

OHV Recreation Grant Program Guide



2024

Introduction

Utah takes great pride in its extensive off-highway vehicle (OHV) trail system, spanning over 80,000 miles and covering various trail networks throughout the state. This remarkable achievement is made possible through collaboration with city, county, nonprofit, state, tribal, and federal partners. Among these vast trails, approximately 1,200 miles are groomed complexes, forming Utah’s 13 snowmobile complexes.

During the 2018 General Session, the state introduced House Bill 143, sponsored by Representative Michael Noel and Senator Evan Vickers. This bill brought about crucial changes to the registration process and uniform statewide fees for ATVs and UTVs, certain motorcycles, and street-legal OHVs. These modifications paved the way for the OHV Program to establish an innovative funding source through grants. Among these grants, the OHV Recreation Grant (OHVR) stands tall, consisting of six distinct funding categories.

To support the growth and maintenance of the OHV program, an annual allocation of \$3.5 million is designated from OHV registration funds to the Division of Outdoor Recreation (DOR) OHV Program. In 2022, DOR further extended its support by including funding for snowmobiles, resulting in the addition of the sixth funding category we have today. In 2023, DOR created a Year-Round OHV Land Acquisition Grant. Learn more about this opportunity by reading within!



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Grant Categories



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Trail Work: Trail work remains the primary focus of this grant, supporting projects such as the construction, enhancement, operation, acquisition, and maintenance of publicly owned or administered OHV facilities, including infrastructure. This includes the development and restoration of trailside and trailhead facilities, the acquisition and leasing of trail construction and maintenance equipment, as well as assessments of trail conditions for accessibility and upkeep.

Access Protection: Eligible projects in this category support entities participating in federal travel management processes. Applicants must collaborate with our partner agency, the Public Lands Coordinating Office (PLPCO), and submit a coordination form to program staff at least 10 days before the grant cycle's end date.

Education: Funds may be allocated to the development and dissemination of publications and the operation of educational programs that promote safety, courtesy, and resource conservation related to OHV trails. This includes non-law enforcement trail safety and trail-use monitoring patrol programs.

Search and Rescue (SAR): SAR funding can be utilized for procuring OHVs for OHV SAR, medical equipment, trailers, radios, drones, safety gear, and more. This category requires additional information and statistics regarding OHV-related SAR activities.

Snowmobile: Projects in this category cover grooming, maintenance, and equipment procurement for snowmobiles. This includes snowmobiles, groomers, trail cats, trailers, warming huts, beacons, avalanche forecasting, and snowmobile safety and education.

OHV Tourism: OHV Tourism funding is dedicated to promoting destination areas to boost visitation.

OHV Land Acquisition: This grant is open year-round, and applicants can apply anytime throughout the year. This grant category is for the purchase of property for trails, trailheads, leases, right-of-way (ROW), easements, and land assessments. It remains open year-round to facilitate land acquisition in Utah's competitive market.

Overview

This table provides a snapshot of what to prepare for when applying for the OHVR Grant.

| | |
|---|--|
| General Eligibility Requirements | <ul style="list-style-type: none"> ▪ Eligible Applicants: Eligible applicants: Municipalities, counties, state, federal and tribal governments, and OHV organizations incorporated as nonprofit corporations in the state. ▪ Public Use: The project must be open for public use. ▪ OHV Opportunity: Must benefit the OHV community in the state of Utah. Projects that are intended for a mixture of motorized and non-motorized recreation, must provide matching funds that cover the non-motorized portion of the project. |
| 2024 Grant Cycles | <p>Spring: Opens February 1 and Closes April 2, 2024 at 5 p.m. MST</p> <p>Summer: Opens June 3 and Closes July 31, 2024 at 5 p.m. MST</p> |
| Early Review Deadlines | <p>Spring: Friday, March 15, 2024 at 5 p.m. MST</p> <p>Summer: Monday July 15, 2024 at 5 p.m. MST</p> |
| Trail Work | <p>Grant awards range from \$1,500 to \$350,000 per application. Additional funding can be requested for trail work and will be reviewed on a project-by-project basis.</p> <p>NOTE: If your request exceeds \$350,000, an in-person or virtual presentation and Q&A are mandatory at the review meeting.</p> |
| Access Protection | <p>Grant awards range from \$1,500 to \$350,000 per application. Additional funding can be requested for access protection and will be reviewed on a project-by-project basis.</p> <p>NOTE: If your request exceeds \$350,000, an in-person or virtual presentation and Q&A are mandatory at the review meeting.</p> <p>A required coordination form must be sent to racheltoke@utah.gov at least 10 days prior to the end of the grant cycle.</p> |
| Education | <p>Grant awards range from \$1,500 to \$350,000 per application. Additional funding is not allowed for this category.</p> |
| Search and Rescue (SAR) | <p>Grant awards range from \$1,500 to \$150,000 per application. Additional funding is not allowed for this category.</p> |
| Snowmobile | <p>Grant awards range from \$1,500 to \$150,000 per application. Additional funding is not allowed for this category.</p> |
| OHV Tourism | <p>Grant awards range from \$1,000 to \$15,000 per application. Additional funding is not allowed for this category.</p> |
| Year-Round OHV Land Acquisition | <p>Grant awards range from \$10,000 to \$1,000,000 per application. Additional funding is not allowed for this category.</p> |

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Overview (continued)

Match Component

- All grants require matching funds
- Matching funds for SAR projects must be specific to OHV usage. OHVR cannot fund non-motorized project items.
- OHV Tourism requires at least a 25% cash match
- The Year-Round OHV Land Acquisition Grant requires a minimum 15% match, with in-kind contributions limited to a maximum of 5% of the project's matching funds.

Contract and Reporting Requirements

All projects are granted a 28-month completion window. Work must commence within 180 days from the contract's effective date.

Closeout documents should be submitted either upon project completion or within 60 days of the contract's end date. Timely submission is crucial to ensure grant reimbursement. Failure to do so may result in a delay or denial of reimbursement.

Awardees in need of financial assistance can request up to 75% of the award before project completion. These funds must be expended within six months. The remaining 25% is contingent on a complete project closeout, including documentation of funding usage and may require project inspection.

To receive full reimbursement, awardees must meet their project's matching percentage. Reimbursement funds will be granted up to the amount spent. For instance, if initially awarded \$10,000 but only spending enough to qualify for \$8,000, awardees will receive a reimbursement of \$8,000.

All funded projects or programs require final reports.



OHVR Grant Project Selection & Exploration



Analyze the OHV Community Needs

To adequately address the unique needs of your community, it is vital to consider various factors such as its distinct characteristics, demographics, geographical features, and specific OHV requirements. Engaging the community in the planning process is essential as it ensures their active participation and support for the proposed project.

Begin by identifying whether there is an existing demand for OHV recreational amenities in your area or if the project presents an exciting new opportunity. If it involves a trail, consider if it fosters physical connections between resources, links existing community or regional trails, improves access to OHV recreational opportunities, and enables residents to use OHVs effectively.

If the project revolves around a facility, clearly define the scope of construction. If it is an education campaign, outline the key messages, curriculum, delivery methods, and expected outcomes. It is essential to emphasize the relevance and impact of the campaign on promoting responsible OHV use and safety within the community.

Support your analysis with relevant data and information about the current and projected usage of OHV facilities in the area. Utilize visitor statistics, traffic counts, or any other pertinent data to demonstrate the existing demand and potential growth for OHV activities.

By considering the OHV needs, involving the community, and presenting comprehensive data, the planning process will lead to a well-supported and successful OHV recreation project tailored to the unique requirements of your community.

Plan It Out

Within the OHVR Grant framework, successful grant recipients will have 28 months to finalize their projects. To secure the grant, applicants must effectively demonstrate to the reviewing council that their project is "shovel ready" and will be executed within the designated time frame.

Large Events

Well-planned trail or land acquisition projects can be used as staging areas to host significant events such as rallies, jamborees, trail events, recreation-based community gatherings, and more. A well-marketed and targeted event can bring a crowd of visitors to the community who spend money on lodging and local restaurants. Is your trail, track, route, etc., suitable for hosting OHV events? Is there potential for increasing capacity or access to a nearby amenity to accommodate large groups or new events?



Phasing

Is your project a multi-year effort such as an ongoing education campaign, network of OHV trails or restoration with several OHV types that will benefit? If so, we recommend the project be divided into manageable segments or phases. A grant applicant who receives OHVR funding for phase one of a long trail could apply for phase two or three after the first trail segment is completed.

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Timeline

Having a well-defined project timeline is crucial as it provides a detailed map of the work to be carried out in the coming months, ensuring proper allocation of project resources once it commences

Planning

A full planning process should occur before you write the grant application. Proper planning ensures the OHV project objectives will be met and guarantees adequate funds to complete the project. Seek advice from the appropriate experts; consult with land managing agencies, vendors, OHV user groups, engineers, your attorney, and your community. Before commencing the project, it is essential for your team to establish a well-thought-out overall plan. This plan plays a critical role in enabling your organization to accurately estimate the total effort and duration required to successfully accomplish the project's objectives. Developing a clear scope of work and a robust project plan lays a solid foundation for smooth and efficient project execution.

Volunteers

OHV community volunteers play a crucial role in maximizing limited budgets and enhancing the project's capabilities. With adequate support to recruit, organize, train, and manage volunteers, they can become a valuable asset to any endeavor. Utah, recognized as a volunteer-friendly state, proudly holds the top spot nationwide, boasting an impressive volunteering rate of 51%.

While projects that involve volunteers are highly encouraged, they are not mandatory.

Considerations for Accessibility in Your Project

OHVs can be a great equalizer for people with physical challenges. Small changes to trailhead infrastructures, such as ADA-compliant bathrooms and parking lots can open their use for people of all disabilities. Please keep this in mind when planning your project so you can find opportunities to meet everyone's needs with OHV recreation.



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Examples of Funded OHVR Projects

The OHVR Grant program aims to fund a diverse range of projects in OHV activity, ability, and season. To see the full list of awarded projects, visit our website at recreation.utah.gov/grants/ohvr

Trail Work



FLINT TRAIL TO BIG RIDGE TWO PIPE LOOP, HAPPY CANYON TRAILS

Applicant: Wayne County Road Department

Awarded: \$170,000

Description: The Wayne County Road Department proposed an OHVR trail restoration project for the Flint Trail to Big Ridge, Two Pipe Springs Loop, Happy Canyon Loop, and the Poison Springs Trail system. This project is a collaborative effort with Garfield County to improve and provide access to these trails for OHV enthusiasts.

Strengths: Collaboration between Wayne and Garfield County while utilizing previously acquired equipment through grant cycles to successfully accomplish the project.

Access Protection



PARTICIPATING IN BLM TRAVEL MANAGEMENT PLANS

Applicant: Ride with Respect

Awarded: \$97,000

Description: To protect OHV access of all kinds, Ride with Respect will continue participating in the BLM's development of Travel Management Plans across the southeast half of Utah, which covers over ten thousand miles of motorized routes. Conducting research and consulting local access advocates will help to produce input that complements state interests and assists in effectively managing OHV recreation.

Strengths: Non-profit organization leads in preserving extensive OHV opportunities with broad coverage with the help of local consultation.

Education



PAILS FOR NAILS, OHV POCKET TRAIL GUIDE, & DON'T BURN CAMPAIGN

Applicant: Juab County Tourism Department

Awarded: \$81,000

Description: The project addressed the issue of harmful nails in Little Sahara Sand Dunes caused by burned wood pallets. Juab County Tourism's Don't Burn Pallets campaign seeks to reduce nail debris. They successfully hosted the 2023 Pails for Nails event and plan to expand and enhance it in May 2024.

Strengths: Leverages community involvement to drive ongoing enhancements for future visitors, all while advocating for responsible OHV recreation.

POLARIS XPEDITION UTV

Applicant: Utah County Sheriff Search and Rescue

Awarded: \$60,308

Description: This project funded the purchase of a new fully enclosed Polaris Xpedition UTV. This machine has the ability to fold the rear seats flat and provide room for a litter to be placed in the rear of the machine and the patient to be transported without remaining in the elements, rain, snow, sun, and wind. It also funded the purchase of two Motorola APX 8500 dual-band radios to outfit this UTV as well as a second OHV vehicle used by Utah County Search and Rescue.

Strengths: Enhancing patient transportation in an all-weather enclosed UTV, improving communication, optimizing resource allocation, and ultimately serving the community through more efficient and versatile operations.

Search and Rescue



MOTORIZED AVALANCHE FORECASTING

Applicant: Utah Avalanche Center

Awarded: \$128,787

Description: This project significantly enhances free avalanche and mountain weather forecasts, along with crucial safety resources, tailored to guide the decision-making and terrain choices of snowmobilers, snowbikers, and other motorized users throughout Utah, achieving this by dedicating forecast staffing, establishing a new weather station, upgrading existing ones, providing snowmobile trailers for safe trailhead travel, and equipping forecasters with personal protective gear, all of which collectively contribute to more precise forecasts and safer fieldwork in motorized regions.

Strengths: Comprehensive approach to enhancing avalanche forecasts and safety resources for motorized backcountry users across Utah, encompassing staffing, weather station improvements, equipment provision, and safety measures, ultimately contributing to safer and more informed outdoor experiences.

Snowmobile



PAIUTE TRAIL | PARKER MOUNTAIN EXPANSION - MARKETING

Applicant: Paiute Trail Committee

Awarded: \$10,000

Description: The Paiute Trail is expanding to include the Parker Mountain complex primarily located in Wayne County, and the Paiute Trail committee plans to educate the public on the availability of these additional trails, while also educating visitors/users on how to properly experience the Paiute Trail in its entirety.

Strengths: Capacity to attract and accommodate OHV enthusiasts through the expansion of the Paiute Trail, offering a wider range of experiences, and its commitment to educating visitors on responsible and comprehensive trail use, enhancing the overall OHV tourism experience.

OHV Tourism





Trail Work

Trail work projects are dedicated to maintaining, enhancing, and expanding the state's OHV trail network, providing riders with thrilling adventures while promoting responsible stewardship. Projects that predominantly involve trail work will receive more competitive scores during the recommendation process.



Grant Awards

Grant awards range from \$1,500 to \$350,000 per application. Additional funding for trail work can be requested and will be reviewed on a project-by-project basis. Please note that if your request exceeds \$350,000, an in-person or virtual presentation and Q&A session are mandatory during the review meeting.

Eligible Requests - If there are funding requests that you wish to apply for but are not listed here, please reach out to racheltoke@utah.gov for further assistance.

| Eligible Requests | |
|--|---|
| <p>Construction</p>  | <p>Trail Infrastructure: This includes bridges, culverts, water diversion structures, wet area crossings, and other vital components that ensure safe and sustainable OHV trails.</p> <p>Trail Design and Development: Building and designing new OHV trails, ensuring riders have access to thrilling and well-planned routes.</p> <p>Trail Facilities: Development and rehabilitation of trailside and trailhead facilities, kiosks, interpretive signage, parking lots, restrooms, and concrete aprons, all designed to enhance the overall OHV experience.</p> <p>Trail Accessibility: Gravel or pavement for County D roads that provide access to OHV trails, staging areas, and parking lots, promoting ease of use for OHV enthusiasts.</p> <p>Maintenance and Upkeep: This includes grooming of motocross tracks, treadwork, resurfacing, grading, restoration, vegetation and obstruction removal, as well as trail signage, markers, and delineation to ensure the safety and longevity of established OHV trails and routes.</p> |
| <p>Equipment</p>  | <p>Trail Maintenance Vehicles: Including all-terrain type III vehicles (e.g., rock crawlers or modified Jeeps not registered as motor vehicles), OHVs (with turbo UTVs reviewed on a project basis), tractors, bobcats, trailcats, skid-steers, dozers, excavators, and related equipment and accessories to facilitate trail work.</p> <p>Technology and Tools: Such as drones (up to \$2,500), GPS devices, apps, and services to assist with trail planning, mapping, and monitoring.</p> <p>Hand and Mechanized Tools: Essential tools and mechanized equipment for effective trail construction and maintenance.</p> <p>Communication Systems: Radios and communication systems to ensure connectivity and safety for trail crews, employees, and volunteers.</p> |

Eligible Requests (continued)

| | |
|---|---|
| <p>Employees</p>  | <p>Transportation and Mobilization: Covering fuel and mobilization expenses for trail work employees and volunteers traveling to the work site.</p> <p>Accommodations: Providing hotel stays for employees or volunteers traveling over 100 miles one-way to the work site.</p> <p>Compensation: Offering hourly wages to trail crews, employees, and equipment operators involved in trail construction and maintenance.</p> <p>Safety and Training: Ensuring the safety of employees with PPE, safety equipment, and training and certification opportunities to enhance their skills in trail work.</p> |
| <p>Other & Misc.</p>  | <p>Trail Assessment: Funding for assessing trail conditions for future maintenance.</p> <p>Environmental Compliance: Support for environmental assessments, feasibility studies, cultural clearances, and NEPA compliance.</p> <p>Supplies and Facilities: Including GIS mapping of new trails, essential supplies for cleanups, maintenance shops, picnic areas, and amenities.</p> <p>Permitting and Land: Covering permitting costs and land-related expenses, including purchases under \$10,000 (for larger amounts, apply under the Year-Round OHV Land Acquisition Grant), and supporting trail branding and planning initiatives.</p> |

Trail Work Checklist

| Required | |
|---|---|
| Budget Spreadsheet | Download the provided budget within the application, fill out, and attach (please keep this document in Excel). |
| Letters of Support <i>(At least two (2) letters are required)</i> | Letters of support should come from the head of the organization for each project partner to show commitment, support, and approval of the project. This should be personalized and not a form-fill letter. If the applicant has no partners for the project, we recommend reaching out to people within the OHV community that will benefit from this project. If your project takes place on public land, a letter must come from the land managing agency. Letters of support CANNOT come from the Primary or Secondary signature. |
| Location Map | Show the location of the project within your community. Identify the main roads in the community that provide access. Note other infrastructure that surrounds it. If it is a trail, it should show how it links to other recreational amenities or other trails. |
| If Applicable | |
| Appraisal Report | Required for projects that include using donated land as a match. |
| Archeological Investigation | If your project is breaking ground on a previously untouched piece of land, this is required. Applicants must consider the effects the project has on any historic property. Suppose a project intersects with a historic site. In that case, an on-site archeological investigation must be conducted, and a written evaluation of the findings must be submitted within 12 months of the project's approval. Any fees associated with hiring a principal archaeological investigator can be considered an eligible project cost. |

Trail Work Checklist (continued)

| | If Applicable |
|--|---|
| Environmental Clearance | If your Trail Work project is taking place on federal land, upload environmental clearance documentation (e.g. NEPA or RDCC). |
| Letters of Commitment or Confirmation of Donations | If a partner is committing funding to the project, please upload a letter from the partner detailing the commitment. If a partner is donating material, equipment, etc., upload a letter from the partner detailing the donation. |
| Past Funding | If your organization has received DOR funding in the past five years (OHVR, UORG, RTP, etc.), download, fill out, and attach the provided Past Funding worksheet. |
| Phased Projects | If your project is phased, upload an appropriate map identifying this phase of the project and how it connects to any previous or future phases. |
| Photos of Proposed Project | Upload any photos you have that will help solidify the need for this funding. E.g., trail restoration, building of a new trail, or trailhead facilities, etc. The Division of Outdoor Recreation has the right to use any photos or other material for the promotion and advertising of the grant. |
| Recreational Site Plan | If your project involves building new trails or trail amenities, this is required. Show a recreational site plan, engineering plans, or conceptual drawing with enough detail to determine design details such as orientation and layout of the project itself. |
| Two (2) Bids for Items over \$10,000 | REQUIRED BY NON-PROFITS: If an item is over \$10,000, please provide at least two bids or estimates for the item(s). |

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Trail Work Project Example

PAVING FROM HWY 7 TO SAND MTN OHV STAGING AREA & RESTROOM

Applicant: Desert Roads and Trail Society

Awarded: \$238,949

Description: Desert Roads and Trail Society used this funding to pave the sand access road from Hwy 7 (Sand Hollow Road) to the Sand Mountain OHV staging area and the Hurricane City Water Tank. Also, installing a two vault restroom is at the OHV staging area.



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Access Protection




Access Protection in the state of Utah plays a pivotal role in preserving the availability of trails and routes for OHV enthusiasts. With over 80,000 miles of OHV trails, the community is eager to expand, rather than diminish, this network. This proactive approach ensures that designated areas remain open and accessible for responsible OHV use.

Section 72-5-104; litigation or other legal advocacy to protect existing public lands access for off-highway vehicles; or other efforts that further the interests of preserving existing off-highway vehicle access on Utah's public lands. Off-Highway Vehicle Access Protection as used in Utah Code § 41-22-19, does not mean lobbying or political advocacy.

Grant Awards

Grant awards range from \$1,500 to \$350,000 per application. Additional funding for access protection can be requested and will be reviewed on a project-by-project basis. Please note that if your request exceeds \$350,000, an in-person or virtual presentation and Q&A session are mandatory during the review meeting.

Eligible Requests - If there are funding requests that you wish to apply for but are not listed here, please reach out to racheltoke@utah.gov for further assistance.

| Eligible Requests | |
|---|---|
|  | Documenting Access and Protecting Trails: This category involves the documentation of public right-of-ways, routes, and trails using employees, volunteers, and machinery (including OHVs and equipment). Installation of fencing and other trail materials to clearly mark open and closed access routes. Trail maintenance work performed to ensure OHV users can access and enjoy the trails. |
|  | Advocacy and Legal Protection: Litigation or other legal advocacy to protect existing public lands access. Training and advocacy. Other efforts that further the interests of preserving existing OHV access. |
|  | Resource Allocation and Planning: Fuel, mobilization, and travel expenses. Involvement in travel management and planning to increase the longevity of established OHV trails and routes. |



Access Protection Checklist

| Required | |
|---|--|
| Budget Spreadsheet | Download the provided budget within the application, fill out, and attach (please keep this document in Excel). |
| Coordination Form | This form must be completed and submitted to DOR staff (racheltoke@utah.gov) a minimum of 10 days prior to the commencement of the OHVR Grant for the relevant cycle. This document ensures that this request is not unnecessarily duplicative of other Access Protection litigation or legal work already being undertaken or expected to be undertaken by another State agency or political subdivision. |
| Letters of Support <i>(At least one (1) letter is required)</i> | Letters of support should come from the head of the organization for each project partner to show commitment, support, and approval of the project. This should be personalized and not a form-fill letter. If the applicant has no partners for the project, we recommend reaching out to people within the OHV community who will benefit from this project. Letters of support CANNOT come from the Primary or Secondary signature. |
| Location Map | Show the location of the area where your access protection efforts are focused. |
| If Applicable | |
| Letters of Commitment or Confirmation of Donations | If a partner is committing funding to the project, please upload a letter from the partner detailing the commitment. If a partner is donating material, equipment, etc., upload a letter from the partner detailing the donation. |
| Past Funding | If your organization has received DOR funding in the past five years (OHVR, UORG, RTP, etc.), download, fill out, and attach the provided Past Funding worksheet. |
| Photos | Upload any photos you have that will help solidify the need for this funding. E.g., photos of closed but accessible trails, wrongfully closed trails, etc. The Division of Outdoor Recreation has the right to use any photos or other material for the promotion and advertising of the grant. |
| Proof of OHV Closure Documentation | If your project includes protecting access to trails or an area undergoing closure, please upload any associated documentation of the closure. |

Access Protection Project Example

KANE COUNTY ROADS AND TRAILS ACCESS PROTECTION INITIATIVE

Applicant: Kane County
Awarded: \$60,000

Description: Kane County acquired two UTVs and one trailer essential for conducting a current inventory of their transportation network. The initiative will modernize and address GIS mapping, administrative access, maintenance, and signage along approximately 2,000 miles of ATV trails



Education

OHV education in Utah serves as a crucial tool for safer, more responsible OHV recreation while also benefiting the state in numerous ways. By instilling a culture of safety, courtesy, and resource conservation, you can reduce accidents and injuries. Furthermore, this culture contributes to local economies by attracting responsible OHV enthusiasts who support businesses in the region. Additionally, these projects ensure compliance with OHV regulations, collect valuable data for resource management, and engage youth in outdoor activities, fostering a lasting appreciation for Utah's public lands.

Grant Awards

Grant awards range from \$1,500 to \$350,000 per application. Additional funding is not allowed for this category due to funding limitations and the competitiveness of this category.

When Applying

When applying for funding, it's crucial to define your target audience and explain why they are the primary focus of your education project. Consider how you will measure the project's reach, both in terms of quantity (e.g., the number of impressions) and quality (e.g., the duration or extent of interaction). Furthermore, outline your plans for assessing the project's effectiveness, detailing how you intend to measure changes in perceptions or behavior among your target audience before and after project implementation. These considerations provide a comprehensive framework for evaluating the impact and success of your OHV education initiative in Utah.

Prior Approval

All educational material should be submitted to program staff for review and approval prior to dissemination.

Eligible Requests - If there are funding requests that you wish to apply for but are not listed here, please reach out to racheltoke@utah.gov for further assistance.

Education Checklist

| Required | |
|--|---|
| Budget Spreadsheet | Download the provided budget within the application, fill out, and attach (please keep this document in Excel). |
| Examples of Educational Material | Upload examples of the educational material you intend to create with OHVR funding. |
| Letters of Support <i>(At least two (2) letters are required)</i> | Letters of support should come from the head of the organization for each project partner to show commitment, support, and approval of the project. This should be personalized and not a form-fill letter. If the applicant has no partners for the project, we recommend reaching out to people within the OHV community that will benefit from this project. Letters of support CANNOT come from the Primary or Secondary signature. |
| If Applicable | |
| Letters of Commitment or Confirmation of Donations | If a partner is committing funding to the project, please upload a letter from the partner detailing the commitment. If a partner is donating material, equipment, etc., upload a letter from the partner detailing the donation. |
| Past Funding | If your organization has received DOR funding in the past five years (OHVR, UORG, RTP, etc.), download, fill out, and attach the provided Past Funding worksheet. |
| Photos | Upload any photos you have that will help solidify the need for this funding. The Division of Outdoor Recreation has the right to use any photos or other material for the promotion and advertising of the grant. |
| Two (2) Bids for Items over \$10,000 | REQUIRED BY NON-PROFITS: If an item is over \$10,000, please provide at least two bids or estimates for the item(s). |

Eligible Requests



Safety and Responsibility Campaigns: Campaigns that promote safe and responsible trail use. EMS education videos to educate OHV enthusiasts on emergency response procedures. Helmet programs aimed at increasing helmet usage among OHV riders. Trail etiquette initiatives to foster courteous behavior on trails. OHV ethics and education programs to instill responsible OHV practices. Non-law enforcement trail safety and trail-use monitoring patrol programs to ensure adherence to safety regulations.



Educational Material and Resources: Creation and dissemination of educational material related to OHV safety, conservation, and responsible use. Printing of existing maps to help OHV riders navigate designated trails. Signage specific to education, including informative trail signs. Programs designed to enhance Utah's current off-highway vehicle education programs. Human waste bags and other educational materials to promote responsible waste management on trails.



Program Support and Equipment: Funding for hourly wages for trail ambassadors, trail hosts, education specialists, and related program employees. Acquisition of trailers and OHVs specific to education purposes (turbo UTVs for education to be reviewed on a project basis). Other equipment and resources required to facilitate and support OHV education initiatives.



Education Project Example

MOAB MOTORIZED TRAIL AMBASSADOR PROGRAM

Applicant: Grand County Economic Development

Awarded: \$256,531

Description: The Grand County Active Transportation and Trails Department (GCATT) established a successful Trail Ambassador program for non-motorized user groups tailored to local issues. Now, the county, with support from local partners, is expanding the program to include the growing OHV community. This year, paid part-time Motorized Trail Ambassadors with a background in OHV recreation and knowledge of local trails educate the public at popular trails and trailheads and provide "preventative SAR" services to improve trail safety. With funding, they've hired a full-time Motorized Trail Ambassador who can continue to develop the program with the addition of two UTVs and two trailers.

Search and Rescue (SAR)

As Utah's population rapidly grows, more people are hitting the trails or taking the family camping, contributing to the heavy stress on the teams who answer the frequent calls to help stranded, lost, or hurt individuals. As OHV visitation and sales continue to increase, budgets have not kept pace. SAR budgets and resources are stretched thin, and many communities rely heavily on their local volunteers. These needs are magnified in the sparsely populated areas of the states with an abundance of public lands. DOR recognizes that SAR teams can't easily cover the rising costs of needed equipment and gear and is here to assist small and large OHV communities in an effort to offset the wear and tear of these calls.

Grant Awards

Grant awards range from \$1,500 to \$150,000 per application. Additional funding is not allowed for this category due to funding limitations and the competitiveness of this category.




SAR Project Requirements

SAR Statistics: Applicants should demonstrate the need with relevant data. SAR/EMS teams should provide the average annual number of incidents they respond to and provide projections of future incidents. Applicants should provide details about the percentage of rescue calls that directly involved OHV users.

Utah-Based: DOR is focused on supporting SAR needs within Utah. For applicants in counties that share a border with another state, a letter of intent must be provided detailing that the usage of funds will primarily benefit Utah's OHV community.

Percentage of OHV SAR: OHVR funding comes solely from OHV registration dollars and can ONLY fund the portion of SAR that pertains to OHVs and/or snowmobiles. If most of the equipment, machines, radios, etc. will be used for non-motorized SAR, then the applicant's match must reflect this.

Eligible SAR Projects - If there are funding requests that you wish to apply for but are not listed here, please reach out to racheltoke@utah.gov for further assistance.

| Eligible Requests | |
|---|---|
|  | Machines: UTVs, snowmobiles, motorcycles, Argos, ATVs, and sometimes E-bikes to help SAR calls be mobile and react quickly to injured or immobilized OHV users. |
|  | Equipment: Equipment includes trailers, med beds, medical equipment (defibrillators not included), and gear, radios and communication systems, helmets, PPE, SAR drones, street-legal kits, fire extinguishers, GPS (devices, services, apps), medical lights, hitches, etc. |
|  | Training and certifications: AVY 1,2,3 Instructor courses for OHV Operation, etc. A small portion of funding can be used for medical personnel training. |

SAR Checklist

| Required | |
|---|---|
| Budget Spreadsheet | Download the provided budget within the application, fill out, and attach (please keep this document in Excel). |
| Letters of Support <i>(At least two (2) letters are required)</i> | Letters of support should come from the head of the organization (commanding officer, chief, lieutenant, etc.). Project partners are intended to show commitment, support, and approval of the project. This should be personalized and not a form-fill letter. Letters of support CANNOT come from the Primary or Secondary signature. |
| Location Map | Show the location of your SAR or EMS team's jurisdiction. |
| Two (2) Bids for Items over \$10,000 | If an item is over \$10,000, please provide at least two bids or estimates for the item(s). |
| If Applicable | |
| Border Organization Letter | For applying organizations that border other states, upload a letter of intent detailing that the usage of funds will primarily benefit Utah's OHV community. |
| Letters of Commitment or Confirmation of Donations | If a partner is committing funding to the project, please upload a letter from the partner detailing the commitment. If a partner is donating material, equipment, etc., upload a letter from the partner detailing the donation. |
| Past Funding | If your organization has received DOR funding in the past five years (OHVR, UORG, RTP, etc.), download, fill out, and attach the provided Past Funding worksheet. |
| Photos | Upload any photos you have that will help solidify the need for this funding. E.g., photos of old equipment, photos taken during SAR calls, etc. The Division of Outdoor Recreation has the right to use any photos or other material for the promotion and advertising of the grant. |
| SAR Stats | Applicants should have accurate numbers for past SAR calls. Provide the average annual number of incidents responded to and projections of future incidents. Applicants should provide details of rescue calls that directly involved OHV users and non-OHV users. |



Search and Rescue Project Example

WASATCH SAR MEDBED

Applicant: Wasatch Search & Rescue

Awarded: \$43,162

Description: Wasatch Search & Rescue purchased a machine and modified it to fill the role of a backcountry ambulance. This SXS will include a Stokes with a backboard mounted in the bed of the machine. This stokes also included a wheel for single track patient transport. This new SXS will replace the current medbed that they've used for the past six years. Their old machine will be moved to our second response team.




Snowmobile

The Snowmobile category offers a wide range of support for projects that facilitate safe and responsible motorized winter recreation for Utah residents, including trail development and grooming efforts that create well-maintained and accessible routes for snowmobilers to explore.

Grant Awards

Grant awards range from \$1,500 to \$150,000 per application. Additional funding is not allowed for this category due to funding limitations and the competitiveness of this category.

Eligible Requests - If there are funding requests that you wish to apply for but are not listed here, please reach out to racheltoke@utah.gov for further assistance.

| Eligible Requests | |
|---|---|
|  | Safety and Awareness Initiatives: Avalanche awareness initiatives. Avalanche forecasting and condition reporting. Purchase of beacons and way-points. Safety equipment, gear, and helmets. Snow-specific SAR or EMS equipment. |
|  | Trail Development and Maintenance: Building and designing new trails. Environmental assessment, feasibility studies, cultural clearance, and NEPA compliance. Fuel and mobilization expenses. GIS mapping of new trails. Groomers, snowcats, and related equipment for trail maintenance. Grooming tools and mechanized equipment. Hourly wage for trail crews, employees, and equipment operators. Maintenance shops and structures. Parking lots, parking barriers, and staging areas. Pit toilets, restrooms, concrete aprons, etc. Trail counters. Trail planning and design. Trail signage, markers, etc. Trailers for transportation of equipment and supplies. UTV tracks specifically designed for snow use. Warming huts, yurts, shelters, etc. |
|  | Technology and Communication: GPS devices, apps, services, etc. Radio and communication systems for trail crews, employees, and volunteers. Snowmobiles for patrol and maintenance. Training and certification programs to enhance skills and safety in snowmobiling. |



Snowmobile Checklist

| Required | |
|---|---|
| Budget Spreadsheet | Download the provided budget within the application, fill out, and attach (please keep this document in Excel). |
| Letters of Support <i>(At least two (2) letters are required)</i> | Letters of support should come from the head of the organization for each project partner to show commitment, support, and approval of the project. This should be personalized and not a form-fill letter. If the applicant has no partners for the project, we recommend reaching out to people within the OHV community that will benefit from this project. If your project takes place on public land, a letter must come from the land managing agency. Letters of support CANNOT come from the Primary or Secondary signature. |
| Location Map | Show the project location within the community. On the map, identify the main roads that provide access, and any infrastructure that surrounds it. |
| If Applicable | |
| Border Organization Letter | For applying organizations that border other states, upload a letter of intent detailing that the usage of funds will primarily benefit Utah's OHV community. |
| Letters of Commitment or Confirmation of Donations | If a partner is committing funding to the project, please upload a letter from the partner detailing the commitment. If a partner is donating material, equipment, etc., upload a letter from the partner detailing the donation. |
| Past Funding | If your organization has received DOR funding in the past five years (OHVR, UORG, RTP, etc.), download, fill out, and attach the provided Past Funding worksheet. |
| Phased Projects | If your project is phased, upload an appropriate map identifying this phase of the project and how it connects to any previous or future phases of the plan |
| Photos | Upload any photos you have that will help solidify the need for this funding.. The Division of Outdoor Recreation has the right to use any photos or other material for the promotion and advertising of the grant. |
| Two (2) Bids for Items over \$10,000 | REQUIRED BY NON-PROFITS: If an item is over \$10,000, please provide at least two bids or estimates for the item(s). |



Snowmobile Project Example

SUMMIT COUNTY SAR SNOWMOBILE UPGRADE

Applicant: Summit County Sheriff Search and Rescue
Awarded: \$54,000

Description: Summit County purchase four deep snow-capable snowmobiles to support snowmobile/tracked UTV SAR operations in Summit, Wasatch, and Duchesne Counties. These snowmobiles replaced older, less capable machines, thus improving public and responder safety.

OHV Tourism

By actively promoting OHV recreation through grants and incentives, Utah is not only fostering a sense of adventure and exploration but also driving economic growth in its rural areas. Visitors drawn to the state for OHV experiences contribute significantly to the vitality of local economies, creating jobs, bolstering community development, and ultimately improving the quality of life for residents in these regions.

Grant Awards

Grant awards range from \$1,000 to \$15,000 per application. Additional funding is not allowed for this category due to funding limitations and the competitiveness of this category.

Matching Funds

The OHV Tourism category requires at least a **25% cash match**.

When Applying

When applying for funding, it's crucial to assess the previous year's tourism activity in your region, specifically focusing on the extent of OHV recreation-based tourism. Understanding the volume and impact of OHV-related tourism will help tailor your project to the local context. Additionally, establish clear metrics to measure the project's impact, both quantitatively and qualitatively. Consider factors such as increased visitation, extended stays, heightened business activity, and other relevant indicators to assess the project's effectiveness and its contribution to the local economy and community development.

Prior Approval

All OHV Tourism material should be submitted to program staff for review and approval prior to dissemination.

Eligible Requests - If there are funding requests that you wish to apply for but are not listed here, please reach out to racheltoaker@utah.gov for further assistance.

Eligible Requests

Marketing and Promotion

Billboards: Utilizing billboards effectively spreads awareness about OHV tourism, attracting visitors to rural communities and supporting local businesses.
Digital Marketing: Social media, banner ads, native ads, video, pre-roll ads, and email marketing campaigns enhance outreach, engaging potential tourists through online platforms.
Print and Publications: Fliers, direct mail, and paid content in relevant magazines, newspapers, and local guides help disseminate information about OHV experiences, boosting tourism to rural areas. This also includes the reprinting of existing OHV maps.

Research and Strategy

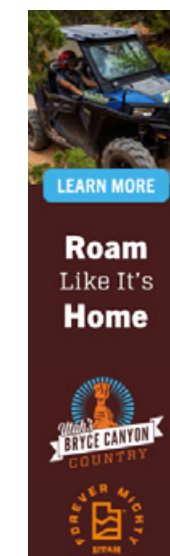
Research for Effective Marketing: Funding for research initiatives assists in understanding the preferences and behaviors of OHV enthusiasts, enabling the creation of more effective marketing strategies to attract visitors to Utah's rural regions.

Multimedia Advertising

Sport, Cable TV, or Radio Ads: Advertising on sports, cable TV, and radio channels enhances visibility and persuades potential OHV enthusiasts to explore Utah's offerings.
Trail Branding: Promoting OHV trails through branding initiatives not only helps attract visitors, but also fosters a sense of identity and adventure, making Utah a top choice for outdoor enthusiasts seeking OHV experiences.

OHV Tourism Checklist

| Required | |
|---|---|
| Budget Spreadsheet | Download the provided budget within the application, fill out, and attach (please keep this document in Excel). |
| Examples of OHV Tourism Material | Upload examples of the material you intend to create with OHVR funding. |
| Letter From County Tourism Director | Upload a letter from the County's Tourism Director to show that coordination has taken place between the applicant and the county. If the applying organization is the county's tourism director, please provide two letters of support (see information below). |
| Letter is Support <i>(At least one (1) letter is required)</i> | Letters of support should come from the head of the organization for each project partner to show commitment, support, and approval of the project. This should be personalized and not a form-fill letter. If the applicant has no partners for the project, we recommend reaching out to people within the OHV community that will benefit from this project. Letters of support CANNOT come from the Primary or Secondary signature. |
| If Applicable | |
| Letters of Commitment or Confirmation of Donations | If a partner is committing funding to the project, please upload a letter from the partner detailing the commitment. If a partner is donating material, equipment, etc., upload a letter from the partner detailing the donation. |
| Past Funding | If your organization has received DOR funding in the past five years (OHVR, UORG, RTP, etc.), download, fill out, and attach the provided Past Funding worksheet. |
| Phased Projects | If your project is phased, upload future plans phases of the project and how it connects to any previous phases. |
| Two (2) Bids for Items over \$10,000 | REQUIRED BY NON-PROFITS: If an item is over \$10,000, please provide at least two bids or estimates for the item(s). |



OHV Tourism Project Example

GARFIELD COUNTY OHV TOURISM PROJECTS

Applicant: Garfield County Tourism
Awarded: \$15,000

Description: Garfield County is boosting their OHV tourism through strategic marketing initiatives highlighting the thrill and beauty of their region's off-road destinations. Through this grant, they developed a comprehensive marketing campaign targeting adventure enthusiasts, promoting their trails as premier OHV destinations while ensuring sustainable practices.

Year-Round OHV Land Acquisition Grants

Allowable applicants can apply at need for funding to purchase land, ROWs, and easements. A portion of funding can be used for title work, legal descriptions, and surveying of the land intended for purchase.

Grant Awards

Grant awards range from \$10,000 to \$1,000,000 per application. Additional funding is not allowed for this category. If your request is less than \$10,000, please apply during the regular cycle under Trail Work.

Matching Funds

This grant requires **at least a 15% match**. Matching funds can be composed of primarily cash or solely cash. Applicants are allowed to put in no more than 5% of in-kind matching funds.

When Applying

When considering OHV land acquisition, several key factors should be taken into account. Firstly, prospective land should be available for OHV access for a minimum of 100 years, ensuring long-term use and enjoyment. The acquired property should retain its intended purpose for the same duration and cannot be resold, but it may be donated or transferred to another entity, provided the purpose remains unchanged and proper notification is given to DOR. Additionally, it's essential to be transparent about access fees charged to OHV users, as DOR must be informed. Furthermore, when collaborating with multiple partners in the acquisition process, the entity receiving the real estate should serve as the primary contact on the application. In cases where the recipient is not the largest financial contributor, the largest contributor should be designated as the substitute contact, ensuring clarity and accountability in the acquisition process.



Funding Requests for the Year-Round OHV Land Acquisition Grant



Eligible

Purchase of Land: Acquiring land for the development of OHV trails, enhancing connectivity, and ensuring ongoing access for OHV enthusiasts.

Rights of Way (ROWs), Leases, and Easements: Procuring rights of way, leases, and easements on a range of properties, including private, public, tribal, and federal lands, to facilitate OHV access and trail expansion.

Legal Document Preparation: Covering costs associated with preparing essential legal documents for the land acquisition process, ensuring compliance with regulations and requirements.

Title Work and Legal Descriptions: Funding expenses related to title work and legal descriptions, ensuring accurate land ownership and legal framework for OHV use.

Surveying of Land: Supporting land surveying activities to precisely define the boundaries and features of the purchased land, enabling effective planning and development for OHV purposes.



Ineligible

- The cost of building, improvements, equipment, furnishings, or machinery if it is the principal purpose of the activity since such items are not real property. They may, however, qualify under trail work.
- Acquisition of property that is then expected to be sold.
- Acquisition of real property to individuals and private for-profit entities to acquire property to be rehabilitated or sold.
- Administrative costs (i.e. salaries, retainers, travel, food and beverage, lodging, gifts/awards, or entertainment for personnel and/or volunteers of organizations)
- Projects already in progress
- Interest, reduction of deficits or loans
- Purchase of real property for non-motorized use

Matching Funds for the Year-Round OHV Land Acquisition Grant



Eligible

- Cash
- Donated material & equipment
- Donated funds
- Employee or administrative costs (minus fringe benefits) specific to this grant
- Environmental assessments
- Financial services
- Land (for specific purposes)
- Other grants
- Other required documents for the submission of this application
- Tax (related to eligible expenses)
- Transfer taxes and other costs involved in the transfer of ownership of the property
- Volunteer labor



Ineligible

- Costs accrued before awarded funding
- Fringe benefits
- Items not included in the approved budget
- Items not used exclusively for the project
- More than 5% of in-kind constituting a match
- Work to be done after the land is acquired (see Trail Work category)

OHV Land Acquisition Grant Checklist

| Required | |
|--|--|
| Budget Spreadsheet | Download the provided budget within the application, fill out, and attach (please keep this document in Excel). |
| Google Earth or ESRI Image of Land | Provide high-resolution imagery of land intended for purchase. |
| Management Plan for the Property | Upload a management plan for the property once the land is acquired. This can include recreational site plans. |
| Statement of Responsibility | Download the provided statement of responsibility, fill out, and attach. |
| If Applicable, or if You Have at the Time of Submission | |
| Appraisal Report | A comprehensive document prepared by a qualified appraiser that provides an expert assessment of the value of a piece of land. It provides a detailed analysis of these factors and compares the land in question to similar properties in the area to arrive at an accurate market value. |
| Draft of the Proposed Easement to be Recorded | A preliminary legal document that outlines the specific rights and restrictions related to the use of a property. This document establishes the terms and conditions under which the easement holder can use the designated portion of the land, ensuring clarity and legal protection for all parties involved. |
| Draft of Ancillary Closing Documents Prepared to Address Problematic Issues (if any) | Legal documents created during the final stages of a real estate transaction to resolve and mitigate any specific challenges or issues that may have arisen in the course of the purchase. These documents are designed to tackle unique problems or contingencies not covered by standard contracts, such as unresolved title issues, property boundary disputes, or outstanding liens. |
| Letter From a Federal, State, or Local Entity Stating They Accept the Property | REQUIRED BY NON-PROFITS: A letter to ensure that the acquired land aligns with the intended charitable or public benefit. This letter serves as a critical confirmation that the property will be accepted and utilized in a manner consistent with the nonprofit's mission or a public agency's purposes. |
| Recent Survey (as applicable) | An up-to-date and accurate depiction of the property's boundaries, dimensions, and features. This survey ensures that both the buyer and seller have a clear understanding of the property's physical layout and legal description. |
| Title Insurance Report | This report is a comprehensive examination of the property's ownership history, legal claims, encumbrances, and potential defects in title. By identifying any existing issues or claims against the property, such as unpaid liens, boundary disputes, or outstanding legal judgments, a Title Insurance Report enables buyers to make informed decisions and mitigates the risk of unforeseen legal challenges after the purchase. |

Post-Award Requirements - Before Land Purchases

Should an award be made where OHVR funds will be applied to the cost of real property, copies of the following documents are required prior to the real estate transaction. While it is understood that these documents may not be available at the time of an applicant's submission, applicants are encouraged to include any documentation that is currently available.

- Recent appraisal by a licensed appraiser
- Recent survey (as applicable) map and clear legal description of the property
- Title insurance report
- Draft of the proposed easement to be recorded (if applicable)
- Drafts of ancillary closing documents prepared to address problematic issues (if any)

For OHV nonprofit organizations

- A letter from a federal, state, or local entity stating they accept the property.

OHV Land Acquisition Project Example

BEAVER MAIN STREET TRAILHEAD

Applicant: Tushar Mountain ATV Club

Awarded: \$76,500

Description: Tushar Mountain ATV Club purchased a vacant lot at the corner of Main St. and 600 North, allowing OHV access to the Beaver Trailhead. The purchase of the lot provides an opportunity to have a trailhead on Main Street with direct access to the Paiute Trail.



Ineligible Requests and Matching Funds All OHVR Categories

Funding Requests



Ineligible

- Benefits for employees and volunteers
- Clothing (PPE and specific uniforms are eligible)
- Employee and volunteer pay for SAR
- Food and water
- Funding to rehabilitate County A, B, and C roads
- Grant management/administration
- Insurance: This includes insurance for employees, medical, vehicle, or projects.
- Items not used exclusively for the project
- Landscaping
- Law enforcement
- Lobbying and political advocacy
- Non-motorized items & equipment
- Plane tickets, car rentals, etc.
- Registered Vehicles: This includes cars, trucks, jeeps, etc.
- Promotional Items: Swag, grab bags, and promotional materials
- Sales tax
- Shipping & Handling (unless included in approved budgets)
- Trail mapping of existing trails

Matching Funds



Eligible

- Cash
- Donated material & equipment
- Donated funds
- Employee equipment
- Employee labor
- Land (for specific purposes)
- Non-motorized items
- Other grants
- Shipping & handling (related to eligible expenses)
- Tax (related to eligible expenses)
- Volunteer equipment
- Volunteer labor



Ineligible

- Employee hours for grant management/administration
- Employee hours for grant writing
- Items not included in the approved budget
- Items not used exclusively for the project
- Meals for employees

Contingency Costs: A contingency to finance the unexpected expenses of the project is allowed. Include this in the budget spreadsheet as a separate line item. Contingency costs should not exceed 10% of the total requested funding of the project.

Matching Requirements - *Skin in the Game*: Applicants are not required to provide cash contributions to the project, but it is strongly encouraged. Projects with more cash than in-kind contributions will be scored higher. Projects that are not 100% motorized must provide some form of cash to offset the non-motorized side of the project (relevant for SAR projects). Partnerships that include meaningful private contributions as part of their match are encouraged. Applicants with generous financial partners must make some type of cash contribution of their own to demonstrate commitment. All matching resources must be eligible costs.

When applying with unsecured funds as a match, applicants must provide detailed contingencies on how the project can still be completed if the unsecured funding sources do not come through.

Labor and Volunteers: The value of labor is generally the wage rate of unskilled labor in the immediate area (usually minimum wage). For skilled workers working in their trade, the rate is the actual wage these workers are typically paid for their labor. Applicants should count work completed by a trail group's experienced volunteers as skilled labor. In both cases, only base wage rates are allowable, exclusive of any fringe benefits. Accurate time records must be regularly maintained. Timesheets should include the date; hours worked on the site, type of work performed, and supervisor's signature.

Utah's current volunteer rate will be listed on the provided budget spreadsheet.

Equipment: Rates for equipment used on the project may not exceed its fair rental rate.

Employees as an In-Kind Match: Applicants can count their employees' hours spent on the project as an in-kind match. The match must be well-documented during the project construction. If not needed as a match, it is still helpful to count the grant recipient's labor and that of their employees to measure the project's full value.

Donations: Non-cash donations in the form of equipment, supplies, services and other expendable property may be used as a portion of your organization's matching share if identified in the project application and budget. Please document the value of donated materials with a receipt or quotation written on the contributor company's or organization's stationery. To qualify as a matching cost, contributions should be necessary and reasonable items or services at fair market value. The costs must be directly connected to the completion of the project.

The use of the project applicant's or partner's equipment, materials, or real property does not constitute a donation. The items listed above are considered an in-kind match.

Things to Consider When Applying

Insurance Requirements

Grantees are responsible for addressing potential legal claims arising from their projects, involving their staff or volunteers. Grantees must include the State of Utah as an additional insured entity in their insurance policy. In cases where the grantee does not possess sufficient insurance as outlined in the contract, written confirmation from land management agencies through volunteer service agreements or certificates of liability from contracted organizations must be provided and approved.

Environmental Clearance Requirements

If your project necessitates environmental clearance (NEPA or RDCC), you may request funding for this work. We recommend that applicants apply for this funding in two phases: phase I for environmental clearance and phase II for the construction of new trails, trailheads, etc. If an applicant combines both projects, funding related to construction will be put on hold until the assessment is completed and the findings are shared with DOR.

Historic Site Considerations

Applicants are required to carefully assess the impact of the grant project on any historic property. If the project area intersects with a designated historic site, it becomes imperative to conduct an on-site archeological assessment. The findings of this assessment must be documented in a written evaluation, detailing the potential effects of the undertaking on any historic property.

29 For projects involving ground-disturbing activities in areas that have remained undisturbed for the past 50 years, an archaeological investigation is likely to be necessary. In such cases, hiring a principal archaeological investigator is vital, and any associated fees can be considered as eligible project costs.

To ensure compliance with preservation regulations and obtain approval, the written evaluation and findings must be submitted to the Utah State Historic Preservation Officer for thorough assessment. This process safeguards the preservation of historic properties and enhances the responsible execution of grant projects.



Online Application Process

When the application period is open (approximately February 1 and June 1), links to all Utah Division of Outdoor Recreation grants will be accessible on our website at recreation.utah.gov/grants. Ensure that the application you start is the correct one. After clicking the link, there are several things to keep in mind.

Username and Password: The application portal will prompt you to create a username and password, allowing you to work on, save, and update your application at any time before submitting it. You can use the same username and password to apply for multiple grants or future program grants.

| Time Saving Tips | |
|------------------|--|
| 1 | To preview requirements for this application or to download sample application and attachment templates, visit recreation.utah.gov/grants |
| 2 | Get a head start on the application by drafting answers in a word processor. This will allow you to easily edit and review all answers before copying them to the application. Be aware of character limits in the application portal, noted on each question. |
| 3 | Save your work in the online application frequently. Connection errors can lead to a loss of answers and they are not recoverable. |
| 4 | When using template forms from the application portal, be sure to download, complete, save, and then upload to the application. |
| 5 | Reach out to program staff with any questions, clarifications, or concerns. |

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Early Review, Scoring & Awarding Process

Early Review

Applicants can submit their applications for an early review, with review dates generally set 15 days before the end of the grant cycle. To be eligible for an early review, applicants must submit a complete or nearly complete application before the deadline. Any applications submitted after the deadline will be reviewed at the end of the grant cycle, along with all other submitted applications.

Internal Review - After the Grant Cycle Closes

After the grant cycle closes, program staff will conduct an internal review of all submitted applications, which includes assessing completeness, checking for ineligible project components, verifying project funding, and ensuring all required attachments and documentation is provided. Eligible applications will then be assigned to the OHV Advisory Council for review and scoring.

Review and Scoring Process

After a preliminary internal review, the eligible applications will be divided among the Off-Highway Vehicle Advisory Council. Each application will be scored by a minimum of 3 evaluators, and the average of those scores will be presented at the final scoring meeting, where discussion of the submitted projects will take place and funding decisions will be made.

Council Members score 1-5 for each category. The categories to be scored are:

- Project Summary
- Project Category
- Project Budget and Funding
- Project Partnerships

Scoring Values: 1=Low 2=Adequate 3=Shows Promise/Acceptable 4=Good 5=Exemplary

In addition to providing scores on the sections, council members are expected to include comments for the following prompts:

- Project Strengths
- Project Weakness

- Other Comments
- Funding Decision
- Decision Rationale

These comments are helpful for both program staff and the applicant as feedback.

OHV Advisory Council

The OHV Advisory Council is composed of appointed volunteers across the state of Utah that are experts in off-highway vehicle recreation. Members of the council can serve up to two four-year terms along with an elected chair, vice-chair, and secretary. The 12-member council is composed of representatives from the following background and organizations:

- All-terrain Vehicle Representative
- Four-Wheel Driver Representative
- Member at Large Representative
- OHV Dealership Representative
- OHV Motorcycle Representative
- OHV Safety Representative
- Search and Rescue Representative
- Snowmobile Representative
- Bureau of Land Management (BLM)
- Public Lands Policy Coordinating Office (PLPCO)
- United States Department of Agriculture Forest Service (USFS)
- Utah School and Institutional Trust Lands Administration (SITLA)

The council scores the assigned applications individually before meeting as a group to review all applications and rescore. After individual scores are submitted, program staff averages each project's scores for final scoring.

During the final scoring meeting, the council recommends grant funding to the most qualified and impactful projects with guidance from the chair. These grant recommendations then receive final approval from the DOR's Executive Director and the Department of Natural Resources (DNR) Executive Director. Contracts will be sent out following this approval process.

Post Award

We strongly recommend that you maintain meticulous records of all project-related expenditures, timesheets, and any other relevant documentation. This diligent record-keeping will not only help in tracking project progress but also ensure compliance with grant requirements and reporting. For a more detailed look at the post award process, please read our [Post Award Process Guide](#).

Contracts

DOR contracts are a legally binding agreement between the State of Utah, Division of Outdoor Recreation (referred to as "State"), and the Awardee. **No project work may begin without a fully signed grant contract from the State.** Work must commence within 180 days from the contract's effective date. Awardees that cannot conform to this provision will have their projects canceled. Funds recovered from cancellations will be reassigned to other projects on the priority list or added to the next grant cycle.

Grant Timeline

All applicants are automatically given 28 months to complete their project.

Project Modifications

To initiate project modifications, please follow these steps

- Submit a formal request on your organization's letterhead.
- Clearly detail the intended changes, specifying what work has been completed and what remains to be completed. If your request involves extending your project's deadline, please list your new intended project deadline date.
- Ensure that all modification requests are submitted before your grant's expiration date.

Progress Reports

Applicants will be required to submit semi-annual progress reports to assess the project's status and ensure compliance with the approved budget.

Periodic on-site inspections may be made by program staff to ensure that the project is underway and on schedule. For on-the-ground projects, a site visit may be necessary. For all other grants, high-resolution photos and videos will be required in place of a site visit.



Funding Options

Up-front Funding

Up-front funding is designed to aid organizations that require financial assistance for significant purchases. You can request up to 75% of the awarded project amount before project completion. We recommend that applicants apply for only the funding they currently require, returning for subsequent requests as needed for different project elements.

If your organization requires up-front funding for project completion, please follow these guidelines:

- Use the provided reimbursement request form.
- Include supporting documentation (e.g., invoices, bids, quotes) demonstrating how the requested funding will be used.
- Ensure you can expend up-front funding amount within six months.

Proof of fund expenditure is due within six months of up-front funding approval, supported by documentation such as proof of purchase, credit card receipts, voided checks, and bank statements.

Failure to fully utilize the up-front funding within six months may result in funds being returned to DOR, and future requests for up-front funding may be denied.

Partial Reimbursement Requirements

Once you've incurred project expenses and seek reimbursement before project completion, please note the following requirements:

- Utilize the provided reimbursement request form.
- Include all relevant financial statements.
- Provide a detailed breakdown of expenses categorized by budget line items.
- Attach copies of invoices, receipts, and supporting financial documents.
- Include bank statements or financial records demonstrating fund transfers and spending.
- Up to 75% of the awarded project amount can be reimbursed before project completion, with the remaining 25% reimbursed upon project completion and approval of final reports.



When Your Project is Complete

Project Summary Report

A concise report outlining the project's objectives, scope, methods, and outcomes should be submitted with the project's closeout. This report should provide an overview of what was accomplished during the project.

Promotion of the Project

As the project nears completion, program staff can assist with project promotion and media outreach. To initiate this process, please contact DOR via email. After project completion, the managing organization should actively promote the project and ensure that publicity efforts inform the public of its existence such as placing the DOR logo or grant name on all published material, developing press releases, or event coverage, etc. This promotion may involve local media and social media platforms.

Acknowledgment of the Grant

After project completion, grantees are required to install signage that identifies the grant's project and its funding source. The cost of producing and installing this signage is eligible for reimbursement but must be included within the project's approved budget. The acknowledgment signage may feature the grant's name or official logo and must be prominently placed for visibility. If your project involves purchasing equipment, please reach out to program staff to receive a "Your OHV Registration Dollars at Work" sticker.

Usage Documentation

Grantees awarded funding are required to provide program staff with a selection of high-resolution images. If the project involves trail infrastructure, please also include a map of the new additions. We strongly encourage grantees to submit periodic photos that document the project's progress.

Operation and Maintenance

In line with a statement of responsibility, areas or trails developed with OHVR assistance should be operated and maintained according to the following principles:

- They should be inviting and visually appealing to the public.
- They must be reasonably open, accessible, and safe for public use.
- Adequate maintenance should be conducted throughout the estimated lifetime of the project to prevent deterioration.



Closeout Documentation

Closeout documents should be submitted either upon project completion or within 60 days of the contract's end date. Timely submission is crucial to ensure grant reimbursement. Failure to do so may result in a delay or denial of reimbursement. Recipients must submit project expense documentation sufficient for a state audit. Along with a ledger, this should include copies of project bills, receipts, canceled payment checks, a scanned copy of the bank statement with sensitive information redacted, or an accounts paid report generated by the accounting department. Project managers can also use the provided timesheet for billed labor and equipment. All requests must be those verifiably spent by the grant recipient and/or the recipient's partner(s) named in the application. DOR can only reimburse grant recipients; we cannot reimburse project partners or vendors.

Upon project completion or grant term expiration, submission of closeout documents is mandatory:

- Utilize the provided reimbursement request form.
- Include additional required documentation as specified below.
- If applicable, attach volunteer timesheets and employee timesheets.
- Include a budget sheet with grant expenditures.
- Provide complete and accurate financial statements, detailing all grant-related expenditures.
- Provide pictures of the completed project.

If any grant funds remain unused, outline your plan for returning unused funds as per the grant agreement.

Failure to comply with these requirements may affect your eligibility for future grants from our organization.

Step 1 – Download and Review Closeout Documents:

You can access these documents by emailing DOR staff or by visiting the DOR website. We recommend using the provided excel sheets to streamline submissions. Ensure that all closeout documents are submitted in Excel format for quicker review and payment.

■ Document #5 Up-front Funding Request Form:

This form is for applicants that require up-front funding to assist with the completion of their project. This request requires backup documentation that demonstrates the need for this funding. This includes copies of invoices, bids, and quotes for significant expenses.

■ **Document #6 Closeout Overview:** Submit this form when your project is completed to provide an expense summary to program staff.

■ **Document #7 Reimbursement Request Form:** Use this form for partial reimbursements and project closeouts. This form provides program staff with essential information regarding the project's status.

■ **Document #8 Volunteer Timesheet:** Use this sheet to record volunteer hours and equipment usage. Ensure that your approved budget includes volunteer contributions, otherwise, applicants will be unable to count volunteer work towards their project total cost.

■ **Document #9 Employee Timesheet:** Use this sheet to record employee hours and equipment usage. Ensure that your approved budget includes employee contributions, otherwise, applicants will be unable to count employee work towards their project total cost. In some cases, program staff may require proof of employment and employee timesheet records.

■ **Document #10 Budget Sheet:** Utilize this sheet to track all project expenses. This form will break out the project's funding into Applicant's Match and Grant Funding.

Step 2 – Organize Verifying Information:

Verify the grant award's expenditures are pertinent to the project's approved budget. Verify the actual work performed was for this project and that the work corresponds to project's reimbursable or matches listed in the project's approved budget.

Please note that only expenses incurred AFTER the contract approval date are considered eligible for reimbursement. In other words, the date on the receipt must not precede the last signature date on the contract.

When a grant is complete, applicants are required to collect and submit the following documentation:

Volunteer and Employee Timesheets: It is essential to document the work carried out by both volunteers and employees, specifying the tasks performed and the individuals responsible. To streamline this process, please utilize the provided timesheet forms to accurately record this information.

Payment Documentation: Payment documentation is crucial to verify all purchases made. Common examples of acceptable payment documentation include cleared checks, bank statements, electronic funds transfer records, and other forms of proof of payment.

Please ensure that payment documentation is included for ALL purchases. Failure to provide complete payment documentation can significantly delay the reimbursement process. In cases where any documentation is missing, program staff will require proof of payment for all goods and services to proceed.



Step 3 – Itemize the Qualified Project Costs on the Reimbursement Budget Spreadsheet:

Itemize invoices, receipts, or other proofs of purchase, indicating what products and services were charged for the project. These costs should be itemized in the submitted reimbursement budget sheet.

Receipts: When receipts are available, no other proof of payment is required. If a receipt is not received, purchase and payment documentation is required. Please note that no tax will be reimbursed for the project. Tax and shipping & handling costs is considered a project match, unless otherwise stated within the approved project's budget.

If you do not have a receipt, you must provide one of the following documents to demonstrate that the transaction occurred:

- **Cleared check:** Most cleared checks are available as scanned images from your online bank account.
- **Credit card or bank statement:** When submitting this information as proof of purchase, please redact any sensitive information and irrelevant transactions.

APPENDICES

APPENDIX A

Using DOR Website Resources

As part of our effort to equip applicants with all the needed tools for a successful application and project, we have put together an extensive resource page on our website and we are constantly updating it with new information. Below is just a sample of the available resources we have collected. To access the full list, go to recreation.utah.gov/grants.

Application Breakdowns - View a complete sample application for all our grants you'll know exactly what to prepare and plan for. Additionally, a detailed breakdown of each section in the application is included.

Project Planning

- Trail Construction and Maintenance Notebook (USFS)
- BLM Guidelines for a Quality Built Environment
- Trails Program Construction Guidelines

Planning for Accessibility:

- ADA Accessibility Guidelines for Buildings and Facilities or Final Accessibility Guidelines for Outdoor Developed Areas
- Recreational Facilities in the ADA and ABA Standards

Writing your Application:

- 2023 Grant Workshop Webinar
- Step-by-Step Online Application Help Webinar

Other:

- OHV Recreation Grant Annual Report
- UORG Annual Reports
- Benefits of Outdoor Recreation
- Economic Development information
- Determining Fair Value on Matching Non-Cash Donations
- Utah Department of Transportation Match Guidelines

APPENDIX D | ADDITIONAL FUNDING OPPORTUNITIES & ASSISTANCE

| Grants | Open & Close Dates | Contact Information |
|--|---|---|
| <p>UORG Mini-Grant - The grant awards funds between \$500-\$15,000. If your project requires only a small investment to complete your project, the mini-grant may be a good fit.</p> | <p>Opens January 16 Closes March 15, 2024</p> | <p>Caroline Weiler <i>cweiler@utah.gov</i></p> |
| <p>Utah Outdoor Recreation Grant (UORG) – Tier 1 is for new outdoor recreation infrastructure projects and helps communities build recreation amenities that support local economic development and funds projects from \$15,001-\$200,000.</p> | | |
| <p>UORG Regional Asset Tier - Funds up to \$750,000 for large projects with a total value of at least \$2 million.</p> | | |
| <p>Recreation Restoration Infrastructure Grant (RRI) - Funds are awarded to restore high-use and high-priority trails or repair or replace other types of developed recreation infrastructure on public lands. RRI grants are offered from \$5,000-\$150,000.</p> | | |
| <p>Utah Outdoor Classroom Grant - Awards up to \$15,000 to community-based non-profit organizations or publicly funded K-12 schools to help get Utah’s K-12 students outside— to learn, gain a skill, and enjoy the outdoors!</p> | | |
| <p>Utah Children’s Outdoor Recreation and Education Grant (UCORE) - Funds outdoor recreation and education programming costs for youth groups serving ages 6-18 in Utah. Applicants can request up to \$15,000</p> | <p>Opens October 23 Closes December 4, 2023</p> | |

| Grants | Open & Close Dates | Contact Information |
|---|---|--|
| <p>Recreational Trails Program (RTP) - The federally-funded RTP has helped with non-motorized and motorized trail development and maintenance, trail educational programs, and trail-related environmental protection projects. Applicants can request up to \$150,000.</p> | <p>Opens February 15 Closes May 1, 2024</p> | <p>Evan Beitsch <i>ebeitsch@utah.gov</i></p> |
| <p>Land and Water Conservation Fund (LWCF) - LWCF is a federally-funded program established to assist government agencies with the creation of high-quality, public outdoor recreation facilities. LWCF grants have been used to construct golf courses, swimming pools, and parks. Applicants can request from \$50,000-\$2,500,000. This grant requires a 50% match.</p> | | |
| <p>Outdoor Recreation Planning Assistance (ORPA) - A newly developed technical assistance service intended to build capacity at the local level to support outdoor recreation in Utah. ORPA aims to support community-led outdoor recreation projects and planning efforts to encourage a robust, responsible, and sustainable recreation economy. ORPA is not intended to replace consulting services, rather, it is intended to help a community establish its vision and/or plan to pursue our various recreation grants.</p> | <p>Opens January 16 Closes March 15, 2024</p> | <p>Carly Lansche <i>clansche@utah.gov</i></p> |



It is the policy of the state to promote safety and protection for persons, property and the environment connected with the use, operation and equipment of off-road highway vehicles, to promote uniformity of laws, to adopt and pursue a safety education program, and to develop trails and other facilities for use of these vehicles.



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