OFF-HIGHWAY VEHICLE GRANT PROGRAM

FY 2013 GRANT APPLICATION

Montana State Parks
Off-Highway Vehicle Program
Montana Fish, Wildlife & Parks
1420 East Sixth Avenue
P.O. Box 200701
Helena, MT 59620

_____

Name of Sponsor

_____

Name of Project

Application Format

NOTE: The application process for this grant program has changed this year. Please read this application form and all accompanying instructions carefully. Do not begin any part of the application process until you fully understand the requirements. Understanding all requirements beforehand can save you considerable time and money.

Any applicant with an OHV grant approved prior to FY 2010, which has not yet been completed, is not eligible to apply for an FY 2013 grant.

Please contact the OHV Program Manager with questions (406)-444-7642. Thanks and good luck!

Binder: Follow this application format and place the application in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

Index: The application should be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. Part A: General Information
4. Part B: Project Description
5. Part C: Project Map
6. Part D: Project Cost Information
7. Part E: Environmental Analysis
8. Part F: Letters of support

Paper Size: Use only 8 ½" X 11" paper stock.

One Sided: Paper should have print on only one side. Do not include two-sided copies.

No Staples: Make sure there are no staples in your application.

Number of Copies: two copies of the application must be submitted by **August 1, 2012** to:

Montana State Parks
Off-Highway Vehicle Grant Program
Montana Fish, Wildlife & Parks
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Important Changes:

- The deadline for submission of grant applications is August 1, 2012. Completed applications must be submitted on time. No supplementary materials will be accepted after the August 1, 2012 deadline.
- Applications must be mailed in hard copy format this year. However, next year the OHV Program will be going "digital," and OHV applications will be submitted through an online grant management system (see the current Montana 'Recreational Trails Program').
- Beginning this OHV grant cycle, federal agencies submitting OHV grant applications are strongly encouraged to have documented relationships and partnerships in place with local OHV clubs, interest groups, etc. Current grant application scoring criteria reflect this emphasis.
- In recent years, the U.S. Forest Service and the U.S. Bureau of Land Management have applied for projects in which federal personnel, called "Trail Rangers," engage in level-one trail maintenance, rider contacts, ethics education, and safety education. Unfortunately, this term has been misinterpreted by many as a law-enforcement effort, which is not the case. Therefore, beginning with this application cycle, Trail-Ranger projects shall be titled "Trail Steward" projects. The new term (Trail Steward) is not so likely to be misconstrued as 'law enforcement' by interested parties.
- Where practical, federal agencies should seek out and form cross-jurisdictional or interagency Trail-Steward applications.

Technical assistance: Grant sponsors needing assistance with any aspect of the grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to make your grant application more competitive.

Rusty Ruchert
OHV Program Manager
406-444-7642
rruchert@mt.gov

FY 2013 Off-Highway Vehicle Grant Program
Project Application Summary Sheet

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor _____
   Name of Agency, Organization, Club

2. Project Name _____
   Trail Name and/or Number or Project Title

3. Land Ownership _____
   Private, Municipal, County, State, Forest Service, BLM, etc.

4. Concise Project Description _____
   (Examples: Trail Rehab, Trail Steward, Education, etc.)

5. Grant Amount Requested $ _____

6. Sponsor Contribution $ _____
   (Include funds, value of donated materials, volunteer labor, etc.)

7. Total Project Cost $ _____

_____
Typed Name and Title of Grant Sponsor

_____
Signature of Grant Sponsor

_____
Date

Application Checklist

This checklist is to aid you in completing your OHV grant application. This checklist will be compared to your application during the review process to be sure you have included all of the necessary documentation. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

_____ Completed Project Application Summary Sheet

_____ Completed Part A: General Information

_____ Completed Part B: Project Description

_____ Completed Part C: Project Map

_____ Completed Part D: Project Cost Information

_____ Completed Part E: Environmental Analysis (MEPA / NEPA Checklist)

_____ Completed Part F: Letters of Support

_____ Landowner Permission (Letters, 25-year leases, Challenge Cost Share Agreements and Operating Plans)

_____ Name of organization and project appears on outside cover and spine of binder

_____ Provide two (2) completed copies of application by August 1, 2012

Part A: General Information

1. Classification of Project Applicant (Check one)

Government	Organization
_____ Federal	_____ Partnership (i.e.: Gov./Non-Profit Org.)
_____ State	_____ Incorporated Organization
_____ Municipality	_____ Other (Explain)
_____ County	
_____ Reservation	

2. _____

   Name of Applicant (Agency, Organization)

3. _____

   Address

4. _____

   Applicant Contact Person

   _____

   Home Telephone Work Telephone FAX E-mail

5. Classification of Land (Check one)

_____ Public Land _____ Private Land _____ Combination Public & Private

6. Project Location.

_____	_____
County	Township, Range, Section, ¼ Section

_____	_____	_____
City, Town	National Forest	BLM Unit

7. Type of Project (Check all that apply).

_____ Safety and Ethics Education/Interpretation

_____ Maintenance of trails

_____ Restoration of areas damaged by use

_____ Development of trailside and trailhead facilities

_____ Trail Steward Positions

_____ Acquisition (must be from a willing seller)

_____ Other, (please explain)

Please note the following OHV grant rules for U.S. Forest & BLM Trail Steward projects:

- Trail Steward Projects are capped at $16,000 per position, per year.
- OHV grant funding covers **salaries only**.
- When practical, agencies may form cross-district Trail Stewards.
- Trail Steward Projects must be completed in one field season.

Part B: Project Description

1. Describe the scope of work and what you intend to accomplish with this project. Limit your response to no more than 1,000 words. Additional information should include provisions for cultural and natural resource interpretation, provisions for safety/ethics information and education, and unique attributes or features of this project that could serve as examples to other projects.

2. Trail use types that will benefit from this project (Check all that apply).

_____ Bicycle

_____ Dirt Bike

_____ Equestrian

_____ All-Terrain Vehicle

_____ Hiking/Jogging

_____ Snowmobile

_____ Cross Country Skiing

_____ Four Wheel Vehicles (trucks)

_____ Other (please explain)

3. Does this project improve linkages between trail systems that provide access to recreational, natural, cultural, or historical sites and/or does it improve connections within the community or connect rural areas to backcountry recreational opportunities?

_____ Yes _____ No If yes, explain.

4. Summarize the level of public and volunteer assistance or non-traditional labor involved in project, including: public funding, private funds, fund donations, in-kind service, donated materials and labor.

5. Describe partnerships that have been or will be created to implement this project.

6. Who will operate and maintain this trail or project when completed?

7. Does this project include safety and ethics education, cultural and/or natural resource interpretation, etc.? If so, describe.

8. Will this project widen an existing trail? If so, describe the extent and locations of widening and the rationale for it. (This information is to be provided by the land managing agency).

9. What impact will this project have on the current types of trail users? Are certain types of users likely to be adversely impacted or displaced by this project? (This should be completed by land managing agency).

10. Project Time Schedule. How soon after grant agreement signing will the proposed project be initiated? Your project must be completed within two years.

11. Resource Protection and Enhancement. Please describe whether or not your project would protect and enhance natural resources, address avoidance of problem areas, or mitigation of unavoidable resource damage.

12. Trail Safety and Maintenance. What actions will this project include to address trail safety and maintenance issues and how will these actions be carried out.

13. Is any part of this trail currently under litigation?

Part C: Project Map

Include maps of the area and project specific maps, with a USGS 1:24,000 quad map at a minimum (or more, if necessary to show entire project area). Identify on project specific map locations of project area, structures, access points, trailheads and trailside facilities. If submitting a map in a larger format, provide eight **(8)** copies of each map with your application so they can be distributed to the FWP Regional Offices and Off Highway Vehicle Advisory Committee Members.

Part D: Project Cost Information

Table 1. Financial Information.

Category	OHV Grant Request	Sponsor Funds	Value of In-Kind Contributions	Total Project Costs
Design and Engineering				
Labor				
Equipment Rental				
Construction Contracts				
Materials				
Purchase/Lease of Maintenance Equipment				
Operation of Maintenance Equipment				
Total Project Costs				

Important: Identify amounts and sources of sponsor funds and in-kind contribution, including the value of volunteer labor, materials and maintenance equipment purchase, rental or lease.

Be specific: For labor, list the number of employees, salaries, # of hours and the weeks/months of year this grant will finance. For materials, list the quantities of materials and cost thereof. For rent or purchase/lease of equipment, list the items of equipment and cost per item.

Note: Grant funding may only be used on expenses directly related to the project requested in this application.

Part E: Environmental Analysis

Applicable environmental laws must be satisfied by the sponsor and land management agency involved in the project whether that project is on federal, state, county, city or private land. However, several changes to our grant application procedures relative to environmental compliance are being implemented in FY2013. We believe these changes will simplify the grant application process and make it easier for most applicants. In this discussion, MEPA refers to the Montana Environmental Policy Act, which is State Law, and NEPA refers to the National Environmental Policy Act, which is Federal Law.

Because federal and state agencies are required to coordinate with each other and each may 'tier to' or adopt by reference the other's approved environmental review, OHV grant applicants with projects occurring on U.S. Forest Service (USFS) property and other Federal lands, can now often satisfy MEPA requirements "by reference." This new process is limited to projects that have been cleared by the USFS or other Federal agency because the NEPA analysis has already been completed or because the category of work to be conducted is covered by a NEPA categorical exclusion (see next page).

The second change to our application procedures regards the public comment process. In the past, grant applicants were required to conduct a 30-day public comment period prior to the submission of a grant application to satisfy MEPA. Later, Montana State Parks also conducted a programmatic 30-day public comment period for the same applications. We have now eliminated the public comment period requirement for all applicants. The comment period to satisfy MEPA will be conducted solely by Montana State Parks. Therefore, even for applicants that must complete an Environmental Analysis, the applicant will not be required to conduct a public comment period prior to submitting an application by the August 1, 2012, deadline.

A third change involves required documents for those applicants that still need to supply an Environmental Analysis. Please note that Wildlife Review Forms, Fisheries Review Forms, and Noxious Weed Reports are no longer required in any case.

As in the past, the following types of OHV grant projects are exempt from completion of an Environmental Analysis:

- Ethics or safety education materials or programs
- Portable exhibits and displays

To help facilitate the grant application process, the following matrix should provide guidance to prospective grant applicants. When in doubt, do not hesitate to call the OHV Program Manager with questions.

OHV Grant Application Guidelines	
Action	**Response**
Submit OHV grant application for an approved trail system on U.S. Forest Service property that has NEPA clearance.	Applicant may adopt the approved NEPA analysis or categorical exclusion by reference (see next page).
Plan to submit OHV grant application for a project in which all or part of the project is outside the "footprint" of an approved trail system and with no valid NEPA clearance.	A new NEPA environmental analysis must be completed by the U.S. Forest Service before applicant can apply. Once NEPA is completed, applicant may adopt the NEPA analysis by reference (see next page) with new application.
A new MEPA Environmental Analysis is submitted as part of the grant application and it is not possible to adopt an approved environmental analysis by reference.	Wildlife review forms, fisheries review forms, noxious weed reports, and a MEPA public comment period (conducted by the applicant) are not required.

Compliance with the Montana Environmental Policy Act

Federal and state agencies are required to coordinate with each other and each may 'tier to' or adopt by reference the other's completed environmental review. The federal and state agencies also may cooperate in the preparation of a single environmental review that is legally sufficient and valid for both NEPA and MEPA.

The project under consideration for a grant from the Montana Off Highway Vehicle Program will be completed on property owned and managed by the **Name of Agency** (U.S. Forest Service, U.S. Bureau of Land Management, etc.). The project is an activity that fits the type of actions described in FSH 1909.15 – NEPA Handbook (323.12(4): 'Repair and maintenance of roads, trails, and landline boundaries,' and is categorically excluded from further environmental analysis under the National Environmental Policy Act [refer to 36 CFR 220.6(d)(4)].

> (4) Repair and maintenance of roads, trails, and landline boundaries. Examples include but are not limited to:
> (i) Authorizing a user to grade, resurface, and clean the culverts of an established NFS road;
> (ii) Grading a road and clearing the roadside of brush without the use of herbicides;
> (iii) Resurfacing a road to its original condition;
> (iv) Pruning vegetation and cleaning culverts along a trail and grooming the surface of the trail; and
> (v) Surveying, painting, and posting landline boundaries.

We hereby adopt this Federal NEPA environmental analysis by reference to comply with the Montana Environmental Policy Act. The Project Sponsor has received permission from the federal land-managing agency to conduct the project described in this grant application.

Project Sponsor: _____

Project Title: _____

Project Location: _____

Brief Scope of Work: _____

_____

Date: _____

Preparer/ Agency: _____ (please print legibly)

Signed: _____

Part F: Letters of Support