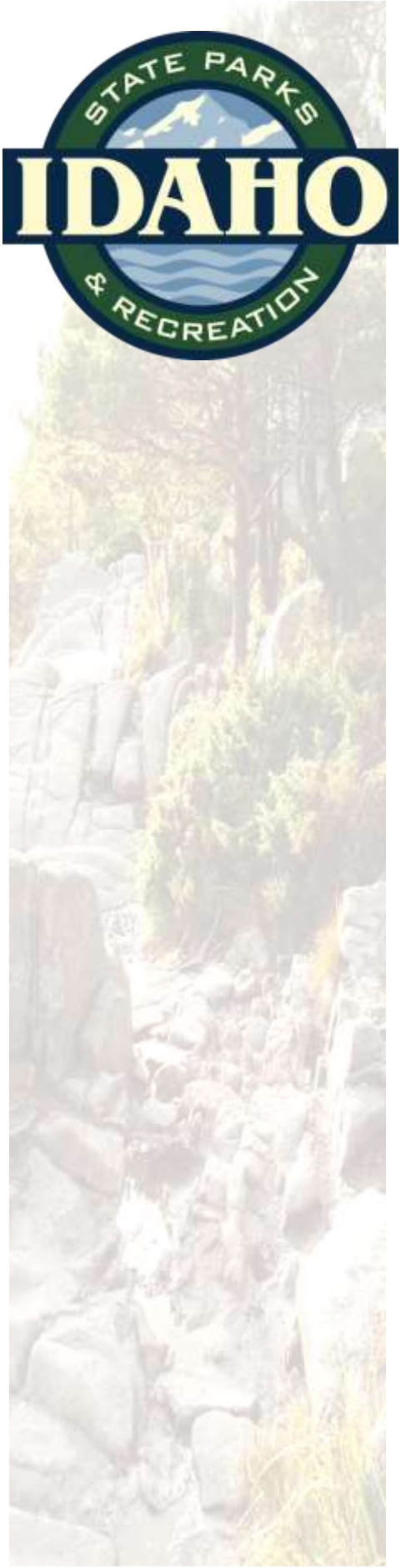

Recreational Grant Program Guidance

RV Fund

Waterways Improvement Fund

Off Road Motor Vehicle Fund

Motorbike Fund

Recreational Trail Program

Recreational Road & Bridge Fund

Specialty Plate Funds

Land & Water Conservation Fund

Clean Vessel Account

Boating Infrastructure Grants

State Fiscal Year

2018

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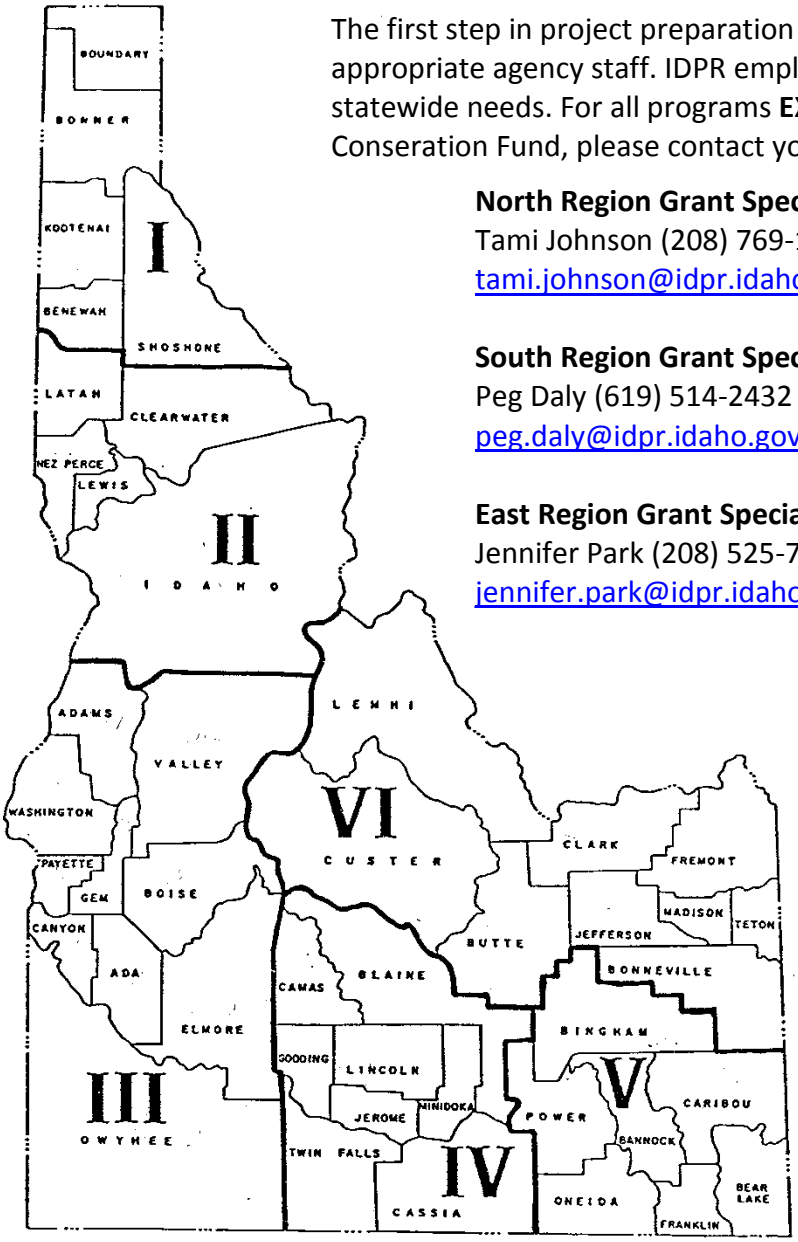
1 Introduction

The purpose of this handbook is to provide information, forms and instructions to prospective grant applicants of the Idaho Department of Parks and Recreation (IDPR) Recreational Grant Programs. This information will inform you of the purpose of the grant programs, what is needed to apply and what will be required of you if the project is approved. You are encouraged to thoroughly review this information and contact grants staff with any questions prior to submitting your application.

1.1 Staff

The first step in project preparation is working with the appropriate agency staff. IDPR employs regional staff to cover statewide needs. For all programs **EXCEPT** the Land & Water Conseration Fund, please contact your regional specialist.



North Region Grant Specialist (Districts 1 & 2)
Tami Johnson (208) 769-1511
tami.johnson@idpr.idaho.gov

South Region Grant Specialist (Districts 3 & 4)
Peg Daly (619) 514-2432 or (208) 514-2432
peg.daly@idpr.idaho.gov

East Region Grant Specialist (Districts 5 & 6)
Jennifer Park (208) 525-7121
jennifer.park@idpr.idaho.gov

Land & Water Conservation Fund Contact
State & Federal Grant Program Manager
Kathy Muir (208) 514-2431
kathy.muir@idpr.idaho.gov

1.2 Advisory Committees

Each IDPR grant program has an advisory committee, which is a very important component of the grant process. Most committees are comprised of representatives from each of the state's six planning districts (shown on the previous page). The Recreational Trails Program Committee represents user groups on a statewide basis. The Land & Water Conservation Fund Committee includes representatives with experience in community development or public outdoor recreation on a statewide basis.

Contact with advisory committee members to discuss project detail is highly recommended. If you have difficulty reaching a committee member, please contact your regional grant specialist.

Off-Road Motor Vehicle Fund Advisory Committee

Representing Districts 1 & 2
Larry White-Motorbike/ATV*
509-370-2889 (Post Falls)
Luckylarry300@gmail.com

Bernie Hermann-Snowmobiling
208-596-3595 (Moscow)
Bernie208@live.com

Don Capparelli-Non-motorized Use
208-930-2535 (Smelterville)
doncapp49@gmail.com

Representing Districts 5 & 6
Matt Mullenbach-Motorbike/ATV*
208-351-3863 (Victor)
tetonmatt@aol.com

Bob Stantus-Snowmobiling
208-351-4466 (Island Park)
rsstantus@msn.com

Donna Whitham-Non-motorized Use
208-520-1728 (Idaho Falls)
climb_on2002@yahoo.com

Representing Districts 3 & 4
Marie Dewey-Motorbike/ATV*
208-336-4336 (Boise)
Mayday4815@gmail.com

Ron Platt-Snowmobiling
208-573-4187 (Caldwell)
aallseed@aol.com

Scott Calhoun-Non-motorized Use
208-331-5050 (Boise)
Scott@hscalhoun.com

*** Motorbike Fund projects are rated by the Motorbike/ATV representatives above.**

Recreational Trails Program Advisory Committee

Alan Crockett-**Hiking** (Boise)
208 343-2969
abcrock.fu73573@msn.com

Tom Wuest-**Motorbike** (Hayden)
208-625-0614
tmktm300@yahoo.com

Ed Gygli-**Bicycling** (Pocatello)
208-540-1506
ed.gygli@fusion.idaho.gov

Stan Mai-**ATV** (Twin Falls)
208-733-5981
Sapmai@msn.com

Natalie Bartley-**Cross Country Ski** (Boise)
208-853-2977
natbartley@earthlink.net

Martin Poxleitner-**Snowmobiling** (Grangeville) 208-983-5816
mppoxlei@gmail.com

Don Eckford-**Equestrian** (Pollock)
208-451-3509
doneckford20@gmail.com

Pat Gunter-**4-Wheel Drive** (Sagle)
208-610-8552
Sandicrest190@hotmail.com

Breann Westfall-**Water Trails** (Salmon)
208-756-7002
beejw@hotmail.com

William Freelove-**Disabilities** (Pocatello)
208-251-0809
No email at this time

⇨ Mountain Bike Fund projects are rated by the Recreational Trails Program Committee

Recreational Vehicle Advisory Committee

District I
Allen Isaacson (Coeur d'Alene)
208-765-2417
niwaterman@roadrunner.com

District II
Debbie Evans (Kamiah)
208-935-0804
Astitchintime@msn.com

District III
Brad Foltman (Boise)
208-342-1679
voltzwagons@yahoo.com

District IV
Jerry Olson (Kimberly)
208-734-3629
Jerry.Olson@wellsfargo.com

District V
Jack Olney (Blackfoot)
208-785-6973
jackolney@juno.com

District VI
Kent Bateman (Idaho Falls)
208-680-7403
kent@actionmotor.com

Waterways Improvement Fund Advisory Committee

District I
Kathleen Goodwin (Coeur d'Alene)
208-765-9668
kathleengoodwin@yahoo.com

District II
Mike Gladhart (Orofino)
208-476-4521
mgladhart@clearwatercounty.org

District III
Justin Harrison (Nampa)
208-695-4471
Justin@idahowatersports.com

District IV
Lamar Waters (Hailey)
208-720-3914
lwaters@co.blaine.id.us

District V
Steve Cederberg (Shelley)
208-680-5549
scederberg@hotmail.com

District VI
Jeff Shearer (Idaho Falls)
208-589-8804
Jeff.Shearer@electricalequipment.com

⇨ Cutthroat Plate Fund projects are rated by the Waterways Improvement Fund Committee

Land & Water Conservation Fund Advisory Committee

Tom Governale- Communities over 5,000 (Boise)
208-869-0844
tgovernale@cityofboise.org

Tamra Cikaitoga-Communities under 5,000 (Ashton)
208-419-9565
tcikaitoga@co.fremont.id.us

Helen Stroebel-Elderly (Boise/Moscow)
208-830-4187
helenstroebel@msn.com

Ken Knoch-Minority (Idaho Falls)
208-569-7122
kknoch@cityofammon.us

Morgan Stage-Disabled (Eagle)
208-870-2957
morgan.stage@gmail.com

Dave Ricks-State/Federal (Boise)
208-331-3882
rickswolverton@aol.com

Dennis McLane –State/Federal (Boise)
208-375-0673
Dbmack11@aol.com

Steve Frost-State/Federal (Fairfield)
208-731-5688
srfrost@fs.fed.us

Pete Black-Park Board (Pocatello)
208-237-1779
Pete.Black@idpr.idaho.gov

1.1 Important Dates

Summer 2016 – Contact IDPR for field review.

September 2016 – Announce grant workshops/availability of funds.

October 2016 – Conduct grant workshops throughout the state.

December 2016 – IDPR preliminary review of draft applications.

January 27, 2017 – All applications must be received by IDPR by 5:00 p.m. Mountain Standard Time. Applications received after the deadline are automatically ineligible to compete for funding.

February 2017 – IDPR staff review applications for eligibility and distribute to respective advisory committee members.

March 2017– Advisory committee evaluates and rates applications.

May 2017 – IDPR Park Board approves grants for award.

June 2017 – Applicants contacted.

After July 15, 2017 – Funding is available.

Please note the Recreational Trails Program and Land & Water Conservation Fund awards are not announced until federal partners approve applications, which is delayed beyond state awards. Do not start work on a project until you have a signed agreement or costs will not be reimbursed.

1.2 Deadline/Timeline

Project applications will be received by the Idaho Department of Parks & Recreation (IDPR) at the Boise office at least once per state fiscal year, typically in January. Applicants are encouraged to submit a draft application in December, giving department staff time to request any needed changes to make the project eligible. Grants must be received in the Boise office by 5 p.m., Friday, January 27, 2017 to be eligible for the grant cycle. Applications received during this grant period will be rated by the advisory committees in March, and awarded by the Idaho Park and Recreation Board in April or May. These funds are typically available after July 15th and applicants have one year to expend the funds.

All applications and supporting documentation (i.e., letters of commitment, public notice) must be received by IDPR in Boise by the January 27, 2017 deadline. Applications missing documentation to make the project eligible WILL BE SUBJECT TO DISQUALIFICATION.

1.3 Applications

A comprehensive, well-written application provides all the information necessary for IDPR staff and the advisory committees to review. Incomplete applications are subject to disqualification. The narrative is the heart of the application and is your opportunity to communicate the need of the project. **The narrative should NOT exceed the space provided.** While composing the narrative and assembling support materials, pay close attention to the evaluation criteria. The advisory committee evaluates your project only on the criteria.

Applications are due in the IDPR Boise Headquarters office by 5:00 p.m. (Mountain Time), on January 27, 2017. Late applications will not be considered. One original and 15 copies are required.

2 Recreation Program Descriptions

IDPR is responsible for administing a variety of state and federal funding programs. Below are those program descriptions to guide applicants to the appropriate funding source. IDPR highly recommends contacting the regional grant specialist or grant program manager to discuss which funding source best serves the applicant's purpose.

2.1 Recreational Vehicle (RV) Fund

2.1.1 Introduction

The Idaho Recreational Vehicle (RV) Program was established by the 1985 Idaho Legislature in response to requests from RV users to receive benefits from the registration fees they pay. As stated in *Idaho Code*, the purpose of the account is to provide financial assistance in the form of grants to public agencies to provide facilities for the RV user. Currently the funding level is approximately $3.8 million annually. IDPR is responsible for the administration of this grant account. Department staff and the RV Advisory Committee are eager to work with governmental agencies to provide safe, enjoyable recreational vehicle facilities.

2.1.2 Purpose

The purpose of the RV fund is the acquisition, lease, development, improvement, operations and maintenance of facilities and services designed to promote the health, safety and enjoyment of recreational vehicle users.

2.1.3 Enabling Legislation

49-448. Disposition of fees. The revenues received from the annual license fees imposed by Section 49-445, *Idaho Code*, for recreational vehicle registration shall be paid over monthly to the county treasurer, to be distributed as follows:

(1) Two dollars ($2.00) from each recreational vehicle registration sold shall be apportioned to the county current expense fund, which shall be deemed necessary costs of collection and administration;

(2) From the balance remaining, ninety-nine percent (99%) shall be transmitted to the state treasurer for deposit in a fund known

as the “state recreational vehicle fund,” which is established in the state treasury, and one percent (1%) shall be distributed to the search and rescue fund created in section 67-2913, Idaho Code.

67-4223. Powers of the board. The park and recreation board shall:
(d) Appoint a six (6) member recreational vehicle advisory committee, who shall be compensated as provided in Section 59-509(f), *Idaho Code*, and act in an advisory capacity to the board on matters relating to the development and improvement of recreational vehicle related facilities and services as provided in subsection (e) of this section. Each member of the advisory committee shall be representative of recreational vehicle users with one (1) from each of the districts described in Section 67-4221, *Idaho Code*. The terms of appointment shall be three (3) years.

(e) Administer the funds derived from the recreational vehicle account established in Section 49- 448, *Idaho Code*, to provide financial assistance in the form of grants to public entities for the acquisition, lease, development, improvement, operations and maintenance of facilities and services designed to promote the health, safety and enjoyment of recreational vehicle users. Up to fifteen percent (15%) of the recreational vehicle account generated each year may be used by the department to defray recreational vehicle program administrative costs. Any moneys unused at the end of the fiscal year shall be returned to the state treasurer for deposit in the recreational vehicle account.

Eligible applicants include governmental entities and Indian Tribes.

2.1.4 Match

Unless purchasing equipment, no minimum match is required. Motorized equipment requires a 50% match on items valued at $1,000 - $50,000 per unit. Please see fiscal section for detail on appropriate eligible match information.

2.1.5 Recreational Vehicle Advisory Committee

The Recreational Vehicle (RV) Advisory Committee is an important component of the Idaho Recreational Vehicle Fund. This committee is comprised of recreational vehicle users, one from each of the state's six planning districts.

It is important that the project applicant contact the regional Grant Specialist and the applicable RV Committee member before completing the grant application so both can be well versed in all aspects of the proposed project.

For a current committee listing see "Advisory Committee" section in this manual.

2.2 Waterways Improvement Fund (WIF)

2.2.1 Introduction

The Waterways Improvement Fund (WIF) was created by legislation (Senate Bill 256) in 1963. The WIF is funded annually with a portion of the total state gas tax revenues. The typical grant funding level for the program is approximately $1.2 million annually. IDPR is responsible for the administration of this grant account.

2.2.2 Enabling Legislation

57-1501. Waterways improvement fund created— Purpose. There is hereby created a fund to be known and designated as the "Waterways Improvement Fund" of the State of Idaho, which fund shall be administered by the Park and Recreation Board and shall be used for the protection and promotion of safety, waterways improvement, creation and improvement of parking areas for boating purposes, making and improving boat ramps and moorings, marking of waterways, search and rescue and all things incident to such purposes including the purchase of real and personal property.

Eligible applicants include governmental entities and Indian Tribes.

2.2.3 Waterways Improvement Fund Advisory Committee

The Waterways Improvement Fund Advisory Committee was established by the legislature on July 1, 1994. The committee was formed by the appointment of one representative from each of the six districts in Idaho. Each member is an active recreational boater possessing knowledge of boats, boating and boating facilities meeting or exceeding that of an average recreational boater. The committee acts in an advisory capacity to the board in matters relating to the evaluation of grants from the Waterways Improvement Fund, as established in 57-1501, Idaho Code. The committee evaluates applications for grants based upon criteria established by the board. In addition, it provides one avenue of citizen involvement in the management of recreational boating in Idaho and acts as a liaison with the public regarding trends, needs and boating developments.

It is important that the project applicant contact the regional Grant Specialist and the applicable WIF Committee member before completing the grant application so both can be well versed in all aspects of the proposed project.

For a current committee listing see “Advisory Committee” section in this manual.

2.2.4 Match

Unless purchasing equipment, no minimum match is required. Motorized equipment valued at less than $50,000 requires a 25% match. Motorized equipment valued at $50,000 or more require a 20% match. Please see fiscal section for detail on appropriate eligible match information.

2.2.5 30% Rule

The total amount of WIF grant funds approved in any one county may not exceed thirty percent (30%) of the total WIF grant funds approved for statewide distribution in a state fiscal year. The applications will be approved up to the 30% funding level according to their ranking order.

2.3 Off-Road Motor Vehicle Fund (ORMV)

2.3.1 Introduction

The Off Road Motor Vehicle Fund (ORMV) was created by legislation in 1973. The ORMV Fund is funded annually with a portion of the total state gas tax revenues. The typical grant funding level for the program is approximately $500,000 annually. IDPR is responsible for the administration of this grant account.

2.3.2 Purpose

The purposes for which moneys in the account may be used is to acquire, purchase, improve, repair, maintain, furnish, and equip off-road motor vehicle facilities and sites or areas used by off-road vehicles on public or private land, and to assist with the enforcement of laws and regulations governing the use of off-road vehicles in the State of Idaho.

2.3.3 Enabling Legislation

57-1901. Creation of off-road motor vehicle account—Purpose. There is hereby created and established in the state treasury an account to be known as the “off-road motor vehicle account” to which shall be credited or deposited all moneys accruing for the purposes of the account. The Park and Recreation Board is charged with the administration of the account for the purposes specified herein. All claims against the account may be examined, audited and allowed in the same manner now or hereafter provided by law for claims against the state, except that the board is hereby empowered to enter into agreements with legal governmental agencies in Idaho, for the disbursement of funds to them on a project by project basis [1973, ch. 297, § 2, p. 625; am. 1976, ch. 258, § 1, p. 877: am. 1988, ch. 253, § 3, p. 487.] Compiler’s notes. Section 2 and 4 of S.L. to in § 63- 2412. and 49-2805, respectively Sec. to sec. ref. This section is referred 1988, ch. 253 are compiled as §§ 57-1801.

Eligible applicants include governmental entities and Indian Tribes.

2.3.4 Match

Unless purchasing equipment, no minimum match is required. Motorized equipment requires a 50% match on items valued at $1,000 - $50,000 per unit. Please see fiscal section for detail on appropriate eligible match information.

2.3.5 Off Road Motor Vehicle Advisory Committee

This 9-member committee is comprised of three (3) members from Districts 1 and 2, three (3) members from Districts 3 and 4, and three (3) members from Districts 5 and 6.

- One (1) member from each area represents Snowmobilers
- One (1) member from each area represents either ATV or Motorbike interests
- One (1) member from each area represents users not otherwise represented

It is important that the project applicant contact the regional Grant Specialist and the applicable ORMV Committee member before completing the grant application so both can be well versed in all aspects of the proposed project.

For a current committee listing see “Advisory Committee” section in this manual.

2.4 Motorbike Fund

2.4.1 Introduction

The Motorbike Fund was created by legislation in 1972 and is funded annually with a portion of off road motor vehicle sticker registration revenue. IDPR is responsible for the administration of this grant account. Approximately $100,000 is awarded annually. Law enforcement activities are not eligible projects in this fund.

2.4.2 Enabling Legislation

67-7127. USE OF MONEYS IN ACCOUNT.
The board shall administer the motorbike recreation account. The moneys derived from this account shall be used as follows:

(1) For the securing of special leases or permits, or for the actual purchase of land under private, state or federal ownership to be used for recreational off-highway vehicle activity;

(2) For the securing, maintenance, construction or development of trails and other recreational facilities for off-highway vehicle use on state and Federal lands;

(3) To finance the formulation and implementation under the board's direction of an off the road rider education program.

(4) To acquire applicable federal matching funds.

Eligible applicants include governmental entities and Indian Tribes.

2.4.3 Match

Unless purchasing equipment, no minimum match is required. Motorized equipment requires a 50% match on items valued at $1,000 - $50,000 per unit. Please see fiscal section for detail on appropriate eligible match information.

2.4.4 Motorbike Fund Advisory Committee

The three (3) motorbike or all-terrain vehicle representatives from the ORMV advisory committee shall advise the department on matters relating to the use of money in the Motorbike Recreation Account as provided for in section 67-7127, Idaho Code.

It is very important that the project applicant contact the regional Grant Specialist and the Motorbike Committee member before completing the grant application so both can be well versed in all aspects of the proposed project.

For a current committee listing see "Advisory Committee" section in this manual.

2.5 Recreational Trails Program (RTP)

2.5.1 Introduction

The Recreational Trails Program of 1998 establishes a program for allocating funds to the states for recreational trails and trail-related projects. Projects must be from trail plans included or referenced in a Statewide Comprehensive Outdoor Recreation Plan required by the Land and Water Conservation Fund Act (Section 1302 (a)(b)). The typical grant funding level for the program is approximately $1.5 million annually.

2.5.2 Purpose

Permissible uses of the funds are: maintenance and restoration of existing recreational trails; development and rehabilitation of

trailside and trailhead facilities and trail linkages for recreational trails; purchase and lease of recreational trail construction and maintenance equipment; and construction of new recreational trails (with restrictions for new trails on Federal lands).

Indirect costs, administrative activities, and grants solely for planning are not eligible. The maximum amount allowed for education is directed to the statewide safety and education program.

For more information on the Federal Highways Administration rules, please refer to the interim guidance: http://www.fhwa.dot.gov/environment/recreational_trails/guidance/

Although issued as Interim Guidance, this is the main Recreational Trails Program Guidance issued, and it is still in effect. Please work closely with IDPR staff to understand the rules and regulations.

IDPR is designated by the Governor as the agency to administer the Recreational Trails Program in the state of Idaho under the original National Recreational Trails Fund Act.

2.5.3 Funding Provisions

At least 30 percent (30%) of funds received annually by the State must be reserved for uses relating to motorized recreation, at least 30 percent (30%) must be reserved for non-motorized recreation, and the remaining 40 percent (40%) must give preference to projects that provide for innovative recreational trails corridor sharing by motorized and non-motorized use.

To provide more flexibility in project selection, the Federal Highway Administration established five categories to account for the 30-30-40 requirements:

Non-motorized project for a single use: A project primarily intended to benefit only one user mode of non-motorized recreational trail use, such as pedestrian only or equestrian only.

Non-motorized diverse use project: A project primarily intended to benefit more than one mode of non-motorized recreational trail use such as; walking, bicycling, and skating; both pedestrian use in summer and cross-country ski use in winter.

Diverse use project including both motorized and non-motorized uses: A project intended to benefit both motorized and non-motorized recreational trail use. This category includes projects where motorized and non-motorized uses are separated by season.

Motorized single use project: A project primarily intended to benefit only one mode of motorized recreational use, such as snowmobile trail grooming.

Motorized diverse use project: A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter.

Eligible applicants include governmental entities, Indian Tribes, and non-profit groups.

2.5.4 Match

RTP grants require a 20% match. At least 5% of the overall project costs must be non-federal funds. Indian Tribe government funds are considered non-federal. Complete program rules are available upon request.

2.5.5 Recreational Trails Program Advisory Committee

The Recreational Trails Program Advisory Committee consists of a 10 member group representing various recreational trail user types who are appointed by the Idaho Park and Recreation Board. The Committee is composed of Hiking, Cross-Country Skiing, Off-Highway Motorcycling, Snowmobiling, Equestrian, All-Terrain Vehicle, Bicycling, Four Wheel Drive, Water Trail, and People with Disabilities representatives.

It is very important that the project applicant contact the regional Grant Specialist and the applicable RTP Committee member before completing the grant application so both can be well versed in all aspects of the proposed project.

For a current committee listing see “Advisory Committee” section in this manual.

2.6 Road & Bridge Fund

2.6.1 Introduction

The Road & Bridge Fund was created as part of the park and recreation capital improvement account and is funded from a portion of the total state gas tax revenues. IDPR is responsible for the administration of this grant account. Approximately $250,000 is awarded annually.

2.6.2 Purpose

The purpose for which moneys in the account may be used shall be used solely to develop, construct, maintain and repair roads, bridges and parking areas within and leading to parks and recreation areas of the state.

2.6.3 Enabling Legislation

63-2412. DISTRIBUTION OF TAX REVENUES.

Forty-four hundredths percent (.44%) shall be distributed to the park and recreation capital improvement account as created in section 57-1801, Idaho Code, to be used solely to develop, construct, maintain and repair roads, bridges and parking areas within and leading to parks and recreation areas of the state.

2.6.4 Road & Bridge Fund Advisory Committee

Currently IDPR staff rate the Road & Bridge projects. Please call for more information.

2.6.5 Match

Unless purchasing equipment, no minimum match is required. Motorized equipment requires a 50% match on items valued at $1,000 - $50,000 per unit. Please see fiscal section for detail on appropriate eligible match information.

2.7 Specialty Plate Funds

2.7.1 Cutthroat Plate Fund

The Cutthroat Plate Fund was created as part of the Idaho wildlife specialty plates legislation. A portion of the registration fee for each specialty plate is deposited in a fund to be used for the construction and maintenance of non-motorized boating access facilities for anglers. IDPR is responsible for the administration of this grant account. Distribution of funds is based on sufficient

resources. IDPR may choose not to fund projects in a funding cycle if sufficient funds are not available.

2.7.1.1 Enabling Legislation

49-417. IDAHO WILDLIFE SPECIALTY PLATES.

The state controller shall annually, by August 1 of each year, transfer an amount equivalent to two dollars and fifty cents ($2.50) of each initial cutthroat wildlife special plate and one dollar and twenty-five cents ($1.25) of each renewal cutthroat wildlife plate sold in the prior fiscal year from the fish and game set-aside account to the department of parks and recreation fund established in section 67-4225, Idaho Code, for the construction and maintenance of non-motorized boating access facilities for anglers.

2.7.1.2 Cutthroat Plate Fund Advisory Committee

Currently the Waterways Improvement Fund (WIF) Advisory Committee rates the Cutthroat Plate projects. Please call for more information.

2.7.2 Mountain Bike Plate Fund

The Mountain Bike Plate Fund was created in 2011 and is funded from a portion of the registration fee for each specialty plate. The intent of the fund is exclusively for the preservation, maintenance and expansion of recreational trails within the state of Idaho and on which mountain biking is permitted.

Distribution of funds is based on sufficient resources. IDPR may choose not to fund projects in a funding cycle if sufficient funds are not available.

*Eligible applicants are governmental agencies, Indian Tribes, and non-profit entities.

2.7.2.1 Enabling Legislation

49-419E. IDAHO MOUNTAIN BIKING PLATES.

Idaho mountain biking license plates may be purchased for a fee of thirty dollars ($30.00), thirteen dollars ($13.00) of which shall be deposited in the state highway account and seventeen dollars ($17.00) of which shall be deposited in a dedicated fund within the department of parks and recreation or any successor state agency or department thereto and which fund shall be used by

any such agency or department exclusively for the preservation, maintenance and expansion of recreational trails within the state of Idaho and on which mountain biking is permitted.

2.7.2.2 *Match

Grants awarded for motorized equipment shall be limited to $10,000 and follow the same 50% match requirement as stated in Board Policy SFA 8.03.

2.7.2.3 *Mountain Bike Plate Fund Advisory Committee

Currently the Recreational Trails Program (RTP) Advisory Committee rates the Mountain Bike Plate projects. Please call for more information.[1]

2.8 Land & Water Conservation Fund (LWCF)

2.8.1 Introduction

The congressional intent of the Land and Water Conservation Fund (LWCF) is to acquire, develop, and maintain outstanding property into **perpetuity** for outdoor recreation purposes. It is important that quality recreation facilities are developed for the people in our community and our state for future generations.

With the passage of the Federal Land and Water Conservation Fund Act of 1964 (Public Law 88- 578; 78 Stat. 897) funds were made available to the states for the "planning, acquisition and development of needed land and water areas and facilities." This law requires each state to prepare an acceptable comprehensive outdoor recreation plan before acquisition and development projects are considered. Idaho's plan is the "Statewide Comprehensive Outdoor Recreation and Tourism Plan" (SCORTP).

There are several steps in applying for LWCF money. The project proposal is used to determine a project's eligibility. IDPR staff checks proposals against SCORTP priorities for eligibility. In addition, it will allow IDPR the opportunity to provide you technical assistance in submitting an application.

Eligible projects are then presented to the LWCF Advisory Committee. Sponsors are asked to give an oral presentation on their project. The advisory committee rates and ranks the projects

**Mountain Bike Plate Fund eligibility, match, and committee information updated 11/14/2014*

in priority order for recommendation to the Idaho Park and Recreation Board.

If your project is recommended for approval by the board, IDPR will request an application. You must be prepared to make a financial investment to properly submit an application. The application requires complete information such as specific site plans with drawings, cost estimates, title information, appraisals, State Historic Preservation Office (SHPO) clearance, and an environmental assessment. Depending on your resources and the type and size of the project, this may require that you employ architects, engineers, surveyors, cultural resource consultants, attorneys, and appraisers. In addition, all costs to qualify a project must be assumed by the applicant. These may include a state appraisal review or engineering review. Some of these costs may be reimbursed if the project is approved. Information on reimbursement is provided in the program rules (See IDAPA 26 Title 01 Chapter 33).

2.8.2 Eligibility

2.8.2.1 Sponsors

Funds are made available to the following political subdivisions of the State of Idaho through IDPR:
a. Incorporated Cities
b. Counties
c. Recreation Districts
d. State Agencies
e. School Districts

2.8.2.2 Partnerships

In situations where two or more agencies jointly apply and/ or manage a facility, only one agency may act as the “managing partner.” This means they assume responsibility for the application and construction, must have control and tenure of the property, must manage the completed project into perpetuity, and must act as liaison to IDPR.

2.8.2.3 Eligible Projects

IDPR grants are available for up to 50% of the cost to acquire and/or develop land, which is to be used for public outdoor recreation uses. Acquisition of less than fee interest, such as easements and development rights, will be considered in the

same manner as simple fee acquisition subject to the following conditions:
(1) The interest cannot be revocable;
(2) The value can be supported through standard appraisal techniques;
(3) Recreation can be demonstrated as the primary purpose of the acquisition.

Acquisition of leases is not eligible.

Projects must address outdoor recreation needs as outlined in the current Statewide Comprehensive Outdoor Recreation and Tourism Plan (SCORTP) to be eligible. The SCORTP may be viewed at: http://www.parksandrecreation.idaho.gov/scortp

LWCF administration is subject to all applicable state and federal statutes, rules, ordinances, and requirements.

Project sponsors and all contractors will be required to comply with all federal and state laws pertaining to equal opportunity employment, civil rights, competitive bidding and contracting procedures, acquisition procedures, etc.

2.8.2.4 Contracts (Project Agreements)

Following acceptance of the federal application, project sponsors will be required to execute a project agreement (contract) with IDPR covering the terms of the LWCF Program provided below. The application information you provide will constitute the specific terms of this agreement. Breach of this agreement during the project may result in the return of the funds involved and the termination of future financial assistance available under this program. After the project is completed, breaking the agreement will result in replacing the facility or correcting the damage at the project sponsor's expense.

It is important that the sponsor clearly understand that this agreement will obligate them to a perpetual commitment to IDPR for this project.

2.8.2.5 Project Time Limitations

The Idaho Department of Parks and Recreation Board has established a policy which limits projects to a period that encompasses two work seasons.

If there is no significant physical development on the project site within one work season after the project is approved, funds for the project can be withdrawn.

2.8.2.6 Disabled Access

All completed facilities must reasonably provide handicapped access and features, which comply with the Americans with Disabilities Act Guidelines. Failure to adequately provide disabled access is the most common factor delaying reimbursement.

Sponsors are expected to give all individuals the opportunity to use public facilities. Plans for handicapped accessibility must be clearly shown on all application materials. If a specific scope element is not going to be accessible, a clear explanation must be made in the application.

2.8.2.7 Park/School Projects

Projects must be clearly designed and located to primarily meet identified needs for general public outdoor recreation. They, secondarily, may provide a school district's outdoor education, physical education and recreation facilities. Facilities to be used for varsity athletics are ineligible.

2.8.2.8 Legal Documents

You will be required to submit and have approved all deeds, title insurance policies, leases, appraisals, etc. **Difficulties in acquiring or documenting property ownership are a primary reason many projects are denied.** Please be specific on these matters.

2.8.2.9 Title Requirements

The LWCF includes a requirement that sponsors own or exercise control over properties to be developed with assistance from the fund. This can be done through outright ownership or through an easement.

Regardless of whether the project is to acquire or develop property, it is necessary to inquire about the current status of the property at the time of the application. This requirement is satisfied by the issuance of an opinion from the Office of the Attorney General. The Attorney General's review is based on the title documents provided in the application. Generally, a current

title policy is the preferred document on which to base an opinion concerning ownership and restrictions for outdoor recreation.

If a title policy exists but is not current, clarification may be necessary. This can be accomplished inexpensively by contracting with a title company for a “lot book search.” A “lot book search” will reveal the ownership of a parcel and all recorded interests as of the date of search. It provides no title guarantees. It is most useful when there is already a title policy in effect prior to application.

There are other methods of reviewing title for LWCF purposes besides use of a title policy in conjunction with a “lot book search.” Opinion letters by the project sponsor’s attorney may be issued based on other documentation when appropriate as determined by IDPR.

The cost of a title policy is not reimbursable.

2.8.2.10 Description of Property and Applicability

You will be required to establish project boundaries based on the title information provided in your application. All lands immediately adjacent to this site, which are designated as recreational must be identified as being within the project boundaries. A final determination will be made during a pre-award inspection.

All LWCF requirements will pertain to the total facility and all future developments.

Upon completion of the project and before final reimbursement you will be required to provide an “as built” map, and a written project summary.

Property rights obtained with LWCF assistance must be free of all reservations or encumbrances that would limit the use of the site disproportionate to the public benefit.

2.8.2.11 Title Restrictions

After you have taken title to the property and before you apply for final reimbursement, all property affected by the grant must be dedicated to outdoor recreation use in perpetuity by a

recorded “Deed of Right to Use Land for Public Recreation Purposes.”

2.8.2.12 Project Records

The project sponsor must maintain project records for three years after final payment. The material shall be maintained beyond the required three-year period if audit findings have not been resolved. The project sponsor must maintain property records in perpetuity.

2.8.3 Funding

2.8.3.1 Participant’s Matching Share

Project sponsors must provide, as matching share, the balance of a project’s cost (at least 50%). Project sponsors share can be local funds, state funds, force account or donation of privately owned lands.

2.8.3.2 Use of Other Grants As Match

State grants may be used as the sponsor’s matching share. However, the grant must be approved prior to being listed as a source of financing the project in the application. The sponsor may obligate city funds to the grant in the application and then change this obligation once a grant is approved during the project. This must be done through a written request to IDPR.

2.8.3.3 Reimbursement

This is a reimbursement program. Sponsors will be required to initially finance 100% of the project.

On projects of less than $100,000 ($50,000 matching share) the project sponsor must assume the full cost of the project of which 50% will be reimbursed.

For projects with a total cost of more than $100,000 ($50,000 matching share) partial reimbursements may be negotiated prior to the signing of the project agreement. A total of 50% of the eligible cost of each billing will be reimbursed. Partial reimbursement by IDPR shall never exceed the cash expended on the project. Sponsors will not be permitted to use (In-Kind) contributions, or donated real property for partial reimbursement. A 25% hold back will be made on all partial reimbursement which is payable at the completion of the project.

To receive total reimbursement, the project must be completed according to the project agreement and receive an approved final inspection. Sponsors should not plan to use LWCF reimbursement as “seed money.”

Specific recreation scope elements will be provided as part of the project agreement. These scope elements are determined from the application information you submit. It is the project sponsor’s responsibility to manage total project costs. You will be responsible to complete the project as outlined in the project agreement and for any additional costs over the approved project amount. Limited cost increases may be available but should not be anticipated.

Costs for operation and maintenance are not reimbursable under this program. Preliminary costs to acquire property, including appraisals, appraisal reviews, surveys, and legal fees, are not eligible.

2.8.3.4 Retroactive Cost Reimbursement

Costs for planning, design or engineering incurred prior to project approval are eligible provided they are undertaken by qualified professionals, they are listed on the application, and they are accepted as part of the project.

These costs may not exceed 12% of the total project cost and will be reimbursed on specific billings at the completion of the project.

2.8.3.5 Cash As Matching Share

Cash as matching share, and willingness to contract for development is most desirable for meeting the 100% funding with 50% reimbursement requirement. IDPR encourages the use of cash match.

2.8.3.6 Force Account As Matching Share

All, or a portion of the project sponsor’s share can be provided through force account (i.e. use of sponsor’s staff and equipment) when such contributions are verifiable from the project sponsor’s records, are not included as contributions for any other IDPR (and some federal) programs, and are necessary and reasonable for proper and efficient accomplishment of the project.

2.8.3.7 Donated Real Property As Matching Share

The value of privately owned donated real property may be used as a portion of or all of the participant's matching share of an approved project when the transfer of title to the project sponsor has not been accomplished prior to the execution of the project contract.

The donation must consist of real property, which would normally qualify for LWCF funding.

The value of the donation must be established by an IDPR approved appraisal. Any portion of the value of the donation not utilized by the participant for matching in the project is not available for subsequent projects. The amount of donation that is eligible for matching funds is the value of the land up to the limit of the local agency's share of the project.

2.9 Clean Vessel Act Funds (CVA)

2.9.1 Introduction

Congress authorized funding for the Clean Vessel Act grants to make money available for projects such as boat pump-out stations and educational programs relating to environmental and water pollution control pertaining to vessel operation. Public agencies and private businesses are eligible, provided total access is given to the public.

2.9.2 Clean Vessel Act Grant Guidelines

Through the Federal Clean Vessel Act of 1992, the Idaho Department of Parks and Recreation was given the responsibility of managing federal funds to provide vessel pump-outs within the state. Money is available to purchase, install and maintain vessel pump-outs and to educate the public on environmental issues.

2.9.3 Eligible grant activities:

1) Plans for construction, renovation, operation and maintenance of pump-out and dump stations. Eligible grant activities also include any activity necessary to hold and transport sewage to sewage treatment plants, such as holding tanks, piping, haulage costs; and any activity necessary to get sewage treatment plants to accept sewage, such as installing bleed-in facilities.

2) Education/information programs to educate and/or inform recreational boaters about the environmental pollution problems resulting from sewage discharges from vessels and to inform them of the location of pump-out and dump stations.

2.9.4 Ineligible grant activities:

1) Activities that do not provide public benefits.

2) Enforcement activities.

3) Construction/renovation of restroom facilities.

4) Construction, renovation, operation and maintenance of on-site sewage treatment plants, such as package treatment plants and septic systems, and of municipal sewage treatment plants for primary and secondary treatment.

2.9.5 Narrative

Grant proposals must consist of a narrative, which identifies and describes the following:
1) The need for the project within the purpose of the Act.

2) Specific objective(s) to be accomplished during a specific time period that address the need(s).

3) Expected results or benefits from accomplishing the objectives, including the numbers of recreational vessels and people served.

4) The approach to be used in meeting the objectives, including specific procedures, schedules, key personnel, cooperators, grant location, innovative approaches, and estimated costs.
   a) Amount and sources of matching funds.
   b) Fees for use of facility.

2.9.6 Priority

Priority consideration shall be given to grant proposals that meet the following criteria:
1) Proposals that provide for public/private partnership efforts to develop and operate pump-out and dump stations.

2) Proposals for innovative ways to increase the availability and use of pump-out and dump stations, e.g., where private parties put in more than the minimum amount.

3) Proposals that include an education/information component.

4) Proposals which benefit the waters most likely to be affected by the discharge of sewage from vessels, including the waters as defined in the technical guidelines as published in the Federal Register, and

5) Proposals in areas with high vessel/pump-out or dump station ratios.

2.9.7 Cost sharing

1) The federal share shall not exceed 75% of total costs approved in the grant agreement. Grantees must provide at least 25% of the total cost as match.

2) The provisions of 43 CFR 12.64 apply to cost sharing or matching requirements. Third party in-kind contributions must be necessary and reasonable to accomplish grant objectives and represent the current market value of non-cash contributions furnished as part of the grant by another public agency, private organization or individual.

2.9.8 Allowable costs

1) Allowable grant costs are limited to those costs that are necessary and reasonable for accomplishment of approved grant objectives and meet the applicable federal cost principles in 43 CFR 12.62. Purchase of informational signs, program signs, and symbols designating pump-out and dump stations, are allowable costs.

2) Grants or facilities designed to include purposes other than those eligible under the Act shall have the costs prorated equitably among the various purposes. Grant funds shall only be used for the part of the activity related to the Clean Vessel Act.

3) Costs incurred prior to the effective date of the grant agreement are not allowable with the exception that preliminary costs are allowed only with prior approval. Preliminary costs may include such items as feasibility surveys, engineering design,

biological reconnaissance, appraisals, preparation of grant documents such as environmental assessments for compliance with the National Environmental Policy Act, or prior costs for surveys and plans.

2.9.9 Signs and symbols

1) A national symbol shall be installed and be clearly visible to direct boaters entering the facility to pump-out and dump stations. Appropriate information signs should be installed at pump-out and dump stations. Such information could indicate fees, restrictions, hours of operation, operation instructions, and a contact name and telephone number of the facility when it is inoperable.

2.9.10 Fee charges for use of facilities

1) A maximum of a $5.00 may be charged for use of pump-out facilities constructed, operated or maintained with grant funds. Such proceeds shall be retained, accounted for, and used by the operator to defray operation and maintenance costs for the useful life of the facility.

2.9.11 Public access to facilities and maintenance

1) All recreational vessels must have access to pump-out and dump stations funded under this grant program. Facilities shall be operated, maintained, and continue to be reasonably accessible to all recreational vessels for the full period of their useful life.

2.9.12 Program crediting

1) Signs should acknowledge that the facility was constructed or improved with funds from the Clean Vessel Act. Following is suggested language: “This facility was built (or improved) using Federal Aid matching funds authorized by the Clean Vessel Act.”

2.10 Boating Infrastructure Grants (BIG)

Congress authorized funding for the Boating Infrastructure Grant (BIG) Program. The money is available for the construction, renovation, and maintenance of tie-up facilities with features for transient boaters in **vessels 26 feet or more in length**, and to produce and distribute information and educational materials about the program.

The guidelines for the BIG Program are prescribed by the U.S. Fish & Wildlife Service, which manages the program. Each state has a designated agency, which administers these grants. Idaho's designated agency is the Idaho Department of Parks and Recreation (IDPR).

Any state designated by the Governor to participate on behalf of the state can apply for these grants. States may issue sub-grants and contracts to other public or private entities.

The program has two funding tiers:

1. **Tier One** ensures a broad geographic distribution of funds, providing each state or territory submitting an eligible proposal up to $200,000 per fiscal year. States may use Tier One funds for projects meeting the eligibility requirements in 50 CFR 86.14 and listed in 50 CFR 86.20. States may submit multiple projects within a Tier One proposal, however, the total funding requested may not exceed $200,000.

2. **Tier Two** proposals are awarded through a competitive process, based on individual project merits. There is no limit on the dollar amounts associated with any Tier Two project proposal. All Tier Two projects must satisfy eligibility requirements listed in 50 CFR 86.14 and 86.20. The projects will be scored according to established criteria in 50 CRF 86.60 (e.g., transient applicability, partnership involvement, innovativeness, other funding contributions, cost efficiency, links with other destinations, access opportunities, economic impacts, and multi-state efforts).

2.10.1 Match

The program is a cost-reimbursable program, i.e. the grantees cover the full amount of an approved activity and then apply for reimbursement for up to 75 percent of the project expenses.

Grantees must provide at least 25 percent of project funding from a non-federal source.

2.10.2 Application/Selection

Grantees submit project proposals for eligibility under the Sport Fish Restoration Act and for determination of substantiality in character and design. Compliance with other applicable Federal regulations (i.e., endangered species issues, environmental issues, etc.) will be reviewed as applicable. States are not in competition with each other for funding under Tier One, and if approved, Tier One projects (maximum available/project, $200,000) may then begin and the States may be reimbursed for the Federal share as costs are incurred.

States are in competition (with each other) for funding under Tier Two, thus the Service is involved in ranking and selecting projects. However, the states have full authority to determine their needs and priorities and submit projects accordingly.

Approved projects are monitored to ensure work is complete as proposed and that funds are spent on approved activities.

3 Fiscal Responsibilities

3.1 Standard Guidelines for State & Federal Grant Programs

3.1.1 General Information

IDPR acts as the pass-through entity for the Federal Grant Programs described above and is responsible to the federal government for the sub-recipient's (Grant Applicant's) performance.

IDPR is responsible for ensuring that all federal funds are spent according to the applicable cost principles. All costs charged to federal grants must be necessary and reasonable for the proper and efficient accomplishment of the approved grant objective.

IDPR is responsible for advising our sub-recipients of the federal laws, regulations, and grant provisions to be followed. This includes all regulations from the federal agency to IDPR, and the award from IDPR to the sub-recipient.

Sub-recipients must be familiar with and follow the applicable Code of Federal Regulations (CFRs) and Office of Management and Budget (OMB) guidelines for their particular grant. In addition, there may be other regulations that need to be followed (i.e., Federal, State, City or County laws and regulations pertaining to historical districts, hazardous waste, water quality and environmental impacts) depending on the specific grants.

For consistency, IDPR uses the federal cost principles when determining reasonable and allowable costs for **all programs**. Compliance regulations applicable are as follows:

1. 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. IDAPA 26.01.31 – Administration of IDPR Recreational State & Federal Grant Funds

Additional compliance regulations applicable to specific programs are as follows:

Recreational Trails Program (RTP)

1. RTP Interim Guidance: www.fhwa.dot.gov/environment/recreational_trails/guidance
2. 23 USC 313, ISTEA Section 1041 (a), 23 CFR 635.410 – Buy America Requirements

Clean Vessel Act Funds (CVA)

1. 50 CFR 85 – Clean Vessel Act Grant Program

Boating Infrastructure Grants (BIG)

1. 50 CFR 86 – Boating Infrastructure Grant (BIG) Program

Entities that expend more than $500,000 per fiscal year in federal funds must have a single audit pursuant to OMB Circular A-133. The $500,000 limit includes all federal funds, not just funding from IDPR. The single-audit rules apply to both IDPR and sub-recipients.

IDPR also has the discretion to perform site audits, field audits, or any other types of audits deemed necessary to ensure compliance with all rules and regulations.

Sub-recipients must have written policies for internal controls, procurement procedures and cash management. Internal controls ensure that entities are accountable for all funds and monitoring capabilities are in place for all project activity, property and other assets that benefit from federal funds. Procurement procedures include cost and price analysis, contract administration and provisions, and accounting records. Cash management procedures are procedures for budget control, maintenance and cash management of each award.

3.1.2 Matching Funds

The matching share represents that portion of the total project cost provided by non Federal third parties. The matching share may consist of:

Cash Contributions – Contributing from non federal funds for some of the costs of an activity or activities applicable to the project.

In-Kind Contributions – Donated time and effort, real nonexpendable personal property, and goods and services directly benefiting and specifically identifiable to the supported activity or activities.

To be accepted as an eligible part of the grantee's matching share all costs must meet the following general criteria:

1. Must be necessary and reasonable for proper and efficient accomplishment of approved grant objective.
2. Must be allowable under the applicable federal cost principles.
3. Must be authorized or not prohibited under state or local laws or regulations.
4. Must ***not*** be included as matching contributions for any other federally assisted program or federal contract.
5. Must be provided for in the grant agreement.
6. Must be determined in accordance with generally accepted accounting principles (GAAP).
7. Must be adequately documented and verifiable from the grantee's official records.

   Grantees are required to use federal funds in the best interest of their program and these decisions must be free of undisclosed personal or organizational conflicts of interest – both in appearance and fact.

   1. Less than Arms-Length Transactions / Related Party Transactions are usually not acceptable as match. These typically occur by purchasing goods or services or hiring an individual from a related party such as a family member or business associated with an employee of the grantee.

3.1.3 Matching Funds Documentation

Both cash and in-kind matching contributions must be adequately documented and verifiable from grantee's official records. Documentation must be sufficient to answer the following questions:

a. Who – Grantee must be able to demonstrate that the contribution is from an acceptable donor source.
b. What – Grantee must be able to demonstrate what is being used as match is suitable for match.
c. How Much – Donor should generally determine the value and it must be based on standard objective sources rather than best guesses.
d. Who Verified – Grantee must certify that the information is correct and IDPR must review and approve.

Accounting records must be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, or other required forms.

Force account labor and equipment. The use of grantee's staff (labor) and/or equipment costs must be verifiable from the grantee's accounting system. For labor, the records must include: the name of each worker, dates worked, hourly rate of pay, number of hours worked specific to the grant activity, and the total cost for each worker. Documentation of equipment costs must include the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined and total cost.

Donated contract labor and volunteer services may be counted as matching share if they are an integral and necessary part of the approved work.

e. Rates claimed for volunteer services must be consistent with those rates paid for similar work in other activities and ***must not include fringe benefits and overhead costs***.
f. Federal minimum wage will be the maximum rate allowed for any unskilled labor.
g. Match must be documented and, to the extent feasible, supported by the same methods used by the grantee for its own employees.
    i. At minimum this includes signed and dated time sheets filled out by volunteer working and approved by supervisor with first-hand knowledge of the activity.

4 Miscellaneous General Rules

4.1 Bidding Process

The grantee must follow all applicable local, state and/or federal laws pertaining to the expenditure of funds. **Proof of Invitation to Bid, contracts and any other pertinent documentation must be retained by the grantee. Likewise, all local, state and federal permits required for construction projects must be acquired by the grantee before grant monies can be expended.**

4.2 Disabled Access

The grantee shall assure that persons with disabilities are not precluded from using IDPR grant funded facilities. Projects must meet requirements as set by the Americans with Disabilities Act.

4.3 Maintenance & Operation

The grantee is responsible to see that IDPR grant funded projects are maintained and operated in a condition equal to what existed when the project was completed, normal wear and tear is excepted. Maintenance and operations standards should be adopted upon completion of the project.

4.4 Signs

Grantee shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund and the Department upon start of the project or purchase of equipment.

4.5 Nondiscrimination

Physical facilities and equipment purchased with IDPR grant funds shall be available for public use, regardless of race, religion, gender, age, disability, or national origin.

4.6 Project Conversion

The grantee must assure that no IDPR grant funded project will be converted to uses other than those specified in the original project agreement, without prior written approval of the Idaho Park and Recreation Board. Procedures for project conversions are outlined in the IDAPA Rules ***(See IDAPA Title 01 Chapter 31 Section 26.01.31 Rule 350).***

5 Conclusion

Applicants are required to follow all applicable state and federal rules. Failure to do so will result in the loss of funding. IDPR has the right to access any pertinent documentation related to grant activities and disallow expenditures that are unreasonable or ineligible as determined by state or federal rules.

5.1 Administrative Rules

Administrative Rules have the force and effect of law and as such are subject to a comprehensive process that includes review and approval by the Idaho Legislature in order to become final and enforceable.

Rules governing the administration of the IDPR state and federal grant funds:

http://adminrules.idaho.gov/rules/current/26/0131.pdf

Rules governing the administration of the Land & Water Conservation Fund:

http://adminrules.idaho.gov/rules/current/26/0133.pdf

http://www.nps.gov/ncrc/programs/lwcf/manual/lwcf.pdf

5.2 Recreational Trails Program Guidance

http://www.fhwa.dot.gov/environment/recreational_trails/guidance/

This agency's programs and activities are operated free from discrimination on the basis of race, color, religion, national origin, gender, age or disability. Anyone who believes they have been discriminated against or who may need further information regarding discrimination should write: Director, Idaho Department of Parks and Recreation, P.O. Box 83720, Boise, ID 83720-0065, or National Parks Service, Equal Opportunity Officer (010), P.O. Box 37127, Washington DC 20013

Appendix A: Forms

The following pages contain forms that are central to the application and administration of IDPR grants. Electronic forms are available upon request.

5.3 Criteria Rating Sheet

IDAHO DEPARTMENT OF PARKS AND RECREATION
Grant Application Evaluation Criteria

Project Name: _____ Applicant: _____

Rater: _____

Credibility

1. Degree to which project reflects the purpose of the program or fund and benefits a full range of users contributing to the specific program fund. _____ 0-10 pts.

Assessment of Need

2. Degree of urgency due to potential resource damage, or health and safety concerns that may cause an opportunity to be lost if no action is taken. _____ 0-10 pts.
3. Degree to which the project creates new recreational opportunities not currently available in the area. _____ 0-10 pts.
4. Degree to which project is reflected as a user need in current comprehensive outdoor recreation plans or surveys. _____ 0-10 pts.

Scope of Work

5. Degree of quality in project planning, design, organization, and coordination with IDPR staff and respective advisory committees. _____ 0-10 pts.
6. Degree of overall quality and importance of the project as demonstrated to the Advisory Committee. _____ 0-10 pts.

Commitment

7. Degree to which applicant has committed to the ongoing maintenance of the facility or continuation of the service. _____ 0-10 pts.
8. Degree of matching funds from applicant and other applicant sources or investment in the project as demonstrated by the applicant. _____ 0-10 pts.
9. Degree of statewide user group support for the project. _____ 0-10 pts.

Feasibility

10. Degree to which project costs are reasonable and accurate and relate to project benefits. _____ 0-10 pts.

_____ **TOTAL**

Comments _____

_____

_____

_____

NOTE: In reviewing recommendations of the Advisory Committees, the Idaho Park and Recreation Board retains the discretion to consider criteria, factors, or information other than the rating criteria considered by the Committee in awarding or denying the award of a grant.

5.4 Agreement Form

Idaho Department of Parks and Recreation
STATE RECREATION PROGRAMS

A G R E E M E N T F O R M

Applicant: «ApplicantName»	Project No: «Project_»
Project Name: «Project»	Date Approved: 05/21/2013
Location: «Location»	Project Period: From: 07/01/2013 To: 06/30/2014

It is mutually agreed and understood that the use of these funds will be for the purposes stated on the attached Exhibit A which is incorporated herein by this reference and subject to the terms as described herein. It is also understood that the Applicant is responsible to obtain all necessary permits; follow applicable bidding laws; keep accurate records of expenses for audit purposes; construct all improvements according to mutually agreed upon construction standards and all applicable state, local, or federal codes and maintain improvements to be open and safe for public use, without regard to one's race, gender, national origin, religion, or disability. It is expressly agreed that the Department's sole involvement in the project covered by this agreement is in design and contribution of funds, that the Department shall acquire no interest in the property or improvements covered by this agreement, and that the Department and the state of Idaho, therefore, shall not bear any liability for use of the facilities or project area except insofar as such loss may be attributable to design by the Department. It is mutually agreed that the Applicant will comply with the rules governing the appropriate recreation program in effect as of the date of this agreement.

In witness thereof:

APPROVED:

_____
Signature-Applicant's Authorized Representative

_____
Idaho Department of Parks and Recreation

_____
Title

_____
Date

_____
Date

5.5 Equipment Agreement Form

18.32 Equipment.

a. *Title.* Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or subgrant will vest upon acquisition in the grantee or subgrantee respectively.
b. *States.* A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and subgrantees will follow paragraphs (c) through (e) of this section.
c. *Use.*
    1. Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.
    2. The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.
    3. Notwithstanding the encouragement in §18.25(a) to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.
    4. When acquiring replacement equipment, the grantee or subgrantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.
d. *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:
    1. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
    2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
    3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
    4. Adequate maintenance procedures must be developed to keep the property in good condition.
    5. If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
e. *Disposition.* When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:
    1. Items of equipment with a current per-unit fair market value of less than $5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
    2. Items of equipment with a current per unit fair market value in excess of $5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
    3. In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.
f. *Federal equipment.* In the event a grantee or subgrantee is provided federally-owned equipment:
    1. Title will remain vested in the Federal Government.

2. Grantees or subgrantees will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.
3. When the equipment is no longer needed, the grantee or subgrantee will request disposition instructions from the Federal agency.

g. *Right to transfer title.* The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:
   1. The property shall be identified in the grant or otherwise made known to the grantee in writing.
   2. The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow §18.32(e).
   3. When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

Equipment Management

Property Records
Description of Equipment:

Serial/ID #:

Title Holder (*Submit copy of registration if applicable):

Date of Acquisition:

Cost of Equipment:

Percentage of Federal Funding:

Location of Equipment Storage:

❑ For equipment valued at $5,000 or **less**, the undersigned agrees to submit yearly reports to the Idaho Department of Parks & Recreation (IDPR) reconciling the property inventory for five (5) years after the acquisition. The undersigned also agrees to submit a report describing the disposal of any equipment purchased through the Recreational Trails Program (RTP) to ensure proper disposition.

❑ For equipment valued at $5,000 or **more**, the undersigned agrees to submit yearly reports to the Idaho Department of Parks & Recreation (IDPR) reconciling the property inventory for ten (10) years after the acquisition. The undersigned also agrees to submit a report describing the disposal of any equipment purchased through the Recreational Trails Program (RTP) to ensure proper disposition.

In witness thereof:

_____ _____
Signature-Applicant's Authorized Representative Date

5.6 Reimbursement/Close-Out Form

IDPR/SWI 50.7
9/04

Idaho Department of Parks and Recreation

Request for Reimbursement/Close-out Report

1.Request # _____ 2. Project Name _____ 3-a. Grant # _____

CFDA #'s are for Federally funded grants 3-b. CFDA# _____

4. Project Period _____ 5. Partial Payment ❑ Closeout ❑

6. Project Applicant (Payee) _____

7. Grant Manager _____

8. Address _____

9. Phone _____ 10. Fax _____ 11. Email _____

Grant Funds (IDPR)

Original Grant Amount..... _____
Amount Requested This Form..... _____
Amount Previously Expended..... _____

Balance ..... _____

Match Funds (Applicant)

Match Committed..... _____
Match Reported This Form..... _____
Match Previously Reported ..... _____

Balance ..... _____

Program rules require that signs be posted acknowledging funding assistance by IDPR grant funds.

☐ Please check this box if a grant program sign or sticker needs to be sent to you.

Note: Furnishing false information may constitute a violation of applicable state and federal laws. I certify that the above data is correct based on the contractor's official accounting system and records, consistently applied and maintained, and that the costs shown have been made for the purpose of, and in accordance with, the terms of the grant contract

Authorized Signature _____ Title _____ Date: _____

Reimbursement/Close-out cannot be processed without an authorized signature from the applicant.

Submit to: Idaho Department of Parks and Recreation

****Please attach copies of invoices/receipts***

5.7 Volunteer Labor Form

IN-KIND MATCH DOCUMENTATION FOR VOLUNTEER LABOR

Grant Project Sponsor _____ Grant Project Number _____

Volunteer Name	Date(s) of Contribution	Hour(s) Worked	Hourly Rate	Volunteer Value	General Description
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
Total Dollar Amount		0		$0.00	

General Description Column should be used to describe categories such as Tree Planting, Brush Clearing, Painting, Trail Construction, etc.

The Volunteer Hourly Rate must be consistent with the rate regularly paid by the grantee for similar work, please refer to IDAPA Rule 250.03-d in your Idaho Department of Parks Recreation Grant Programs Manual.

Submitted by (print name) _____

THIS FORM MUST BE SUBMITTED WITH "*REQUEST FOR REIMBURSEMENT/CLOSE-OUT REPORT*"

Signature _____

Date Submitted _____