

---

**IDAHO  
DEPARTMENT OF  
PARKS AND  
RECREATION**

**STATE & FEDERAL  
GRANTS**





---

## IDPR STATE AND FEDERAL GRANTS







---

- Administer Recreation Grants
- Distribute over \$10 million annually
- Seven State funded programs
- Two Federally funded programs
- Other funds as available



# RECREATIONAL VEHICLE PROGRAM



-  Funded by sale RV registrations
-  Fund provides for facilities and services that promote the health, safety, and enjoyment of RV users
-  Examples are RV dump stations, campgrounds, and waysides
-  Approximately \$5 million available
-  Minimum 5% match for all projects; 20% required all for motorized equipment
-  Any government agency or Native American Tribe eligible



What is an RV?

Travel Trailer, Motorhome, Tent Trailer, Pickup Camper, Van Conversion



# Waterways Improvement Fund

- Motorized and Non-motorized recreational boats
- Funds from a portion of the state fuels tax*
- Fund intended for safety and improvement of Idaho waterways
- Examples are boat ramps, docks, enforcement equipment, and boating related facilities
- Estimated \$1.5 million available
- 50% cap on funds to any one county
- Minimum 5% match for all projects; 20% required all for motorized equipment
- Any government agency or Native American Tribe are eligible





---

# Cutthroat License Plate Fund

- Funds from the Wildlife Special Plates
- Funds for the construction and maintenance of non-motorized boating access facilities for anglers
- Not annually funded
- Minimum match of 5% required.
- **WILL accept applications this year – Approximately \$30,000 available**
- Examples include fishing docks or piers, non-motorized ramps, and other support facilities for angler access sites
- Government agencies & Native American Tribes eligible







# Off-Road Motor Vehicle Fund

- 🌲 Funds provide for facilities and enforcement of areas used by off-road motor vehicles
- 🌲 Examples include trail development and maintenance, enforcement, education and equipment
- 🌲 Approximately \$600,000 available
- 🌲 Minimum 5% match for all projects; 20% required all for motorized equipment
- 🌲 Government agencies and Native American Tribes can apply




**Motorcycles, ATVs/UTVs and Snowmobiles**  
***Funds from a portion of the state fuels tax***






# Motorbike Recreation Fund

 Funds provide for securing access, maintaining and constructing trails, support facilities, and education efforts related to off-highway vehicle use

 **ACCEPTING APPLICATIONS THIS YEAR**

 Approximately \$100,000 available

 **Minimum 5% match for all projects; 20% required all for motorized equipment**

 **Government agencies and Native American Tribes can apply**

 **Funds for law enforcement are not eligible**

For Off-Road Motorcycles ATVs/UTVs  
Funds derived from IDPR registrations





---

## Recreational Road & Bridge Fund

- 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.
- *Funds from a portion of the state fuels tax*
- Approximately \$250,000 available annually
- Minimum 5% match required.
- Government agencies and Native American Tribes can apply

### Per Board Policy:

Each year, 50% of the road and bridge funds will be made available for Department projects. The remaining 50% will be distributed through the road and bridge grant program to projects that **benefit snowmobiling, off-highway vehicle use, or motorized boating.**

---



---

# Mountain Bike Plate Fund



- 🚲 Exclusively for the preservation, maintenance, and expansion of recreational trails within the state of Idaho on which mountain biking is permitted.
- 🚲 Funds from the Mountain Bike Specialty Plate.
- 🚲 **WILL ACCEPT APPLICATIONS THIS YEAR – Approximately \$30,000**
- 🚲 Government agencies, Native American Tribes, non-profit organizations.
  - 5% minimum match for all projects
  - 20% match for motorized equipment
  - Motorized equipment limited to \$10,000



# Recreational Trails Program

- **Motorized (30%), Non-motorized (30%), Diverse Use (40%) trail users**
- **Funds from a portion of the Federal gasoline tax**
- **Funds provide for maintenance and restoration of existing recreational trails; development and rehab of trailside and trailhead facilities; trail construction and maintenance equipment**
- **Examples are trails and trailside facilities**
- **Approximately \$1.5 million awarded annually**



- **20% match requirement**
- **5% of the overall project cost must be non-federal**
- **Motorized equipment match rules apply**
- **Any government agency and non-profit user groups eligible**





# Land and Water Conservation Fund

- State agencies, cities, counties, recreation districts, and school districts eligible
- Funds from off-shore oil leases
- Land acquired or developed must be used for outdoor recreation in perpetuity
- Funds provide lands and facilities for outdoor recreation
- 50% match required
- Alternate year funding for state/local government
- Funded every other year. **Current cycle closed – we will not have another funding opportunity until 2026.**





---

## More Info

## CONTACTS

To ensure projects are eligible and costs are allowable, it is highly recommended to contact your regional grant specialist to discuss potential projects.

**North Region Grant Specialist (Districts 1 & 2)**  
Currently recruiting (208) 415-3396  
[kathy.muir@idpr.idaho.gov](mailto:kathy.muir@idpr.idaho.gov)

**South Region Grant Officer (Districts 3 & 4)**  
Kellie Joyce (208) 514-2432  
[kellie.joyce@idpr.idaho.gov](mailto:kellie.joyce@idpr.idaho.gov)

**East Region Grant Specialist (Districts 5 & 6)**  
Shelly Smith (208) 701-7077  
[shelly.smith@idpr.idaho.gov](mailto:shelly.smith@idpr.idaho.gov)

**Land & Water Conservation Fund**  
**Contact for all Regions (Statewide)**  
State & Federal Grant Program Manager  
Kathy Muir (208) 514-2431  
[kathy.muir@idpr.idaho.gov](mailto:kathy.muir@idpr.idaho.gov)



- North Region

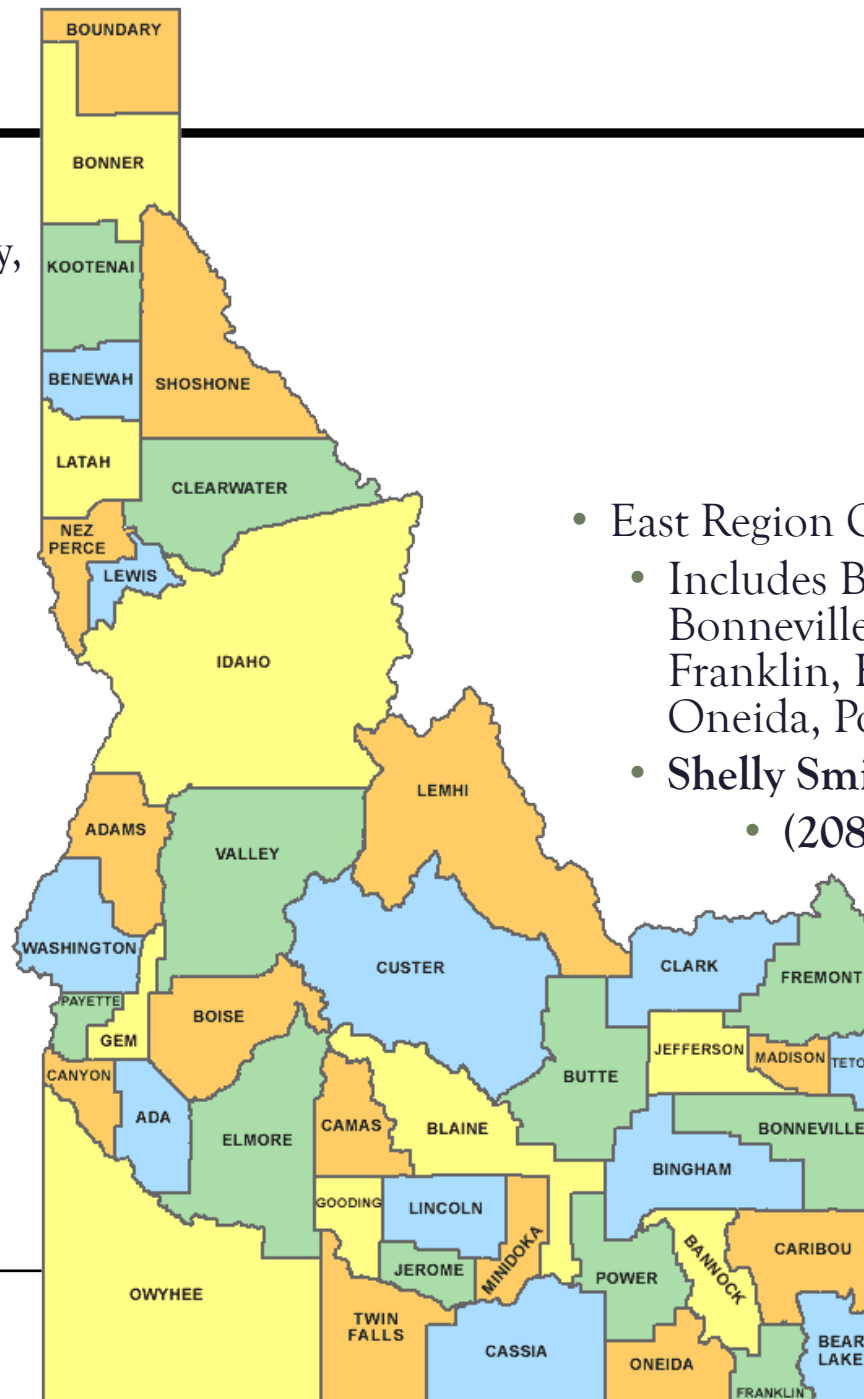
- Includes Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone counties
- **Currently Recruiting**
  - (208) 415-3396

- South Region

- Includes Ada, Adams, Blaine, Boise, Camas, Canyon, Cassia, Elmore, Gem, Gooding, Jerome, Lincoln, Minidoka, Owyhee, Payette, Twin Falls, Valley, and Washington counties
- **Kellie Joyce**
  - (208) 514-2432

- East Region Office

- Includes Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power, and Teton counties
- **Shelly Smith**
  - (208) 701-7077





---

# RESOURCES

All resources can be found on our website



## 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  
2026

Training Presentations & Videos

2026 IDPR Grant Program  
Guidance

Idaho Administrative Procedure  
Act (IDAPA)

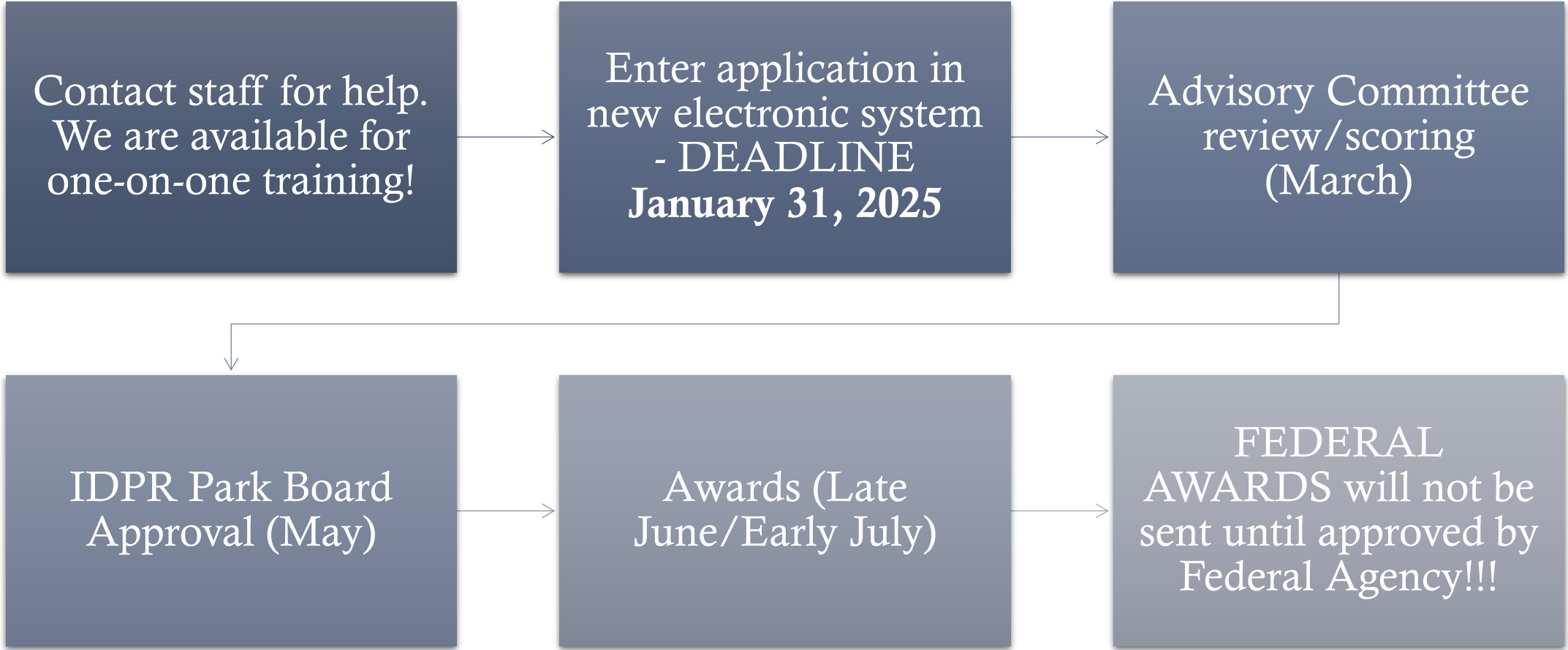
State Comprehensive Outdoor  
Recreation Plan (SCORP)

Buy America Program Guidance

---



# IDPR GRANT CYCLE



New LWCF Application Timeline 2024/2025

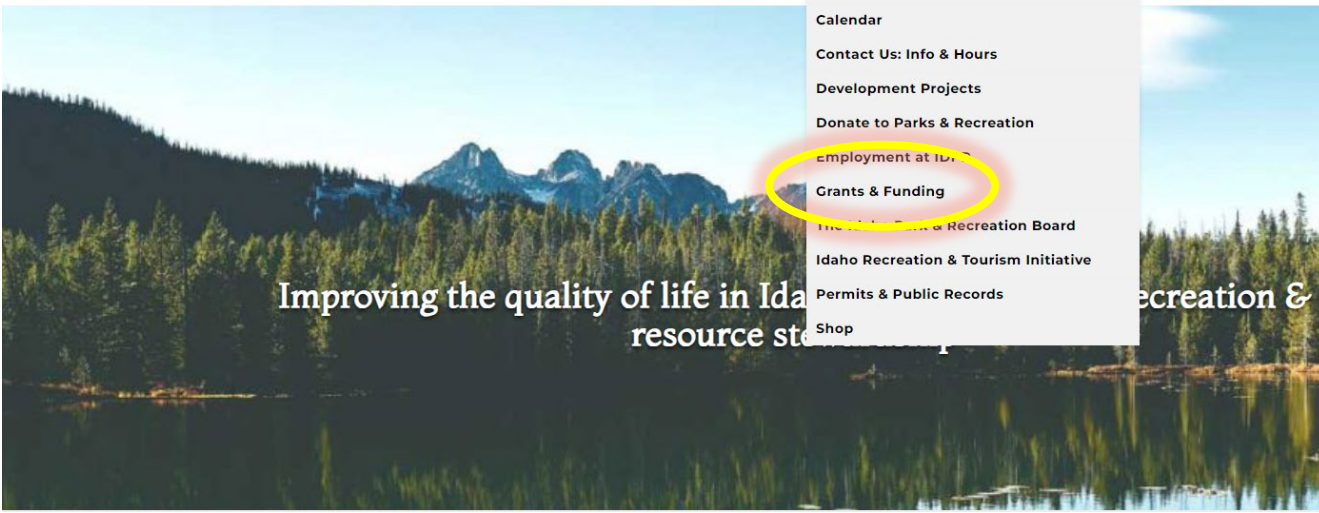




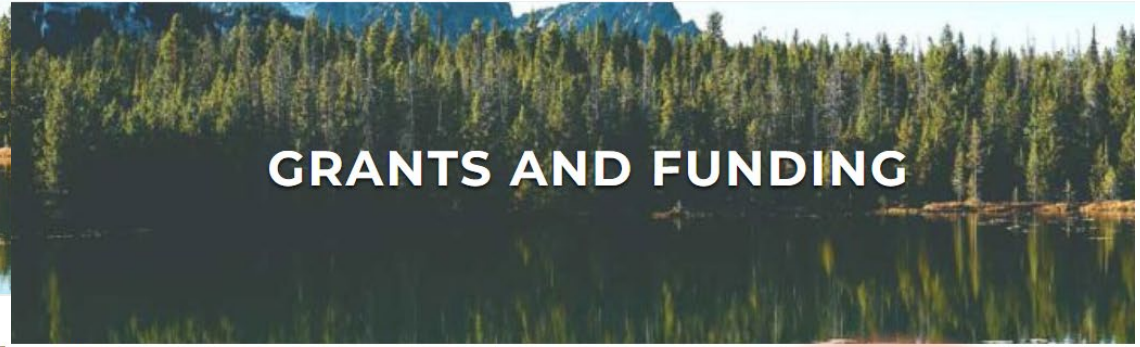
# DEPARTMENT OF PARKS AND RECREATION

- Parks ▾
- Activities ▾
- Camping
- Registration & Permits
- About Parks & Rec ▾
- News, Notices & Meetings ▾

- About Us
- Calendar
- Contact Us: Info & Hours
- Development Projects
- Donate to Parks & Recreation
- Employment at IDPR
- Grants & Funding**
- Idaho Department of Parks & Recreation Board
- Idaho Recreation & Tourism Initiative
- Permits & Public Records
- Shop



# DEPARTMENT OF PARKS AND RECREATION



[Home](#) / Grants and Funding

The Idaho Department of Parks and Recreation provides a variety of funding programs and grants to government entities in Idaho for the provision of equipment and for the creation and renovation of outdoor recreational facilities. For more information about individual grant programs, check out the tabs to the left.



**Apply for Funding**

[IDPR Grant Applications/Projects](#)

## Grant Rules

- [Rules governing the administration of the IDPR State and Federal Grant Funds](#)

## Grant Manual and Application

- [FY 2026 Recreational Grant Program Guidance](#)

## Grant Workshops

- [2024 Grant Workshops Informational Flyer](#)

## Training

- [Full Grants Presentation](#)
- Training (Expected in June 2024 with new application system.)
- [Land & Water Conservation Fund Training](#)

[Land and Water Conservation Fund](#)

[Motorbike Program](#)

[Off-Road Motor Vehicle Fund \(ORMV\)](#)

[Recreational Road & Bridge](#)

[Recreational Trails Program \(RTP\)](#)

[Recreational Vehicles](#)

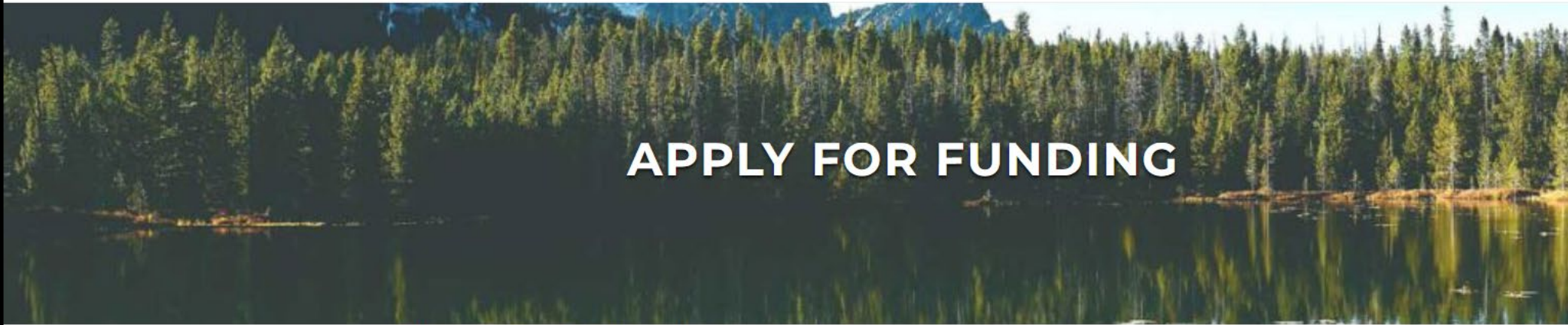
[Waterways Improvement Fund \(WIF\)](#)





## DEPARTMENT OF PARKS AND RECREATION

- Parks ▾
- Activities ▾
- Camping
- Registration & Permits
- About Parks & Rec ▾
- News, Notices & Meetings ▾



# APPLY FOR FUNDING

[Home](#) / [Grants and Funding](#) / Apply for Funding

### Apply for Funding

For a brief overview of how to set up an account and navigate the new grant portal see attached training slides or watch the training video.

- Click for how-to [slides](#).
- Click for narrated [video](#).

### Events/Training/Deadlines

Please contact IDPR grant staff if you need consultation. We are happy to assist you through the grant application process. **The deadline for the next grant applications is January 31, 2025.** The application window opens early October and ends the last Friday in January. If you are interested in attending a grant workshop, please email [grants@idpr.idaho.gov](mailto:grants@idpr.idaho.gov)

[Apply Now](#)

### Apply for Funding

#### IDPR Grant Applications/Projects

Land and Water Conservation Fund

Motorbike Program

Off-Road Motor Vehicle Fund (ORMV)

Recreational Road & Bridge

Recreational Trails Program (RTP)

Recreational Vehicles

Waterways Improvement Fund (WIF)



## Idaho Department of Parks and Recreation

### Opportunities

Title	Status	Submission Open Date	Submission Close Date	Award Floor	Award Ceiling
Land & Water Conservation Fund Grant	Closed	6/17/2024 9:00 AM (MDT)	8/15/2024 5:00 PM (MDT)		
Recreational Vehicle (RV) Fund	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		
Waterways Improvement Fund (WIF)	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		
Cutthroat Plate Fund	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		
Off-Road Motor Vehicle Fund (ORMV)	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		
Motorbike Recreation Fund	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		
Recreational Road & Bridge Fund	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		
Mountain Bike Plate Fund	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		
Recreational Trails Program (RTP)	Open	10/7/2024 8:00 AM (MDT)	1/31/2025 5:00 PM (MST)		

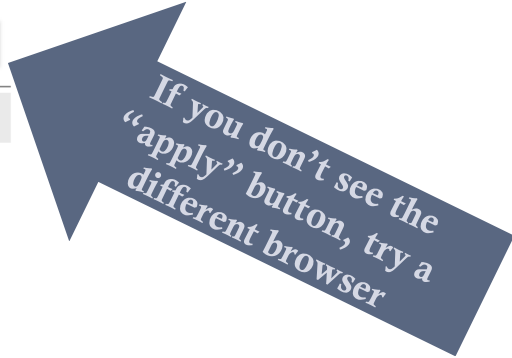


# Recreational Vehicle (RV) Fund

- Print
- Help
- Download
- Save
- Apply

## Opportunity Information

Title	Recreational Vehicle (RV) Fund
Description	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.
Awarding Agency Name	Idaho Dept of Parks & Recreation
Agency Contact Name	Kathy Muir
Agency Contact Phone	208-514-2431
Agency Contact Email	kathy.muir@idpr.idaho.gov
Category Explanation	For the purposes of this funding, Idaho Code 39-4201 defines an RV as a vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. The entities are: travel trailer, camping trailer, truck camper, fifth-wheel trailer, park model recreational vehicle and motor home.
Departments	Grants Program



Every program will have a separate link to a funding opportunity. You will find the links on our website: [parksandrecreation.idaho.gov/grants-and-funding](https://parksandrecreation.idaho.gov/grants-and-funding)

Announcement Type	Initial Announcement
Public Link	<a href="https://www.gotomygrants.com/Public/Opportunities/Details/5d61bf19-24a7-40a4-b127-71fb36dd6b8e">https://www.gotomygrants.com/Public/Opportunities/Details/5d61bf19-24a7-40a4-b127-71fb36dd6b8e</a>
Is Published	Yes

## Funding Information

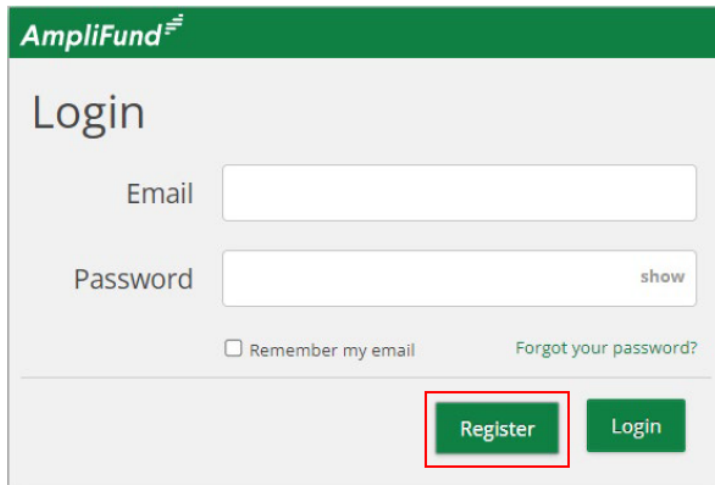
Funding Sources	State
Funding Source Description	49-448. Disposition of fees. The revenues received from the annual license fees imposed by Section 49-445, Idaho Code, for recreational vehicle registration shall be paid over monthly to the county treasurer, to be distributed as follows:

(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



## Registering to Apply

- When the AmpliFund Login screen appears, users will click the 'Register' button to Create New Account for their Applicant Organization
- Applicants should only Register **ONCE** for their Organization
  - Users can be added to the Organization account



The image shows the AmpliFund Login screen. At the top is the AmpliFund logo. Below it is the title 'Login'. There are two input fields: 'Email' and 'Password'. The 'Password' field has a 'show' button to its right. Below the input fields are two links: 'Remember my email' (with a checkbox) and 'Forgot your password?'. At the bottom right, there are two buttons: 'Register' and 'Login'. The 'Register' button is highlighted with a red box.

### Create New Account

If you have already registered, please click [here](#) to login.

#### User Information

Email Address\*

Role Administrator

Password\*

Confirm Password\*

#### Contact Information

**YOU CANNOT  
APPLY UNTIL YOUR  
AGENCY CREATES A  
PARENT ACCOUNT.  
ALL APPLICATIONS  
MUST GO  
THROUGH THIS  
ACCOUNT.**



# Submit a support ticket:

support@amplifund.Zendesk.com

## Navigating the Applicant Portal

- Once registered and in the applicant portal, users can edit their information or add Users through the **Account Information** section
- User roles: Editor vs Administrator
  - Editor can modify application but cannot submit

AmpliFund

John Doe

Account Information  
Change Password  
Log Out



Project Information

Help Download Save Save & Continue

Applications Account Information Users FAQ

Users

User Information

+ Add User

Users

John Doe - Organization Administrator  
Username: testemail34@noemail.com

### New User

User Information

Email Address\*

Role\* Editor Editor Administrator

Contact Information

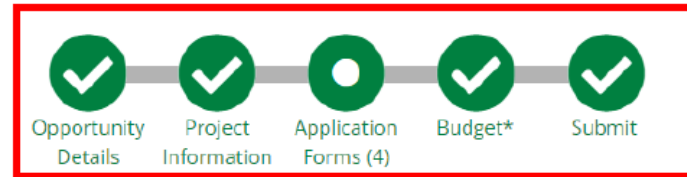
Any questions about account set up or technical difficulties should be directed to the AmpliFund helpdesk.



# Completing the Application

- Navigation toolbar provides quick access to all sections of the application
  - Once 'Marked as Complete' a checkmark will appear on the section header
- **Save** – Saves progress and remain on current page
- **Mark as Complete** – Indicates the form has been completed
- **Save & Continue** – Save progress on page and move on to next section/form

Save   ✓ Mark as Complete   Save & Continue



## Project Information

### Application Information

Application Name\*

How much are you requesting from the funder?

Award Requested\*

Total Award Budget \$0.00

## Forms ✓

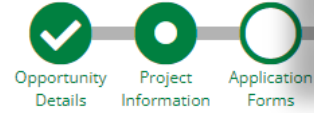
Name	Status
Land & Water Conservation Fund Grant Application Form	Complete
Application Questions	Complete
Financial	Complete
Public Benefit	Complete

Training videos and presentation slides are available on the IDPR website



# STARTING AN APPLICATION

## Recreational Trails Program (RTP)



Project Information

Application Forms

### Project Information ✓

#### Application Information

Application Name \*  ✓

#### How much are you requesting from the funder?

Award Requested \*

#### How much are you planning to contribute to the budget?

Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions \*

Total Award Budget \$100,000.00

#### Primary Contact Information

Name \*

Email Address \*

Address Line 1 \*

Address Line 2

City \*

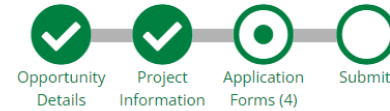
State/Province \*

gotomygrants.com/Public/OpportunityApplications/ApplicationForms/69049



Idaho Departm

## Recreational Trails Program (RTP)



### Forms

[Help](#) [Download](#) [Save & Continue](#)

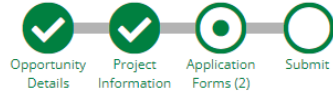
Name	Status	Print
IDPR Grant Application Instructions	New	
Idaho Department of Parks and Recreation Grant Application	New	
Budget and Instruction	New	
RTP Specific Questions (for federal approval use)	New	

1 - 4 of 4 items

[Save & Continue](#)



# IDPR Grant Opportunity



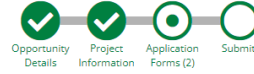
## Forms

Name	Status
IDPR Grant Application Instructions	Complete
Idaho Department of Parks and Recreation Grant Application	New

Navigation: < 1 > 25

Save & Continue

## IDPR Grant Opportunity



## IDPR Grant Application Instructions

1 of 2

Download   Save   Save & Continue

### INSTRUCTIONS FOR COMPLETING THE IDPR GRANT APPLICATION

#### Eligible Applicant -

Public entities are eligible to apply for all grant programs. Non-profit organizations are eligible to apply for the Recreational Trails Program and Mountain Bike Plate program. The state and federal grant manager determines if applicants are eligible based on federal code, state statutes and past performance of the applicant. Based on an applicant's past performance in managing a grant with the department the state and federal grant manager may recommend to the board that the applicant be considered ineligible for the current funding cycle.

**Address** - The address where all correspondence will be delivered. This needs to be a location where physical mail can be received. If agreements are returned to sender IDPR may not be able to complete the contract requirements.

**Contact Person** - The person who will be managing the grant (if awarded), title, address, daytime phone number, cell number, fax number, and e-mail address. This person should be easy to contact and able to answer questions on all aspects of the grant (i.e., construction or financial status).

**County** - the County in which the project is to be located.

**Common Name of the Project** - Give the most common name of the site/project. This will be the identification of the project throughout its grant lifespan.

**Project Location** - Give a **brief** description of the location of the site with driving directions or GPS. This will aid reviewers in locating the site on a map or visiting the location.

**Briefly Describe the Overall Grant Project** - Give a **very brief** (in one sentence) explanation of the project. This summary is intended to be enough to explain the overall project in a concise manner.

The first form is information only! This is a reference for you to understand the application questions. You are required to “mark as complete” in order to finish submission.

### For Waterways Improvement Fund Grant Applicants Only -

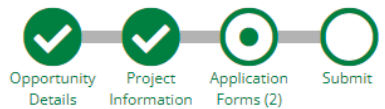
SIGNATURE OF COUNTY WATERWAYS COMMITTEE CHAIRMAN: All applications for

construction MUST have the signature of the chairman of the County Waterways Commit any legal responsibilities regarding non-county applications. The signature certifies comp

Save

Mark as In Progress

Save & Continue



### Idaho Department of Parks and...

2 of 2

Download Save Save & Continue

#### Agency Information

County (where project is located)

- Ada County - 01
- Adams County - 02
- Bannock County - 03
- Bear Lake County - 04
- Benewah County - 05
- Bingham County - 06
- Blaine County - 07
- Boise County - 08
- Bonner County - 09
- Bonneville County - 10

When you hover over the field turns green because it allows you to pick more than one county if the project spans more than one.

#### Agency Information

County (where project is located)

- Washington County - 35
- Oneida County - 36
- Owyhee County - 37
- Payette County - 38
- Power County - 39
- Shoshone County - 40
- Teton County - 41
- Twin Falls County - 42
- Valley County - 43
- Washington County - 44
- Statewide

Click the county and then move outside of the box and you should see only the county you selected.

Project Location (Give a brief description that would allow reviewers to locate on Google Earth or drive to visit site.)

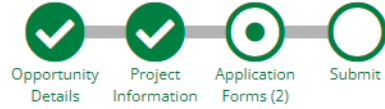
Briefly summarize your overall project. Describe your project in 1-2 sentences.

Typed or Printed Name

#### Project Questions



# TIPS



- Don't forget to SAVE!! Save or Save & Continue?
- Save & Continue will take you to the next task.

## Idaho Department of Parks and Recreation Grant Application

2 of 2

[Download](#) [Save](#) [Save & Continue](#)

Site Description - Describe the site as well as the surrounding area. Explain the compatibility of the project to the site. (Include site location map, scale site plan including boundary and utility information, if available.) If the grant is for equipment, describe where it will be used (include map). Be specific.

The Weiser fishing pond is located approximately 100 yards north of the Weiser river, and surrounded by native vegetation. To aerate the pond aerators are installed along with a man made creek that runs in on the north end creating a more normal flow of water. On the far north end of the pond there is a large fishing dock that is ADA compliant that was donated by the local Elks club and installed by the City of Weiser.

Attach site location map, scale site plan including boundary and utility information, if available.

[Choose File](#)

Mud Lake Location Map.jpg

Highly recommend attaching all maps to the site description question.

The easiest way to enter the date is to click on the calendar and then the dropdown option to open the calendar year.

Estimated Project Start Date

MM/DD/YYYY



Estimated Project End Date

12/30/2026



requiring any type of mobility aid.

Attach site location map, scale site plan including boundary and u

[Choose File](#)

August 2024

2014

2015

2017

2019

ect? Is t

2016

2017

2018

2019

2020

2021

2022

2023

2024

2025

2026

2027

on date

2028

2029

2030

2031

2032

2033

2034


2035

# BUDGET

---

## Budget and Instruction

3 of 4

 Download

Save

Save & Continue

## Budget Completion Instructions

Using the attached template below, please complete a budget worksheet for your project. The total **Grant Amount** should be equal to the Amount indicated on your **Project Information** section of the application. The **MATCH - from your grant sponsor** should be equal to the **Match Amount** indicated on the **Project Information** section. At the end of the spreadsheet is a field where you will need to identify the person(s) responsible for preparing the Submission Budget. If additional line items are required within any section please be sure to right click the row number and insert additional rows as needed. If assistance is required please reach out to the **Agency Contact** listed on the Opportunity Details section.

## Budget Template

Please download the attached Budget Worksheet and complete. Budgeted amount will need to equal amount indicated on your Project Information Section of your application  
[Budget Worksheet 2024.xlsx](#)

Once completed please upload your Budget Worksheet \*

Choose File

## Cost Estimate Documents

Please upload cost estimates that support the budget you provided.

Choose File

You need to download the spreadsheet to edit and then upload back in the system to complete this task!

Cost estimate documents ARE NOT a replacement for a project budget.

Save

✓ Mark as Complete

Save & Continue



# COLLABORATORS



Applications

Account Information

Users

FAQ

## Users

User Information

+ Add User

Users

As a user registers to apply in AmpliFund, there are 4 tabs at the top. The Users tab will allow the applicant to add any other team members needed to collaborate with.

There are two security levels:

- ✓ Administrator can create, edit, delete and withdraw an application.
- ✓ Editor can edit and view applications.



# POTENTIAL PROBLEMS

---

- **IDPR staff cannot see applications prior to submittal. If you have eligibility issues after submittal your application will not move forward for consideration. Issues may be, but are not limited to:**
  - **Missing required documentation like proof of public involvement. (public announcement)**
  - **Inadequate proof of land ownership or a legal agreement with landowner to conduct work.**
  - **Ineligible budget items. Staff will remove ineligible items. Removal of items may change the percentage of match. The change may mean you do not have required match.**
  - **Inadequate proof of matching funds from outside sources. (letters of commitment)**
  - **Inadequate match for either the program requirements or equipment purchase rule.**
  - **Applying in the wrong program.**
  - **Inappropriate applicants applying for funding in the program they submit.**
  - **Appropriate signature (when required, i.e. WIF applications)**

**If you run into difficulties, DO NOT take actions until you've talked to us. For example, withdrawing a project will delete it completely from the system and we cannot retrieve it!!**



# PROOF OF PUBLIC INVOLVEMENT

---

**Public Comment.** As part of the application, the applicant must provide an opportunity for public comment. The applicant must include proof of public comment regarding the project in the application. The opportunity for public comment should begin within one (1) year of submitting the application. Any projects with public comment conducted over one (1) year prior to application may be rejected by the state and federal grant manager and the project will be deemed ineligible. (7-1-21)

**Proof of Public Involvement is not the same as user support comments. Google Reviews are not proof of public involvement. This should be specific public comment on the project you are applying for with the grant you are submitting. It should be current and relevant.**

**Know the difference between:**

- 1. Proof of Public Involvement**
  - 2. Letters of Support**
  - 3. Letters of Commitment**
-

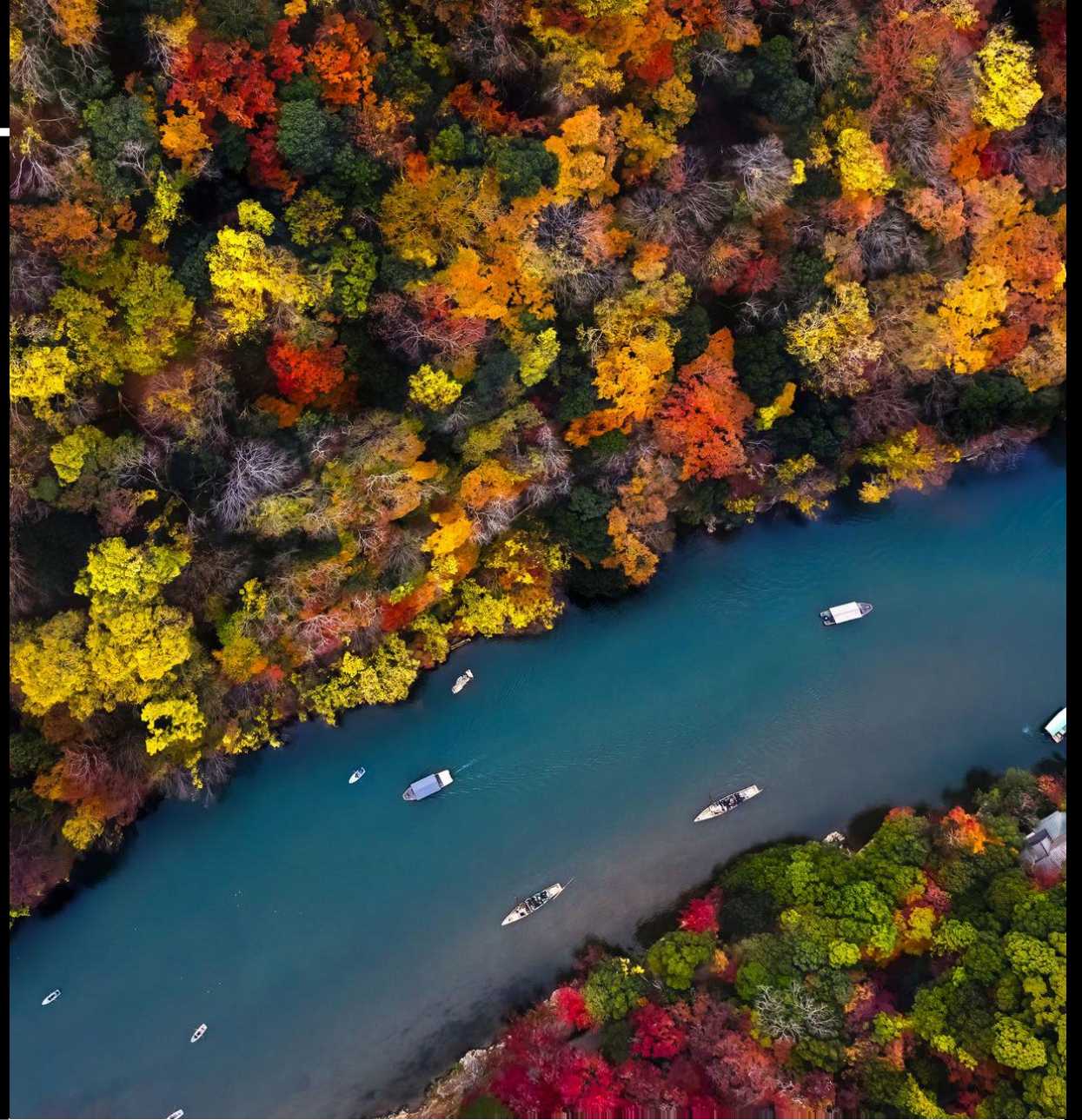


---

# CONTACT INFORMATION

Whomever creates the application will be responsible for any further grant management and reimbursement through the grant solution system. The contact needs to be an employee of the organization applying for funds. All accounting, including submitting the request for reimbursement will be managed through AmpliFund.

---





---

# AUTHORIZATION

## Contact vs Authorized Representative

- The authorized representative is the individual representing the applicant with the authority to sign contracts and agreements. Authorized representatives are: City Agency – **Mayor**; County Agency – **County Commissioner**; Forest Service – **Forest Supervisor**, Bureau of Land Management - **Area Supervisor**, Non-Profit Organization – **President**.



## Waterways Improvement Fund County Signature

- SIGNATURE OF COUNTY WATERWAYS COMMITTEE CHAIRMAN: All applications for construction **MUST** have the signature of the chairman of the County Waterways Committee. No waterways improvements will be constructed in any county of the state without this approval. The signature does not obligate the county to any legal responsibilities regarding non-county applications. The signature certifies compliance with the Idaho Statute and ensures that the application meets the county's waterways improvement planning requirements.

---

# PROJECT RATING

## YOUR PROJECT WILL BE SCORED BASED ON

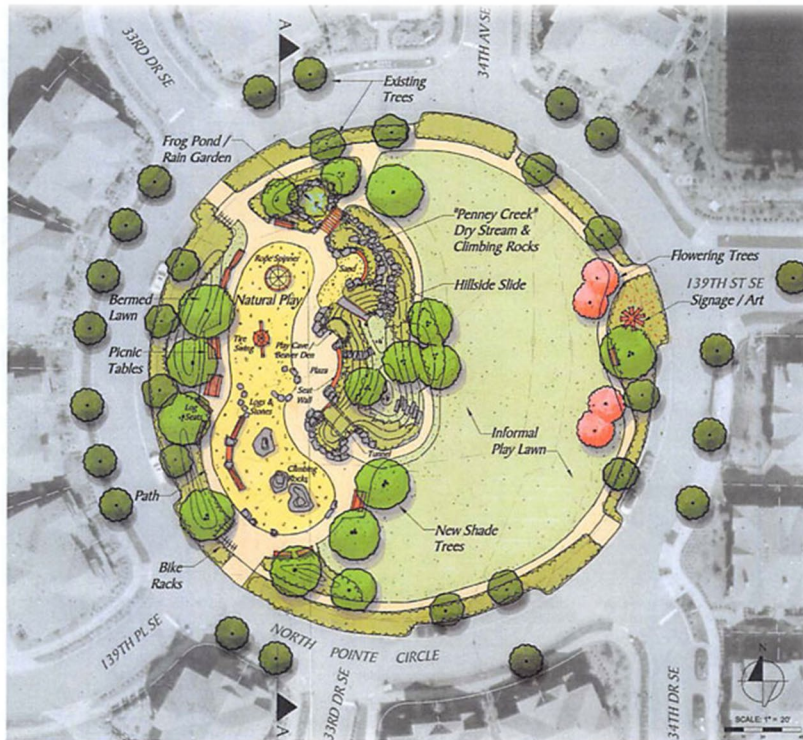
- **Credibility.** Degree to which the project reflects the purpose of the specific program fund.
- **Assessment of need.**
- **Scope of work.** Degree of planning, design, organization, and coordination with staff and respective committee members.
- **Commitment of the sponsors** in support of development of the project and to ongoing maintenance.
- **Quality support** from benefitting recreationists.
- **Degree of accurate and reasonable costs.**

Northwest Passage Scenic Byway Interpretive Trail @ Devoto Grove Trail

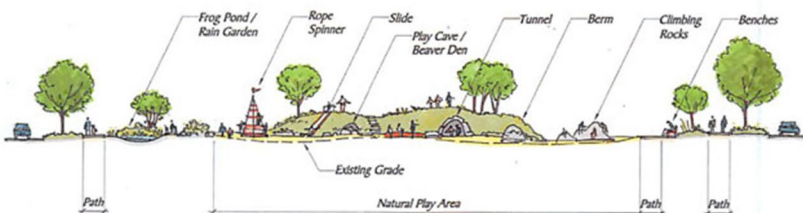




# SCOPE OF WORK



PLAN



SECTION A-A

Give a **detailed** description of the work that will be accomplished in this grant. Explain who will do what, the process in which it will be accomplished, the number of units to be constructed, the timetable and any other information which explains the project. ***Do not assume the evaluation committee is familiar with the proposed project.*** Construction drawings or conceptual plans **must** be submitted with this application.

If you contacted Idaho Parks and Recreation staff and/or an advisory committee member about your project, list the person's name and when they were contacted. **ONLY** include IDPR staff and/or committee members who will be rating your project. Other contacts are not relevant to include on this application if they are not part of the rating process.

---

## GRANTEE OBLIGATIONS — TAKEN FROM IDAPA 26.01.31

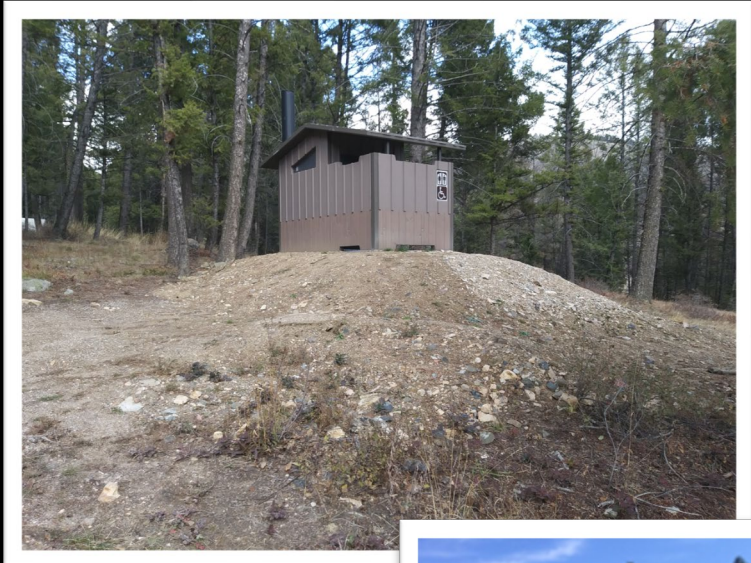
- **Project Completion.** Upon approval of a grant application the grantee shall be obligated to complete all elements of a project as described on the approved grant application, grant agreement, or approved amendment.
- **Project Liability.** Grantees, through a signed agreement, shall assume all project liability and hold the Department harmless.
- **Purchase and Bidding Requirements.** The grantee shall follow all local, state and federal laws pertaining to the expenditure of public funds.
- **Permits.** The grantee shall legally acquire all required local, state and federal permits for the construction or development of the project before grant funds shall be expended. Construction shall comply with the then current codes and standards as set by the Uniform Building Code, Uniform Plumbing Code, and the National Electrical Code.
- **Failure to Comply.** Failure by the grantee to comply with such terms and obligations as set forth in the approved grant application or grant agreement shall result in the immediate revocation of an approved grant or shall constitute a conversion pursuant to Section 350 of this chapter, as applicable.



---

# ACCESSIBILITY

YOU ARE LIABLE FOR COMPLIANCE





# NEW

## BUDGET WORKSHEET

The new budget form is an Excel spreadsheet that you need to download from the system, fill out, and upload back into the system. **Your project is NOT eligible without an appropriate budget uploaded to be used for reimbursement purposes.** There is also a function to upload cost estimates. Cost estimates DO NOT replace this budget form.

Grant Budget Narrative / Milestone Plan				
Project Name:		Date Prepared:		
Applicant Name:				
Total Project Cost :	\$15,000.00			
GRANT Share:	\$10,000.00			
Grant Share as % of project:	67%			
<b>Scope of Work (basic description):</b>				
PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	MILESTONES - projected dates by scope element
1. Architectural and Engineering Fees	\$10,000.00	\$5,000.00	\$15,000.00	
2. Other Architectural & Engineering			\$0.00	
3. Project Inspection Fees			\$0.00	
4. Site Work			\$0.00	
5. Demolition & Removal			\$0.00	
6. Construction			\$0.00	
7. Equipment (no labor)			\$0.00	
8. Labor			\$0.00	
9. Supplies & Materials			\$0.00	
10. Miscellaneous			\$0.00	
			\$0.00	
			\$0.00	
Subtotals - grant cost share	\$10,000.00		\$15,000.00	
Subtotal - match cost share (all sources)		\$5,000.00		
<b>16. TOTAL PROJECT COSTS</b>	<b>\$15,000.00</b>			
Total project cost by type of cost share	67%	33%		
<b>Notes:</b>				
Cost estimates prepared by:				

Do not fill in these amounts. The form will add this section for you.



---

# BUDGET REVIEW

- Be detailed enough that the cost can be verified. Items should be identified in a way to ensure it is an allowable, eligible cost.
- Make sure match is secure. ALL match must be properly documented before reimbursement can occur.
- If IDPR cannot verify match in the application budget, it **WILL NOT BE ALLOWED**.
- Make sure you have enough money to complete the project as stated in the application.
- We **DO NOT** pay for administrative costs
  - Any general “office work” is not an allowable cost
  - We do not pay for you to “go to meetings”
  - Indirect costs are not allowed as part of our grants
  - We do not pay for training employees/seasonal staff
- You must stay within the budget
  - We have some flexibility to increase/decrease individual scope items **AS LONG AS** you stay within the original dollar amount
  - You **CANNOT** add items to your reimbursement that were not in the original budget just because you have money left over

Minor scope changes are allowed with prior approval through IDPR, however they must be allowable and necessary to complete the project – TALK TO US!

# How to calculate percentages

Percentages are vital to your project budget. IDPR uses the percentages to process reimbursement payments once your project has been approved. You will not receive payment unless you have documented the appropriate match.

- Percentages are calculated on the **TOTAL PROJECT COST** so  
 $\$47,300$  (grant) +  $\$15,750$  (match) =  $\$63,050$

THEREFORE

Match

$$15,750 \div 63,050 = .25$$

Grant

$$47,300 \div 63,050 = .75$$

## 10) BUDGET

Project Name: Happy Trail Reconstruction

For IDPR Use Only Grant #	Source of Funding			IDPR Use Only Amount Approved
	(C) Total Cost	(B) Matching Share	(A) Grant Request	
Project Components				
Trail Reroute 4 FS Seasonal GS-3 (\$500/day, 60 days)	\$30,000		\$30,000	
Project design (\$250/day, 3 days)	\$750	\$750		
Trail Foreman GS-7 \$250/ day, 60 days)	\$15,000		\$15,000	
Lumber	\$1,500		\$1,500	
Hardware	\$800		\$800	
YCC Group, 4 weeks		\$15,000		
<b>TOTALS</b>	<b>\$63,050</b>	<b>\$15,750</b>	<b>\$47,300</b>	
<b>% of TOTAL</b>	<b>100%</b>	<b>25%</b>	<b>75%</b>	<b>%</b>



---

# MATCH REQUIREMENTS

## State Funding Source

- 1. **Minimum Project Match.** Applicants must provide a minimum match of five percent (5%) of the total project cost, except recreational trails program which has a federal minimum match.(3-18-22)
- 1. **Minimum Motorized Equipment Match.** Grants for motorized equipment are allowed in the waterways improvement fund, recreational vehicle, off-road motor vehicle, recreational trails program, motorbike recreation, and mountain bike plate grant programs. Applicants must provide a **minimum** match of twenty percent (20%) of the total equipment purchase. An applicant may claim **up to fifteen percent (15%) match from the trade-in value of other equipment. A minimum of five percent (5%) must be a cash match.**(3-18-22)
- 1. **Waterways Improvement Fund Grant Limit.** The total sum of WIF grant funds approved to be used in any one (1) county may not exceed fifty percent (50%) of the total WIF grant funds approved to be used statewide in any state fiscal year.

## Federal Funding Source

- **Recreational Trails Program (RTP)**
  - ✓ 20% match requirement
  - ✓ 5% of the overall project cost must be non-federal
  - ✓ Motorized equipment match follows state rule
- **Land & Water Conservation Fund (LWCF)**
  - ✓ 50% match requirement

---

# MATCH

- **Documentation and System of Internal Controls.** The grantee shall maintain a system of internal controls in order to identify the source and disbursement of funds provided for all project costs and match by grant or project. Accounting records shall be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms.
  - **Allowable Costs.** Applicable Office of Management and Budget (OMB) cost principles (NOW known as Code of Federal Regulations [CFR's]), program regulations, and the terms of grant agreements shall be followed in determining the reasonableness and allowability of costs.
  - **IDAPA Rules** have very specific requirements for:
    - Volunteer rates
    - Force Account Labor
    - Donated Materials/Contract Labor
  - Labor **cannot** be used as match on equipment.
  - Salary for maintenance in the FUTURE **cannot** be used as match. All match must be documented WITHIN the performance period of the grant agreement.
  - You **cannot** buy something on sale and use the “extra value” as a donation or match.
  - There **must** be a paper trail for all expenditures. The ONLY materials you can use from your “stock shelves” are items you have an original receipt for to show the value at the time of purchase.
  - If we would not pay for it as a grant item, we will not allow it as a match item.
  - All items of match should be relevant to the project and within the logical scope of work for the project you are completing. **Apples-to-Apples**
-



---

# PROGRAM GUIDANCE



Break/Questions before moving on to program guidance.

# NOT ALL NEPA IS THE SAME

NEPA requires all federal agencies to:

- 1) prepare in-depth studies of the impacts of and alternatives to proposed “major federal actions,” and
- 2) use the information contained in such studies in deciding whether to proceed with the actions; and
- 3) diligently attempt to involve the interested and affected public before any decision affecting the environment is made.



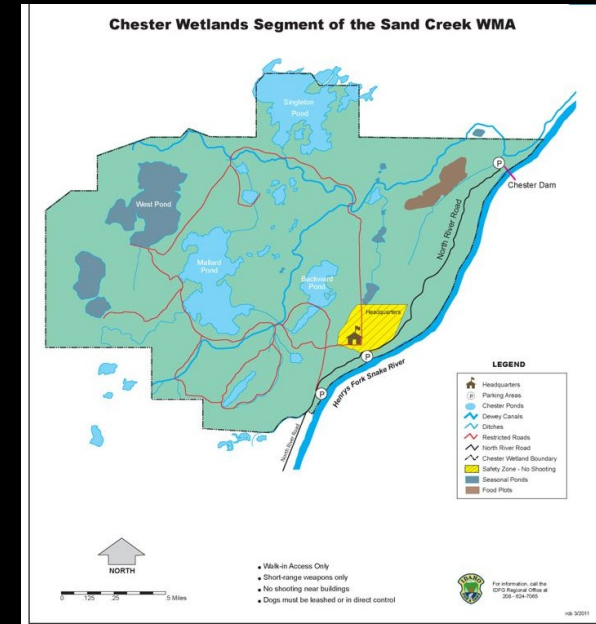
Cultural/Historical



Spalding's Catchfly



North Idaho Ground Squirrel



Wetland/Sediment Control





---

# BUY AMERICA

## Build America, Buy America Requirements

- On November 15, 2021, President Biden signed into law the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. No. 117-58, which includes the Build America, Buy America Act, Pub. L. No. 117-58, §§ 70901-52. The Build America, Buy America Act requires that no later than May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. The following Buy America Preference must be included in all subawards, including all contracts and purchase orders for work or products under this program:
  - 1. **All iron and steel used in the project are produced in the United States.** This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
  - 2. **All manufactured products used in the project are produced in the United States** —this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
  - 3. **All construction materials are manufactured in the United States.** This means that all manufacturing processes for the construction material occurred in the United States.

# RECREATIONAL TRAILS PROGRAM ONLY

---

The Federal Highway Administration published

**[Waiver of Buy America Requirements for De Minimis Costs and Small Grants.](#)**

See <https://www.federalregister.gov/documents/2023/08/16/2023-17602/waiver-of-buy-america-requirements-for-de-minimis-costs-and-small-grants#further-info>.

- **Clarifications from the Buy America Team:**

- The [Waiver of Buy America Requirements for De Minimis Costs and Small Grants](#) notice **is** the waiver. There is no need for waiver applications for projects that meet the criteria of this waiver.

- To make clear: If the total amount of the project is below \$500,000, the Buy America requirements for iron, steel, manufactured product, and construction materials is waived. If the total amount of the project is over \$500,000, the allowable threshold for noncompliant products is the lesser of \$1,000,000 or 5% of total applicable costs for the project. However, if the noncompliant products include iron, steel, manufactured products, the FHWA's threshold amount of 0.1% of the total contract amount or \$2,500 applies.

- Do manufactured products made of iron or steel (such as snow grooming or trail construction and maintenance equipment) still need to go through the waiver process at <https://www.fhwa.dot.gov/construction/contracts/waivers.cfm>?

- Re: If the total amount of the grooming or trail construction and maintenance equipment project is below \$500,000, the answer is NO. If the amount is over \$500,000, the answer is YES.



# STATE HISTORIC PRESERVATION OFFICE

- Both RTP and LWCF have general questions regarding SHPO. The local SHPO will not typically respond unless they know there is a federal action occurring. Be prepared to provide more information if selected to move to the federal application stage.

ICRIS / Resources Search

Area of Significance  
Select Areas of Significance

Primary Site Type  
Select Site Type

Phase/Period  
Select Phase/Period

Brief Resource Description  
Search Brief Resource Description

City  
Sugar City

Original Function or Use  
Select Original Function/L

Original Sub-Use  
Select Original Sub-Use

Architectural Style  
Select Architectural Style

Architect/Builder  
Filter By Architect/Builder

Original Construction Year Range  
No Min - No Max

Clear Search

Smithsonian No	IHSI No	Property Type	Resource Name	Primary Site Type	Address	City	Original Function/Use	Architectural Style	Original Construction Date
10MO182	65-8303	Building	Union Pacific Railroad Dep...		W of US 20/191, ...	Sugar City	Transportation		c. 1910
10MO175	65-581	Building	Sugar Factory			Sugar City	Industry/Processing		1904
10MO174	65-5798	Structure	South Fork Teton River bri...		Approx. 2.0 mi. S...	Sugar City	Transportation	Other	c. 1920
10MO166	65-2268	Building	Bank		3 E Center St	Sugar City	Commerce/Trade		c. 1909
10MO165	65-2267	Building	Stone house		Main St.	Sugar City	Domestic	Tudor Revival	c. 1930

Costs for cultural surveys can be an allowable cost in your budget if you know one will be required.

# THREATENED/ENDANGERED SPECIES

- There are resources you can use to determine if you have potential challenges.

The screenshot shows the top portion of the IPaC website. At the top left is the browser address bar with the URL `ipac.ecosphere.fws.gov`. Below it is the U.S. Fish & Wildlife Service logo and the text "U.S. Fish & Wildlife Service" and "IPaC Information for Planning and Consultation". A "LOG IN" link is visible in the top right. The main banner features a scenic image of a lighthouse on a cliff overlooking the ocean. Overlaid on the banner is the text: "IPaC is a project planning tool that streamlines the USFWS environmental review process". Below this text are two buttons: "GET STARTED" and "LOG IN". On the right side of the banner, there is a white flower graphic and a dark blue box containing the text: "The IPaC system will help determine species and wetlands."

The screenshot shows the map interface of the IPaC system. On the left, there is a sidebar with three numbered steps: "1 Find location", "2 Define area", and "3 Confirm". Under "3 Confirm", there is a sub-section "Verify the area where project activities will occur" and instructions: "Modify the shape by clicking and dragging the vertices or clicking on a solid vertex to remove it". Below this, it says "AREA: 167.04 acres" and has "CONTINUE" and "START OVER" buttons. The main map area shows a topographic map with a blue-shaded polygon representing a project area. The map includes labels for "American Falls Reservoir" and grid coordinates "W 1700 S" and "S 1400 W".

The screenshot shows the "Resources" sidebar. It lists the following categories and counts: "ENDANGERED SPECIES" (1), "BALD & GOLDEN EAGLES" (1), "MIGRATORY BIRDS" (15), "FACILITIES", "WETLANDS" (with a checkmark), and a "PRINT RESOURCE LIST" button. Below this is a section titled "What's next?" with the text: "Define a project at this location to evaluate potential impacts, get an official species list, and make species determinations." and a "DEFINE PROJECT" button.

The screenshot shows the "Insects" section. It has a toggle for "THUMBNAILS" and "LIST". Below is a thumbnail for a "Candidate" Monarch Butterfly. The text below the thumbnail reads: "Monarch Butterfly", "Danaus plexippus", and "Wherever found".

The screenshot shows the "Critical habitats" section. It contains the text: "Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves." and "There are no critical habitats at this location." Below this, it says: "You are still required to determine if your project(s) may have effects on all above listed species."



# Sediment Control...

---

## Idaho Pollutant Discharge Eliminations System Permit

- Idaho Department of Environmental Quality has permitting authority for storm water permits.
- **CAUTION.** If this isn't done correctly there are some pretty hefty fines.
- There are many acronyms out there. One is "CGP," which stands for Construction General Permit. That is the one to look for.
- The person filling out the form needs to have some knowledge (construction experience/technical language).
- If there is a question about whether or not you need the permit. The answer is pretty much "yes." Even a drop of rain can be considered "discharge into a water of the U.S."
- There is a "notice of intent" that starts the process and a "notice of termination" that shows the project is finished.

IDEQ Web page:

<https://www.deq.idaho.gov/water-quality/wastewater/storm-water/>

An Idaho Pollutant Discharge Elimination System (IPDES) storm water permit may be required for the following:

- Construction activities that disturb one acre or more of land, including clearing, grading, and excavation activities
- Industrial activities specifically listed by EPA
- Municipal separate storm sewer systems (MS4), which are a city's or town's storm drains

---

# EQUIPMENT PURCHASE

- **For large equipment purchases**, provide information on who would own/purchase the equipment, how will inventory be managed (how will it be stored in off season or when not in use), and commitments on maintenance, expected life, and disposal described. State procurement policies must be followed (Idaho Code 67-2803 and 67-2806). **YOU WILL BE REQUIRED** to sign an equipment agreement showing you understand and agree to the equipment management requirements when awarded. This includes a yearly reporting requirement and specific disposal regulations.





# ADVISORY COMMITTEES

---



**Know the committee process and contact the appropriate committee member to discuss your project.**

- Recreational Vehicle (RV)
  - ✓ Six members, by region
- Waterways Improvement Fund (WIF)
  - ✓ Six members, by region
- Cutthroat License Plate Fund
  - ✓ Ranked by WIF Committee
- Mountain Bike License Plate Fund
  - ✓ Ranked by RTP Committee
- Land & Water Conservation Fund (LWCF)
  - ✓ Nine members, specific categories
- Off-Road Motor Vehicle (ORMV)
  - ✓ Nine members, by region and user group
- Motorbike Recreation Account
  - ✓ Three regional ORMV ATV/Motorbike representatives
- Recreational Trails Program (RTP)
  - ✓ Ten members, by user interest
- Recreational Road & Bridge Account
  - ✓ IDPR Staff

# POST AWARD

All project management documentation will flow through the new statewide grant management system. Award letters, agreements, and reimbursement requests will generate in the AmpliFund system. Sponsors will manage their budget within this system to process reimbursement requests.



- Agreements
  - Federal agreements will not be sent until IDPR receives approval from the respective agency. Follow up may be required to get final approval of a project.
- Reimbursements
  - Match needs to be documented.
  - Reimbursement will not be approved without all proper documentation to verify costs for both grant award and match commitment.
- Project period
  - State Fiscal Year July 1 to June 30.
  - Extensions only available with documentation and IDPR approval.
  - Inactive projects (no movement in one year) will be subject to closure and not allowed an extension without sufficient reason.
- Quality control and inspections
  - IDPR will look at project sites to ensure work is completed as stated in the grant.
- Ownership, maintenance and operations
  - Accepting grant funds means project will remain in public recreation use for the identified useful life expectancy.





---

# CONTRACT SIGNATURES

- ***Grant Agreement.*** *A grantee must complete the grant agreement form, with original or authenticated digital signatures, within sixty (60) calendar days of written notification of grant award. The agreement obligates the applicant to complete all elements of the project as specified in the signed grant agreement. (3/18/22)*
  - ***Reimbursement of Project Costs.*** *The grantee must initially pay all project costs and then seek reimbursement through the department. The grantee must complete the appropriate form provided by the department certifying that the data is correct and submit the form to the department with an original or authenticated signature. (3/18/22)*
-

## Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Administrative & Legal Expenses	\$0.00	\$0.00	\$0.00
+ B. Architectural and Engineering Fees	\$1,500.00	\$500.00	\$2,000.00
Architectural Design Consultant	\$1,500.00	\$500.00	\$2,000.00
+ C. Other Architectural & Engineering Fees	\$0.00	\$0.00	\$0.00
+ D. Project Inspection Fees	\$0.00	\$0.00	\$0.00
+ E. Site Work	\$0.00	\$0.00	\$0.00
+ F. Demolition and Removal	\$0.00	\$0.00	\$0.00
+ G. Construction	\$0.00	\$0.00	\$0.00
+ H. Equipment (no labor)	\$0.00	\$0.00	\$0.00
+ I. Supplies & Materials	\$0.00	\$0.00	\$0.00
+ J. Miscellaneous	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$1,500.00</b>	<b>\$500.00</b>	<b>\$2,000.00</b>

## Revenue Budget

Grant Funding		
Award Requested	\$10,000.00	\$10,000.00
<b>Subtotal</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
Non-Grant Funding		
Cash Match	\$5,000.00	\$5,000.00
In-Kind Match	\$0.00	\$0.00
Other Funding	\$0.00	\$0.00

Category **D. Project Inspection Fees**

Item Type **Non-Personnel**

Name \* Project Inspection Fees

Direct Cost \* \$1,500.00

Non-Grant Funded **Yes**

Grant Funded \$1,000.00

Cash Match \$500.00

Dollar Percentage

In-Kind Match \$0.00

Dollar Percentage

Other Funding \$0.00

Dollar Percentage

Total Budgeted \$1,500.00

Narrative \*

# REIMBURSEMENT

- Reimbursement requests will be directly linked to the budget submitted in your application.
- You will fill out all required forms in AmpliFund.
- You must upload all invoices and documentation showing grant expenditures as well as eligible match.



---

# REIMBURSEMENT NOTES



Performance reports are required to summarize completed work.

Photos are appreciated.

Match-to-grant percentages identified in the original budget must be followed. Percentages are based on the total project cost.

Unless otherwise amended, all elements of the project as described in the grant agreement shall be completed.

Grantee shall maintain a system of internal controls to identify the source and disbursement of funds. Wage verification must be submitted with all labor budget items.





# RECOGNITION

When your project is complete, we will send a program sign or sticker (for equipment). Recognition of program funding should be prominently displayed. Per IDAPA rule:

**Acknowledgment of Funding Assistance.** Grantee must 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. (3-18-22)



---

## Extensions

A written request for an extension of the project period shall be received by the Department prior to the end of the project period. The State and Federal Grant Manager shall make the final determination of extensions. No project extension shall be granted for more than one (1) year, however, project extensions may be granted in consecutive years.

Extension requests will only be considered 3 months prior to the end of the project period.

### Extensions are not automatic!

IDPR must have justification for **EVERY** extension. **Applicant must** produce a progress report or explain why work has not been completed. IDPR awarding too late is **not** a valid reason if a project was awarded in **JUNE**.

A project that has not had any fiscal movement within a year is considered an “inactive grant” and will be subject to **CLOSURE**.

---



---

## KEY POINTS

- **IDPR staff no longer has complete access to your application drafts. If you have any technical difficulties, you must contact the AmpliFund support desk. Understand components required for an eligible application. Missing documentation or insufficient budgets may lead to failure.**

- Submission deadline is January 31, 2025.
- Know how to navigate the new grant management system.
- Prepare a solid budget and be prepared to follow it throughout the grant management portal.
- Know where to find tech help.
- Understand the programs.
- Understand the rules.
- Contact staff for eligibility.
- Contact committee members.
- Don't wait until the last minute.

### **Submit a support ticket:**

[support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com)

### **Visit the support portal:**

<https://amplifund.zendesk.com>

### **Supported Browsers:**

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+



# THANK YOU

– Once 'Marked as Complete' a checkmark will appear on the section header

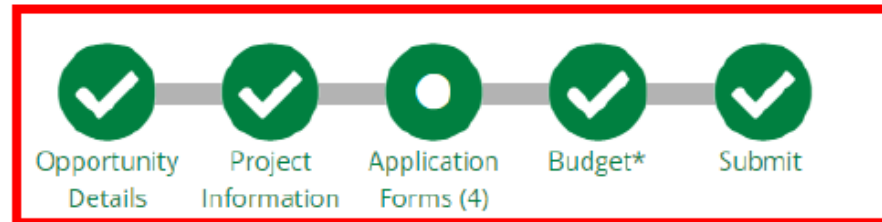
- **Save** – Saves progress and remain on current page
- **Mark as Complete** – Indicates the form has been completed
- **Save & Continue** – Save progress on page and move on to next section/form



## Project Information

### Application Information

Application Name\*



## Forms ✓
