



**IDAHO DEPARTMENT OF
PARKS AND RECREATION**

STATE & FEDERAL GRANTS









Idaho Department of Parks & Recreation State and Federal Grants

- **Administer Recreational Grant Programs**
- **Distribute over \$10 million annually**
- **Seven State funded programs**
- **Two Federally funded programs**
- **Other programs as funds are 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 \$4.5 million available
-  Minimum 5% match for all projects; 20% required all for motorized equipment
-  Any government agency or Indian 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**
-  **Approximately \$1.2 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 Indian 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 & Indian Tribes eligible




Off-Road Motor Vehicle Fund

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

 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 \$500,000 available

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


 Government agencies and Indian Tribes can apply




Motorbike Recreation Account


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



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

 **NOT ACCEPTING APPLICATIONS THIS YEAR**

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

 **Government agencies and Indian Tribes can apply**

 **Funds for law enforcement are not eligible**



Recreational Road & Bridge

- 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 Indian Tribes can apply



As of February 8, 2017 – Board Approved the following 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 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, Indian 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 & Water Conservation Fund Program

- 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
- Approximately \$2.4 million available



Separate training specifically for LWCF

State Comprehensive Outdoor Recreation Plan (SCORP)



New SCORP will in place January 2023

The complete SCORP can be found on the IDPR website:
<http://parksandrecreation.idaho.gov/scorp/>

LWCF EVALUATION COMMITTEE PROJECT EVALUATION FORM

Project Name: _____ Date: _____
Evaluator's Name: _____

Please evaluate the project on the basis of the following criteria:

7-8 = Excellent or Extensive
5-6 = Good or Considerable
3-4 = Fair or Moderate
1-2 = Poor or Little
0 = None or Missing

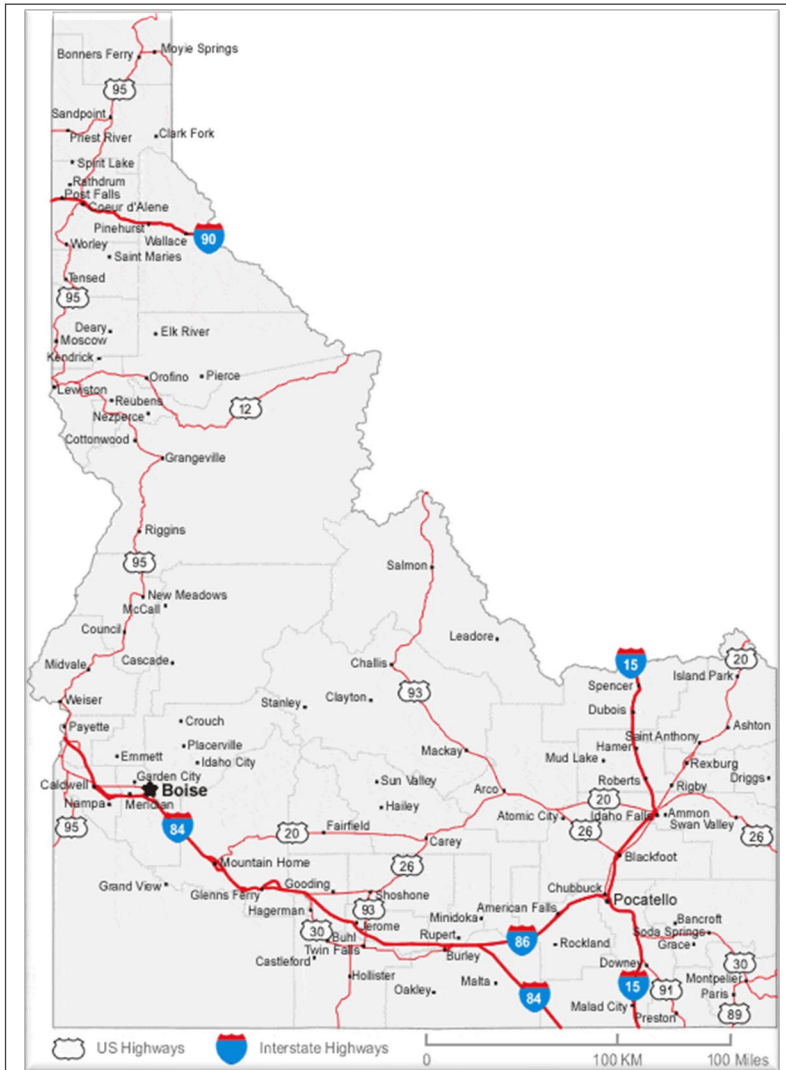
- | | |
|---|--|
| A. Degree to which the project aligns with the Statewide Comprehensive Outdoor Recreation Plan, particularly Chapters 3 and 4. | |
| B. Degree to which the project benefits the general public and the facility is open and usable for outdoor recreation during reasonable hours. | |
| C. Degree to which the costs are reasonable, accurate and relate to an acceptable cost-to-benefit ratio. | |
| D. Degree to which the property and/or design is well planned and suited for the intended uses. | |
| E. Degree to which the facility will encourage universal accessibility beyond minimum requirements. | |
| F. Degree to which the applicant has demonstrated a financial commitment for the ongoing operation and maintenance of the site. (Is there a maintenance budget and/or impact statement for 3-5 years of commitment?) | |
| G. Degree to which the applicant understands environmental issues and will take action to mitigate any concerns for potential resource damage or health and safety matters. | |
| H. Degree to which the project creates new or improved recreational opportunities supported by the community. | |
| I. Degree to which project is reflected as a user need in a current agency plan (this could include a city master plan, local parks and recreation master plan, or county comprehensive plan.) | |
| J. Degree to which the project brings outdoor recreation activities closer to users and/or underserved demographics. | |
| K. Degree to which the applicant demonstrates public outreach to sufficiently identify community needs. (Excellent or extensive scores should be reserved for projects that include either statistically valid surveys or public meetings specific to the project.) | |
| TOTAL | |

Do you feel that this project meets the criteria and general quality necessary to merit approval by the Idaho Park and Recreation Board? ___ Yes ___ No

RECOMMENDATIONS:

Contact for All LWCF projects

- Kathy Muir
- (208) 514-2431 office
- (208) 608-8186 cell



CONTACTS



- It is **HIGHLY** recommended to contact a grant specialist to talk about your project to make sure it is eligible and the costs are allowable.

North Region Grant Specialist (Districts 1 & 2)

Tiffany Brunson (208) 415-3396
tiffany.brunson@idpr.idaho.gov

South Region Grant Officer (Districts 3 & 4)

Kellie Joyce (208) 514-2432
kellie.joyce@idpr.idaho.gov

East Region Grant Specialist (Districts 5 & 6)

Shelly Smith (208) 701-7077
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

- North Region

- Includes Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone counties

- **Tiffany Brunson**
 - (208) 415-3396

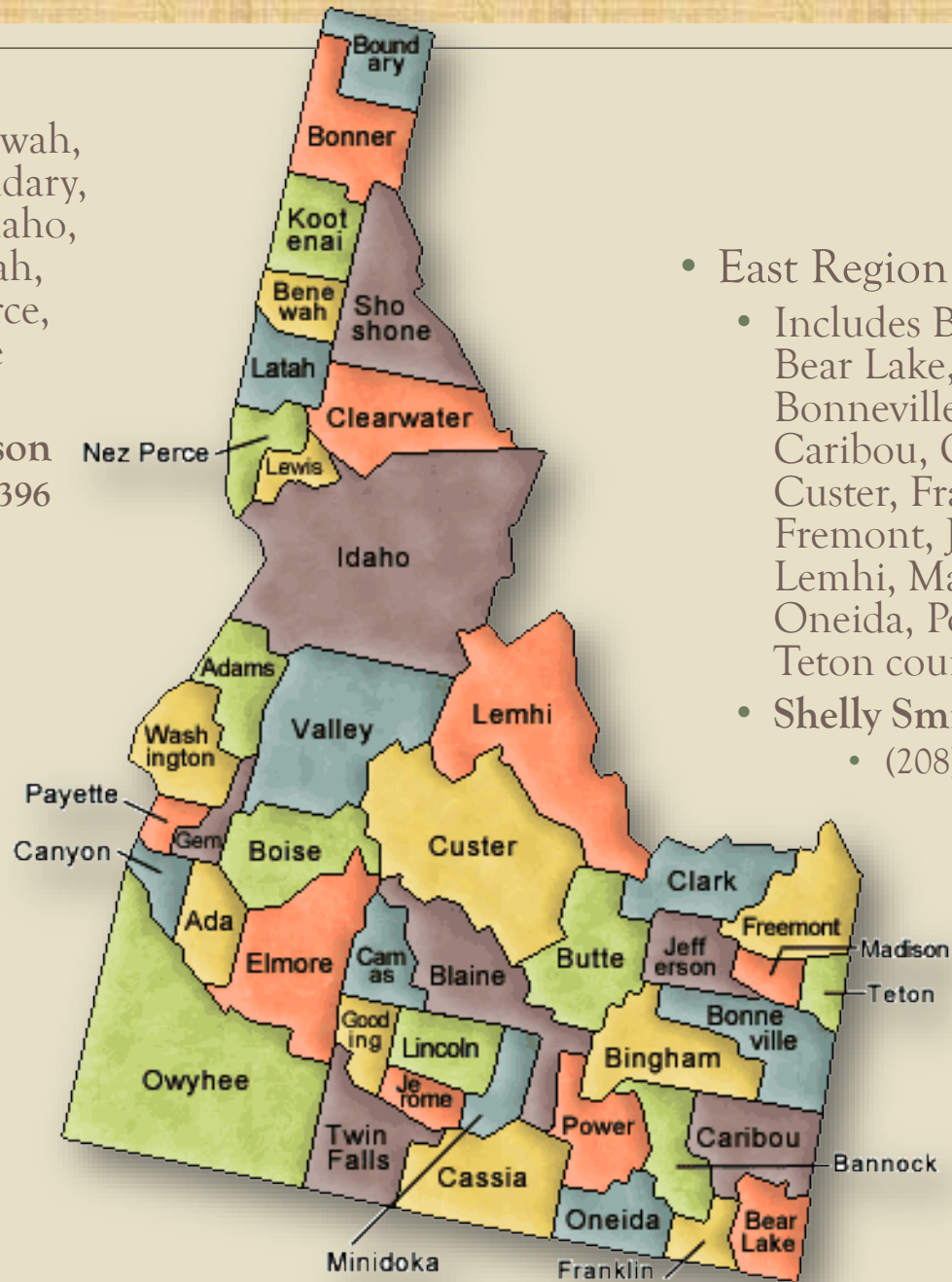
- South Region

- 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

Training Presentations

2024 IDPR Grant
Program Guidance

Idaho Administrative
Procedure Act (IDAPA)

- **26.01.31, Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds**
- **26.01.33, Rules Governing the Administration of the Land & Water Conservation Fund Program**

State Comprehensive
Outdoor Recreation Plan

Buy America Program
Guidance



Grant Manual



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

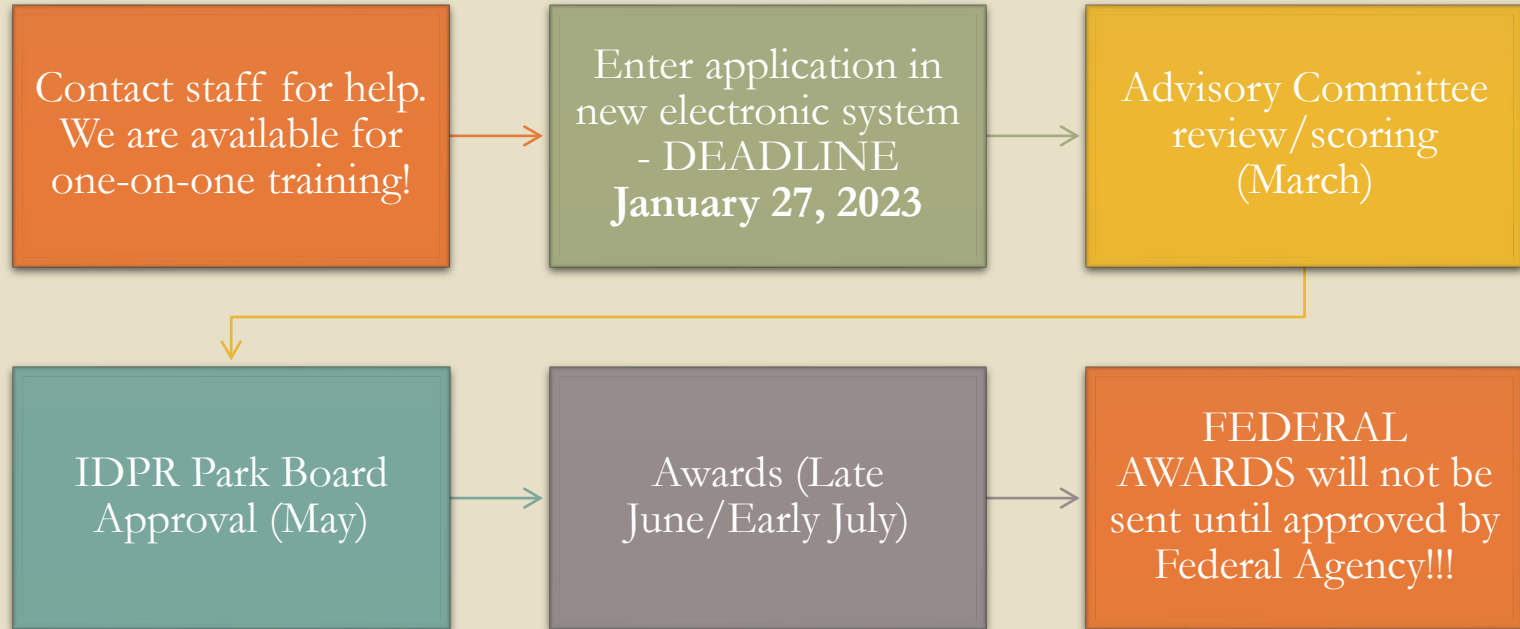
Boating Infrastructure Grants

State Fiscal Year

2024

- The grant guidance manual can be found on the Idaho Parks and Recreation website:
- parksandrecreation.idaho.gov
- OR on the applicant dashboard within the on-line system:
- Idaho.smapply.io

IDPR Grant Cycle





Idaho Department of Parks and Recreation
State and Federal Grant Program



Welcome to Idaho's recreational grant opportunities!

The Idaho Department of Parks and Recreation provides a variety of funding programs and grants to government entities in the creation and renovation of outdoor recreational facilities. For more information about individual grant programs please refer to the grant program page. Our programs include the following opportunities:

- Recreation Vehicle Program
- Waterways Improvement Fund
- Off-Road Motor Vehicle Fund
- Recreational Road & Bridge Fund
- Motorbike Fund
- Cutthroat License Plate Fund
- Mountain Bike License Plate Fund

IDPR REV 50.11
IDAHO DEPARTMENT OF PARKS AND RECREATION (IDPR)
 GRANT APPLICATION
*READ instructions carefully before completing this application. *****Use the space provided on this form only.******

IDPR Use Only
 Rec'd By: _____
 Date: _____

Applicant Agency: _____
 Address: _____

Contact Person: _____ City: _____ Zip: _____
 Address: _____ Name: _____ Title: _____
 Daytime Phone: _____ Cell Phone: _____ Fax: _____ Zip: _____

County (where project is located): _____ Check if you would like an email confirmation (IDPR received application)

Common name of project: _____
 Project Location (state, highway, area or body of water nearest to the site location and proximity to the nearest town or physical address): _____

IDPR Program from which you are applying for funds:
 Waterways Improvement Fund (WIF)
 Recreational Vehicle Account (RV)
 Off-Road Motor Vehicle Fund (OMV)
 Mountain Bicycles Account (MBC)

(Check one box only)
 Recreational Trails Program (RTP)
 Recreational Road & Bridge Fund (RRBF)
 Land & Water Conservation Fund (LWCF)
 Other

Grant Amount Requested: \$ _____ Match Amount Committed: \$ _____

Briefly describe the overall grant project (in one sentence): _____

I hereby mutually agree and understand that the use of these funds will be for the purposes stated in this document only and are subject to the terms of the current Idaho Department of Parks and Recreation's Grant Agreement for this project, as signed by the authorized individuals. I also understand that the applicant will comply with the appropriate Recreation-Program rules as they now exist. Applicants that receive grants involving federal funds must comply with requirements as outlined in the Office of Management and Enterprise Services' Circular A-133. PLEASE SEE INSTRUCTIONS FOR EXAMPLES OF AUTHORIZED REPRESENTATIVE SIGNATURES.

Signature of Authorized Representative: _____ Title: _____
 Typed or Printed Name: _____ Date: _____

FOR WATERWAYS IMPROVEMENT GRANTS ONLY
 The County Waterways Committee agrees and understands that this application meets the county's waterways improvement planning requirements.

County Waterways Committee Chair: _____ Please Print Name Here _____
 Date: _____

All applications submitted at:
idaho.smapply.io
DO NOT GO TO GENERAL SURVEY
MONKEY SITE!!!

Idaho.smapply.io



Idaho Department of Parks and Recreation
State and Federal Grant Program



Welcome to Idaho's recreational grant opportunities!

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 please refer to the links in the resource section of this page. Our programs include the following opportunities:

- Recreation Vehicle Program
- Waterways Improvement Fund
- Off-Road Motor Vehicle Fund

- 🌲 If the site you go to doesn't look like this . . . You are in the **WRONG** place.
- 🌲 If you have applied for our grants before, you already have an account.
- 🌲 If you are taking over for someone else, you will need to create your own account. They are not transferable.

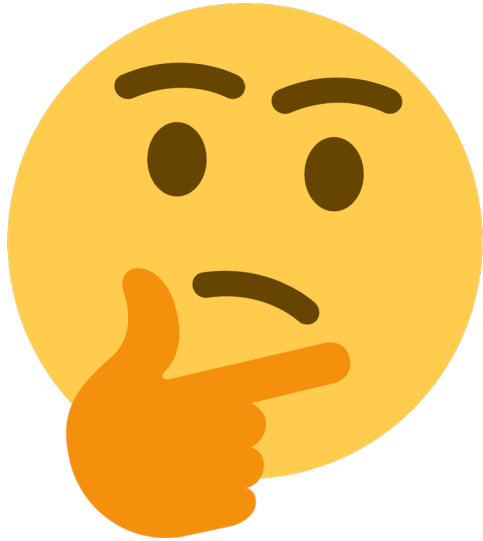
Your previous projects will be displayed on your dashboard if you already have an account. This is what you should see if you already have projects in the system.

The screenshot shows a dashboard with several project cards. A large black oval callout highlights a group of five cards. To the right, a grey arrow points from a text box to a three-dot menu on a card, which has opened to show 'Download' and 'Preview' options.

Project Name	Program	Status	Submitted On	Action
Portneuf River Recreation Pro...	Recreational Trails Program (RTP)	AWARDED	Jan 25 2019 12:31 PM (MST)	START
Old Town Connection Trail	Recreational Trails Program (RTP)	AWARDED	Jan 25 2019 05:12 PM (MST)	START
Portneuf River Water Trail - P...	Recreational Trails Program (RTP)	SUBMITTED	Jan 31 2020 01:26 PM (MST)	VIEW
City Creek Road Rehab	Recreational Road & Bridge Fund (RRBF)	AWARDED	Jan 29 2021 08:25 AM (MST)	START
Cusick Creek Trailhead Improve...	Off-Road Motor Vehicle Fund (ORMV)	DECLINED	Jan 29 2021 08:25 AM (MST)	VIEW
[Unreadable]	[Unreadable]	AWARDED	Jan 17 2018 10:32 AM (MST)	START
[Unreadable]	[Unreadable]	AWARDED	Jan 24 2019 04:22 PM (MST)	START

You can download or preview

If we have ARCHIVED your application you will not be able to see it. Make sure you keep a copy! We have had system issues where we cannot access older applications ☹️



Name your application

Common Name of Project

75 characters maximum

CANCEL

CREATE APPLICATION

Common name of project

- The first thing the system asks you to do is name your application.
- This is going to be the identification for the life of your project, so be smart about what you name your application.
- We may need it to identify your project for your agreement and future inquiries.
- Please do not call your project something generic like “truck, motorcycle, or boat.” Give it more detail like “2023 Ada County Boat.”

- Because I haven't filled out my eligibility task, I can't see all the required tasks and the "submit" button is gray.
- You will never be able to complete the forms or submit the application if you don't complete this task.

0 of 2 required tasks complete

Last edited: Aug 6 2020 01:02 PM (MDT)

REVIEW **SUBMIT**

Recreational Trails Program (RTP) [Preview](#) **...**

Bridge to Nowhere
ID: 0000000002

APPLICATION **ACTIVITY**

Your tasks

- RTP Eligibility Form >
- Fill out your application form >
- Miscellaneous Documents (optional) >

KM Kathy Muir (Owner)
IDPRGrantQueen@gmail.com

Add collaborator

[Back to application](#)

[Recreational Trails Program \(RTP\)](#)
Bridge to Nowhere
ID: 0000000002

- RTP Eligibility Form >
- Fill out your application form
- Miscellaneous Documents (optional)

0 of 2 required tasks complete

Last edited: Aug 6 2020 01:02 PM (MDT)

REVIEW **SUBMIT**

RTP Eligibility Form **...**

RTP Prerequisites to Application

The following questions will determine eligibility to continue the application process.

Recreational Trails Program (RTP) Requirements

For RTP projects only - A 20% match is required with 5% of the total project being non-federal money.

Motorized Equipment

Please identify if this application is for motorized equipment

- For ORMV, RTP, Motorbike, Mountain Bike and RV projects - grant requests for motorized equipment over \$1,000 (each) and under \$50,000 (each) shall require a minimum of 50% matching funds to be eligible for funding under Board Policy.

Program Match Requirements

Request is for Motorized Equipment
 Request is NOT for Motorized Equipment

SAVE & CONTINUE EDITING **MARK AS COMPLETE**



Proof of Public Involvement

- This question will not let you finish until you have completed both requirements.
- Announcement must include information on the project you are submitting as an application for grant funding. Comments should be received prior to grant deadline and incorporated in your application.

Project Design (optional)

Applicant Ownership (optional)

2 of 5 required tasks complete

Last edited: Aug 10 2020 03:19 PM (MDT)

REVIEW SUBMIT

Deadline: Jan 29 2021 05:00 PM (MST)


Describe the public involvement process (*in detail*) used in the planning of this project and the results of the input (*attach necessary documentation*). **If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified.** NOTE: PUBLIC INVOLVEMENT IS **MANDATORY FOR ALL APPLICANTS** AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!

An answer to this question is required.

Proof of Public Involvement

Attach documents that show your project has been presented to the public and a public comment period was completed.

You have not uploaded the required number of files

 Upload a file

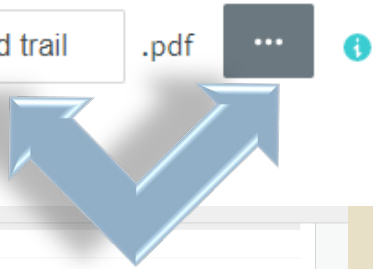
Public Comment. As part of the application, the applicant must provide an opportunity for public comment. The applicant must include proof of public comment **regarding the project in the application.** The opportunity for public comment should begin **within one (1) year of submitting the application.** 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 Completed

Proof of Public Involvement

Attach documents that show your project has been presented to the public and a public comment period was completed.

1. Bigfoot approved trail .pdf



In edit mode you will see the file name and type once you've attached a document

Use Fee

Will a fee be charged for use of or access to this project?

No

Public Involvement

Describe the public involvement process (*in detail*) used in the planning of this project and the re input (*attach necessary documentation*). If your project will impact fish and/or wildlife, the Idaho Fish and Game must be notified. NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR ALL STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT INVOLVEMENT

A notice was posted on the agency website. See attached document as proof.

Proof of Public Involvement

Attach documents that show your project has been presented to the public and a public comment period was completed.

Groomer Public Involvement 2019.pdf

VIEW FULL SCREEN DOWNLOAD File type: pdf Size: 389.6 kB

Permits

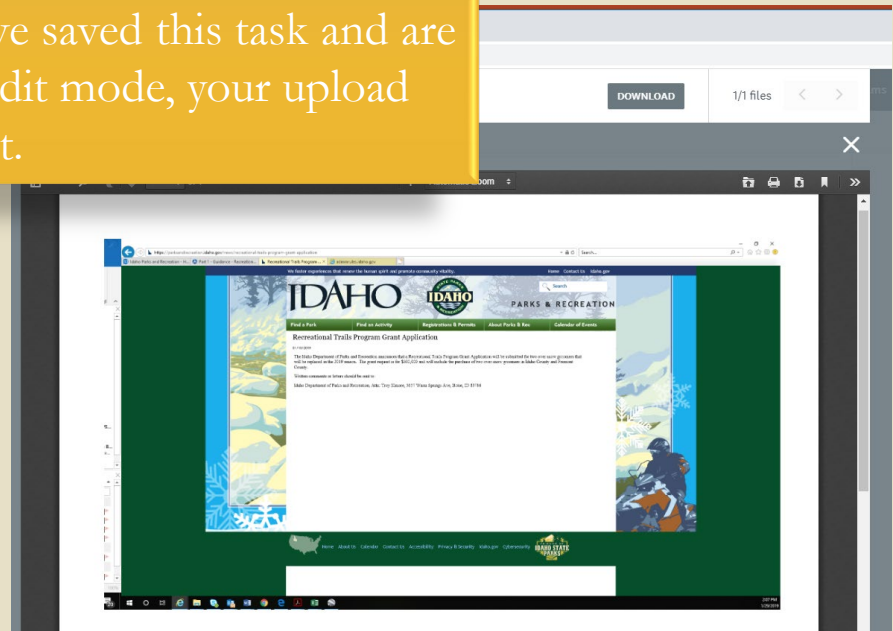
Are any permits required to complete this project?

Yes

Permits Required

If permits are required, please list them below:

When you have saved this task and are no longer in edit mode, your upload looks different.



22267216/view/

Dashboard Applications Reviews

Public Involvement

Describe the public involvement process (*in detail*) used in the planning of this project and the results of the input (*attach necessary documentation*). If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified. NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR ALL APPLICANTS AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!

There has been no need for public involvement. This building was constructed to replace one that was destroyed by exceptionally heavy snow loads in 2016. It was re-built in the same location, but was not able to be completed without additional funding.

Proof of Public Involvement

Attach documents that show the project has been presented to the public

Groomer shed front.jpg


VIEW FULL SCREEN DOWNLOAD

File type: jpg Size: 92

15/manage/applications/22267216/view/

Groomer shed front.jpg

DOWNLOAD 1/1 files



Public Involvement

Describe the public involvement process used in the planning of this project and the results of the input (attach necessary documentation). If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified. NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR ALL APPLICANTS AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!

There has been no need for public involvement. This building was constructed to replace one that was destroyed by exceptionally heavy snow loads in 2016. It was re-built in the same location, but was not able to be completed without additional funding.

Yes

Permits Required

If permits are required, please provide the following information:

County building permit and will be paid through

county determines that a new permit is required

Stating there is “no need for public involvement” on a question that states it is mandatory will automatically make your project ineligible!!

CAVERS – Citizens Against Virtually Everything

Proof of Public Involvement

Attach documents that show your project has been presented to the public and a

Google Reviews.pdf

VIEW FULL SCREEN DOWNLOAD File type: pdf Size: 115.5 KB

Permits

Are any permits required to complete this project?

Yes

Permits Required

If permits are required, please list them below:

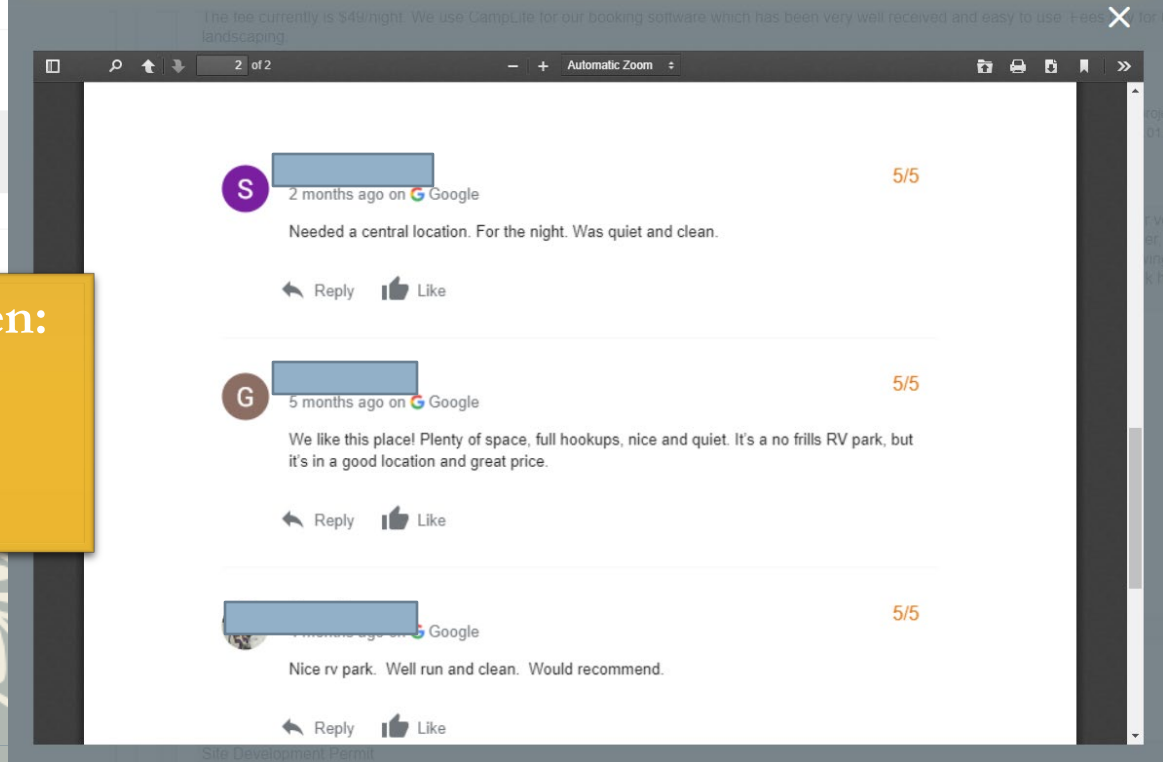
Site Development Permit
State Plumbing Permit
State Electrical Permit

Permits

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. Public Involvement
2. Letters of Support
3. Letters of Commitment



Collaborators – People you may want to share your application with for review or editing purposes

Submitted

Submitted on: Aug 6 2020 03:24 PM (MDT)

Kathy Miller (Owner)
ID: PRGrantQueen@gmail.com

Add collaborator

Recreational Trails Program (RTP)

Preview

Download

Bridge to NoWhere

ID: 0000000003

APPLICATION ACTIVITY

Previous tasks

- RTP Eligibility Form
Completed on: Aug 6 2020 02:25 PM (MDT)
- Fill out your application form
Completed on: Aug 6 2020 02:25 PM (MDT)
- Budget
Completed on: Aug 6 2020 03:11 PM (MDT)

Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas


Type of access
 View & edit View only

Message (optional)

SEND INVITE


Collaborators can “view and edit” or “view” only

Request to collaborate on Chainsaws

 noreply@mail.smapply.net
To Adam Straubinger

 Reply  Reply All  Forward 

Mon 9/28/2020 8:15 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Idaho Department of Parks and Recreation

Dear Adam Straubinger,

Kathy Muir has invited you to collaborate on their application, **Chainsaws**, for the following program, **Recreational Trails Program (RTP)**.

Please click on the link below to accept the invitation to collaborate on this application.

Thank you,
Kathy Muir

Message from Kathy Muir:
One more time

[Join now](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://idaho.smapply.io/acc/c/22d4c961-5811-4ba2-994b-2340c5dde57b/>

Your collaborator will receive an email with a link to your application. They must have a log in to access the system.

If your collaborator already has an account, the link will ask them to log in. If not, they need to register with their own email and password. When they login they have their own dashboard and can open the application. **ONLY YOU HAVE RIGHTS TO SUBMIT THE APPLICATION . . .** Your collaborator cannot submit on your behalf.

For full training on navigating Survey Monkey, go to the resources on our website:

[Parksandrecreation.idaho.gov/grants-and-funding/](https://parksandrecreation.idaho.gov/grants-and-funding/)

The screenshot shows the homepage of the Idaho Department of Parks and Recreation. At the top, there is a yellow banner with a COVID-19 notice: "Parks open for camping and day use. Please stay safe, wash hands frequently, practice social distancing and wear a mask near non-housemates. More details." Below this is the IDPR logo and the text "DEPARTMENT OF PARKS AND RECREATION". A navigation menu includes "Parks", "Activities", "Camping", "Registration & Permits", "About Parks & Rec", and "News". The "About Parks & Rec" dropdown menu is open, with a yellow box highlighting the "Grants and Funding" option. Other items in the menu include "About the Agency", "Calendar", "Contact Us", "Development Projects", "Employment At IDPR", "The Idaho Parks and Recreation Board", "Idaho Recreation and Tourism Initiative", and "Shop". The main content area features a scenic background image of a lake and mountains with the text "Improving the quality of life in Idaho through outdoor recreation & resource stewardship". At the bottom, there are three promotional images: a tent in a forest, a person on a mountain trail, and a man holding a fishing lure. The browser's address bar shows "https://parksandrecreation.idaho.gov/about-parks-recreation/" and the Windows taskbar at the bottom indicates the time is 7:40 AM on 11/10/2020.

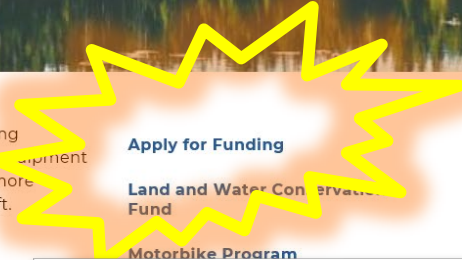
https://parksandrecreation.idaho.gov/grants-and-funding



GRANTS AND FUNDING

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](#)

[Land and Water Conservation Fund](#)

[Motorbike Program](#)

Grant Rules

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

Grant Manual and Application

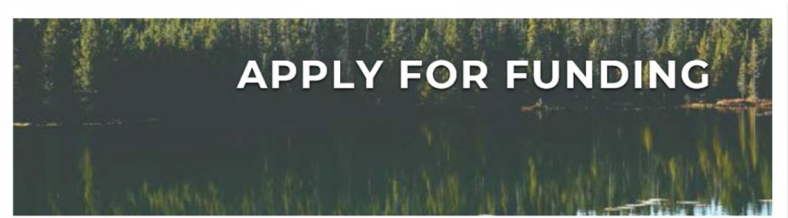
[FY 2022 Recreational Grant Program Guidance](#)

2020 Grant Trainings

- [Application Tips & Guidelines](#)
- [Intro to IDPR Grant Programs](#)
- [Intro to Survey Monkey Apply!](#)
- [Land & Water Conservation Fund Program](#)

Now Accepting Applications for 2020 Grant Advisory Committees

If you are interested in applying, please call or email Grant Manager, Kathy Muir Kathy.Muir@idpr.idaho.gov



APPLY FOR FUNDING

Home / Grants and Funding / Apply for Funding

Apply for Funding

Applying for grants just got easier. You can access the application site from your computer, tablet, or mobile device. For a quick tutorial to set up your account and get started visit the training module once inside the site or download a [quick PDF tutorial](#). To access the site click the "apply" button on this page.

Events/Training/Deadlines

Please contact IDPR grant staff if you need consultation. We are happy to assist you through the grant application process. The application window opens in October and ends the last Friday in January. Contact us for exact dates. If you are interest in attending a grant workshop, please email grants@idpr.idaho.gov

[Apply Now](#)

Apply for Funding

[Land and Water Conservation Fund](#)

[Motorbike Program](#)

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

[Recreational Road](#)

[Recreational Trails](#)

[Recreational Vehicle](#)

[Waterways Improvement](#)

○ The system is set to open and close at certain times. The deadline is:

○ **January 27, 2023 at 5:00 p.m. Mountain Time.** The system will close and you will not be able to complete your application if you wait beyond that time!!

Cutthroat Plate Fund (CP)
Accepting applications from Oct 1 2020 12:00 AM (MDT) to Jan 29 2021 05:00 PM (MST)
Construction and maintenance of non-motorized boating access facilities for anglers
POWERED BY [MORE >](#)

Land & Water Conservation Fund (LWCF)
Accepting applications from Oct 1 2020 12:00 AM (MDT) to Jan 29 2021 05:00 PM (MST)
IDPR is the pass-through agency for federal funds distributed through the National Park Service.
[MORE >](#)

Mountain Bike Plate Fund (BK)
Accepting applications from Oct 1 2020 12:00 AM (MDT) to Jan 29 2021 05:00 PM (MST)
The Mountain Bike Plate Fund was created in 2011 and is funded from a portion of the registration fee for each specialty plate.
[MORE >](#)

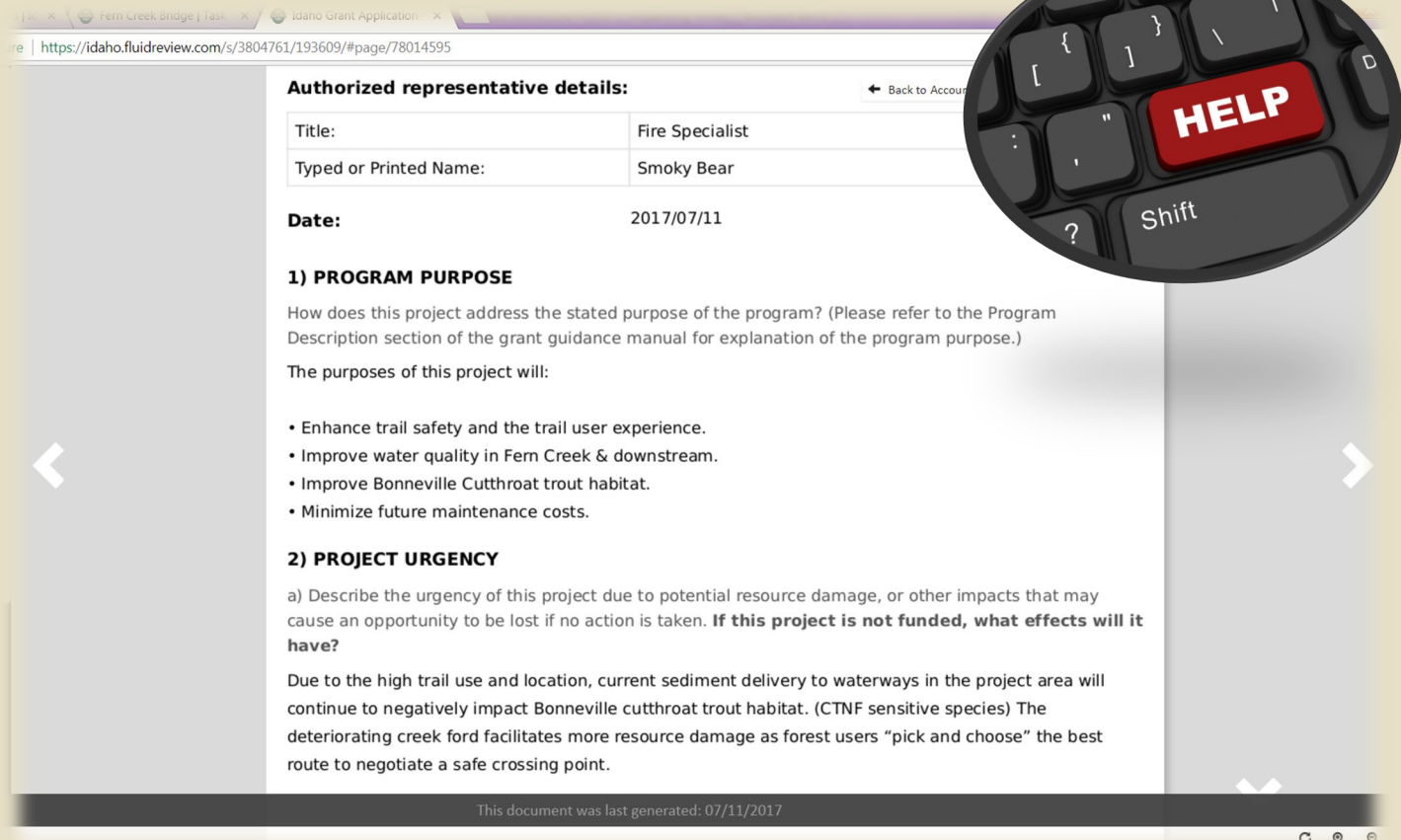
Recreational Road & Bridge Fund (RRBF)
Accepting applications from Oct 1 2020 12:00 AM (MDT) to Jan 29 2021 05:00 PM (MST)
Road & Bridge is funded from a portion of the total state gas tax revenues.
[MORE >](#)

Recreational Vehicle Account (RV)
Accepting applications from Oct 1 2020 12:00 AM (MDT) to Jan 29 2021 05:00 PM (MST)
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.
[MORE >](#)

Waterways Improvement Fund (WIF)
Accepting applications from Oct 1 2020 12:00 AM (MDT) to Jan 29 2021 05:00 PM (MST)
The WIF is funded annually with a portion of the total state gas tax revenues.
[MORE >](#)

Draft Reviews

- Grant Specialists can see your application on-line as an administrator BEFORE you submit a final. They will not be able to mark up a draft, so you need to create an email or note system to cover any communication regarding staff or committee member comments/suggestions.



The screenshot shows a web browser window with the URL <https://idaho.fluidreview.com/s/3804761/193609/#page/78014595>. The page content includes:

Authorized representative details:

Title:	Fire Specialist
Typed or Printed Name:	Smoky Bear

Date: 2017/07/11

1) PROGRAM PURPOSE

How does this project address the stated purpose of the program? (Please refer to the Program Description section of the grant guidance manual for explanation of the program purpose.)

The purposes of this project will:

- Enhance trail safety and the trail user experience.
- Improve water quality in Fern Creek & downstream.
- Improve Bonneville Cutthroat trout habitat.
- Minimize future maintenance costs.

2) PROJECT URGENCY

a) Describe the urgency of this project due to potential resource damage, or other impacts that may cause an opportunity to be lost if no action is taken. **If this project is not funded, what effects will it have?**

Due to the high trail use and location, current sediment delivery to waterways in the project area will continue to negatively impact Bonneville cutthroat trout habitat. (CTNF sensitive species) The deteriorating creek ford facilitates more resource damage as forest users “pick and choose” the best route to negotiate a safe crossing point.

At the bottom of the page, it says: "This document was last generated: 07/11/2017"

Overlaid on the right side of the screenshot is a circular graphic of a keyboard, with a red key labeled "HELP" highlighted.

Contact Information



- Provide accurate information for the agency contact who will handle questions and reimbursements once a project is awarded.
- The address provided needs to be a location where you can receive physical mail.
- The contact person and the authorized representative are not the same person.
 - The contact person manages the project.
 - The authorized representative has signature rights for the agency.

Applicant Agency:

Applicant Agency name:

Address line 1:

Address line 2:

City:

State:

Zip:

Please provide the following details:

Name of Contact Person:

Title of Contact Person:

Address line 1:

Address line 2:

City:

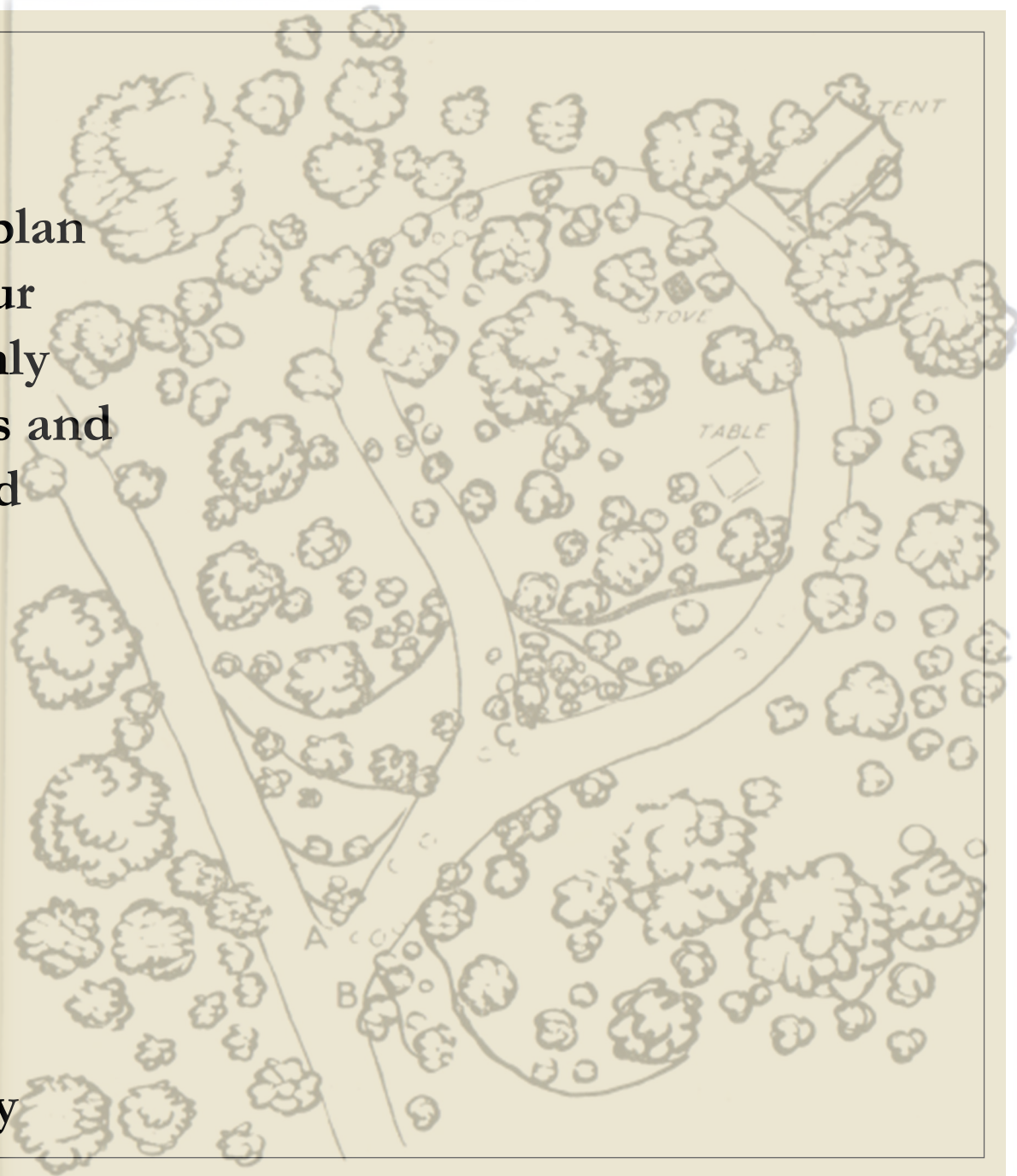
State:

Zip:

Planning

It is critical that you plan ahead in order for your project to run smoothly and cover all the rules and regulations associated with accepting grant funds.

- Compliance
- Standards
- Timelines
- Purchasing Rules
- Fiscal Responsibility

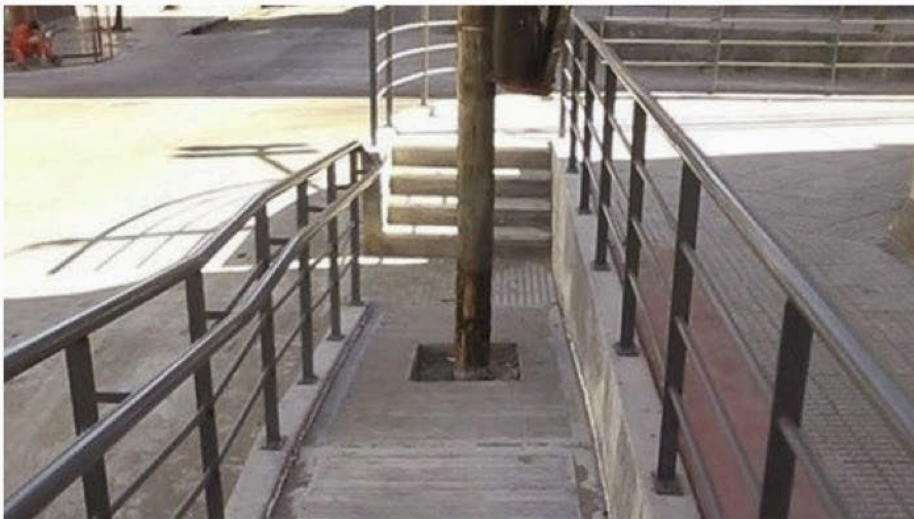


Grantee Obligations

- **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.

ADA Compliance

Just because you put concrete around something doesn't mean it's accessible!





Authorization

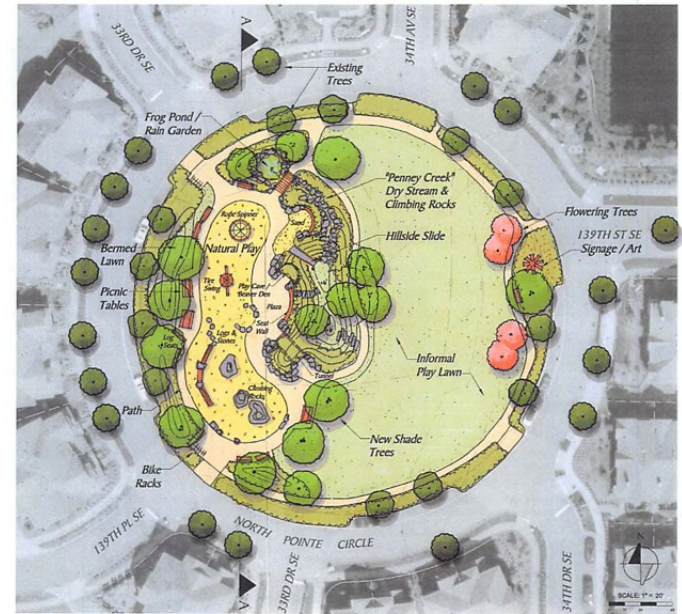
Waterways Improvement Fund County Signature

Contact vs Authorized Representative

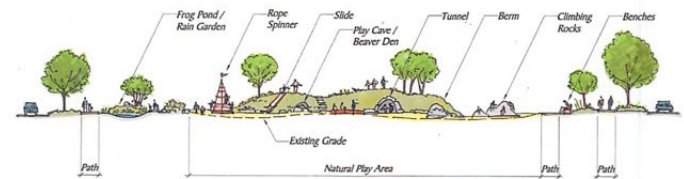
- The authorized representative is the individual representing the applicant with the authority to sign contracts and agreements. Authorized representatives are: City Agency – **Mayor**; County Agency – **County Commissioner**; Forest Service – **Forest Supervisor**, Bureau of Land Management - **Area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

Scope of Work

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 time table 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.



PLAN



SECTION A-A

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.

Budget Review

- Provide proper costs and budget information
 - 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 application it **WILL NOT BE ALLOWED.**
 - Make sure you have enough money to complete the project as stated in the application.

10) BUDGET

Project Name: Park Renovation Example

For IDPR Use Only Grant #	Source of Funding			IDPR Use Only
	(C) Total Cost	(B) Matching Share	(A) Grant Request	Amount Approved
Project Components				
Pave 800' X 4' pathway (3200 sq ft)	\$15438	\$7719	\$7719	
Slurry coat 35 X 57' covered picnic area (0.25 cents/sq foot)	\$499	\$249	\$250	
New paved handicap accessible parking area 80' x 30'	\$17099	\$8550	\$8549	
Demolition of existing bathroom	\$1466	\$733	\$733	
Masonry for reinforced concrete block bathroom including labor	\$14560	\$7280	\$7280	
590 square foot bathroom Concrete slab, roof framing, metal roof, partitions including labor	\$16244	\$8122	\$8122	
Plumbing for bathroom building including labor	\$4518	\$2259	\$2259	
Electrical for bathroom building and covered picnic area including labor (not including new electrical service)	\$3086	\$1543	\$1543	
Painting of bathroom building and cedar fence including labor	\$1752	\$876	\$876	
Sidewalks- 98 lineal feet x 6 inches thick concrete including labor	\$1660	\$830	\$830	
Rebuild cedar fence in covered picnic area including labor	\$2420	\$1210	\$1210	
Install fire wise garden area with 72 plants, fabric, irrigation system and gravel mulch	\$864	\$432	\$432	
TOTALS	\$79606	\$39803	\$39803	
% of TOTAL	100%	50%	50%	%

Budget Notes

Please note every project is unique, so please discuss with us to determine eligibility

- 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 – TALK TO US!

How to calculate percentages

- Percentages are calculated on the **TOTAL PROJECT COST** so . . .

$$\$47,300 \text{ (grant)} + \$15,750 \text{ (match)} = \$63,050$$

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		
TOTALS	\$63,050	\$15,750	\$47,300	
% of TOTAL	100%	25%	75%	%

- **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



**Budget
Definitions**

**Before
completing
your budget
make sure
you can
comply to
these rules**

IDAPA Changes!!

200. GRANT STANDARDS.

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.

Because we can never talk too much about match . . .

Final MATCH



- 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.
- You **cannot** go out into the desert and get dirt, rocks, gravel, boulders and use them as match. 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**

Federal Program Guidance

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.

Recreational Trails Program

- **CLEAR** description of work to be completed
- **Environmental Clearances**
- **State Historic Preservation Office (SHPO)/Endangered Species**
- **Non-Profits**
- **BUY AMERICA**
- **EQUIPMENT**

Land & Water Conservation Fund

- **Perpetual Site Requirements**
- **Tribal Consultation**
- **State Historic Preservation Office**
- **Endangered Species**
- **Floodplain Management & Wetland Protection**
- **Environmental Justice in Minority & Low-Income Populations**
- **Buy America/Build America**

State Historic Preservation Office (SHPO)

Both RTP and LWCF have general questions regarding SHPO. The local SHPO will not 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.

3. State Historic Preservation Office (SHPO) Clearance

State Historic Preservation Office (SHPO)/Endangered Species. Ground disturbing activities should be assumed to require studies of cultural resource impacts.

SHPO

a. Old buildings or other features more than 50 years old (irrigation headgates, watering troughs, railroad tracks or embankments, or other items) may require review by the State Historic Preservation Office – are any of these present on the site or effected by the project?

SHPO Required? An answer to this question is required.

An answer to this question is required.

Please explain justification for the above answer

7) Environmental Review

Has an environmental assessment been completed for this site? If so, explain. (Attach environmental documents below)

7A) Environmental Review Upload (optional)

If an environmental assessment has been completed for this site attach documents below:

7B) Environmental Review

If no environmental assessment has been completed, what clearances or permits will be required (if necessary)? This could include State Historic Preservation Office (SHPO)

In the RTP application, you must answer both questions or it will give you an error message. If you are unsure how to answer, contact your grant specialist.

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

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

Please ask for guidance on ground disturbance activities

Buy America



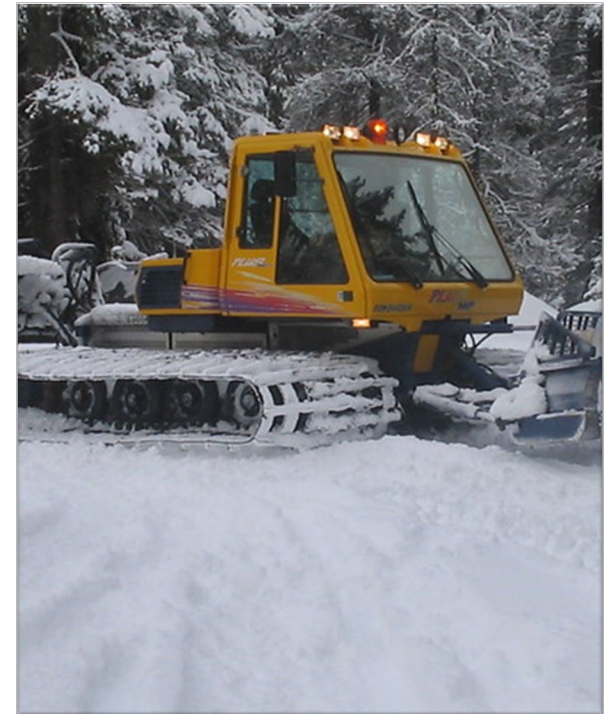
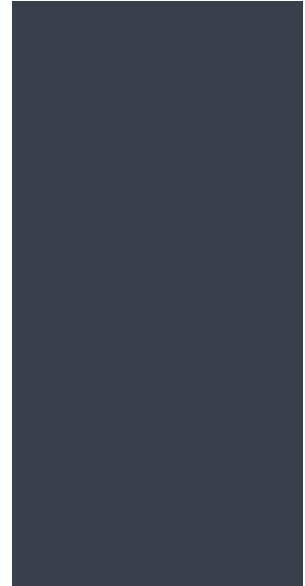
Build America, Buy America Requirements

◦ 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.

Equipment

- **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.



**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.

Evaluation & Selection

- Grant meeting
- Your project is rated based on the information provided in the application. **DO NOT** assume reviewers know details of how your project will be completed.
- Review process
- Give enough detail that the reviewer can identify a measurable goal. How did you calculate costs? Exactly how will the work be completed.
- Criteria review
- Answer the application questions so the reviewer can use the criteria questions to score your project.

Evaluation & Selection Committees

- *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

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

Post Award

- 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
 - ❑ *We may inspect at any time.*

State and Federal Grants
Final Project Inspection

INSPECTION DATE: _____
PROJECT # _____
PROJECT NAME: _____
SPONSOR: _____
INSPECTOR: _____
ACCOMPANIED BY: _____

1. Has project agreement been met (all scope elements completed)? _____
2. Are all ADA compliance requirements met? _____
3. Are all ADA compliance requirements met (able to the public)? _____

Ya No N/A

Idaho Department of Parks and Recreation
STATE RECREATION PROGRAMS
AGREEMENT FORM

Applicant: Idaho Panhandle National Forest
Project Name: Restore trail
Location: Merlie Creek-North Fork
Project No: MB16-1-40-1
Date Approved: 05/11/2015
Project Period From: 07/01/2015 To: 06/30/2016

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 such purposes as appropriate 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 ethnicity. It is expressly agreed that the Department's sole involvement in the project covered by this agreement is in design and construction of funds, that the Department shall acquire no interest in the property or design covered by this agreement, and that the Department is in design and construction of funds, that the Department shall acquire no interest in the property or design covered by this agreement. It is mutually agreed that the Applicant shall be responsible for all costs governing the appropriate recreation program in effect as of the date of this agreement.

In witness thereof

Signature _____

IDPR0048 10.7 9/04

Idaho Department of Parks and Recreation
Request for Reimbursement/Close-out Report

1. Request # _____ 2. Project Name _____ 3. CFDA # (if any, for Federally Awarded grant) _____ 4. Grant # _____
5. Partial Payment _____ 6. CFDA# _____ 7. Closed _____

4. Project Period _____ 10. Fax _____ 11. Email _____
6. Project Applicant (Pages) _____
8. Address _____
9. Phone _____

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: Forwarding 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. The funds requested are for reimbursement of actual costs made during this time period, and I certify that the documentation of costs requested are retained in our files for future audits.

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
Attn: State & Federal Grant Program
P.O. Box 83720
Boise, ID 83720-0965

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. (7-1-21)T

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.**





Reimbursement Requests

- Requests for reimbursements should be submitted in an organized manner to expedite payment.
 - *Request for Reimbursement Form*
 - *Performance Report*
 - *Invoices or documents showing grant expenditures*
 - *Documents showing eligible match*
 - *Appropriate required signature*
- Expenditures must match work shown in budget of your signed project agreement.
- You must meet your match requirement before reimbursement is allowed.

Reimbursement Notes

- We may inspect your site before processing payments to make sure work has been completed
 - *Expect to provide a detailed performance report (WITH PICTURES) showing what work has been accomplished with the invoices provided for reimbursement.*
- We will review your budget to make sure items we are reimbursing are listed in the agreement you signed
 - *... grantee shall be obligated to complete all elements of a project as described on the approved grant application, grant agreement, or approved amendment.*
- You will be held to the match-to-grant percentages identified in the original budget unless there has been prior approval from the Grant Manager to change your budget (**Based on total project costs**)
 - *If you say you are providing 80% and it falls through somehow, you are still responsible for the match percentage.*
- You will be required to submit wage verification from an accounting system. We need to be able to clearly identify the documentation came from your payment system, not just a spreadsheet that someone typed:
 - *... grantee shall maintain a system of internal controls in order to identify the source and disbursement of funds ...*
- “Approximate” values are not acceptable – we deal with actual value.

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 a “given”!

*We must have justification for **EVERY** extension. **EXPECT** to 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**.

Know the rules



■ Federal, State and Local Governments

- 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (In effect since December 26, 2014)
- IDAPA 26.01.31 – Administration of IDPR Recreational State & Federal Grant Funds
- IDAPA 26.01.33 – Rules Governing the Administration of the Land & Water Conservation Fund Program

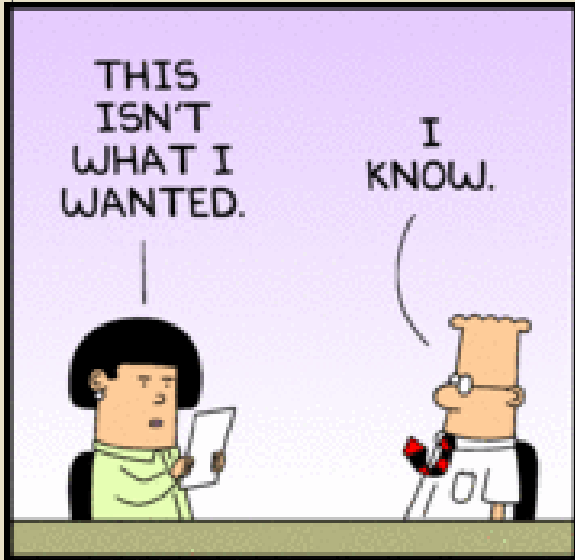
■ Recreational Trails Program (RTP)

- RTP Interim Guidance: www.fhwa.dot.gov/environment/recreational_trails/guidance

■ Build America, Buy America Act (BABA) – as of May 14, 2022

- “ . . . Each Federal agency shall ensure that none of the funds made available for a Federal financial assistance program for infrastructure, . . . May be obligated for a project unless all of the iron, steel, and manufactured products used in the project are produced in the United States.”

Ignorance of the rules is not an excuse for not following the rules.



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