# 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

#### What is an RV?

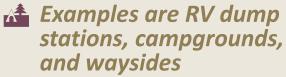
Travel Trailer, Motorhome, Tent Trailer,
 Pickup Camper, Van Conversion

















# 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



- 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. NEW
- 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





**Cutthroat License Plate Fund** 

## 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

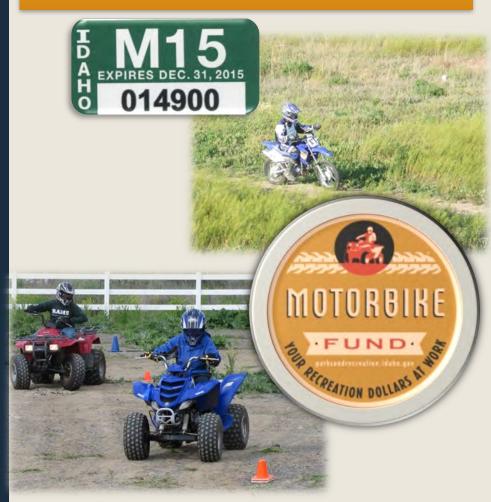
Approximately \$500,000 available

NEW 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. NEW

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.



- 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

# Mountain Bike Plate Fund

#### Recreational Trails Program

- Motorized (30%), Nonmotorized (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 nonprofit user groups eligible



# State Comprehensive Outdoor Recreation Plan (SCORP)



LWCF EVALUATION COMMITTEE PRO	DECL EAGE
LWCF EVALUATION S	Date:
oject Name:	
aluator's Name:	colored
lease evaluate the project on the basis of the following crit	eria:
7-8 = Excellent or Extensive	
7-8 = Excellent of Considerable 5-6 = Good or Considerable 3-4 = Fair or Moderate	
1-2 = Poor or Little	etion Plan.
0 = None or Missing	Comprehensive Outdoor Recreation
1-2 = Poor or Little 0 = None or Missing  A. Degree to which the project aligns with the Statewide ( particularly Chapters 3 and 4.  B. Degree to which the project benefits the general publications are project aligns with the Statewide ( particularly Chapters 3 and 4.)	c and the facility is open and usable for
Degree to which the project benefits the general pout outdoor recreation during reasonable hours.     Degree to which the costs are reasonable, accurate an example of the costs are reasonable.	and relate to an acceptable cost-to-benefit
outdoor recreation de costs are reasonable, accurate ar	ad teles
Degree to which the costs are reasonable, accurate to ratio.     Degree to which the property and/or design is well property and/or design is well property and/or design is well property.	lanned and suited for the intended date.
ratio.	accessibility beyond minimum
D. Degree to which the facility will encourage universal	account
requirements.	financial commitment for the deal financ
operation dist	taliegues and Will Lanc da
for 3-5 years of commitments.  G. Degree to which the applicant understands enviror any concerns for potential resource damage or he- any concerns for potential resource damage or he- any concerns for potential resource damage or he- any concerns for the project creates new or impro	alth and safety matters.
any concerns for potential resource defined	ved recreational opportunity and include a
H. Degree to which the project	ed in a current agency plan (this could me
Degree to which the project creates new or improtence the community.     Degree to which project is reflected as a user need the city master plan, local parks and recreation master.     Degree to which the project brings outdoor recreation to the project prings outdoor recreation.	er plan, or county competer plan, or county county county conty plan, or county coun
I. Degree to which the project brings outdoor recreation of the project brings outdoor recreation of the project brings outdoor recreation of the project brings outdoor recreation.  K. Degree to which the applicant demonstrates purpose to which the applicant demonstrates purposed. (Excellent or extensive scores should be needs. (Excellent or extensive scores should be needs.)	
<ul> <li>N. Degree to which the applications of the statistically valid surveys or public meetings specified.</li> </ul>	reserved to the project.)
needs. (Excession and I meetings of	TOTAL
statistically volice	I quality necessary to merit approval by the
is at meets the criteria a	nd general quality fields
Do you feel that this project meets the label of the labe	nd general quality necessary to merit approval by the
Idano Farmania	

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

# Contact for All LWCF projects

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



### CONTACTS

 It is HIGHLY encouraged 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 Specialist (Districts 3 & 4) VACANT (208) 514-2432

East Region Grant Specialist (Districts 5 & 6) VACANT (208) 701-7077



## Land & Water Conservation Fund Contact

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 Nez Perce

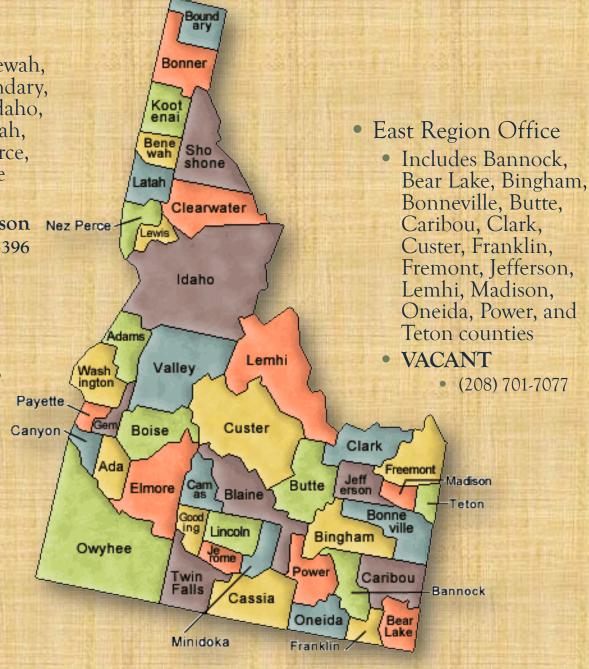
• (208) 415-3396

#### South Region

Includes Ada, Adams,
Blaine, Boise, Camas,
Canyon, Cassia, Elmore,
Gem, Gooding, Jerome,
Lincoln, Minidoka,
Owyhee, Payette, Twin
Falls, Valley, and
Washington counties

VACANT

• (208) 514-2432



#### Resources



#### **Training Presentations**

2023 IDPR Grant Program Guidance

Grant application instructions

#### Idaho Administrative Procedure Act (IDAPA)

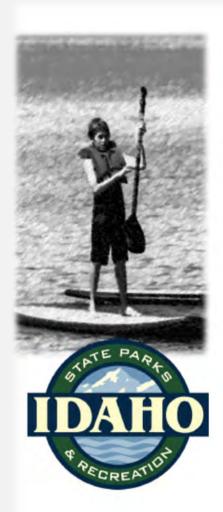
- 26.01.31, Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds. (currently temporary rules)
- 26.01.33, Rules Governing the Administration of the Land & Water Conservation Fund Program (currently temporary rules)

**Application Checklist** 

Required RTP Information

Buy America Program Guidance

**SWPPP** Guidance



#### 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 2023

#### **Grant Manual**

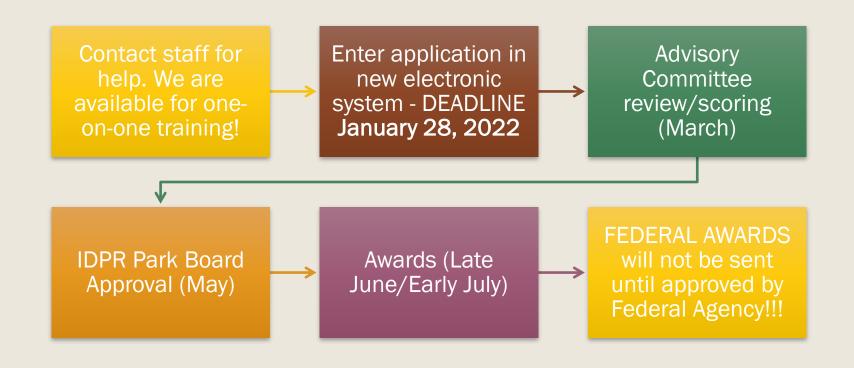
The grant guidance manual can be found on the Idaho Parks and Recreation website:

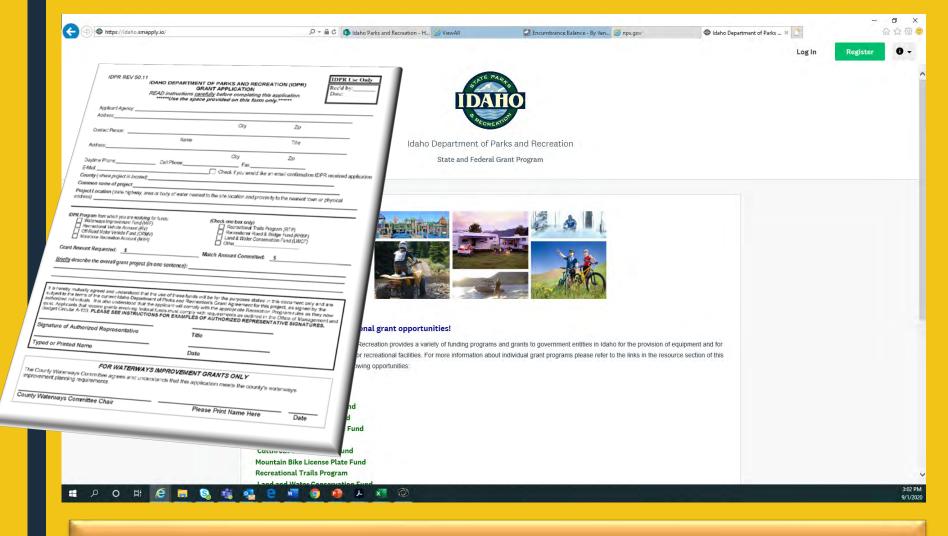
parksandrecreation.idaho.gov

OR on the applicant dashboard within the on-line system:

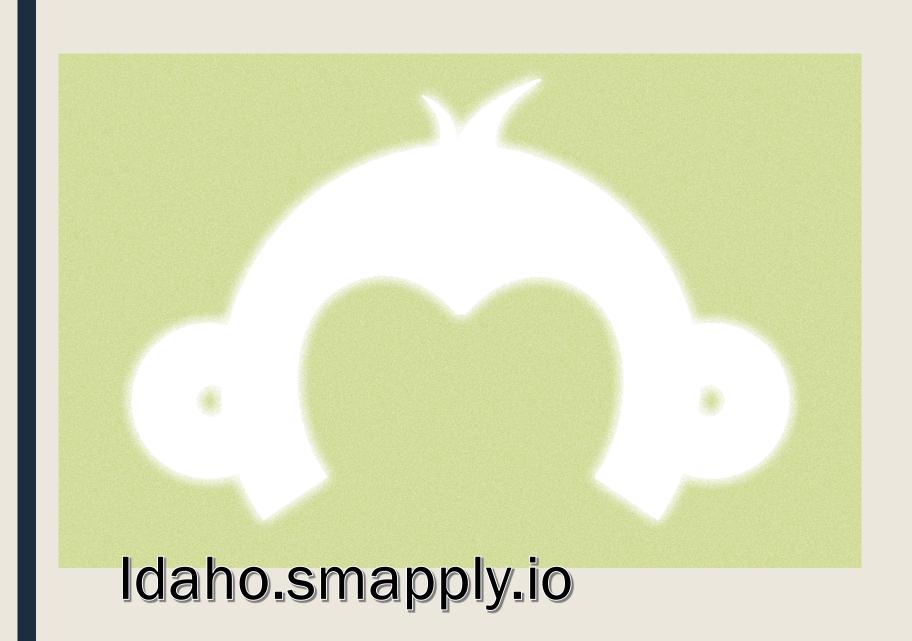
Idaho.smapply.io

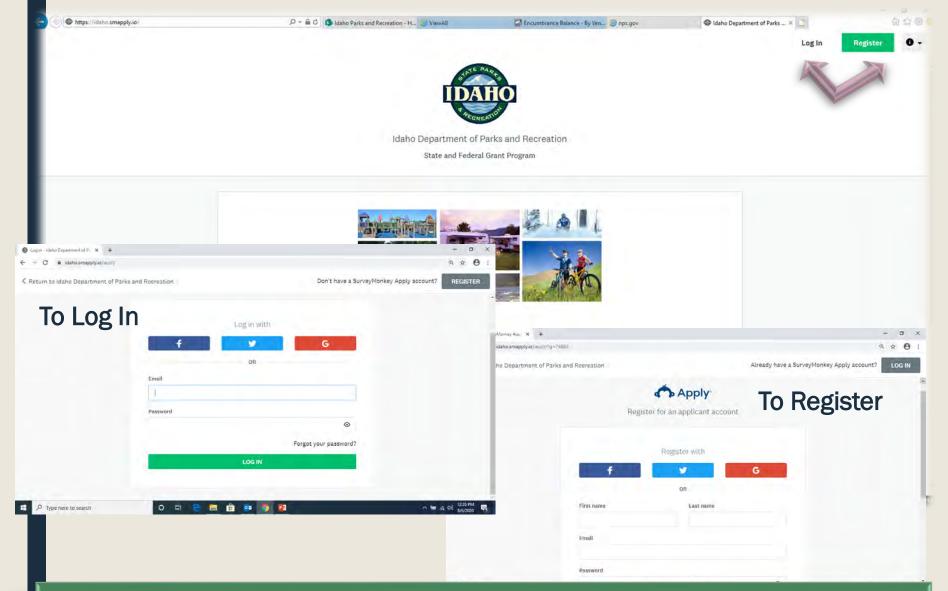
## IDPR Grant Cycle



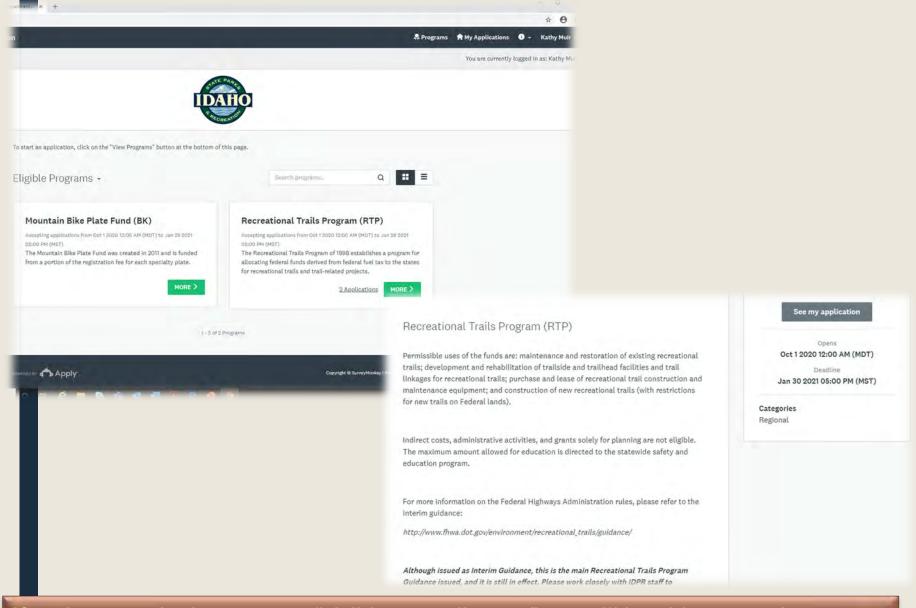


# All applications submitted at: idaho.smapply.io



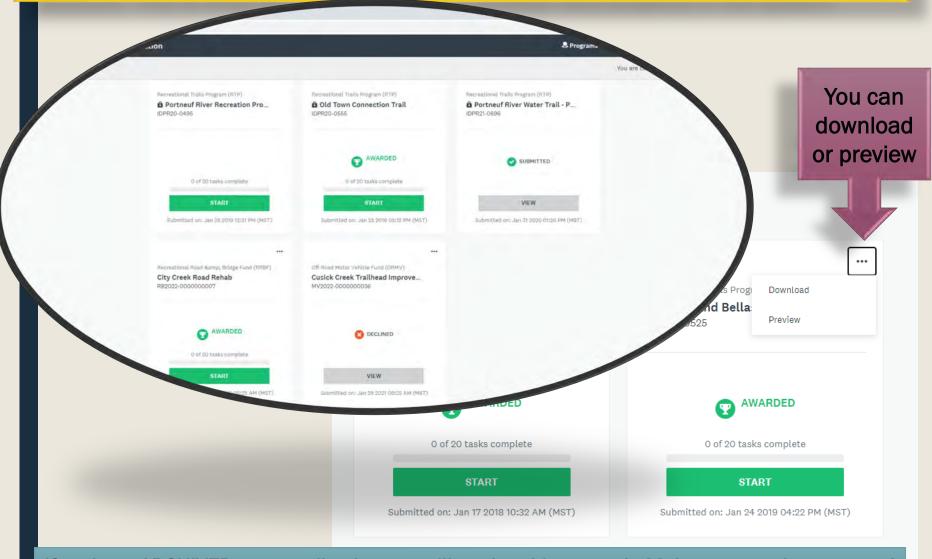


If you have applied for our grants before, you already have an account.



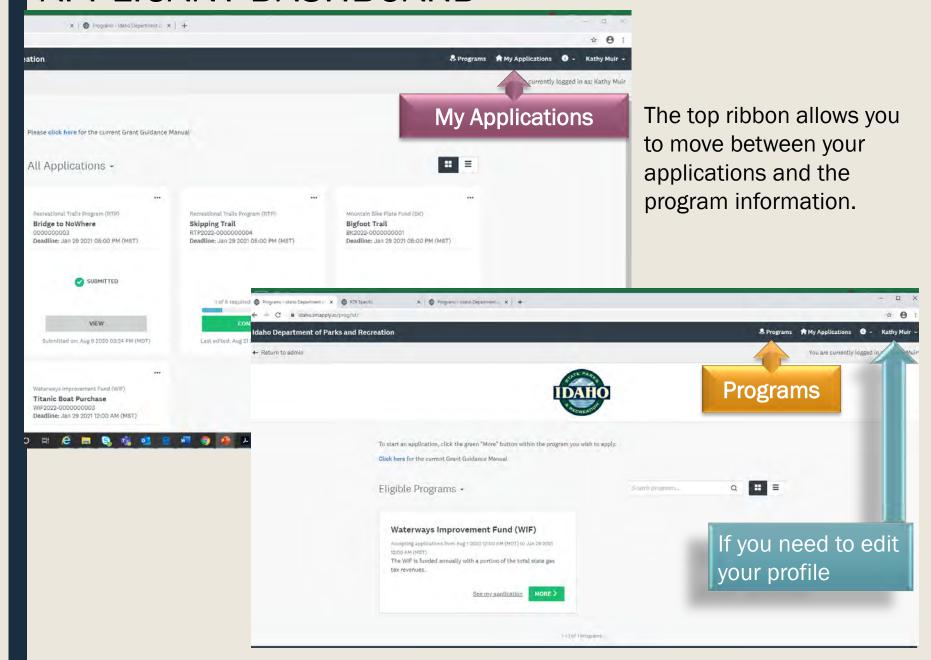
If we have made the program "visible to applicants," you will be able to see the program information, but not start an application. You will be able to see the application dates.

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.

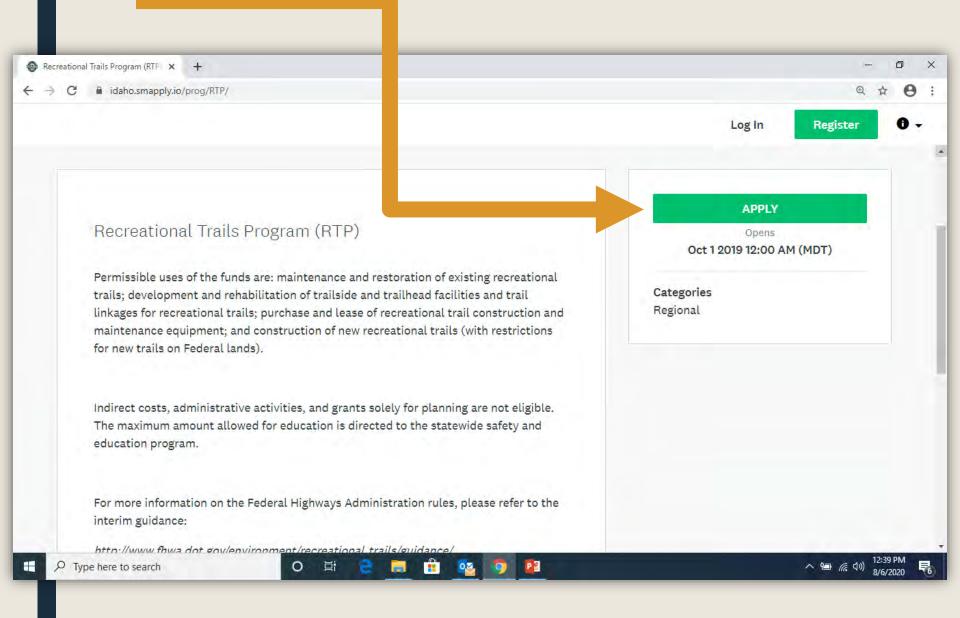


If we have ARCHIVED your application you will not be able to see it. Make sure you keep a copy!

#### APPLICANT DASHBOARD



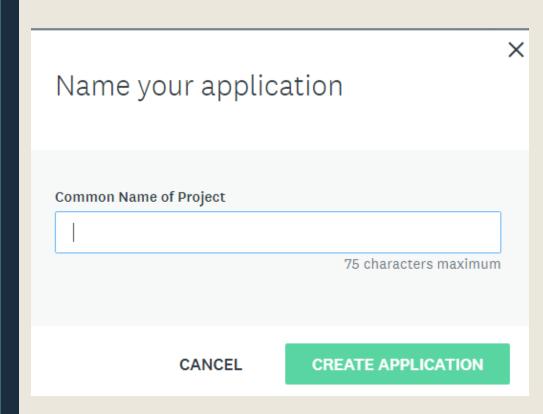
#### Description and button to start application

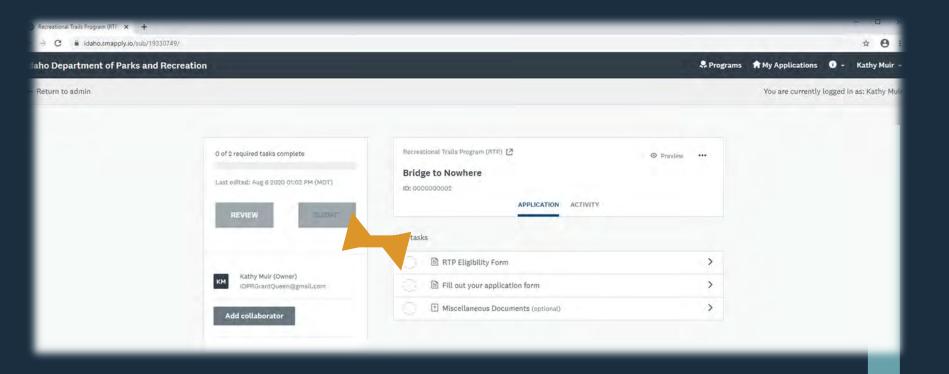


# Common name of project

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.

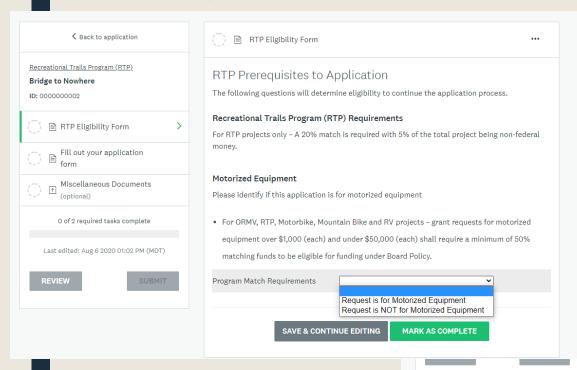




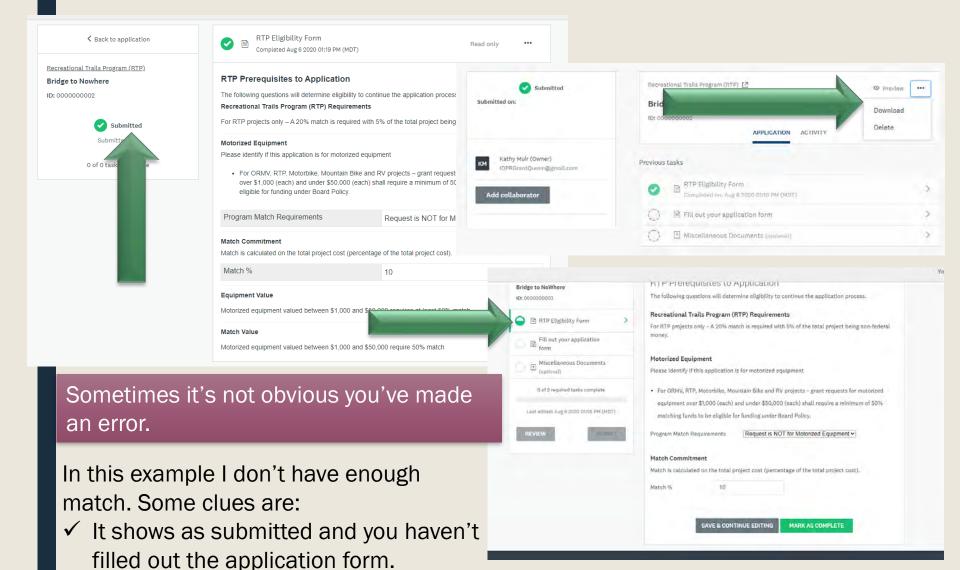
Because I haven't filled out my eligibility task, I can't see all the required tasks and the "submit" button is gray.

## Prerequisite questions

#### Match Requirements



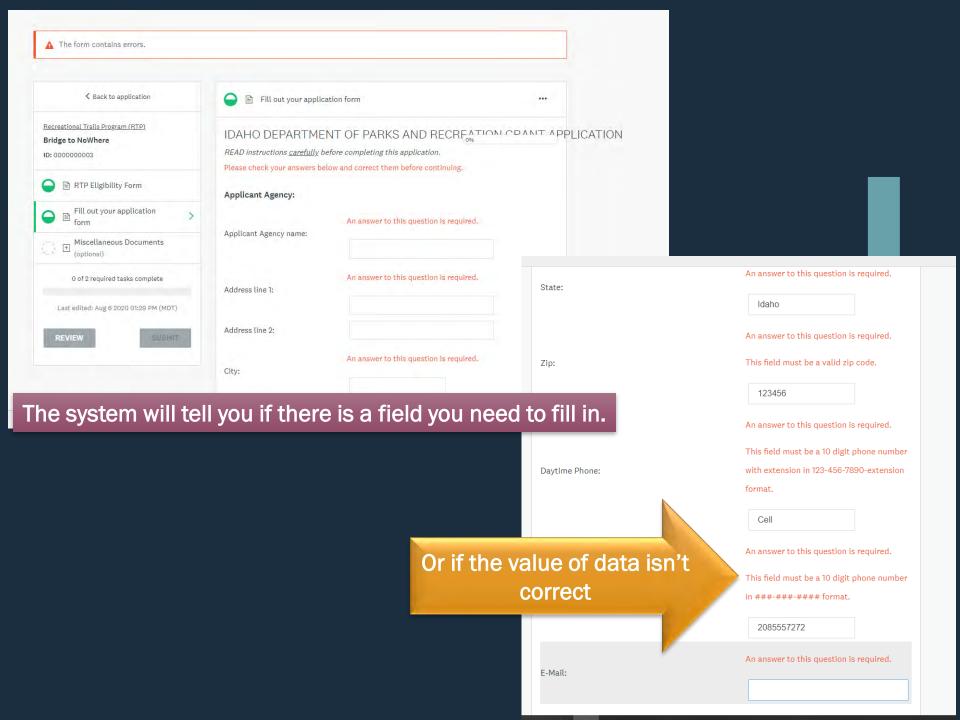
ioney.
lotorized Equipment
lease identify if this application is for motorized equipment
For ORMV, RTP, Motorbike, Mountain Bike and RV projects – grant requests for motorized equipment over \$1,000 (each) and under \$50,000 (each) shall require a minimum of 50% matching funds to be eligible for funding under Board Policy.
rogram Match Requirements Request is NOT for Motorized Equipment
Request is for Motorized Equipment Request is NOT for Motorized Equipment latch is calculated on the total project cost (percentage of the total project cost).
latch %
quipment Value
otorized equipment valued between \$1,000 and \$50,000 requires at least 50% match
latch Value lotorized equipment valued between \$1,000 and \$50,000 require 50% match
SAVE & CONTINUE EDITING MARK AS COMPLETE



✓ It won't allow you to edit the form.

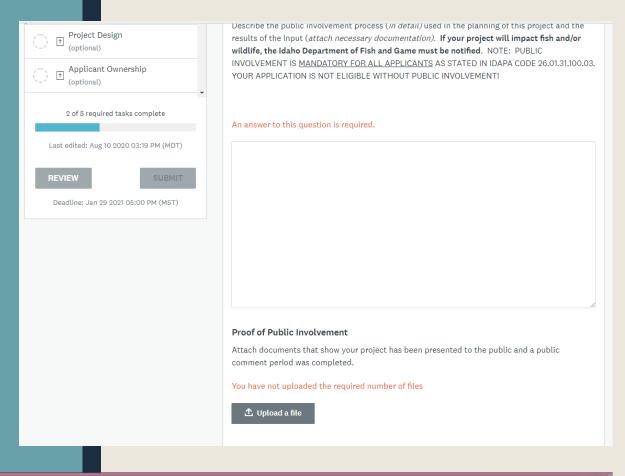
check.

✓ You have a half-filled circle instead of a



# Proof of Public Involvement

There are very few questions that require an answer and an upload. This question will not let you finish until you have completed both requirements.



**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)T

### **Proof of Public Involvement Completed**

#### Proof of Public Involvement

Attach documents that show your project has been presented comment period was completed.

.pdf

Bigfoot approved trail

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

#### Public Involvement

Describe the public involvement process (in detail) used in the planning of this project and the input (attach necessary documentation). If your project will impact fish and/or wildlife, the Idah Fish and Game must be notified. NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR AL STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOU 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 comm completed.

Groomer Public Involvement 2019.pdf

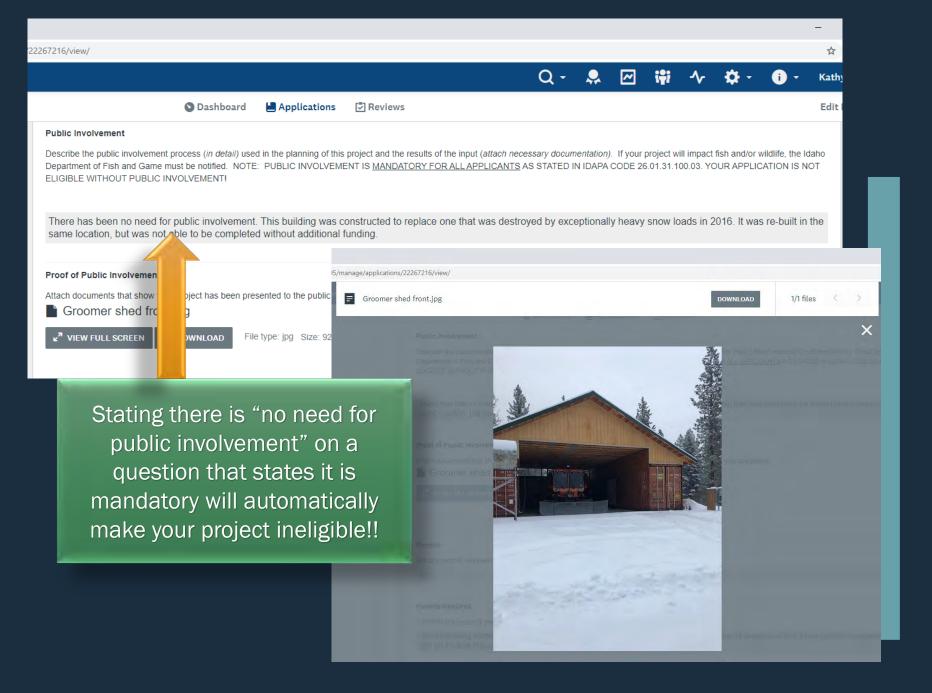
√ VIEW FULL SCREEN

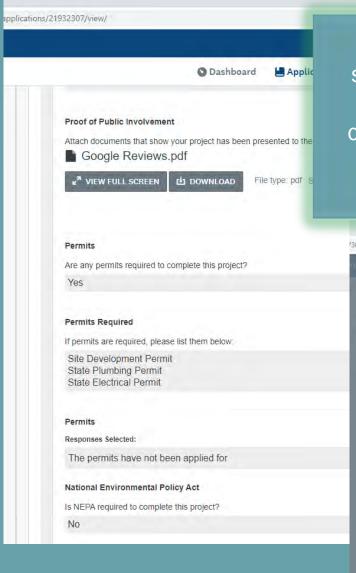
DOWNLOAD

File type: pdf Size: 389.6 kB

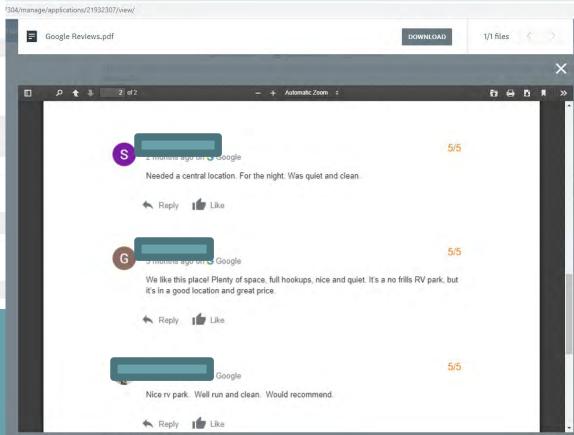
When you have saved this task and are no longer in edit mode, your upload looks different.

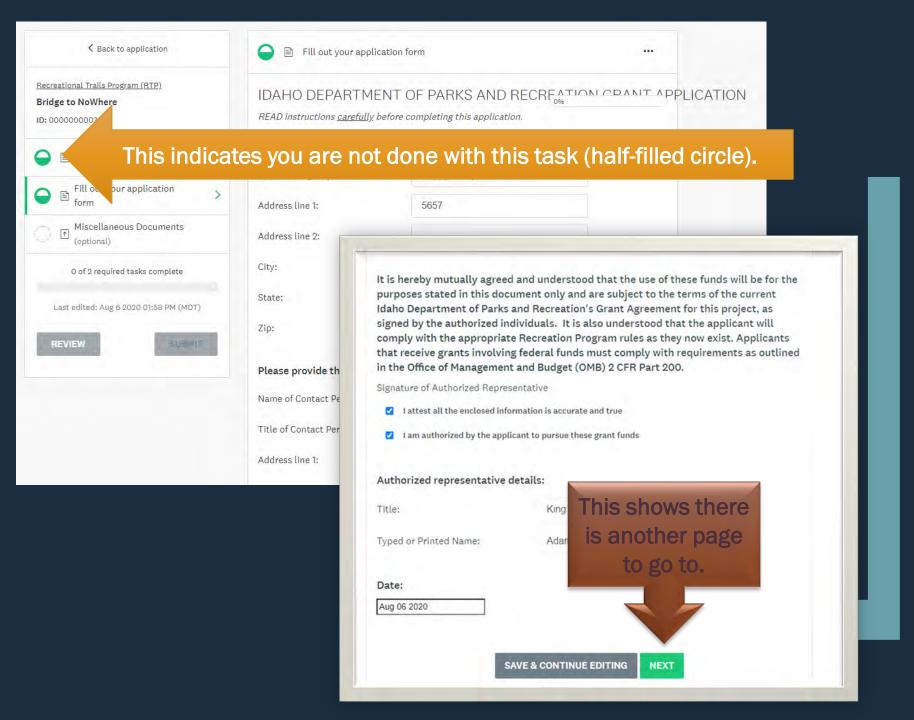


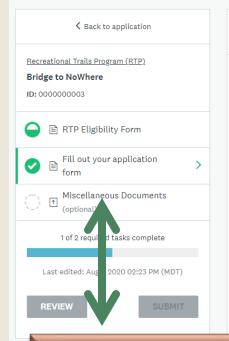


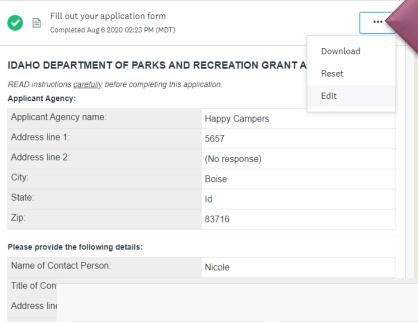


Proof of Public Involvement is not the same as user support comments. Google Reviews are not proof of public involvement. This should be specific public comment on the project you are applying for with the grant you are submitting. It should be current and relevant.









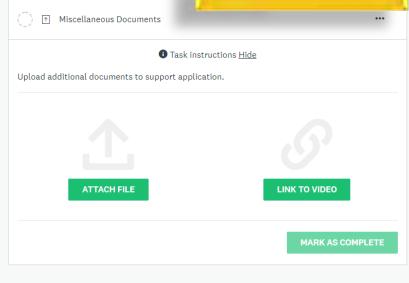
This is where you find the edit feature.

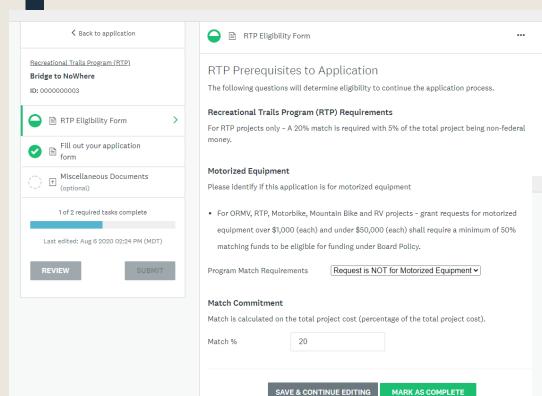
IF you don't see
the three dots in
the upper right of
your page, it could
be your browser!
Internet Explorer is
not supported by
this system. Try
Chrome!

If you haven't filled out the eligibility task correctly, the system will still allow you to continue, but it will never allow you to submit.

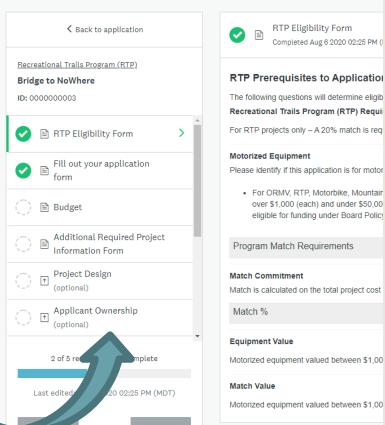
IF you only see three tasks YOU'VE DONE SOMETHING WRONG!!

	Sack to application
Brid	eational Trails Program (RTP) ge to NoWhere 000000003
<b>-</b>	RTP Eligibility Form
<b>②</b>	Fill out your application form
0	Miscellaneous Documents (optional)
	1 of 2 required tasks complete
	Last edited: Aug 6 2020 02:23 PM (MDT)
	REVIEW SUBMIT



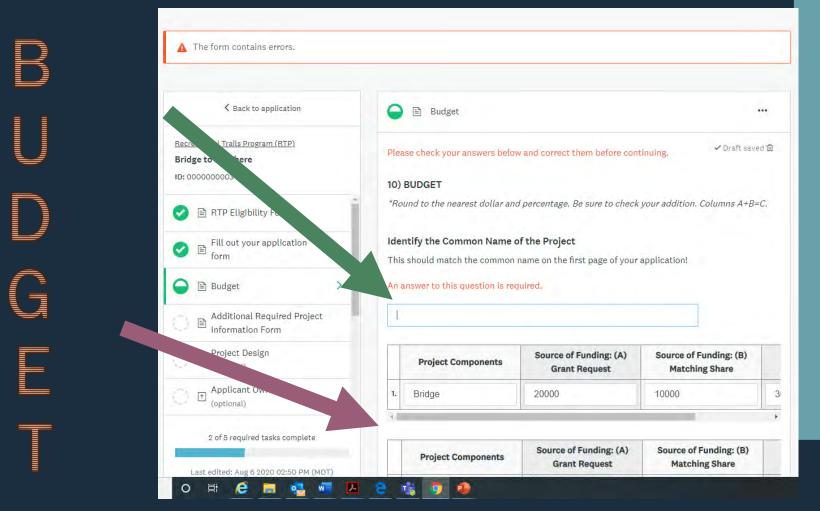


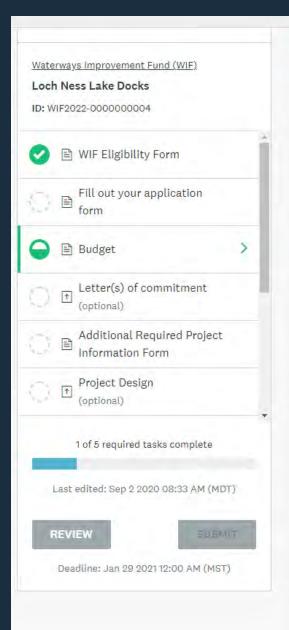
In this example, I've entered the minimum match required for RTP. Once I click the "mark as complete" button I see all the tasks on the left side of the screen.



 Don't forget to enter the common name of your project on this budget page. The name needs to match what you entered when creating your application and what you entered in the contact section of the main application form.

If the budget page doesn't seem to load correctly (see right side of page where it's cut off), note that the scroll bar below the row will allow you to move back and forth to enter information.





Please check your answers below and correct them before continuing,

#### 10) BUDGET

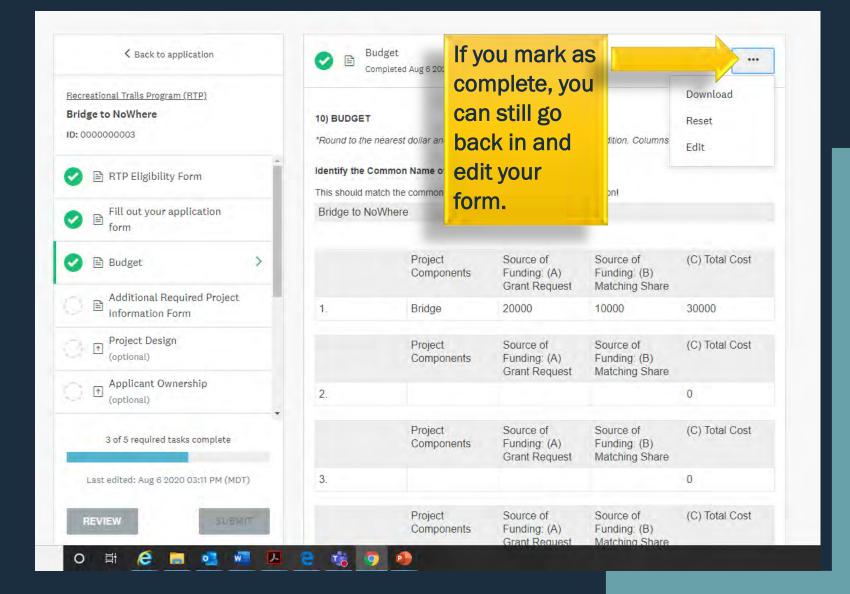
\*Round to the nearest dollar and percentage. Be sure to check your addition. Columns A+B=C.

Iden This

The first line of the budget requires an answer for every field. Enter "0" if there is no dollar amount for that item.

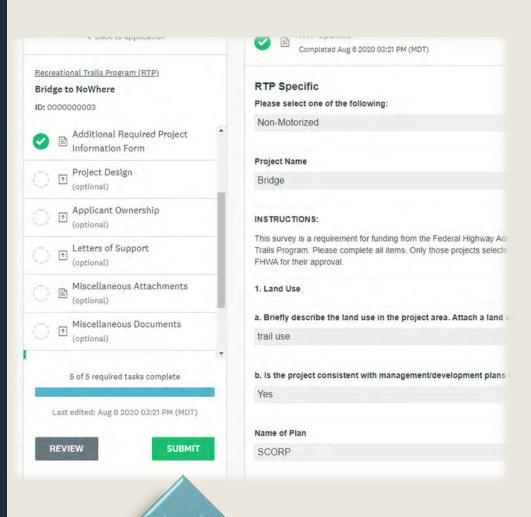
	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B)  Matching Share	
1.	Steel Docks	1000	An answer to this question is required.	1)

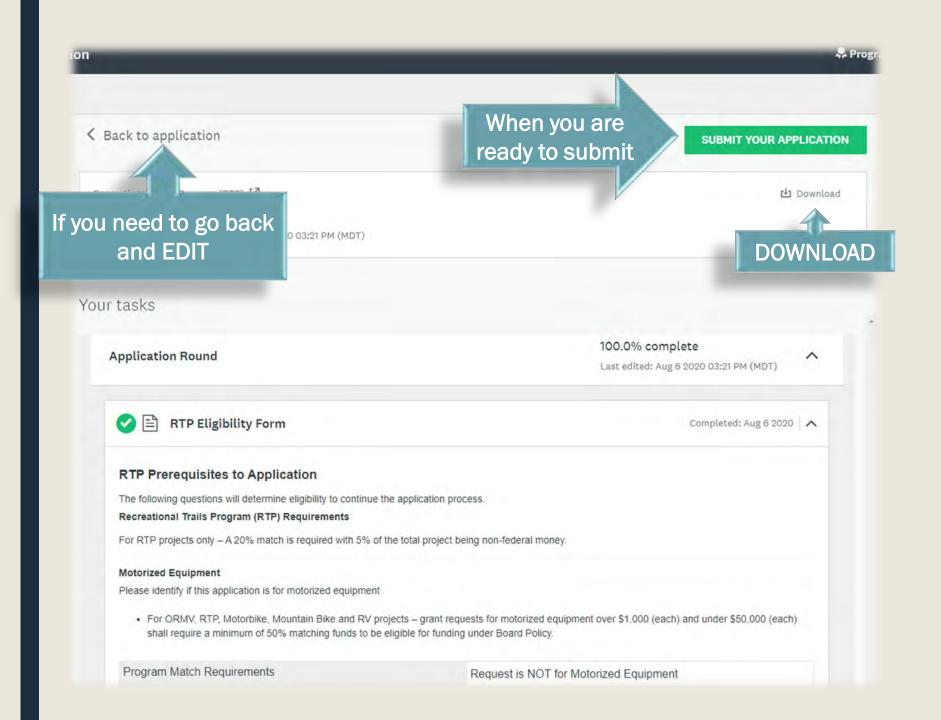
	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B) Matching Share	
2.				0



## Final Touches

If you have completed all the required tasks, the SUBMIT button will be green. At this point you can click the REVIEW button to see the whole application as one document. (See next slide)

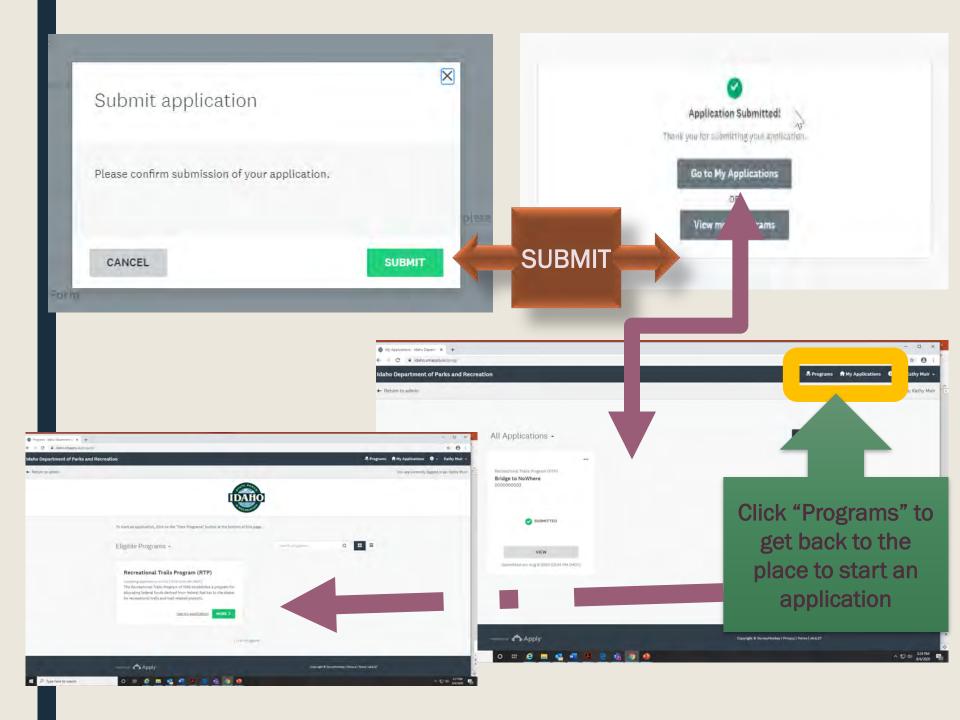




## **Submitting your Application**

The system always asks to confirm your action

#### 



## **FEATURES**







**HELP DESK** 



**RESOURCES** 

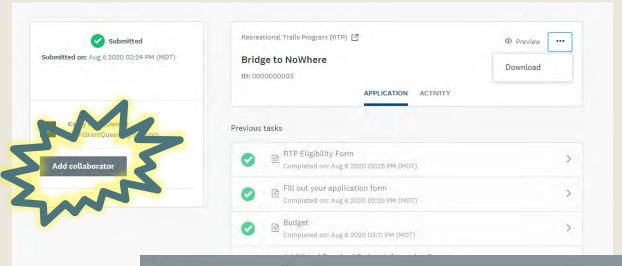


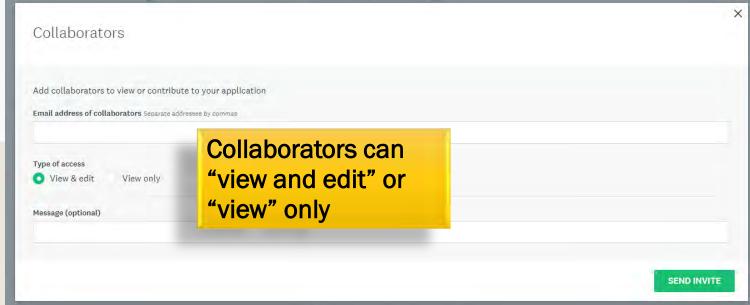


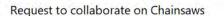


CONTACT INFORMATION

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









noreply@mail.smapply.net To Adam Straubinger

(i) 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.

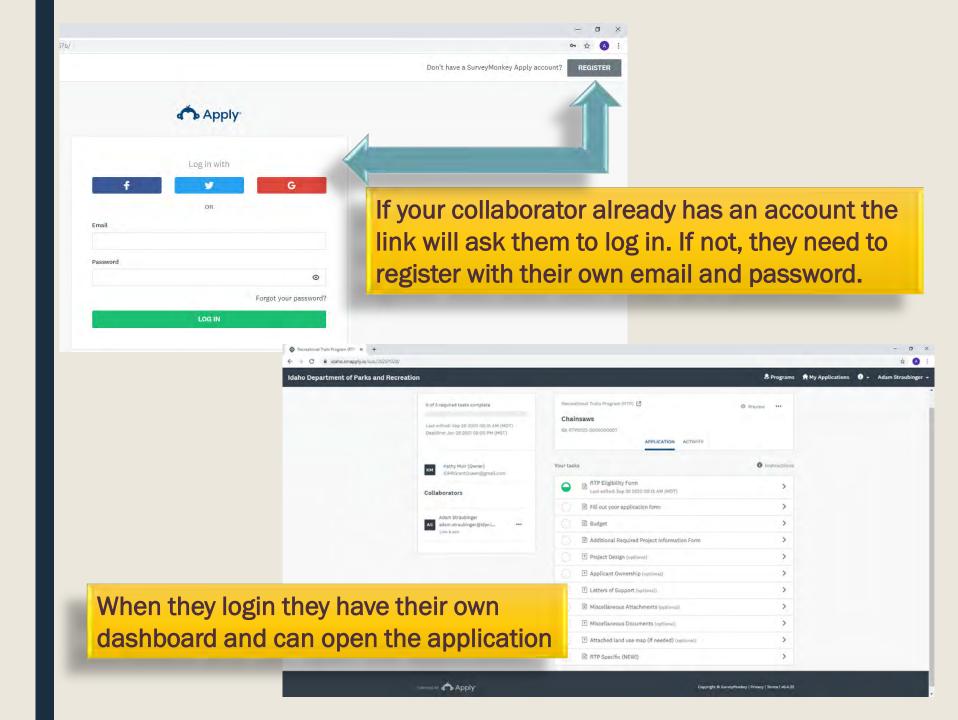
Thank you, Kathy Muir

Message from Kathy Muir:

One more time

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

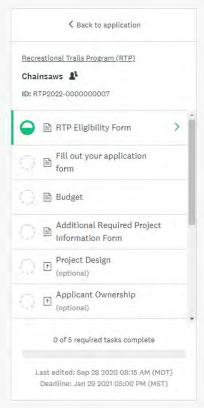


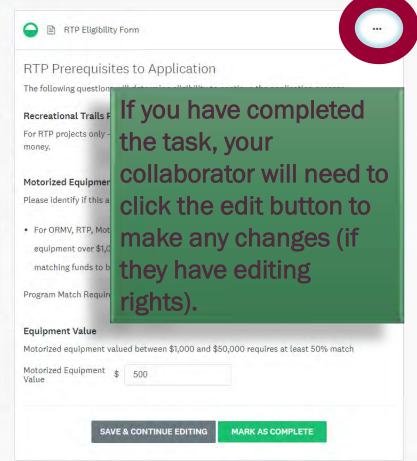




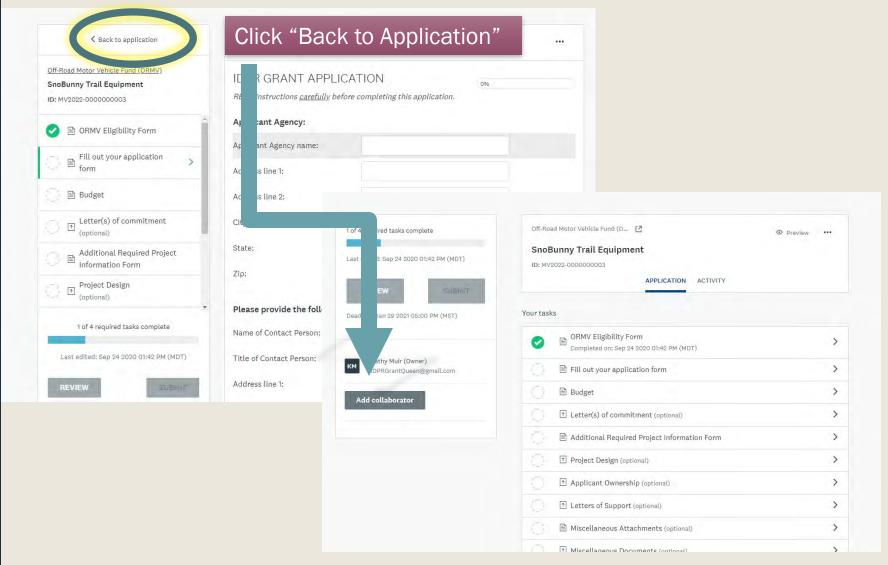
Idaho Department of Parks and Recreation

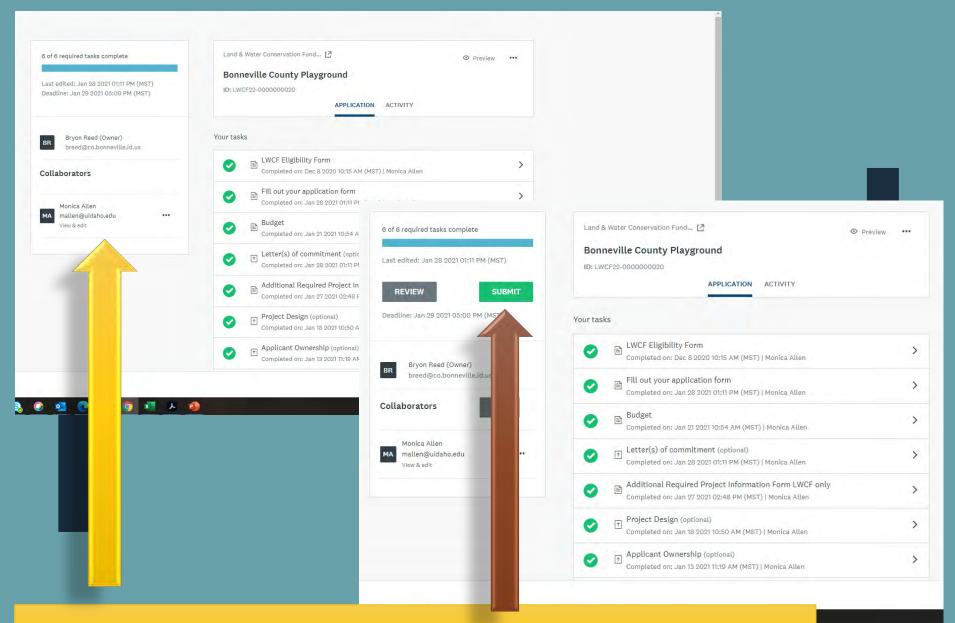




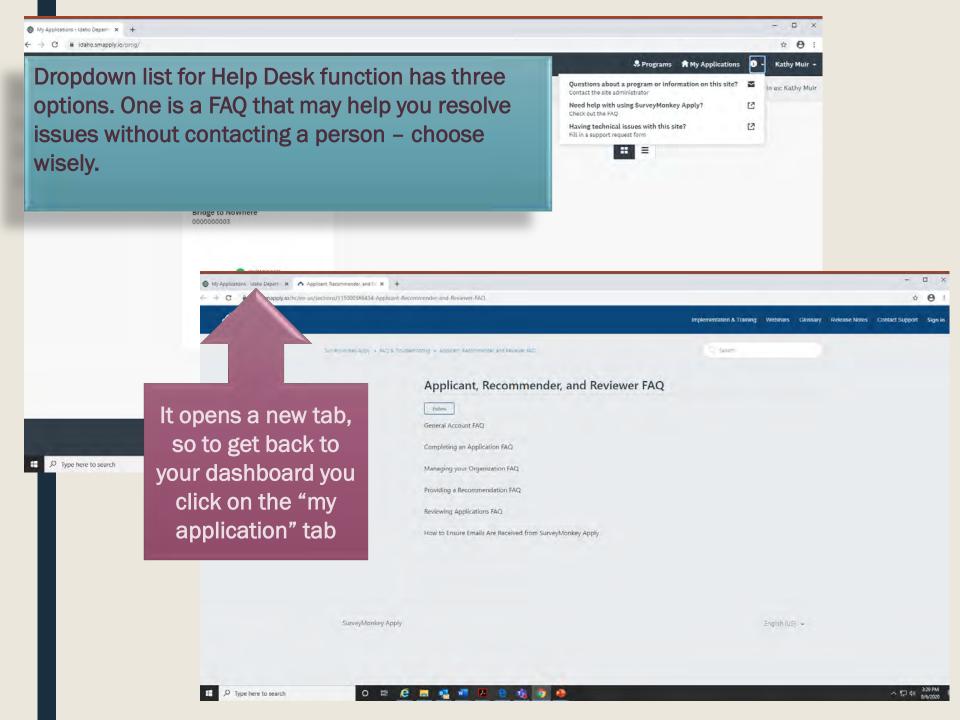


## If you are in the application tasks editing, you will not see the collaborator button.

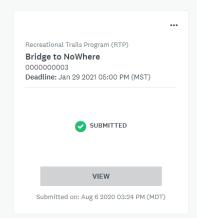


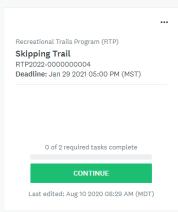


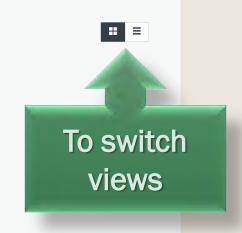
A collaborator does not have authority to submit an application. Only the "owner" of the application will see the SUBMIT button.



#### All Applications -



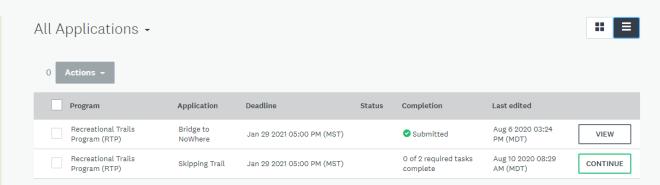




Search programs..

# Views Boxes or Rows?

1 - 2 0



1 - 2 of 2 Applications

To start an application, click on the "View Programs" button at the bottom of this page.



 Program
 Open date
 Deadline

 Mountain Bike Plate Fund (BK)
 Oct 1 2020 12:00 AM (MDT)
 Jan 29 2021 05:00 PM (MST)
 MORE ➤

 Recreational Trails Program (RTP)
 Oct 1 2020 12:00 AM (MDT)
 Jan 29 2021 05:00 PM (MST)
 2 Applications
 MORE ➤



#### **Navigation**

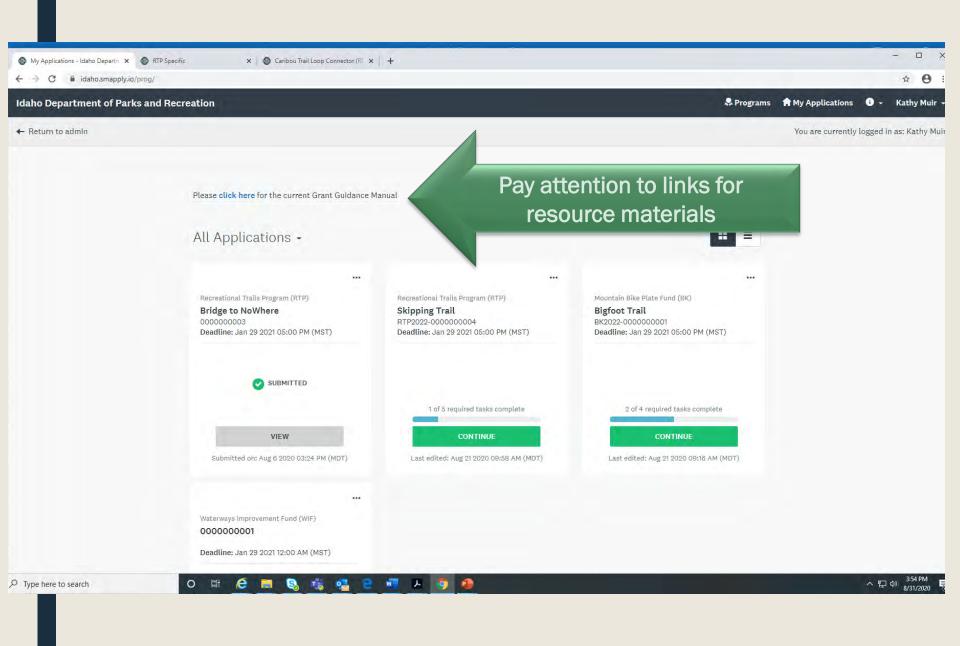


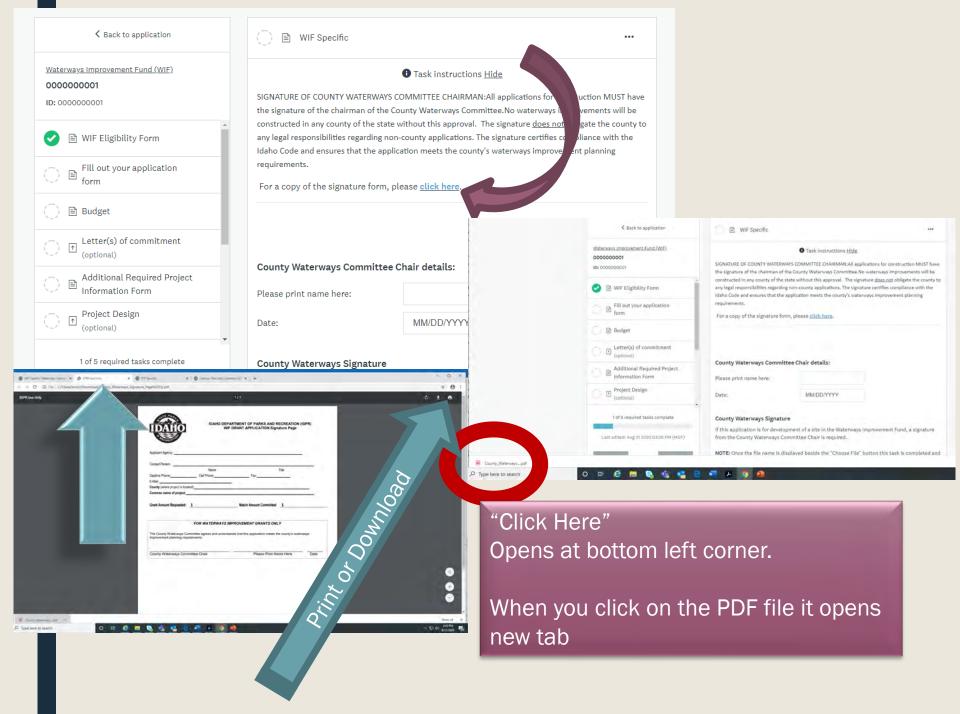
#### **Documents**

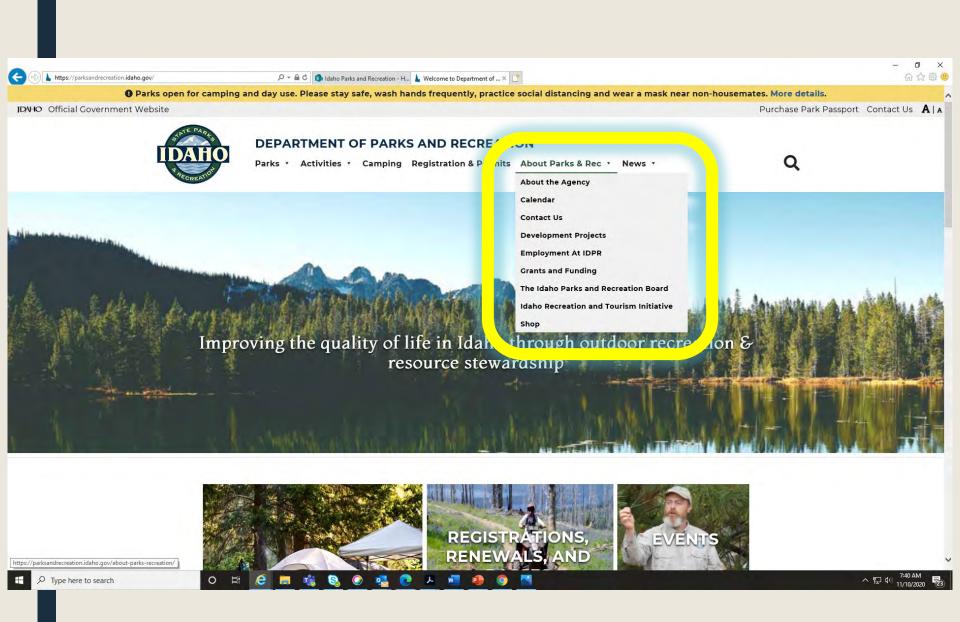


Links

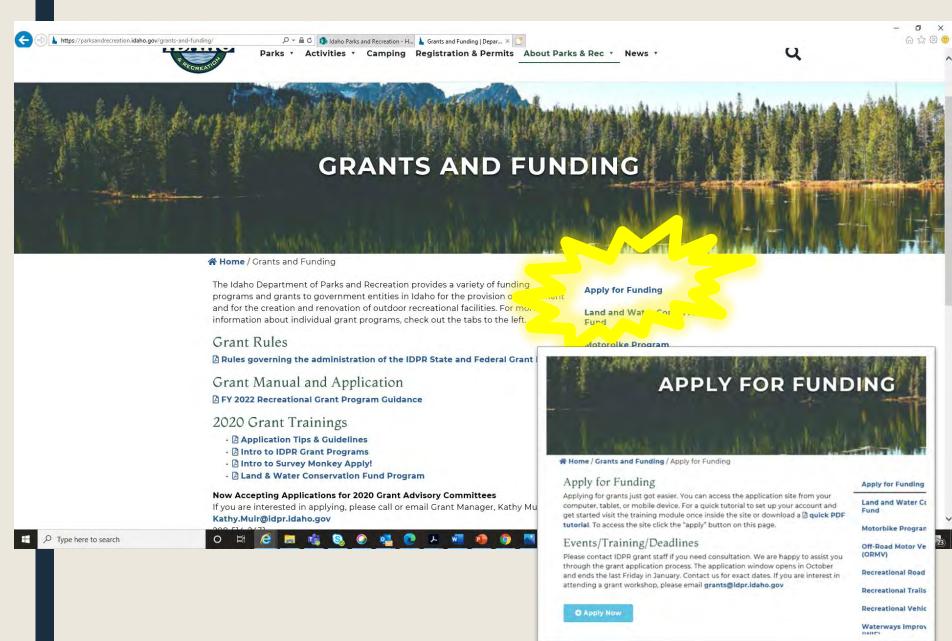
## RESOURCES





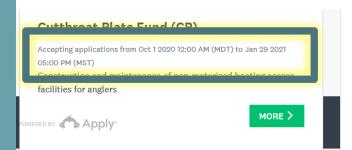


#### https://parksandrecreation.idaho.gov/grants-and-funding



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

January 28, 2022 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!!



#### 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.



#### 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 >

Helpful Tips

## **Draft Reviews**

Grant Specialists are able to go into an application online 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.



#### 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.

the recomment was be a constructed to 7711/2011

## 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.

- 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.
- grantee 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 or put a sign on it doesn't mean it's accessible!



#### Accessibility

What percent are wheelchairs, walkers, or an obvious disability?



26% (one in 4) of adults in the United States have some type of disability.
15% are obvious 85% are not

### 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.

## 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.



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**

#### 10)BUDGET

For IDPR Use Only Grant#

metal roof, partitions including

Plumbing for bathroom building including labor

Electrical for bathroom building and covered picnic

area including labor (not including new electrical

Painting of bathroom building and cedar fence including

Sidewalks- 98 lineal feet x 6

covered picnic area including Install fire wise garden area

with 72 plants, fabric, irrigation.

system and gravel mulch

TOTALS

% of TOTAL

inches thick concrete including Rebuild cedar fence in

\$16244

\$4518

\$3086

\$1752

\$2420

\$864

\$79606

100%

including labor 590 square foot bathroom Concrete slab, roof framing,

Grant#		Source of Funding		IDPR Use Only
Project Components	(C) Total Cost	(B) Matching Share	(A) Grant Request	Amount Approved
Pave 800' X 4' pathway (3200 sq fl)	\$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	

\$8122

\$1543

\$876

\$1210

\$432

\$39803

50%

58122

\$1543

\$876

\$830

\$1210

5432

\$39803

50%

Project Name: Park Renovation Example

#### 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.

## **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

## How to calculate percentages

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

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

BUDGET		Project Name:	Happy 1	Trail Reconst	ruction
For IDPR Use Only Grant #			Source of Funding		IDPR Use Only
Project Component	s	(C) Total Cost	(B) Matching Share	(A) Grant Request	Amount Approved
Trail Reroute 4 FS Seasonal GS-3 (\$500/day, 60 days		\$30,000		\$30,000	
Project design (\$250 days)	0/day, 3	\$750	\$750		
Trail Foreman QS-, 60 days)	250/ day,	\$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		*	25%	75%	96

## **Budget Definitions**

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

- **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.

### **MATCH**

#### volunteer

[ˌvälənˈtir]

**NOUN** 

a person who freely offers to take part in an enterprise or undertake a task.

synonyms:

<u>subject</u> · <u>participant</u> · <u>case</u> · <u>client</u> · <u>patient</u> · <u>guinea pig</u>

**VERB** 

freely offer to do something.

"he volunteered for the job"

Rates for Volunteers. Skilled and unskilled shall be consistent with the rate regularly paid by the grantee for similar work or shall be consistent with those paid for similar work in the grantee's labor market. If the volunteer is professionally skilled and employed in the work he is performing on the project, the grantee may use the individual's normal wage rate. If the volunteer is unskilled and not professionally employed in the work he is performing the grantee shall value the donated labor at the national minimum wage rate. Documentation shall include the volunteer's name, date worked, hourly rate, number of hours worked, and total cost.

Force account labor and equipment, i.e., the use of the grantee's staff (labor) and equipment costs. Documentation of force account shall include: the name of each worker, dates worked, hourly rate of pay, number of hours worked, and the total cost by each person. Documentation of equipment costs shall include the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost.

Donated material that is used as match shall be reasonable and cannot exceed the costs of the materials to the donor or the market price at the time they are charged to the project, whichever is less. A detailed invoice marked "donation" or a letter from the donor shall be used as documentation of donated material.

Donated Contract Labor. When an employer, other than the grantee, furnishes the services of an employee, these services are valued at the employee's regular rate of pay (not including fringe benefits and overhead costs). These services shall be for the same skill for which the employees is normally paid. Documentation shall include the employee's name, dates worked, hourly rate, number of hours worked, and total cost.

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.

### **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. (7-1-21)T
- 1. Minimum Motorized Equipment Match. Grants for motorized equipment are allowed in the waterways improvement fund, recreational vehicle, offroad 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. (7-1-21)T
- 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.

### **Final MATCH**

Because we can never talk too much about 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. Applesto-Apples

### RTP Specific Information

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



### State Historic Preservation Office (SHPO)

#### 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?

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

An answer to this question is required.

No ~

An answer to this question is required.

Please explain justification for the above answer

Bike Purchase

#### Let's talk about the environment ...

#### **PROJECT DETAILS**

For projects involving construction, describe the physical details of the project, including construction activities required to build it: explain what will be built and how (what equipment and methods will be used). Describe the extent of all ground clearing and earthwork (excavation, placement of fill, or preparation of existing ground surface).

The level of detail of the information needs to be proportionate to the scope of the project, i.e., a project that includes building a bridge over a river will require more detailed explanation of what, where, and how than a trail reconstruction project. Projects that consist solely of trail maintenance type activities may require little additional documentation.

Include a location map and site plan. These need to clearly show boundaries of the site, locations of proposed facilities and the nature and extent of ground disturbing activities. Include an explanation of the graphics used on site plans and other maps and diagrams. (You may do this by either creating a legend or otherwise identifying markings that clearly explain what shading, dotted lines and/or symbols mean.)

Information on the site should include photos of the site and discussion of:

- Existing site conditions,
- Any water bodies, wetlands, or stream channels on or nearby the site,
- Any sites or structures over 50 years old on or nearby the site,
- Land ownership.

### **BUY America**

Buy America vs. Buy American
Buy America and Buy American are
separate legislation with different
regulation requirements. Buy America
applies solely to grants issued by the
Federal Transit Administration and Federal
Highway Administration. Buy American may
be applied to all direct U.S. federal
procurement.

**Understanding Buy America** 

The Buy America Act requirements apply to iron and steel products and their coatings that are purchased for the federal-aid highway construction program (highways, bridges, transit systems and terminals). Under Buy America, federal-aid funds may not be obligated for a project unless iron and steel products used in such projects are manufactured in the United States.

Hello FHWA trail contacts and State Trail Administrators.(April 2018)

Please see the message below and attached about Buy America Waivers for Vehicles and Equipment.

As a further note:

The Federal Register notice includes the following statement:

In response to these E.O. 13788 requirements, the FHWA is evaluating how to revise its Buy America policies and procedures, including the process and manner in which it decides whether to grant waivers for vehicles and equipment. This evaluation may result in delays in decisions on whether to grant Buy America waivers in the future.

See the Executive Order (attached). There should be no expectation that waivers will be granted.

If you have Buy America questions, see <a href="https://www.fhwa.dot.gov/construction/cqit/buyam.cfm">https://www.fhwa.dot.gov/construction/cqit/buyam.cfm</a>. For more info:

States: contact your FHWA Division office.

FHWA Divisions: contact FHWA's Buy America experts: Edwin Okonkwo and Jerry Yakowenko.



# **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.





# 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.

#### IDAHO DEPARTMENT OF PARKS AND RECREATION Grant Application Evaluation Criteria

Project Name: Applicant:		
Rater:		
Credibility		
	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		
	. 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.

Contact the correct committee for 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)

  Top members by user interest
  - 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.
  - NEPA not allowable reason for extension.
- 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.



### 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. If you submit 300 pages of invoices with no explanation of how the numbers fit within your budget and scope of work, your payment will be delayed.

#### **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



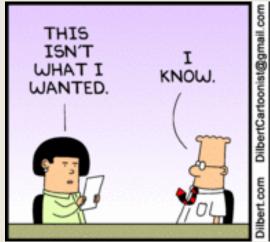
#### ■ Federal, State and Local Governments

- 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: <u>www.fhwa.dot.gov/environment/recreational\_trails/guidance</u>
- 23 USC 313, ISTEA Section 1041 (a), 23 CFR 635.410 Buy America Requirements

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



YOUR COMMUNICATION
SKILLS ARE SO POOR
THAT I GAVE UP TRYING
TO UNDERSTAND WHAT
YOU WANTED AND
INSTEAD PUT SOME
RANDOM NUMBERS ON
A SPREADSHEET.



## TALK TO US!!

