
GRANT PROCEDURES MEMORANDUM

TO: OHV CLUBS/ENTITIES WITH A DNR-DESIGNATED RIDING AREA
MANAGEMENT AGREEMENT
FROM: RHONDA FOWLER, OHV GRANT ADMINISTRATOR
SUBJECT: 2014-2015 OHV GRANT APPLICATION UPDATES
DATE: JULY 8, 2014
CC: DAVID DOWNING (OHV PROGRAM MANAGER), REVIEW AND
SELECTION COMMITTEE MEMBERS, IOHVA BOARD

While there have been changes discussed which affect the Iowa Administrative Code which governs the ATV Cost-share Grant Program, these changes are still in the rule-making process. A copy of the current, applicable rules will be provided electronically to all entities that submitted a grant application for the 2013-2014 grant cycle. A copy will also be posted to the grant page on the DNR web site. Listed below is guidance on how to complete some of the sections of the application based on questions received last year.

The grant coversheet highlights the target dates which apply to this program. The grant process includes all of these steps. These timelines are very important. Kathleen Moench manages the cooperative agreements, disbursement of funds, and reconciliation of the grants. She does this for hundreds of grants which the DNR administers. If the processes of receiving signed agreements back or reimbursement requests get delayed, it makes an impact.

Proposed rules will recommend that the grant applications will be due March 1st annually.

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The primary contact person for the grant is identified here. An e-mail address must be provided. If you would like an alternative contact included, please list this person and include an e-mail as well. Frequently communication regarding the grant process will come in an e-mail from the OHV program or Kathleen. You will receive a confirmation e-mail when your grant is received.

The total grant amount requested section on page 2 has not changed. The DNR OHV Program will be transitioning to a scoring system using a three-tier system. This system is in the process of being developed, and will be basically as described below but will not be implemented for this grant award cycle.

Tier 1 – Operations and Maintenance Costs (page 4) - amounts which are needed for minor/routine repair and upkeep of the trail equipment (fuel, maintenance, leases, etc.) as well as other expenses needed to keep the park open to registered riders (utility expenses, toilet services, etc.). These are items which your club must detail in Section C, Part I. These items are not competitive. The goal of the program is to first allocate operations expenses before approving money for new or additional trail development. Items which are over \$500 must include at least one bid. If the cumulative expense for an item is over \$500, additional detail as to what is

included in the overall cost will help the Review and Selection Committee make an informed decision. You may understand why you need a certain dollar amount for items, but the Review and Selection Committee only has what is included on the grant.

Tier 2 – Equipment Repair and Purchases (page 5) – amounts which are needed for major repairs to park equipment or new equipment purchases. In addition to the cost of the equipment, it is very helpful to include an explanation for how the equipment will be used. Items to highlight include if the purchase/repair of equipment will result in increased fuel efficiency, reduce wear on existing expensive pieces of equipment, and/or make man-hours invested in maintenance more efficient. These items are to be detailed in Section C, Part II. These items are somewhat competitive in that the more they meet the scoring criteria, the higher their priority becomes for funding. Items which are over \$500 must include at least one bid. If the item is a contract item, it is not necessary to include bids. However, if you are requesting anything other than the standard model (no additional attachments or specifications), you should work with a state vendor to develop a quote to provide to the program. Whenever possible, the program will seek funds from the federal Recreational Trails Program to purchase equipment and the amount of the grant will be based upon either the quote you provide or the contract price. If RTP funding is secured, the program does not want to deviate from the awarded amount.

Tier 3 – Development Projects (pages 5, 6, 8, 9) – amounts which are needed to start, complete, or enhance development in the park. Pictures and diagrams which show locations of the development and how it relates to the overall plan of the park should be included. These items are to be detailed in Section C, Part III. Items in this section will be evaluated for funding after Tier 1 and Tier 2 amounts have been awarded.

Proposed criteria used in scoring and evaluating grants can be found on page 3 of this document. Any feedback which you would like to provide regarding this proposal should be forwarded to me for collection purposes.

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Section A – list all grants which are currently open. A typical operations grant is awarded for a two-year period. If the grant is not completed in this timeframe, a request for an extension needs to be made to the grant administrator. Open grants can affect eligibility for additional development money, so if you have any questions regarding the status of any of your grants, please contact me.

Section B – Park Development Plan. A sample park plan is available for review at [http://www.iowadnr.gov/Recreation/All-TerrainVehicles\(ATV\)/ATVGrants.aspx](http://www.iowadnr.gov/Recreation/All-TerrainVehicles(ATV)/ATVGrants.aspx). Please contact me if you have questions on how to create/finish the plan for your park. A detailed park plan will be needed to show the incorporation of any development projects listed in Section C, Part III.

Pages 7 and 10

Annual Volunteer Log and Minority Impact Statement. These pages have not changed.

Criteria	Scoring Guidance
Development of New Trails Range of 0 to 15 points	<ul style="list-style-type: none"> • Number of miles • Responsive to park users • Includes all vehicle types, as appropriate
Maintenance, Management, and Signing of Existing Trails Range of 0 to 15 points	<ul style="list-style-type: none"> • Trails are fully maintained • Trails are consistently marked • Trail markers replaced when needed • Preseason work is completed
Maintenance and Management of Park Area Range of 0 to 15 points	<ul style="list-style-type: none"> • Trash removed and other facility maintenance completed • Vandalism addressed • Parking lot is adequately signed • Fencing is inspected and fixed/repaired as needed
Historical Performance on Grants and Providing Volunteer Logs Range of 0 to 15 points	<ul style="list-style-type: none"> • Timely submit application, reimbursement requests, and cooperative agreement • Grant extension requests submitted as needed • Timely submit completed volunteer log and documentation
Community Integration of Park Range of 0 to 15 points	<ul style="list-style-type: none"> • Maintains good relationships with land owners • Good relationships with city and county officials • Established contact with emergency rescue personnel • Trails are mapped/updated using GPS • Public events held at parks • Interaction with state OHV associations • Participation in stakeholder meetings
Five-year Park Plan Range of 0 to 25 points	<ul style="list-style-type: none"> • Complete and thorough providing all information requested • Maps, diagrams, and pictures included • Updated to reflect accomplishments and additional needs • Engages DNR to address long-term planning needs
Education Instructors	No points awarded; tie-breaker criteria