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
What is an RV?
- Travel Trailer, Motorhome, Tent Trailer, Pickup Camper, Van Conversion

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
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.
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.
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
State Comprehensive Outdoor Recreation Plan (SCORP)

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
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
  - (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

East Region Office
- Includes Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power, and Teton counties
- VACANT
  - (208) 701-7077
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
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

Contact staff for help. We are available for one-on-one training!

Enter application in new electronic system - DEADLINE January 28, 2022

Advisory Committee review/scoring (March)

IDPR Park Board Approval (May)

Awards (Late June/Early July)

FEDERAL AWARDS will not be sent until approved by Federal Agency!!!
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!
The top ribbon allows you to move between your applications and the program information.

If you need to edit your profile...
Recreational Trails Program (RTP)

Permissible uses of the funds are: maintenance and restoration of existing recreational trails; development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails; purchase and lease of recreational trail construction and maintenance equipment; and construction of new recreational trails (with restrictions for new trails on Federal lands).

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

For more information on the Federal Highways Administration rules, please refer to the interim guidance:

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

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

Match Commitment
Match is calculated on the total project cost (percentage of the total project cost).

Match %

Equipment Value
Motorized equipment valued between $1,000 and $50,000 requires at least 50% match

Match Value
Motorized equipment valued between $1,000 and $50,000 require 50% match

SAVE & CONTINUE EDITING  MARK AS COMPLETE
Sometimes it’s not obvious you’ve made an error.

In this example I don’t have enough match. Some clues are:

- It shows as submitted and you haven’t filled out the application form.
- It won’t allow you to edit the form.
- You have a half-filled circle instead of a check.
The system will tell you if there is a field you need to fill in.

Or if the value of data isn’t correct.
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)
Proof of Public Involvement Completed

Proof of Public Involvement
Attach documents that show your project has been presented to the public and the 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.

When you have saved this task and are no longer in edit mode, your upload looks different.
Stating there is “no need for public involvement” on a question that states it is mandatory will automatically make your project ineligible!!
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 indicates you are not done with this task (half-filled circle).

This shows there is another page to go to.
This is where you find the edit feature.

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!!

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!
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.
The first line of the budget requires an answer for every field. Enter “0” if there is no dollar amount for that item.
If you mark as complete, you can still go back in and edit your form.
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)
When you are ready to submit

If you need to go back and EDIT

DOWNLOAD
Submitting your Application

The system always asks to confirm your action

No Review

Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.

Review

Submit application

Please confirm submission of your application.

CANCEL  REVIEW  SUBMIT
Click “Programs” to get back to the place to start an application.
Collaborators – People you may want to share your application with for review or editing purposes

Collaborators can “view and edit” or “view” only
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.
If you have completed the task, your collaborator will need to click the edit button to make any changes (if they have editing rights).
If you are in the application tasks editing, you will not see the collaborator button. Click “Back to Application”
A collaborator does not have authority to submit an application. Only the “owner” of the application will see the SUBMIT button.
Dropdown list for Help Desk function has three options. One is a FAQ that may help you resolve issues without contacting a person – choose wisely.

It opens a new tab, so to get back to your dashboard you click on the “my application” tab.
To switch views

Views Boxes or Rows?

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

Eligible Programs -

<table>
<thead>
<tr>
<th>Program</th>
<th>Open date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain Bike Plate Fund (BK)</td>
<td>Oct 1, 2020 12:00 AM (MDT)</td>
<td>Jan 29, 2021 05:00 PM (MDT)</td>
</tr>
<tr>
<td>Recreational Trails Program (RTP)</td>
<td>Oct 1, 2020 12:00 AM (MDT)</td>
<td>Jan 29, 2021 05:00 PM (MDT)</td>
</tr>
</tbody>
</table>
Pay attention to links for resource materials
When you click on the PDF file it opens new tab.

"Click Here"

Opens at bottom left corner.

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

Grant Rules
- Rules governing the administration of the IDPR State and Federal Grant Programs

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 Mulr:
Kathy.Mulr@idpr.idaho.gov
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!!
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.
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 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 and 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.
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 Review

<table>
<thead>
<tr>
<th>Project Components</th>
<th>Total Cost</th>
<th>Matching Share</th>
<th>Grant Request</th>
<th>Amount Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pave 800 x 4' pathway (3200 sq ft)</td>
<td>$15438</td>
<td>$7719</td>
<td>$7719</td>
<td></td>
</tr>
<tr>
<td>Slurry coat 35 x 57' covered picnic area (0.25 cent/sq foot)</td>
<td>$499</td>
<td>$246</td>
<td>$253</td>
<td></td>
</tr>
<tr>
<td>New paved handicap accessible parking area 80' x 30'</td>
<td>$17099</td>
<td>$8550</td>
<td>$8549</td>
<td></td>
</tr>
<tr>
<td>Demolition of existing bathroom</td>
<td>$1486</td>
<td>$733</td>
<td>$733</td>
<td></td>
</tr>
<tr>
<td>Masonry for reinforced concrete block bathroom including labor</td>
<td>$14569</td>
<td>$7280</td>
<td>$7280</td>
<td></td>
</tr>
<tr>
<td>500 square foot bathroom Concrete slab, roof framing, metal roof, partitions including labor</td>
<td>$16244</td>
<td>$8122</td>
<td>$8122</td>
<td></td>
</tr>
<tr>
<td>Plumbing for bathroom building including labor</td>
<td>$4518</td>
<td>$2259</td>
<td>$2259</td>
<td></td>
</tr>
<tr>
<td>Electrical for bathroom building and covered picnic area including labor (not including new electrical service)</td>
<td>$3038</td>
<td>$1543</td>
<td>$1543</td>
<td></td>
</tr>
<tr>
<td>Painting of bathroom building and cedar fence including labor</td>
<td>$1732</td>
<td>$876</td>
<td>$876</td>
<td></td>
</tr>
<tr>
<td>Sidewalks - 36 linear feet x 5 inches thick concrete including labor</td>
<td>$1880</td>
<td>$930</td>
<td>$930</td>
<td></td>
</tr>
<tr>
<td>Rebuild cedar fence in covered picnic area including labor</td>
<td>$2420</td>
<td>$1210</td>
<td>$1210</td>
<td></td>
</tr>
<tr>
<td>Install firewise garden area with 72 plants, fabric, irrigation system and gravel mulch</td>
<td>$884</td>
<td>$432</td>
<td>$432</td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

- **% of TOTAL**
  - Total Cost: 100%
  - Matching Share: 50%
  - Grant Request: 50%
  - Amount Approved: 100%
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 (grant) + $15,750 (match) = $63,050

\[
\frac{15,750}{63,050} = .25
\]

\[
\frac{47,300}{63,050} = .75
\]
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.
volunteer

[ˌvələnˈtər]
NOUN
a person who freely offers to take part in an enterprise or undertake a task.

synonyms:
subject · participant · case · client · patient · guinea pig

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.
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)

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. (7-1-21)

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. Apples-to-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

ATTENTION!
You must answer both questions or it will give you an error message. If you are unsure how to answer, contact your grant specialist.
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 https://www.fhwa.dot.gov/construction/cqit/buyam.cfm. For more info:
States: contact your FHWA Division office.
FHWA Divisions: contact FHWA’s Buy America experts: Edwin Okonkwo and Jerry Yakowenko.
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.

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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.

Comments
__________________________________________
__________________________________________
__________________________________________

TOTAL

NOTE: In reviewing recommendations of the Advisory Committee, 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 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.
• **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)

**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.
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)**
  - 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.
TALK TO US!!