that the specific trail design demonstrates that the project will support mixed-use recreational trail opportunities serving a wide range of abilities including the elderly and handicapped as well as the more active and highly skilled trail user.
- Regional Issues: Regional trail issues were also identified in the current trails planning process. Project sponsors should describe how the project addresses appropriate regional trail issues. Regional motorized trail issues are included in Chapter 7.

Note: Locate the project sponsor’s region and identify each regional trail issue addressed in the project proposal.

Each committee member will determine the number of points awarded for each project.

___ points awarded (0-20 points)

EMS

FOR EVALUATING EMERGENCY MEDICAL PROJECT PROPOSALS

Eligible emergency medical projects include equipment, services and supplies used for providing emergency medical attention to ATV users.

Technical Review – Application Completeness

As part of the ATV grant evaluation process, OPRD first conducts a technical review of all grant applications. Each submitted grant application packet will need to include all materials requested in Section 2 (Application Submittal, Review and Approval Process) of the ATV Grant Manual. Ineligible or incomplete applications will be returned to the project sponsor with an explanation of why their application was returned. Project applicants are encouraged to contact OPRD grant staff with questions regarding the ATV grant application process.

Project Priority Scoring System

Once emergency medical projects submitted to OPRD for grant funding make it through the technical review, they will then be scored by ATV- Grant Subcommittee members according to the criteria, rating factors, and points shown in the following "Project Priority Scoring System." These criteria have been designed to evaluate and prioritize ATV emergency medical project proposals.

A project's final score will be calculated as an average of the sum of all individual ATV- Grant Subcommittee member scores. The highest possible score for a project will be 100 points. (See Potential ATV Program Rating Criteria Point Summary on page 216 for criteria point breakdowns.) The priority rank of a project will depend on its score relative to other projects and in relation to the amount of ATV grant funds available each year.

OPRD Staff Rating Criteria

1. Compliance Criteria

Due to the large number of requests for ATV funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs;
- Funds are expended and projects completed within the agreement period; and
- Each new project proposal satisfies the requirements of the Oregon Revised Statutes, ORS 390.550-585, Oregon Administrative Rules, Chapter 736, and the most current version of the ATV Grant Instructions Manual.

*Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (a and b) may result in the **disqualification of consideration for new grant assistance** during the current grant review period.*

A. Grant Performance and Compliance

The successful completion of projects in a timely and efficient manner is an important goal of the ATV grant program. A project sponsor's past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.

a. The project sponsor is on schedule with all active OPRD administered grant projects.

___ Yes ___ No

b. The project sponsor is in compliance with applicable guidelines for current and past projects.

___ Yes ___ No

ATV Grant Subcommittee Member Rating Criteria

2. Operations (0-20 Points)

Please provide the following information related to your operation and maintenance project:

- Provide a detailed description of your grant project request including seasons of use, how patrols are conducted, and types of vehicles used for patrols such as quads, motorcycles, side-by-sides, or trucks.
- What ATV areas are you patrolling?
- Please describe the need for this project. List and describe the medical problems/ issues and how the grant will help to resolve them.
- Provide a written summary of your ATV medical calls over the previous 12 months.
___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

3. Rider Benefits (0-20 Points)

OPRD intends to ensure that available ATV grant dollars are used to fund projects maximizing rider benefits.

Please provide the following information related to your emergency medical services project:

- How does this program benefit the ATV trail user?
- Explain how this project is directly related to the safety of ATV users?
___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

4. Project Planning (0-20 Points)

Please provide the following information related to your emergency medical services project:

- Describe your planning efforts to determine the staffing levels and resources requested. This should include initial planning with other agencies. How do you make decisions on when staff will patrol on an annual basis; such as seasonal peak use, seasonal closers (fire, snow); holiday weekends; weekend/weekends; and number of deputies at a given time? Please focus your responses on annual staff planning.
- How are you communicating with the land manager/ recreation staff and how often throughout the year to address issues and coordinate resources? Consider things such as events, changes in use patterns, problem riding areas, reducing duplication of patrols, providing backup, providing assistance, and sharing schedules. Please focus your responses on the day-to-day, on the ground, operations of staff.
- How are you working with other law enforcement agencies (OSP, other county Sheriffs, USFS LEOs, BLM Rangers, city police) throughout the year to assist with your patrols?
- (5 of 20 points) Describe your organization’s diversity, equity, and inclusion (DEI) strategy or efforts. This applies to both internal efforts with staff and external efforts with the public.

___ points awarded (0 - 20 points)

(The rating team will determine a value from 0-20 points based on the information provided by the applicant.)

5. Economic Benefit (0-10 Points)

The findings from the Oregon ATV trail user survey identified that spending by Oregon residents on ATV riding trips was an estimated \$100 million per year across the state. In turn, this expenditure contributed 869 jobs, \$35 million in value added, and \$23 million in labor income. When out-of-state visitors are included, the estimated amounts increase to 1,120 jobs, \$45 million in value added, and \$29 million in labor income.

- Please describe how the riding areas you respond to will contribute to the local economy.

___ points awarded (0 - 10 points)

(The rating team will determine a value from 0-10 points based on the information provided by the applicant.)

6. Financial Support (0-5 Points)

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type.

- Please describe match to this project, such as volunteer labor, other grants, agency budgets or donations. Please list other grants you have received over the last 3 years which are not part of this grant, but relate to ATV use in your program.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on the information provided by the

applicant.)

7. Letters of Support (0-5 Points)

Current letters of support, from a variety of sources, help to demonstrate the need and success of your program. Letters from ATV riders and clubs are very important. Letters from local businesses, county commissioners, and other groups are also important. Letters from agencies also show support, but only two letters from agencies are allowed. Please list the name, title, group, business or agency for each letter attached. Up to 10 letters of support will be accepted. No letters will be accepted from previous years.

___ points awarded (0 - 5 points)

(The rating team will determine a value from 0-5 points based on information provided by the applicant related to the degree to which the project demonstrates broad community support.)

8. Discretionary Committee Member Criteria (0-20 Points)

The ATV- GS membership is representative of state geographic regions, agencies, communities, and trail user groups. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

ATV- GS members may award the project additional points based upon their subjective evaluation of the following⁴:

- **Site Suitability:** The extent to which the site is suitable for the proposed development (e.g., minimizes negative impacts on the environment, surrounding neighborhood).
- **Fiscal Consideration:** Under this review, project sponsors will be asked to justify their request for financial assistance including the extent to which the project is cost comparable to other trail facilities of its type in the geographic area (e.g., cost-per mile comparisons), is justifiable in terms of the quantity and quality of recreation opportunities the facilities will provide, and that the sponsor has budgeted enough money to successfully complete the project.
- **Commitment to Long-Term Operation and Maintenance:** Sponsors should show evidence of a commitment to long-term operation and maintenance that their organization has demonstrated at existing trail and park resources. In those cases where the applicant does not presently have an operation/ maintenance responsibility for an existing trail or park, information about other public facilities or resources within the sponsor's jurisdiction may be presented.
- **Project Cost:** Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project.

⁴ This list is not intended to be a complete list of all discretionary criteria to be considered by ATV- GS members. Other considerations could include exemplary design, special needs, project presentation and superior leverage of funding and partnership.

- **Project Urgency.** Project sponsors should show an urgent need for time-sensitive land acquisitions, immediate threat of closure because of non-compliance with state and federal law, threat of lost opportunity, meeting project completion deadlines, public health and safety concerns or impacts on cultural and natural resources.
- **Mixed-Use Trails:** Project sponsors should provide evidence that the specific trail design demonstrates that the project will support mixed-use recreational trail opportunities serving a wide range of abilities including the elderly and handicapped as well as the more active and highly skilled trail user.
- **Regional Issues:** Regional trail issues were also identified in the current trails planning process. Project sponsors should describe how the project addresses appropriate regional trail issues. Regional motorized trail issues are included in Chapter 7.
Note: Locate the project sponsor’s region and identify each regional trail issue addressed in the project proposal.

Each committee member will determine the number of points awarded for each project.

Assessment Score: _____ points awarded (0-20 points)

SECTION 3—PROJECT AGREEMENTS, AMENDMENTS, EXTENSIONS, INSPECTIONS, QUARTERLY PROGRESS REPORTS AND PROCUREMENTS

3.1 ATV GRANT AGREEMENTS

The ATV Grant Agreement is an agreement between the State and the Project Sponsor that documents the project elements, the funding limits and the project period. An ATV Grant agreement, signed by OPRD and the Project Sponsor will be emailed to the Project Sponsor with a “Notice to Proceed” as well as uploaded as an attachment to the project in the Online Grant System

No project may begin without a signed agreement and “Notice to Proceed” letter from OPRD. Any purchases or work prior to the signed agreement is not reimbursable or qualifies as match. All project costs must be incurred during the project period as identified in the Project Sponsor’s grant application and agreement.

Copies of all required documentation such as plans and specifications must be received by OPRD prior to the Project Sponsor receiving the “Notice to Proceed” letter.

3.2 AMENDMENTS TO PROJECT AGREEMENTS

Amendments may be requested to the ATV Agreement to change elements listed in the scope of work or budget sheet. Increases to the grant amount will not be allowed. Contact OPRD staff early on if you are considering any changes to your project. No change to the grant agreement may be made without prior approval from OPRD.

Scope Change: Requests for scope changes must be submitted in advance, via email to the OPRD ATV Program Coordinator, at least **30 days** before the grant end date. In cases of major scope changes, additional environmental review, SHPO review, project approval, and updates to other application documents may be required. Depending on the level of review needed, some scope changes may not be possible to process in that timeframe, so an earlier request is recommended. As projects are recommended by the ATV GS and approved by the OPRD Commission, some scope changes could be considered too significant to approve.

Extensions: OPRD reviews requests for extensions on a case-by-case basis. All requests for extensions must be submitted by email to the OPRD ATV Program Coordinator at least **30 days** prior to expiration date of the ATV Agreement. The request should include detailed information explaining why the project has been delayed, what work remains, and a timeline for the remaining work. Project sponsors must be up-to-date on progress reports if requesting an extension. Some agencies, including the Forest Service, may require more time internally to request an extension. Allow additional time if needed by your organization.

Some factors for an extension may be out of the Project Sponsor’s control (example: wildfire, supply chain issues, cultural resource discovery). While extensions may, at times, be granted for factors within the Project Sponsor’s control, this could reflect on the Sponsor’s performance for consideration of future grant requests.

Note: Projects ending in odd years (example, June 30, 2025) may not be eligible for extensions due to biennium budget restrictions.

3.3 ATV PROJECT INSPECTIONS

Periodic on-site inspections may be made to assure that the project is underway and on schedule. Upon project completion, contact your Field Representative to schedule a final inspection. Those will be made to assure that the project has been completed successfully and according to the specifications outlined in the ATV agreement. Final reimbursements may be withheld until after a final inspection has been completed.

3.4 QUARTERLY PROGRESS REPORTS

OPRD requires progress reports each quarter, and must be submitted through the Online Grants System at <https://oprgrants.org>. These reports are required if submitting a reimbursement request. The report must include information regarding work completed for the quarter and information on the funds expended including the match. The report must include an estimate of the percentage of work completed for the quarter. The Project Sponsor's final reports must be received at OPRD within 45 days of project completion or the expiration date of the ATV project agreement.

Once a Notice To Proceed has been issued, Sponsors must submit reports on a quarterly basis as follows:

For the period beginning January 1, ending March 31:	report is due April 30
For the period beginning April 1, ending June 30:	report is due July 31
For the period beginning July 1, ending September 30:	report is due October 31
For the period beginning October 1, ending December 31:	report is due January 31

3.5 PROCUREMENT

When purchasing goods (like equipment, restrooms, etc) or professional services (contracts for trail work, road grading, septic pumping, etc) must follow, at a minimum, the guidelines found in Oregon procurement code ([ORS 279](#)).

All procurement transactions must be documented and conducted in a manner to provide, to the maximum extent possible, free and open competition. Methods of procurement depend on the estimated cost and are detailed further below.

Procurement methods and thresholds are based on the requirements in ORS 279B. When a project sponsor's internal policy is more stringent, those requirements may take precedence.

1. **Small Purchases (ORS 279B.065):** For purchases or subawards for goods or services not exceeding \$25,000, project sponsors may award contracts in any manner deemed practical or

convenient. This includes direct selection without a competitive process so long as the price is determined reasonable. To the extent practicable, project sponsors must distribute small purchases equitably among qualified suppliers or contractors. Procurements may not be artificially divided or fragmented as to constitute a small purchase.

2. Intermediate Purchases (ORS 279B.070): For procurement for goods or services exceeding \$25,000 and not exceeding \$250,000, project sponsors may use an informal request for quote process. Contractor selection may be based on price as well as other considerations documented in the request for quote, such as experience, expertise, product functionality, suitability for a particular purpose, and contractor responsibility. Project sponsors should directly solicit a minimum of three bids and/or publicize their request in an effective manner to solicit the type of goods of services requested.

3. Competitive Sealed Bids or Proposals: Procurement for contracts exceeding \$250,000 may follow one of the following methods:

a. **Competitive Sealed Bids (ORS 279B.055):** The project sponsor must award contracts by using a formal invitation to bid process if the sponsor is basing contractor selection on lowest cost bid. Sponsors must give public notice of the solicitation.

b. **Competitive Sealed Proposals (ORS 279B.060):** The project sponsor must award contracts by using a formal request for proposal (RFP) if the sponsor is basing contractor selection on criteria in addition to cost or wants the ability to negotiate terms and conditions with the selected contractor. These options are not allowed under the competitive sealed bidding process. Sponsors must give public notice of the solicitation

SECTION 4—REIMBURSEMENTS

GENERAL INFORMATION

Reimbursement requests must be submitted in OPRD's Online Grants System. Refer to the [Online Grant Reimbursement and Reporting Instructions](#) guide for assistance. A helpful tutorial for understanding how to submit a reimbursement request can also be found at: <https://www.youtube.com/watch?v=SFJTXUGh8P8>. For incomplete requests, OPRD will reject the reimbursement and provide recipients with an explanation of what changes are needed.

OPRD recommends submitting reimbursement requests on a quarterly basis, in line with the

Progress Report schedule, listed in Policy 3.4

The agreement's minimum match percentage rate should be maintained throughout the project term dates. Exemptions to this may be approved by OPRD on a case-by-case basis.

The Project Sponsor is responsible to track all project costs and must maintain an auditable record for a period of not less than 7 years from the expiration date of the ATV agreement.

No project may begin without a signed agreement and Notice to Proceed from OPRD. All project costs must be incurred during the project period as identified in the Project Sponsor's grant application and agreement.

Fiscal Year-End Request for Reimbursement: Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses, if any, accrued up to **June 30**, of each fiscal year. The Fiscal Year-End Reimbursement Request must be submitted to OPRD by **July 31**.

The state may retain 10% of the grant amount until the project and final inspection are completed.

DOCUMENTATION

Reimbursement requests are based on actual project expenditures that align with the Sponsor's ATV agreement, including the approved project application scope and budget.

Adequate supporting documentation for all expenses is required to be uploaded as an attachment with each request, as applicable, including but not limited to:

- Proof of payment, including payment for match items
- Invoices
- Donation and in-kind documentation
- Equipment purchase or rental documentation

OPRD may request additional supporting documentation in order to process a reimbursement. This section further details the required documentation for certain expense types.

ATV payments are made on a reimbursement basis. Project Sponsors must use a verifiable payment method and submit proof of payment for all project expenses with each request, including expenses submitted as match.

Proof of payment may include a ledger or transaction report generated by the Sponsor's accounting system, a bank statement, or a cancelled check. **Account numbers must be redacted from bank statements and check copies before uploading to the reimbursement request.** OPRD will not reimburse for payments made in cash, as this method does not provide a verifiable audit trail. Cash payments may not be used for expenses submitted as match either.

U.S. Forest Service: Requests submitted by USFS must include a copy of the Bill for Collection, also referred to as a Dunning Notice, and the corresponding USFS Spending Detail Report. The requested amount must match the amount on the Bill for Collection.

Receipts- Reimbursements need to match with the categories you submitted in your original application “Project Budget Worksheet”. All receipts need to be scanned into a PDF file and have the category written on the receipt, such as “Signs” or “Fuel”. When uploading files use the term from the application Project Budget Worksheet in the field labeled “ITEM”, such as “Sign” or “Fuel”. We need the “Description” in the Application Project Budget Worksheet to match the “Item” in the Reimbursement. Try to combine all your Description/Items into each entry. For example, combine all “sign” purchases into one file.

LAW ENFORCEMENT organizations must submit the following documentation with each reimbursement request:

1. **Officers hours from LETS system.** The Law Enforcement Tracking System (LETS) Quarterly Report Summary (.pdf file) covering the billing period, that matches or exceeds the officer hours listed in the Project Expenses section of the reimbursement request. Producing and submitting a LETS Report is a two-part process involving two different sites, www.OPRDLE.com and <https://oprdrgrants.org/>

Once Level 3 Users (Admin/Supervisor Approval) log into the LETS program, the “Quarterly Report Summary” can be accessed via the drop-down within the “Reports” tab located on the top menu bar. Select the appropriate date-range then print to PDF. Once the report is created, it will need to be uploaded as an attachment to a reimbursement request submitted through the online grants system, located at <https://oprdrgrants.org/>

2. **Grant Fund Expenditures Form.** In the “Salaries and Wages section”, enter the officer’s title, first and last name, hourly rate (with benefits included) and hours. The hours listed in the Grant Fund Expenditures Form must be greater than or equal to the “Total hours by staff” recorded on the LETS Quarterly Report Summary.

Any non-salary match items (vehicle fuel, mileage, officer support) must be listed in the “Equipment, materials and Supplies” section with a breakdown of their costs.

3. **LE Match Certification Form.** If grant has non-salary match items, grantee must submit either a completed LE Match Certification Form, or a ledger or transaction report generated by the grantee’s accounting system that meets or exceeds the 20% match percentage requirement with each request.

For questions about getting access to the LETS system or creating Quarterly Report Summaries, contact Jeff Trejo at (503) 568-9622 or jeff.trejo@oprdr.oregon.gov

Final Reimbursement Requests and Progress Reports – Through the Online Grants System, submit a reimbursement request with the appropriate supporting documentation. If the project is completed and no future reimbursement requests will be submitted, be sure to check the “Final Reimbursement” box, and submit a final progress report describing the project completion. Include a detailed explanation if the project is incomplete and all grant funds have not been expended.

SECTION 5 – GLOSSARY OF TERMS

ACQUISITION — the gaining of property rights, including but not limited to fee title or easements, for public use by donation or purchase.

ADA — Americans with Disabilities Act of 1990 prohibits discrimination based on disability; both in the private and public sector. (ADA) (42 U.S.C. 12101 et seq.)

AMENDMENT— a change in the cost, work items or terms included in the Agreement.

APPLICATION—a complete application packet with all questions answered, forms filled out, and required attachments for project review and approval.

ATV — All-Terrain Vehicle.

ATV-AC — the 17-member ATV Advisory Committee appointed by the OPRD Commission.

ATV-GS — the 7-member ATV Grants Subcommittee that reviews grant requests.

BIENNIUM — the 24-month period beginning July 1 of each odd-numbered year and ending June 30 of the next odd-numbered year.

COMMISSION — the Oregon Parks and Recreation Commission.

CONVERSION — any real property, acquisition or development that is later wholly or in part, converted to another use other than its intended and stated use as described in the grant application and the grant agreement.

DEPARTMENT — the Oregon Parks and Recreation Department (OPRD).

DEVELOPMENT — the construction or rehabilitation necessary for the use and enjoyment of public ATV resources.

DIRECTOR — the Director of the Oregon Parks and Recreation Department.

DONATION — the receipt of land, labor, materials, or use of equipment without payment for it by the Project Sponsor.

DONATED TIME — work time donated to the project.

ELIGIBLE PROJECT — an acquisition, development, operations and maintenance, planning, law enforcement, safety education, or emergency medical services that satisfies the requirements of the ATV Grant Program.

FISCAL YEAR — 12-month period from July 1 of any year and ending June 30 of the next year.

FORCE ACCOUNT — the governmental entities own work force performing project work rather than contracting out for the services.

GRANT AGREEMENT — an agreement between OPRD and a project sponsor describing the terms and conditions of a project and its associated grant of funds.

INMATE LABOR — Work performed by adults in custody. May be used as match calculated at the current Oregon minimum wage. If there is a fixed cost for the crew, you may use that instead.

NOTICE TO PROCEED — the notification from OPRD that the Director or designee and the project sponsor have signed the grant agreement authorizing the project.

OHV — Off-Highway Vehicle, also referred to as ATV.

OPRD — the Oregon Parks and Recreation Department.

PROJECT ADMINISTRATOR — the person who is responsible to provide required project documentation to OPRD (coordination of grant presentation, reimbursement requests, obtaining required agreement signatures, progress, quarterly reports, etc.). This person is the main contact for OPRD on project issues.

PROJECT SPONSOR — the recipient of the grant funds and the entity responsible for implementation of the project.

PUBLIC AGENCY — any political subdivision of this state, any agency of the state government or of the United States, a sheriff's office, any county or independent school district, and any political subdivision of another state.

“SCORP” — the Statewide Comprehensive Outdoor Recreation Plan that is Oregon's basic five-year plan for outdoor recreation that provides the state with an up-to-date regional information and planning tool serving as the basis by which all Oregon recreation providers (state, federal, local, and private) catalog and rank their recreation needs, obtain funding through partnerships and grants, and affirm their respective roles.

SUCCESSOR — a governmental entity that has agreed to accept the terms and conditions of the Project Sponsor's responsibilities as contained in the Project Sponsor's Grant Agreement and grant application should the Project Sponsor existence cease; for example, if a club or non-profit organization should dissolve or disband. The successor shall agree to operate the project continuously for the public benefit for the recreational purposes as identified in the grant agreement and the grant application. If OPRD is a successor under OAR 736-004-0025(1)(e), OPRD may operate, sell, or qualify another successor to the project.

SUSTAINABILITY — using, developing, protecting, and managing the resource in a manner that

enables people to meet current and future generation needs from the multiple perspective of environmental, economic, and community objectives.

VOLUNTEER — a person who has provided work on a project without being paid.