

The background of the slide features the official logo of the Idaho State Parks & Recreation department. The logo is circular, with a dark green outer ring containing the words "STATE PARKS" at the top and "& RECREATION" at the bottom in a light green, sans-serif font. The center of the logo depicts a stylized landscape with a snow-capped mountain peak in the upper half and blue wavy lines representing water in the lower half. Overlaid on this logo is the word "IDAHO" in a large, bold, olive-green serif font, with the letters partially cut off by the left and right edges of the frame.

State & Federal Grants

Application Tips & Guidance 2020

Idaho Department of Parks & Recreation State and Federal Grants

- RV - \$4.5 Million
- WIF - \$1.2 Million
- Cutthroat \$35,000
- ORMV - \$500,000
 - Motorbike - \$0
- RTP - \$1.5 Million
 - Mountain Bike \$35,000
- Road & Bridge - \$250,000
- Land & Water Conservation Fund \$2 Million



Idaho Department of Parks and Recreation
State and Federal Grant Program

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

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

Applicant Agency: _____
Address: _____ City: _____ Zip: _____

Contact Person: _____ Name: _____ Title: _____
Address: _____ City: _____ Zip: _____
Daytime Phone: _____ Cell Phone: _____ Fax: _____
E-Mail: _____ ☐ Check if you would like an email confirmation IDPR received application

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

IDPR Program from which you are applying for funds:
☐ Waterways Improvement Fund (WIF)
☐ Recreational Vehicle Account (RVA)
☐ Off Road Motor Vehicle Fund (ORMF)
☐ Motorbike Recreation Account (MIRA)

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

Grant Amount Requested: \$ _____ Match Amount Committed: \$ _____
Briefly describe the overall grant project (in one sentence): _____

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

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

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

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



to Idaho's recreational grant opportunities!

The Department of Parks and Recreation provides a variety of funding programs and grants to government entities in Idaho for the provision of equipment and for the construction and renovation of outdoor recreational facilities. For more information about individual grant programs please refer to the links in the resource section of this page. The following programs include the following opportunities:

Recreational Vehicle Program
Waterways Improvement Fund
Off Road Motor Vehicle Fund
Recreational Road & Bridge Fund
Motorbike Fund
Motorcycle License Plate Fund
Mountain Bike License Plate Fund
Recreational Trails Program
Land and Water Conservation Fund

All applications submitted at:
idaho.smapply.io

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.

Idaho Grant Application x

761/193609/#page/78014595

Authorized representative details: [Back to Account](#) [Show Comments](#)

Title:	Fire Specialist
Typed or Printed Name:	Smoky Bear
Date:	2017/07/11

1) PROGRAM PURPOSE

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

The purposes of this project will:

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

2) PROJECT URGENCY

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

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

This document was last generated: 11/21/17, 2017

A faint, historical-style map of the Citadel of Belgaum serves as the background for the slide. The map shows the irregular, star-shaped fortifications of the citadel, with various internal structures and surrounding areas labeled in small text. The title 'CITADEL of BELGAUM' is visible at the top of the map.

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!



Signatures

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 Code and ensures that the application meets the county's waterways improvement planning requirements.

General Application Notes

- Project Location – Directions or GIS NOT a full description of the site. That's later
- Naming is important – REMEMBER to use a location. We do NOT want 20 “2021 Trail Maintenance” projects ALSO identify your forest.
 - **U.S. Forest Service** – Trail Creek Trailhead (Do you know how many Trail Creeks are in Idaho????)
- DON'T abbreviate or assume the general public understands what you are talking about
- Consumables are not eligible. If it can walk away to someone's home, it's not allowable – We do not purchase accessories for your volunteers

Cradle to Grave Naming: DO NOT change the name of your project after awarded. If you call it one thing in the application, and another on the reimbursement form it appears to auditors to be a different project we are paying for!

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

INBUDGET

Project Name: Park Renovation Example

Project Components	Source of Funding			Total Use Only Amount Approved
	(C) Total Cost	(B) Matching Share	(A) Grant Request	
Pay 200' x 4' parking (200 sq ft)	\$15,438	\$7719	\$7719	
Utility cost 80' x 50' covered concrete (200 sq ft)	\$489	\$244	\$245	
Tree planted (including irreplaceable parking area 80' x 30')	\$17969	\$8985	\$8984	
Construction of existing landscape	\$1,499	\$750	\$749	
Masonry for recreational concrete base (including existing base)	\$1,490	\$745	\$745	
Tree removal and stump removal	\$16284	\$8122	\$8122	
Planting for landscape (including existing)	\$4118	\$2059	\$2059	
Electric for bathroom building and covered parking area (including labor and including new electric)	\$3066	\$1533	\$1533	
Painting of bathroom building and other base including labor	\$1752	\$876	\$876	
Concrete 80' deep level 8' inches thick concrete including labor	\$1588	\$794	\$794	
Rebuild cedar fence in covered parking area including labor	\$2400	\$1200	\$1200	
Install 80' x 40' parking area with 10 plants, 100' perimeter and gravel mulch	\$894	\$447	\$447	
TOTALS	\$70900	\$35450	\$35450	
% of TOTAL	100%	50%	50%	%



- 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/seasonals
- You must stay within the budget
 - We have some flexibility to increase/decrease individual scope items **AS LONG AS** you stay within the original dollar amount
 - You **CANNOT** add items to your reimbursement that were not in the original budget just because you have money left over

Minor scope changes are allowed with prior approval through IDPR – TALK TO US!

How to calculate percentages

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

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

THEREFORE

Match

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

Grant

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

10) BUDGET

Project Name: Happy Trail Reconstruction

For IDPR Use Only Grant #	Source of Funding			IDPR Use Only
Project Components	(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/day, 3 days)	\$750	\$750		
Trail Foreman GS-7 (\$250/day, 60 days)	\$15,000		\$15,000	
Lumber	\$1,500		\$1,500	
Hardware	\$800		\$800	
YOC Group, 4 weeks		\$15,000		
TOTALS	\$63,050	\$15,750	\$47,300	
% of TOTAL	100%	25%	75%	%

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

Budget Definitions

volunteer

[,vælən'tɪr]

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.

MATCH Definitions

- **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.

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



NEW!

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

Details, details, details . . .

Using statements that are too general put you in jeopardy of not getting reimbursed due to ineligibility. Don't try to hide expenses in general categories that make it unclear what is being paid for.

- Heavy trail maintenance
 - Different agencies have different definitions of maintenance work. Please describe **how** you complete the work.
- Work completed near a water source
 - Any work near a water source needs to describe how you mitigate runoff or sediment control to prevent contamination.
- General terms for budget items
 - Tools, materials, supplies. We need to assess eligibility.
- Maps
 - If we can't find it, we can't assess eligibility or environmental impacts.

Let's talk about the environment . . .

Good Answer

- The project will be larger than an acre in size and the City will apply for an EPA Low-Erosivity Waiver prior to construction. These permits are granted in lieu of preparing and submitting a Storm Water Pollution Prevention Plan when there are no adjacent water bodies, or environmentally sensitive areas. The project will also require a City Erosion and Sediment Control Permit, Grading Permit and Fencing Permit.

Bad Answer

- . . . heavy trail maintenance which entails constructing new sections of trail, maintaining existing trail tread and drainage features, removing downed logs, brushing and in some cases using explosives to assist in removing large rocks that have blocked trails.

Applicant indicated no NEPA required

Applicant indicated project would have a positive effect on soil erosion or sediment and wildlife/wildlife habitat

Applicant indicated there is no potential to have noise impact

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.

RTP ONLY

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.



LWCF Specific



LWCF EVALUATION COMMITTEE PROJECT EVALUATION FORM

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

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

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

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

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

ADDITIONS:

The complete SCORP can be found on the IDPR website:
<http://parksandrecreation.idaho.gov/scorp2018>

Evaluation & Selection

IDAHO DEPARTMENT OF PARKS AND RECREATION Grant Application Evaluation Criteria

Project Name: _____ Applicant: _____

Rater: _____

Credibility

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

Assessment of Need

2. Degree of urgency due to potential resource damage, or health and safety concerns that may cause an opportunity to be lost if no action is taken. _____
0-10 pts.

3. Degree to which the project creates new recreational opportunities not currently available in the area. _____
0-10 pts.

4. Degree to which project is reflected as a user need in current comprehensive outdoor recreation plans or surveys. _____
0-10 pts.

Scope of Work

5. Degree of quality in project planning, design, organization, and coordination with IDPR staff and respective advisory committees. _____
0-10 pts.

6. Degree of overall quality and importance of the project as demonstrated to the Advisory Committee. _____
0-10 pts.

Commitment

7. Degree to which applicant has committed to the ongoing maintenance of the facility or continuation of the service. _____
0-10 pts.

8. Degree of matching funds from applicant and other applicant sources or investment in the project as demonstrated by the applicant. _____
0-10 pts.

9. Degree of statewide user group support for the project. _____
0-10 pts.

Feasibility

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

TOTAL

Comments

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

- 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.

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)
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.

The image displays three overlapping forms from the Idaho Department of Parks and Recreation (IDPR). The top form is the 'Inspection Date' form, which includes fields for Project #, Project Name, Sponsor, Inspector, and Accompanied By. The middle form is the 'Agreement Form' for the Idaho Department of Parks and Recreation, State Recreation Programs. It includes fields for Applicant, Project Name, Location, Project #, Date Approved, and Project Period. The bottom form is the 'Request for Reimbursement/Close-out Report', which includes fields for Project Name, Project Period, Project Manager, Address, Phone, Email, Grant Funds (IDPR), Match Funds (Applicant), and a section for the Project Manager's signature and date. The forms are filled out with handwritten information, including project names like 'Marine Creek North Fork' and 'Marine Creek South Fork'.

Signatures

The John Hancock logo, featuring the name "John Hancock" in a blue, cursive script font.

- Our IDAPA rules still state we need an “original” signature. We will only allow electronic signatures IF:
 - You have an official signing service OR
 - You can provide two-factor verification of the signature

... An applicant must file with the Department a completed grant agreement form, **with original signatures**, within sixty (60) calendar days of written notification of grant approval.

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 you came up with your numbers or what work was completed don't expect to get paid quickly.

Reimbursement Notes

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

Extensions

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

- Extension requests will only be considered 3 months prior to the end of the project period.
- Extensions are not a “given”!
 - We must have justification for **EVERY** extension. **EXPECT** to produce a progress report or explain why work has not been completed. IDPR awarding too late is **NOT** a valid reason if a project was awarded in **JUNE**.
- A project that has not had any fiscal movement within a year is considered an “inactive grant” and will be subject to **CLOSURE**.

Know the rules



- **Federal, State and Local Governments**

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

- **Recreational Trails Program (RTP)**

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

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

- 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

- **Adam Straubinger**

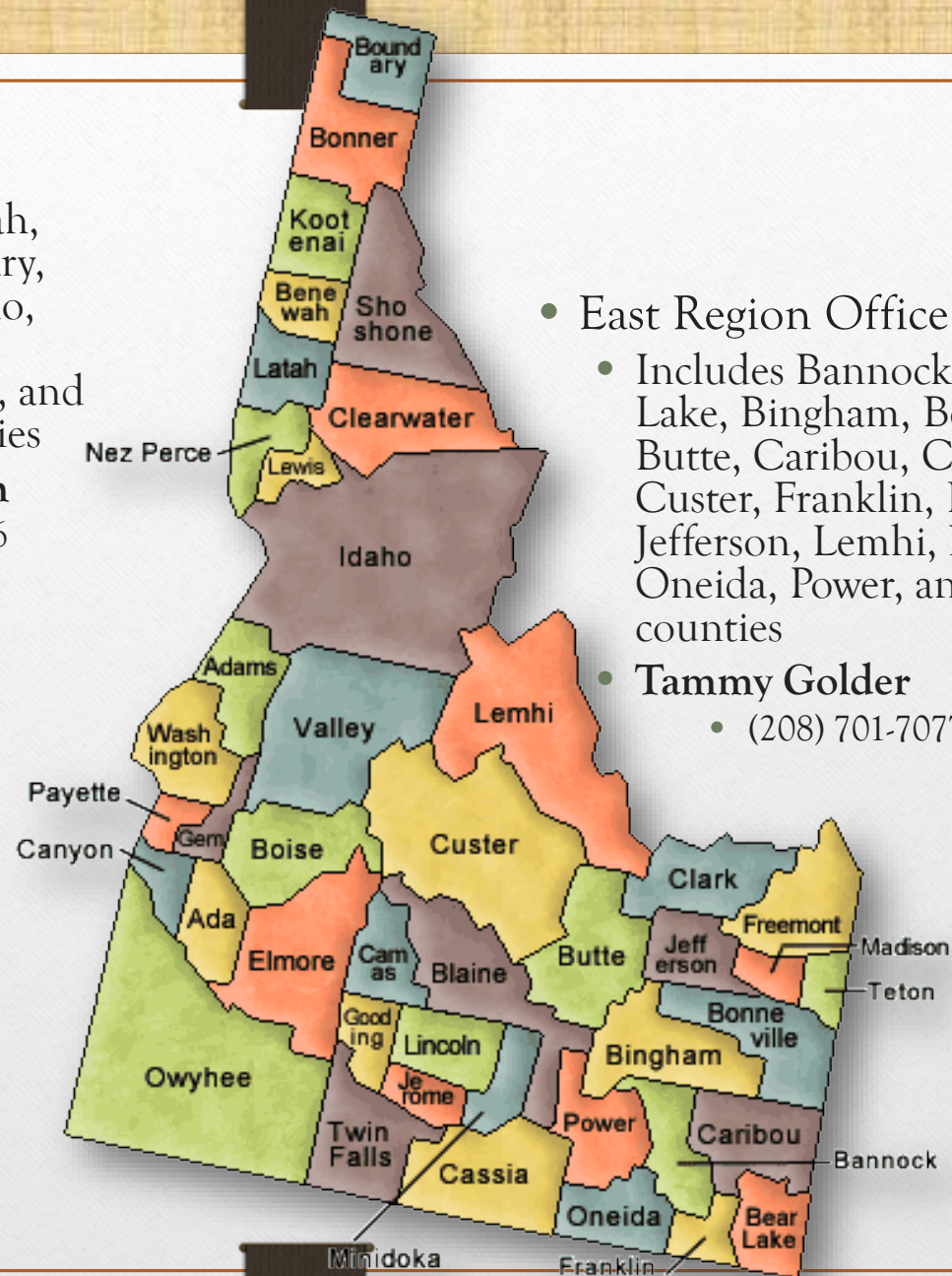
- (208) 514-2432

- East Region Office

- Includes Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power, and Teton counties

- **Tammy Golder**

- (208) 701-7077



Contact for All LWCF projects

Kathy Muir

(208) 514-2431 office

(208) 608-8186 cell



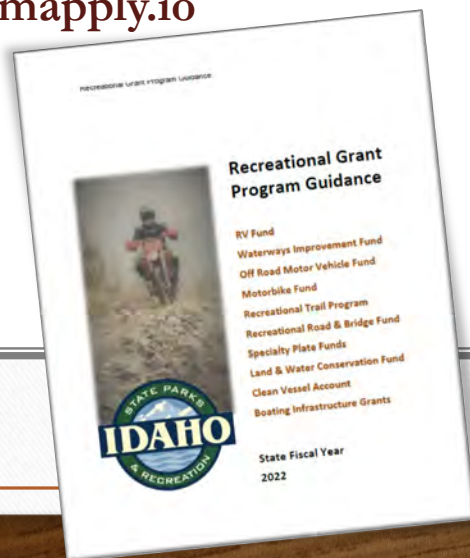
Grant Manual

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



Resources

Training Presentations

2022 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.
- 26.01.33, Rules Governing the Administration of the Land & Water Conservation Fund Program

Application Checklist

Required RTP Information

Buy America Program Guidance

SWPPP Guidance

Other Training Opportunities



INTRO TO IDPR
GRANT PROGRAMS

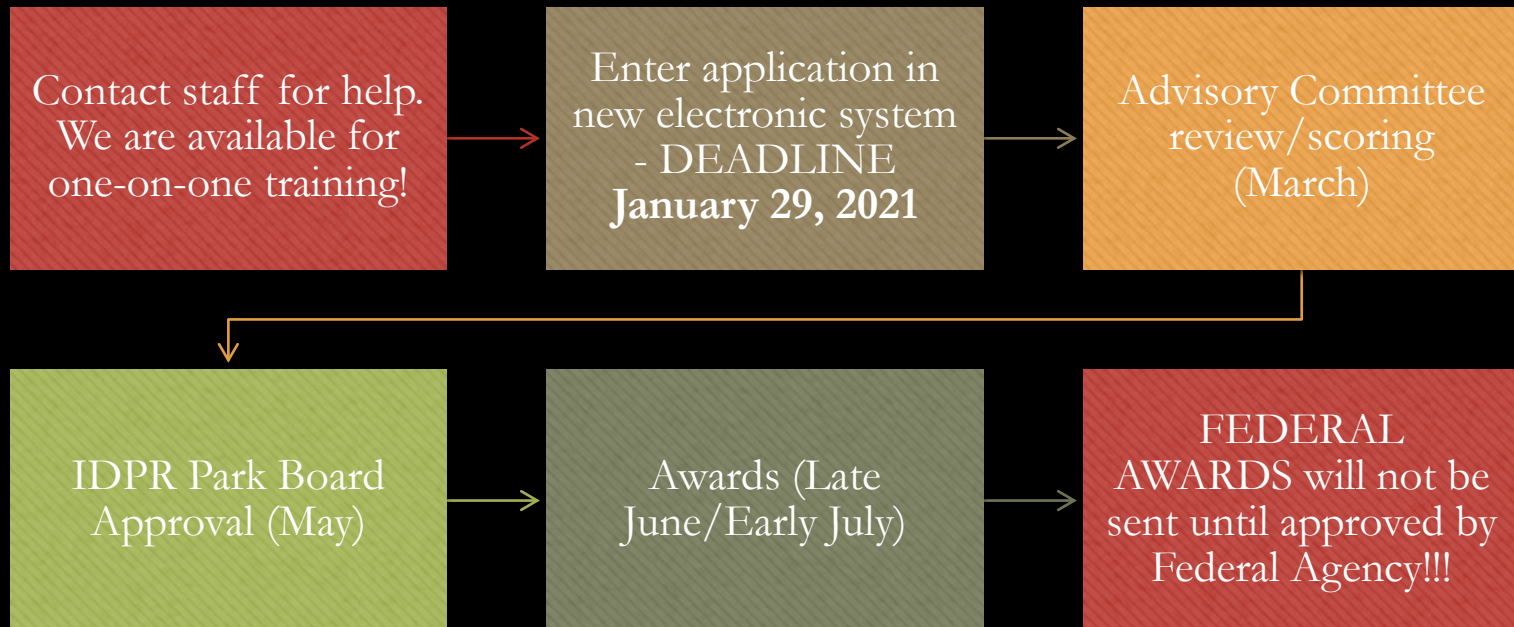


SMAPPLY SYSTEM
TRAINING



LAND & WATER
CONSERVATION
FUND

IDPR Grant Cycle



Q&A

You have

Questions

We have

Answers