

Iowa Department of Natural Resources
Application for Funds from the All-Terrain Vehicle Fund

2024 Application Checklist - Required Documents for Review Consideration:

- Completed Application e-mailed to the Iowa Department of Natural Resources**
Applications are due by February 1, annually. E-mail application and all attachments to Jessica.Flatt@dnr.iowa.gov. Large files may be sent in sections or as a zipped file.
- Club/Agency Meeting Notes**
Attach your club or agency notes where you officially approved submission of an application.
- 5-Year Park Plan**
Attach your park plan and include updates from previous years.
- Itemized Expenses & Bid Documentation**
Fill out expense charts in Section C, Part I through Part III, and include with submitted application and attach bid/quote for repairs or purchases over \$500. Bids and quotes must not be older than 60 days at the time of application.
- Attachments for Application**
Attach photos, maps, diagrams, and engineering drawings. Label all attachments. Google Earth is an option that provides the capability to save a map as a pdf or photo with drawn boundaries and marked/labeled structures.
- Volunteer Log**
Volunteer Waivers (DNR Form 542-0227) must be filled out annually by all volunteers whose hours are accounted for on the volunteer hours worksheet. Originals should remain in the club's records.
- Minority Impact Statement Completed and Signed**
- Landowner Support Letter (For Development Projects Only)**
Letter of support from landowners or documentation of agreement language that allows for the development project(s) proposed in the application

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This application constitutes a formal request for a cooperative agreement to acquire, develop, and/or maintain a designated off-highway vehicle facility, and/or equipment. **A signature of an Elected Officer or Agency Contact must be included below on this page.**

Applications must be emailed to Jessica.Flatt@dnr.iowa.gov on or before February 1, annually.

Agency or Club Name

Official Mailing Address for Club or Agency	City/State	Zip
Name of Elected Officer, Title	Signature (Required)	
Name of Primary Grant Contact	Date	
Phone	Work	Cell
Email Address (required)		

Name of Alternate Contact

Mailing Address	City/State	Zip
Home Phone	Work	Cell
Email Address (required)		

CLUB OR AGENCY REQUIRED MEETING APPROVING APPLICATION SUBMISSION

Date and Location of meeting: _____
 Include Meeting notes with this Application submission

SUMMARY TOTAL FUNDS REQUESTED

This information is taken from your detail in Section C of this Application, Part I through Part III.

		Grant Request \$	Club/Other Contributions
Part I	Operations and Maintenance Costs		
Part II	Equipment Repair & Purchases		
Part III	Development Project Costs		
Total \$			

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PARK INFORMATION

The following is general information about the park, including the name and location, and any operational interest by another organization, such as a city, county or the state.

Name of Project Area/Park: _____

Park Address: _____

Park Ownership: _____

County Location of Project Area/Park: _____

OHV Park Operation: Fee Title Lease Easement Management Agreement

Expiration date of lease, easement, or agreement: _____

Agency lease, easement, or agreement with: _____

Primary Contact and Phone #: _____

SECTION A EXISTING OPEN GRANT PROJECTS

List any open ATV Grant projects the Club has with the amount remaining in the Grant, the Grant deadline, when the Grant is planned to be closed out, and if you have requested an extension on the project. Failure to close out open grants that have been expired for 60 days past the deadline, or request an extension will result in ineligibility for this round of grants.

Grant #	Amount Remaining	Grant Deadline	Anticipated Completion Date or Extension

SECTION B PARK DEVELOPMENT PLAN, BOUNDARY MAP, AND AERIAL PHOTOGRAPH

Include as an attachment in your application email, your Park Development 5 Year Plan along with a to-scale map. The submitted plan should address the past use of the park, changes to the park over the life of the park, future development plans, and timelines necessary to maintain and complete future developments. An example of a Park Development Plan can be found on the [Iowa DNR's OHV page, in the section for OHV Grants](#). Failure to submit your park plan will be cause for rejection of funding for Section C, Part III of this application.

The park map should show the overall park boundary and clearly differentiate between proposed and existing facilities. Highlight proposed development that is part of this application. The map should be drawn to scale and include an orientation arrow. Include existing roads, streets, easements, railroads, water features, and any other developments on or immediately adjacent to the site. Google Earth is an option that provides the capabilities to draw boundaries and include tags for park features. Aerial photos should also be included to document the park boundary.

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SECTION C PROJECT JUSTIFICATION AND FINANCIAL NEEDS

This Section of the application is for the club or organization to use to describe the financial needs of the club to run and develop the park. This ranges from general park operational costs to a detailed description and justification of development projects. Space has been provided for you to request funds; however, you may need to attach an additional document, such as a bid, to expand on purchases, or several documents for more complex development projects. The three parts or levels of financial support that can be requested include:

- Part I** - Funds necessary to keep the park open to the general public;
- Part II** - Funds to repair or purchase either club owned or state owned equipment for the park; and,
- Part III** - Funds for development at the park. Part III will be scored by the review committee. As necessary, attach separate supporting sheets and photos/maps in your email with your application to discuss and justify the need for your development costs.

Part I - Operations and Maintenance Costs

Part I should only include general maintenance and operational costs necessary to keep the park open to the general public. Below, list all operational and maintenance needs and the associated costs for which you are requesting funds. Include the cost and a description of any contractual agreements for maintenance and operation of the park, such as restroom care or security. Any item, except for fuel, over \$500 will require at least one bid with this application, unless being ordered from a [state vendor contract](#) or reflects an average annual cost (i.e. utilities). Attach and label bids as an attachment with your emailed application. Failure to include at least one bid will be cause for rejection of this item. Bids and quotes must be obtained within 60 days of application.

Eligible items for operation and maintenance shall include, but are not necessarily limited to: Gas, oil, latrine cleaning services, utility expenses, small replacement parts for club owned equipment, gravel, fence repairs, gates, bridge repairs, and small tools/equipment.

Do not group too many like items into one category without showing detail. While cleaning supplies for the restroom are easily understood, a request for services does not help the committee understand what is being funded.

Item	Description/Comments	\$ Amount	Bid/Quote attached?
Total Operations and Maintenance Costs \$			

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Part II –Equipment Repair & Purchase

Part II should include needed repairs (done by club or a shop) on park equipment or new purchases for the park. An explanation of need and at least one bid are required for each known repair or purchase over \$500. Attach and label bids as an attachment with your emailed application. Requests for repairs and purchase of equipment should include a brief description of the consequences of not repairing or purchasing the equipment, i.e. what might happen at the park if you don't have that equipment. Please also identify if the repair is an annual or scheduled service.

Use the table below to identify whether the equipment repair is on club owned or state owned equipment. All equipment purchases will be state owned.

Applicant has up-to-date volunteer training records completed, including waivers for all volunteers Yes No

Item	Repair/Purchase, Description/Comments	\$ Amount	Bid/Quote attached?
Club Owned Equipment Repair			
State Owned Repair/Purchases			
Total Equipment Repair and Purchase Costs \$			

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Part III - Development Projects

Part III of this application includes a detailed description and justification for your in-progress or new development project at the park. Describe the entire project, not just the portion that ATV funds will likely fund. Part III will be scored and ranked by the Review and Selection committee for funding priority with consideration given to those projects which can be included in a State or Federal Recreation Trail Grant (SRT, FRT). The selection criteria for development projects are listed below. Failure to include the required information will be cause for ineligibility of Part III, but will not affect funding requests in Parts I and II. As necessary, attach and label separate supporting sheets and photos/maps with your emailed application to discuss and justify the need for your development costs.

If this is an FRT/SRT development project, clearly state total project cost and amount of ATV Fund match required. Include any required match in the Development Costs Table below.

If you are not asking for development money, you do not need to complete Part III of the grant.

- 1. Project Description.** In the text box below, and additional sheets as needed, provide a clear description and location of your project. This will include a description of the planned development, facilities to be constructed, and how they pertain and relate to existing facilities/improvements in the project area. If this development project is for the continuation of a project that previously received an ATV, Federal Recreational Trail or State Recreational Trail grant, provide a status update of that project and funds. The justification should include how the project relates to your Park Development 5 year plan, furthers the goals of the park, and should be identified on your required park map. Photographs of the proposed project are encouraged to provide more detail.

Item	Description/Comments	\$ Amount Requested	Bid/Quote attached?
Total Development Costs \$			

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5. **Environmental Issues.** Describe permanent and temporary environmental impacts of the proposed project. Impacts are defined as direct or indirect changes in the existing environment, whether beneficial or adverse. Particular attention should be given to any action that will affect flood plains, terrain alterations, and wetlands. Include affects to easements, leases, mineral rights, or water rights on the property.

6. **Project Design Plans.** Include as attachments with your emailed application, engineering/facility plans for buildings, bathrooms, camping areas, parking areas, earth work, and any other specific project for which funds are requested. Identify below any attachments and clearly label each plan, map and photograph.

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Section D - Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. **Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.
Describe the positive impact expected from this project

Indicate which group is impacted:

- | | |
|--|---|
| <input type="checkbox"/> Women | <input type="checkbox"/> Pacific Islanders |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians |
| <input type="checkbox"/> Blacks | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asians | |

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.
Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- | | |
|--|---|
| <input type="checkbox"/> Women | <input type="checkbox"/> Pacific Islanders |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians |
| <input type="checkbox"/> Blacks | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asians | |

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: _____ Title: _____

Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):

b. As used in this subsection:

- (1) "Disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.