

**GRANTS MANUAL**

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1. **FUNDING ANNOUNCEMENT AND PREPARATION**

**OVERVIEW**

Arizona State Parks & Trails (ASPT) invites non-profits; local, county, state, federal, tribal governments; schools; and law enforcement agencies to submit grant applications for a variety of funding opportunities, including those that address the following types of outdoor and preservation projects:

* Safety and Environmental Education
* Motorized
* Non-Motorized
* Historic Preservation
* Land and Water Conservation/Local Regional and State Parks
* State Lake Improvements

Eligible projects include but are not limited to:

* Trail Etiquette and Education (Safety and Environmental Education)
* ADA/Accessibility Trails/Facilities
* Trail Development and/or Trail Maintenance
* Pedestrian Uses (Hiking, Running)
* Bicycling (Bike Parks, Trails)
* Equestrian Trails, Education
* Trailhead Development, Signage
* Off-Road Motorcycling, All-Terrain Vehicle Riding, Four-Wheel Driving, Other Off-Road Motorized Vehicles
* OHV Law Enforcement

How to Apply:

All applications are completed within Arizona’s grants management system, **eCivis (**[**www.ecivis.com**](https://www.ecivis.com/)**)**. All potential applicants must first speak with a member of the ASPT Grants and Trails team to discuss an applicant’s project before receiving permission to start an application in **eCivis.**

Contact the Grants and Trails Team at **grantstaff@azstateparks.gov** or **602-542-6942**

**LINKS TO RESOURCES**

ASPT has grant-supporting documents on the [Publications Page](https://www.azstateparks.com/publications/) of the ASPT website. Key documents available from the Publications page and other useful websites and links are listed below to assist in the development of your project:

* [ASPT: Arizona Grant Programs](https://azstateparks.com/grants)
* [2020 Arizona Trails Plan](https://d2umhuunwbec1r.cloudfront.net/gallery/0004/0044/50AEA9FF182D48B7B6582F748C55291C/ASPT%20-%202020%20Trails%20Plan%20-%206-29.pdf)
* [Statewide Comprehensive Outdoor Recreation Plan (SCORP)](https://d2umhuunwbec1r.cloudfront.net/gallery/0004/0044/B769EB06A8DB4BF19F3D34B745FCD969/ASPT-SCORP2017-web.pdf)
* [Administrative Guidelines](https://d2umhuunwbec1r.cloudfront.net/gallery/0004/0052/7F485B2BA44F4BFCA5B043AFE1745DAA/Admin%20Guidelines%20Final%20Draft%2009-26-18.pdf)
* [AZ State Parks eCivis Application Guide](https://azstateparks.com/gallery/0004/0052/FBE8CB6378C048D78AA1E3CB61BD97B2/AZ%20State%20Parks%20eCivis%20Application%20Guide.pdf)

A common question most new applicants ask is, “*How do you apply for a grant?* To help with this request we’ve created a step-by-step eCivis guide to walk you through submitting an application. [See AZ State Parks eCivis Application Guide above](#bookmark=id.1pxezwc).

**PREPARATION**

1. Attend a scheduled grants workshop.
2. Discuss your proposed project with a member of the ASPT Grants Staff.

 3.Review the [ASPT Grant Programs](https://www.azstateparks.com/grants/) website, the [2020 Arizona Trails Plan](https://d2umhuunwbec1r.cloudfront.net/gallery/0004/0044/50AEA9FF182D48B7B6582F748C55291C/ASPT%20-%202020%20Trails%20Plan%20-%206-29.pdf)*,* and the [2018-2022 SCORP](https://d2umhuunwbec1r.cloudfront.net/gallery/0004/0044/B769EB06A8DB4BF19F3D34B745FCD969/ASPT-SCORP2017-web.pdf) (Arizona’s Outdoor Recreation Policy Plan).

 4. Refer to Chapter 5 – PRIORITY ISSUES of the 2018-2022 SCORP Plan and the 2020 Arizona Trails Plan identified priorities. Each application should reference the SCORP and 2020 Trails Plan priority issues .

5. Review rating criteria. Each grant programs’ rating criteria is included in [Attachment 1](#bookmark=id.111kx3o). In addition, LWCF applicates should also refer to Chapter 6 – 2018 LWCF RATING CRITERIA in the 2018-2022 SCORP Plan for criteria details. Each application should reference the grant rating criteria.

6. SHOVEL READY PROJECTS: Applicants must have shovel ready projects (must start within 90 to 180 days after the award notice).

7. ASPT Grant staff are here to help you with your grant application – please contact us for any questions at **grantstaff@azstateparks.gov** or **602-542-6942**.

**ATTENDING A WORKSHOP**

1. See the ASPT [Grant Workshops](https://azstateparks.com/workshops) webpage for a list of workshops and dates.
2. Virtual Participation:For applicants who cannot attend any of the workshops in person, virtual options will be utilized.  In addition, all workshops will be recorded and posted on the Grants Workshop webpage following each meeting.

**Purpose of Workshops**

1. ASPT Grants and State Historic Preservation Office (SHPO) staff will present grant requirements during the workshops and are available to answer questions regarding potential projects and the application process.
2. Introduce Grants and SHPO staff to potential grant project sponsors, discuss the application process and forms, and establish a continuing relationship with applicants to assist them through the application process.
3. Information addressing the on-line grants management system (eCivis) will be provided at workshops.

**Who Should Attend a Workshop?**

Any applicant considering applying for a grant in this cycle or in future cycles. When an applicant’s agency or organization has an archaeologist, NEPA Planner, biologist on staff, they should also participate in the workshops. Most project delays occur due to mistakes made on the NEPA and Cultural Clearance Forms or from missing documentation.

**NOTE:** Attendance at one (1) grant workshop is required for any applicant who will be submitting an application for the first time.

1. **UNDERSTANDING THE PROCESS**

**HOW PROJECTS ARE REVIEWED**

**Committee and Board Review**

* Grant applications will be reviewed by ASPT Grants staff prior to distribution to the applicable Advisory Committee. These include:
	+ Arizona State Committee on Trails (ASCOT)
	+ Off-Highway Vehicle Advisory Group (OHVAG)
	+ Arizona Historical Advisory Commission (AHAC)
	+ Arizona Outdoor Recreation Coordinating Commission (AORCC)
* Following the Advisory Committee review, the applications are forwarded to the Arizona State Parks Board (Board) for review and final funding recommendations.  Grants staff review applications for completeness and accuracy and provide a preliminary assessment of the application based on the Grants Scoring Criteria for the Advisory Committee(s) and Board.
* Applicants will have the opportunity to provide comments during Advisory Committee and Board meetings when their application is under review.

Project applications will be reviewed and scored using the Grants Scoring Criteria System (see [Attachment 1).](#bookmark=id.111kx3o)  Each grant rating criteria has been approved by the ASPT Advisory Committees and Board. Overall, projects are approved based on a number of factors including:

* Project eligibility and application score, application completeness
* Ability to start and complete the project in a timely manner
* Project costs
* Merit of the project
* Applicant’s history with previous ASPT grants and projects. Each late quarterly report from a previous grant will result in a 5-point deduction.

**Reimbursement Grant Program: How Do We Receive Funds and When Can We Incur Expenses and Match?**

For the most part, these are reimbursable grant programs. Grant sponsors don’t receive a check for the project up-front. The sponsor must first pay for an item(s) then submit a reimbursement request. Sponsors are required to show the invoice/receipt and proof of payment (credit card/bank statement). Reimbursements can be submitted as often as needed; it typically takes 3 weeks to be reimbursed.  The state-funded grants that allow limited advance funding options require sponsors to submit proof of expenditures within 30 days of receiving the advance; failure to submit the required proof as specified in the project agreement will result in the suspension of the advance funding option.

**When Is the First Date I Can Purchase Project Scope Items And Begin Collecting Match?**

A sponsor cannot incur any expenses or begin accruing project match until the PROJECT APPROVAL date as specified on the signed grant project agreement and grant approval to proceed letter.   The project approval date is based on the final signature on the Project Agreement, which is when the Parks Director (or designee) has signed the agreement.  Therefore, after the sponsor signs the project agreement, they cannot start incurring expenses because the ASPT Director (or designee) has not signed the agreement yet. ASPT will notify all sponsors when the project agreement has been signed by the ASPT Director or designee. This requirement applies to match as well—even volunteer match. If the volunteer event is held prior to the ASPT Director (or designee) signing the project agreement, that match amount cannot be used for the grant.These are federal and state requirements ASPT must follow and there are no exceptions.

**GRANT PARTNERS**

There are several key partners involved in the ASPT grants process. These partners provide a great deal of support to help ensure each sponsor’s grant is successful:

For the Recreational Trails Program (RTP):

 **Arizona Department of Transportation (ADOT)**

* 1. *Environmental Planning Group (EPG)*
* Conducts the cultural and environmental reviews of Federally-funded projects.
	1. *Fiscal Department*
* Processes all reimbursements and releases project funds

For all other projects that have ground disturbing activity:

**State Historic Preservation Office (SHPO)**

* Conducts all cultural reviews of state funded projects.

**Arizona Game & Fish**

* Game & Fish developed software ([Environmental Review Tool](https://ert.azgfd.gov/content/home)) that enables users to create a map that identifies critical species in Arizona. For applicants, the Environmental Review Tool is used to identify species in the project area.
	+ The Tool Kit includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of signage, etc.

**State-Contacted Trail Crews**

* For trail projects, sponsors will work with one of the three state-contracted trail crews (see [Attachment 2](#bookmark=id.3l18frh) for additional information).
	+ 1. American Conservation Experience (ACE)
		2. Arizona Conservation Corps (AZCC)
		3. Cuddy Mountain Trail Company (CMTC)

**Army Corps of Engineers**

* For trail projects, ASPT works closely with the Army Corps of Engineers to ensure all required permits related to environmental requirements and waterways have been obtained.
	+ Army Corps of Engineers will help answer any questions about the project and guide the applicant through permitting requirements (if applicable).

**Department of Transportation’s Federal Highway Administration (FHWA).**

* The Recreational Trails Program is an assistance program of FHWA.
	+ FHWA provides policies, guidance and training to ASPT Grants staff in the administration of the Recreational Trails Program.

**National Park Service**

* Responsible for conducting NEPA and Section 106 review of Land and Water Conservation Fund Projects
	+ FHWA provides policies, guidance and training to ASPT Grants staff in the administration of the Recreational Trails Program.

1. **FUNDING OPPORTUNITIES AND SOURCE OF FUNDING**

**BEFORE APPLYING FOR A GRANT**

Some grant projects are eligible for funding from more than one grant opportunity.  The specific grant that will best meet an applicant’s needs is based on many factors, such as location, match level, maximum award levels, and requirements regarding time frame of public use.  Therefore, all potential applicants must contact grant staff prior to applying for any grant. An applicant may apply for a grant in the same category prior to their project completion, but cannot begin incurring expenses or match on the new application until the original grant is closed out.

Phone: 602-542-6942

Email:  grantstaff@azstateparks.gov

**HERITAGE FUND**

The Heritage Fund is a State funded program that provides grant opportunities for local, regional, and state parks; non-motorized trail projects; outdoor environmental education programs; as well as historic preservation projects through legislatively appropriated funds. Heritage Fund grant applications will be accepted from July 1, 2021 through June 30, 2022 on a rolling basis.

**Heritage Fund – Local, Regional, and State Parks (LRSP)**

Sponsors receiving Heritage Funds for LSRP projects must ensure that the facilities are open to the general public. Facilities that require the public to pay an entrance fee are also eligible.

Eligibility: State, County, Local and Tribal governments

Funding Request Range: $10,000 to $500,000

Match: 50% match required which can be met with cash and/or in-kind contributions

Timeframe: 3 years

Eligible Expenses:

* Construction, maintenance, and development of public outdoor recreation facilities and its related infrastructure including but not limited to:
	+ ADA/accessibility upgrades
	+ Baseball, soccer, and multi-use fields
	+ Basketball, Volleyball, Tennis, and Pickleball courts.
	+ Bike and skateboard parks
	+ Pools and splash pads
	+ Playground equipment

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Landscaping and irrigation are ineligible expenses.
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area's visual aesthetics.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with the grant application preparation.

Additional Requirements:

* Heritage Fund LRSP is a reimbursement grant; however, some costs may be eligible for advance funding.
* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be “shovel ready” and initiated within three months of award.
* Quarterly Activity (status) Reports are required.

Questions on the LRSP Grant?

* Please contact Mickey Rogers at grantstaff@azstateparks.gov

**Heritage Fund – Non-Motorized Trails**

The program provides funds for trails and trailhead facilities for non-motorized use.

Eligibility: State, County, Local and Tribal governments; non-profit organizations.

Funding Request Range: $5,000 to $100,000

Match: 25% match required which can be met with cash and/or in-kind contributions

Timeframe: 2 ½ years

Eligible Expenses:

* Construction, rehabilitation, and maintenance of trails and trailhead facilities for non-motorized use.
* Trail signage (see [Attachment 3](#bookmark=id.206ipza) for examples), interpretive panels, benches along a trail, shade structures at a trailhead, restrooms, kiosks and maps (digital and print).

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Landscaping and irrigation are ineligible expenses.
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an areas visual aesthetics.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with the grant application preparation.

Additional Requirements:

* Heritage Fund – Non-Motorized Trails is a reimbursement grant; however, some costs may be eligible for advance funding.
* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be “shovel ready” and initiated within three months of award.
* Quarterly Activity (status) Reports are required.

Questions on the Non-Motorized Trail Grant?

* Please contact Mickey Rogers at grantstaff@azstateparks.gov

**Heritage Fund – Environmental Education**

The program is designed to promote outdoor environmental education projects related to outdoor recreation.  Projects could range from in-person educational programs to providing digital/paper information to the public related to outdoor environmental education.  This program was designed to help ensure that good projects with only one or two scope items have an equal opportunity for funding.

Eligibility: State, County, Local and Tribal governments; non-profit organizations; schools and school districts.

Funding Request Range: $5,000 to $50,000

Match: 10% match required which can be met with cash and/or in-kind contributions

Timeframe: 2 years

Eligible Expenses:

* Development and operation of trail safety education programs/trail-related environmental education programs.
* Production of trail related educational materials, whether on information displays, in print, electronic, video, audio, interactive computer displays, brochures, and pamphlets.
* Interpretive panels and costs related to trail interpretation.
* Educational and Environmental materials related to recreational trails.
* Provide the public with easy access to updated information on the accessibility of recreation trails and facilities.

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Projects that address motorized outdoor safety and education. Only safety and educational projects for non-motorized activities are eligible for Heritage grant funding (see RTP – Safety and Environmental Education below for motorized project funding)
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with the grant application preparation.

Additional Requirements:

* Heritage Fund – Environmental Education is a reimbursement grant; however, some costs may be eligible for advance funding.
* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be “shovel ready” and initiated within three months of award.
* Quarterly Activity (status) Reports are required.
* Any sponsor that has an existing trail-funded project with an environmental education component of a current grant will not be eligible.

Questions on the Environmental Education Grant?

* Please contact Mickey Rogers at grantstaff@azstateparks.gov

**Heritage Fund – Historic Preservation**

The Arizona State Historic Preservation Office is pleased to administer the Historic Preservation focus of the Heritage Fund. The purpose of this competitive grant program is to help protect and preserve resources representative of the state’s unique cultural heritage. Projects must include properties listed in or determined eligible for listing in the Arizona Register of Historic Places or National Register of Historic Places. Please refer to the Grants Manual for further information.

Eligibility: State, County, Local and Tribal governments; non-profit organizations; schools and school districts. Ineligible applicants must go through a third party. Ineligible applicants include: private property owners, religious institutions, and for-profit organizations.

Funding Request Range: $5,000 to $300,000

Match: 40% match required which can be met with cash and/or in-kind contributions

Timeframe: 3 years

Eligible Expenses:

* To qualify for HF Historic Preservation grant assistance, projects must directly involve

resources listed in the Arizona or National Register of Historic Places (ARHP or NRHP) or determined eligible for listing by State Historic Preservation Office (SHPO).

* For unlisted properties, a nomination to the ARHP or NRHP must be included as a scope item in the project.

Examples of Eligible Activities:

* Education and preservation program development
* Interpretation (planning, development and implementation)
* Historic Property Surveys and Inventories
* Historic Context Statements
* Historic Building Preservation Plan (HBPP) or Historic Building Condition Assessment (HBCA)
* NRHP nomination preparation
* Bricks and Mortar rehabilitation projects

Eligible only if approval is obtained prior to the project award:

* If the sponsor can demonstrate that a competitive procurement process was used for Architecture and Engineering consulting services, building assessment reports, appraisals and/or construction documents these costs may be eligible if an AEPA form is completed and these costs do not exceed 10% of project costs.

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Landscaping and irrigation is an ineligible expense.
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an areas visual aesthetics.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with the grant application preparation.
* Projects occurring on lands managed by federal agencies are ineligible.

Additional Requirements:

* Heritage Fund – Historic Preservation is a reimbursement grant; however, some costs may be eligible for advance funding.
* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be initiated within six months of award.
* Quarterly Activity (status) Reports are required.
* Any sponsor with an active Historic Preservation grant may not apply for funds for the same historic resource unless at least 75% of the current grant award has been completed and

reimbursed.

Questions on the Historic Preservation Grant?

* Please contact Olivia White at owhite@azstateparks.gov

**LAND AND WATER CONSERVATION FUND (LWCF)**

LWCF grants are a federally funded program. The [Land and Water Conservation Fund](https://www.doi.gov/lwcf/) Act of 1965 (Public Law 88-578) became effective January 1, 1965. The Act provides financial assistance to states, their political subdivisions, and Indian tribal governments for the acquisition and development of public outdoor recreation areas and facilities. The Land and Water Conservation Fund receives its revenue primarily from the Outer Continental Shelf oil and gas leasing.

**LWCF – State Assistance Program**

This program provides funding for a variety of outdoor recreation facilities, ADA/accessibility upgrades, and acquisition of park lands. LWCF – State Assistance Program grant applications will be accepted from August 1, 2021 through September 30, 2022 on a rolling basis.

Eligibility: Federal, State, County, Local and Tribal governments; schools and school districts.

Funding Request Range: $25,000 to $1,000,000

Match: 50% match required which can be met with cash and/or in-kind contributions

Timeframe: 3 years

Eligible Expenses:

* Outdoor recreation facilities
* ADA/accessibility upgrades
* Land Acquisition
* Baseball, soccer, and multi-use fields
* Basketball, Volleyball, Tennis, and Pickleball courts.
* Bike and skateboard parks
* Pools and splash pads
* Playground equipment

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Landscaping and irrigation is an ineligible expense.
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area's visual aesthetics.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with the grant application preparation.

Additional Requirements:

* LWCF – State Assistance Program is a reimbursement grant. Advanced funding is not available.
* Funded projects are required to be available in perpetuity for outdoor recreation use.
* Federal LWCF requirements can be found in the [LWCF Manual](https://www.nps.gov/subjects/lwcf/upload/LWCF-FA-Manual-Vol-71-3-11-2021-final.pdf) and 2 C.F.R. 200.306.
* Project must be “shovel ready” and initiated within six months of award.

Questions on the LWCF Grant?

* Please contact Mickey Rogers at grantstaff@azstateparks.gov

**LWCF - Outdoor Recreation Legacy Partnership (ORLP) Program**

The purpose of the LWCF ORLP Program is to provide grants to acquire and/or develop public lands for outdoor recreation purposes consistent with the purposes of the LWCF, but with the further specific goals of funding projects that (1) are located within or serve an Urbanized Area (population of 50,000 or more) as designated by the Census Bureau and (2) are located in or are directly accessible to economically disadvantaged neighborhoods or communities that are underserved in terms of parks and recreation resources.

Eligibility: State, County, Local and Tribal governments; schools and school districts that serve an eligible jurisdiction of 50,000 people that is within a designated urbanized area as defined by the U.S. Census Bureau (published in the *Federal Register on March 27, 2012 (77 Fed. Reg. 18652-18669).* For maps of the designated urban areas see [https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban- areas.html](https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-%20areas.html)

Funding Request Range: $300,000 to $5,000,000

Match: 50% match required which can be met with cash and/or in-kind contributions

Timeframe: 3 years

Eligible Expenses:

* Outdoor recreation facilities
* ADA/accessibility upgrades
* Land Acquisition
* Baseball, soccer, and multi-use fields
* Basketball, Volleyball, Tennis, and Pickleball courts.
* Bike and skateboard parks
* Pools and splash pads
* Playground equipment

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Landscaping and irrigation is an ineligible expense.
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area's visual aesthetics.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with the grant application preparation.

Additional Requirements:

* LWCF – ORLP is a reimbursement grant. Advanced funding is not available.
* Funded projects are required to be available in perpetuity for outdoor recreation use.
* Federal LWCF requirements can be found in the [LWCF Manual](https://www.nps.gov/subjects/lwcf/upload/LWCF-FA-Manual-Vol-71-3-11-2021-final.pdf) and 2 C.F.R. 200.306
* Project must be “shovel ready” and initiated within six months of award.

Questions on the LWCF-ORLP Grant?

* Please contact Mickey Rogers at grantstaff@azstateparks.gov

**OFF-HIGHWAY VEHICLE (OHV) FUND GRANTS**

**Competitive Motorized**

There are two sources of funding for Competitive Motorized projects. One source of funding is the federal Recreational Trails Program (RTP) and the second is state funded Off-Highway Vehicle (OHV) Recreation Fund (A.R.S. 28-1176). The RTP program is administered jointly through the Federal Highway Administration, the Arizona Department of Transportation, and Arizona State Parks and Trails. The State-funded OHV program is administered by Arizona State Parks and Trails. Differences in the administration of the grant based on the funding source are addressed below. Regardless of the funding source, Competitive Motorized projects include off-highway vehicle recreation facilities (e.g., trail development and trail maintenance for the use of off-road motorcycles), all-terrain vehicles, four-wheel drive vehicles, or other off-road motorized vehicles.

Eligibility: Federal, State, County, Local and Tribal governments; and non-profit organizations.

Funding Request Range: $10,000 to $750,000

Match:

* State-funded OHV Competitive Motorized projects do not require a match.
* Federal-funded RTP Competitive Motorized projects require a 5.7% match.   A federal agency must provide at least 5% of the total project cost from a non-federal source.  The remaining .7% of the total project cost can come from other federal sources.

Timeframe: 2.5 years

Eligible Expenses:

* Development and/or maintenance of existing trails including trailheads, staging areas and associated OHV routes and trail facilities.
* Acquisition projects, development and/or maintenance projects, purchase/lease recreational trails equipment, education, law enforcement.
* Design and engineering costs incurred after the project agreement is executed are an eligible cost.
* Projects for people with disabilities & aging populations.
* Developing and coordinating youth development programs-actively inviting youth to participate in projects.

*Eligible only if approval is obtained prior to the project award and is addressed in the application process:*

* Cultural/environmental/archeological assessments are eligible for reimbursement only if prior approval is obtained.
* Design and Engineering costs are eligible for reimbursement only if prior approval is obtained.

*If grant funding for the approved project is state OHV:*

* Food and non-alcoholic beverages are an eligible cost. A $10 per volunteer amount is allowable.

Ineligible Expenses:

*If grant funding for the approved project is federal RTP*:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*)

*Regardless of the funding source for the approved project the following costs are ineligible:*

* Landscaping and irrigation is an ineligible expense
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area's visual aesthetics.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Development of local or regional plans is not eligible for funding.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with this grant application preparation.
* Monies in the Off-highway Vehicle Recreation Fund and the Recreational Trails Program shall not be used to construct new motorized and non-motorized trails or routes on environmentally or culturally sensitive land unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. For the purposes of this subsection, “environmentally or culturally sensitive land” means areas of lands that are administratively or legislatively designated by the federal government as any of the following:
1. A national monument;
2. An area of critical environmental concern;
3. A conservation area; or
4. An inventoried road-less area.
5. Determined by the applicable land management agency to contain significant natural or cultural resources.

Additional Requirements:

* Federal RTP projects are funded only as a reimbursement grant. Advanced funding is not available.
* State OHV projects are funded as a reimbursement grant; however, state OHV projects may also have an advance funding option.
* Project must be “shovel ready” and initiated within six months of award.
* An entity cannot apply for more than one competitive motorized grant regardless of the funding source.
* Each Forest Ranger District, Bureau of Land Management (BLM) Field Office, and Game and Fish Department Region will be considered a separate entity.

Questions on the OHV Competitive Motorized Grant?

* Please contact Matt Eberhart at grantstaff@azstateparks.gov

**Supplemental Motorized Grants**

The Supplemental OHV Program is designed to help get more funds out to Arizona communities quickly and efficiently. Funding for the OHV Grant Program is derived from the Arizona OHV Sticker Fee included as part of the OHV registration fees collected in the State of Arizona and is contingent upon budgetary approval made by the Arizona State Legislature.

The Supplemental Motorized grants are all funded from the state OHV fund and includes four (4) different grant programs:

1. Law Enforcement (LE) Grant
2. Small Grant Program
3. Emergency/Mitigation Repairs Grant
4. Signage Grant

Ineligible expenses for all four (4) Supplemental Motorized Grant Projects:

* Projects that displace fish and wildlife species or reduce habitat and/or impact cultural and biological resources are ineligible.
* Trail projects on routes not approved by the appropriate land management agency/private landowner are ineligible
* Fulfillment costs - Envelopes and supplies are an ineligible expense.
* Costs not specifically identified as grant project eligible costs in the project agreement will not be reimbursed.
* Items for sale - promotional items produced for sale such as video/CD’s/DVDs, brochures, t-shirts, posters, calendars, etc., are an ineligible expense.
* Trail construction or improvements that exclude OHV use are an ineligible expense in the motorized program.
* Anything contrary to state or federal law.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with this grant application preparation.
* Projects that have not received all required clearances or Land Manager Approval.
	+ Do not submit an application without a Land Managing Approval Letter giving approval for all project activities. A template/sample Land Manager Approval Letter is provided in the application on **eCivis**.

**Law Enforcement Grant (LE Grant)**

Provides funding to federal, state, local and tribal law enforcement agencies to conduct OHV specific enforcement and/or educational programs on public land.  Grants will be for law enforcement patrols and/or educational programs related to off-highway vehicles and OHV safety.

Eligibility: Federal, state, county, local and tribal law enforcement agencies.

Funding Request Range: maximum of $30,000

Match: 5% match required which can be met with cash and/or in-kind contributions

Timeframe: 2 years

Eligible Expenses:

* OHV Equipment (ATV, Side-by-Side, Motorcycle, 4 Wheel Drive Vehicle and accessories)
* Electronic Equipment (cameras, radios, traffic counters)
* Personal Protective Equipment (related to OHV use)
* Labor Costs related to Enforcement (includes overtime)

Ineligible expenses: [see list above](#bookmark=id.z337ya) that applies to all Supplemental Motorized Grant Projects.

Please note, this grant program is **NOT** for search and rescue.

Additional Requirements:

* LE Grant projects are funded as a reimbursement grant; however, these projects also have an advance funding option.
* Applicants must submit a detailed LE Operational Plan with a map of the patrol areas.  The plan needs to include high problem areas.  Coordinate patrols to correspond with mitigation projects associated with natural areas.
* Grants will be awarded based on availability of funds, level of grant competition and future enforcement efforts by the awarded agency.
* Project must be initiated within 3 months of award.
* Bi-monthly reports must be submitted and will include frequency of patrols, number of stops, educational efforts and types of citations.
* Only one grant per district, region or field office

Questions on the OHV Supplemental LE Grant?

* Please contact Matt Eberhart at grantstaff@azstateparks.gov

**Small Grant Program**

This program is for Motorized projects only and is designed to allow the OHV Program to contract with various non-profit groups, excavation contractors and various businesses associated with OHV Programs to develop and maintain OHV routes and trails throughout the State.

* The project sponsor must be able to provide all documentation necessary to show that cultural clearance surveys have been completed for the project area. Attach completed cultural survey report (s) with the application. The State Historic Preservation Office (SHPO) will review and complete each application within 30 business days.

Eligibility: Federal, State, County, Local and Tribal governments; and non-profit organizations.

Funding Request Range: $10,000 to $100,000

Match: 5% match required which can be met with cash and/or in-kind contributions

Timeframe: 1 year

Eligible Expenses:

* Development and/or maintenance of existing trails including trailheads, staging areas and associated OHV routes and trail facilities.

Ineligible expenses: [see list above](#bookmark=id.z337ya) that applies to all Supplemental Motorized Grant Projects.

Additional Requirements:

* Supplemental grant projects do not require reimbursement to the sponsor as costs are paid directly by ASPT through the OHV Program.
* Program requires use of ASPT contracted Professional Trail Crews for trail work.
* Grants will be awarded based on availability of funds, level of grant competition and future enforcement efforts by the awarded agency.
* Project must be “shovel ready” and initiated within 3 months of award.
* Bi-monthly reports must be submitted and will include frequency of patrols, number of stops, educational efforts and types of citations.
* Only one grant per district, region or field office

Questions on the OHV Supplemental Small Grant?

* Please contact Matt Eberhart at grantstaff@azstateparks.gov

**Emergency and Mitigation Grants**

This Grant focuses on mitigation of natural resources and emergency repairs on designated OHV routes and trails associated with natural disasters and vandalism.  Projects are NOT eligible if the needed improvements are associated with old age or neglect.

* The project sponsor must be able to provide all documentation necessary to show that cultural clearance surveys have been completed for the project area. Attach completed cultural survey report (s) with the application.  To determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources the State Historic Preservation Office (SHPO) will review and complete each application within 30 business days.

Eligibility: Federal, State, County, Local and Tribal governments.

Funding Request Range: $10,000 to $100,000

Match: No match is required

Timeframe: 1 year

Eligible Expenses:

* Emergency trail repair
* Trail or support facilities damaged by weather or fire
* Trail repair on segments that pose hazardous riding conditions
* Trash removal
* Dust mitigation
* Vandalism to trail or support facilities
* Toilet facility repairs

Ineligible expenses: [see list above](#bookmark=id.z337ya) that applies to all Supplemental Motorized Grant Projects

Additional ineligible expenses include:

* Projects that need improvement due to old age or neglect.
* Projects that impact cultural and biological resources.
* Projects on routes/ trails not approved by the appropriate land management agency
* Private landowner projects will not be funded.

Additional Requirements:

* Emergency and Mitigation Motorized grant projects are funded as a reimbursement grant; however, if ASPT contracted Professional Trail Crews are used, the costs are paid directly by ASPT; therefore, reimbursement to the sponsor is not required.
* Grants will be awarded based on availability of funds, level of grant competition and future enforcement efforts by the awarded agency.
* Project must be “shovel ready” and initiated within 3 months of award.
* Quarterly Status reports must be submitted and will include information about the trails/facilities being repaired and an estimated timeline for completion
* Only one grant per district, region or field office

Questions on the OHV Supplemental Emergency and Mitigation Grant?

* Please contact Matt Eberhart at grantstaff@azstateparks.gov

**Signage Grant**

Purchase of trail signs and markers related to off-highway vehicles and OHV safety. The project must be in designated OHV areas, trails, or lands open to the public.

Eligibility: Federal, State, County, Local and Tribal governments; and non-profit organizations.

Funding Request Range: Up to $10,000

Match: 5% match required which can be met with cash and/or in-kind contributions

Timeframe: 1 year

Eligible Expenses:

* OHV Trail Marker Posts (fiberglass, carsonite, rockinite, etc.)
* OHV Trail Marker Decals
* OHV Trail Signs
	+ see [Attachment 3](#bookmark=id.206ipza) for examples
* Informational Kiosks
	+ All signage must receive pre-approval from OHV assistant coordinator
	+ All kiosks and interpretative signage require prior approval.

Ineligible expenses: [see list above](#bookmark=id.z337ya) that applies to all Supplemental Motorized Grant Projects

Additional ineligible expenses include:

* Any sponsor that has an existing project with funds designated for signage will not be eligible.

 Additional Requirements:

* Project must be “shovel ready” and initiated within three months of award.
* Map identifying the location of where signage will be installed must be provided.
* Project must be “shovel ready” and initiated within 3 months of award.
* Monthly status reporting is required.
* Only one grant per district, region or field office

Questions on the OHV Supplemental Signage Grant?

* Please contact Matt Eberhart at grantstaff@azstateparks.gov

**RECREATIONAL TRAILS PROGRAM (RTP)**

**RTP: Competitive Non-Motorized**

The RTP program is jointly administered by the Federal Highway Administration, the Arizona Department of Transportation, and Arizona State Parks and Trails. The Competitive Non-Motorized grant program funds hiking, bicycling, in-line skating, equestrian use, cross-country skiing, acquisition projects, development and/or maintenance projects, and the purchase or lease of recreational trails equipment.

Eligibility: Federal, State, County, Local and Tribal governments; and non-profit organizations. Organizations can also develop agreements with eligible project sponsors (i.e. public land managers) to act as “third party” applicants.  Third party applicants may coordinate all phases of the project and receive direct reimbursement from State Parks with appropriate documentation from the eligible applicant/project sponsor.

Funding Request Range: up to $150,000

Match: 5.7% match is required which can be met with cash and/or in-kind contributions. A federal agency must provide at least 5% of the total project cost from a non-federal source.  The remaining .7% of the total project cost can come from other federal sources.

Timeframe: 2.5 years

Eligible Expenses:

* Development and/or maintenance of existing trails including trailheads and trail facilities.
* Acquisition Projects, development and/or maintenance projects, purchase/lease recreational trails equipment, education.
* Design and engineering costs incurred after the project agreement is executed are an eligible cost.
* Projects for people with disabilities & aging populations.
* Developing and coordinating youth development programs-actively inviting youth to participate in projects.

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Cultural/environmental/archeological assessments are an ineligible expense.
* Trail Planning is an ineligible expense.
* Landscaping and irrigation is an ineligible expense.
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area.
* Development of local or regional plans is an ineligible expense.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with this grant application preparation.
* Construction of new trails or routes on environmentally or culturally sensitive land are ineligible, unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. For the purposes of this subsection, “environmentally or culturally sensitive land” means areas of lands that are either:
	+ Administratively or legislatively designated by the federal government as any of the following:
		- A national monument;
		- An area of critical environmental concern;
		- A conservation area; or
		- An inventoried road-less area.
	+ Determined by the applicable land management agency to contain significant natural or cultural resources or values.

Additional Requirements:

* Grant funding is on a reimbursement basis only.
* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be “shovel-ready” and initiated within six months of award.
* Quarterly Activity (status) Reports are required.

Questions on the RTP Competitive non-motorized Grant?

* Please contact Mickey Rogers @ grantstaff@azstateparks.gov

**RTP: Safety and Environmental Education (SEE)**

SEE was developed to promote safety and environmental protection related to both motorized and non-motorized projects. Funds can be used for the operation of educational programs to promote safety and environmental protection as those objectives relate to the use of recreational trails.

Eligibility: Federal, State, County, Local and Tribal governments; schools and school districts; and non-profit organizations.

Funding Request Range: $5,000 to $10,000

Match: 5.7% match is required which can be met with cash and/or in-kind contributions. A federal agency must provide at least 5% of the total project cost from a non-federal source.  The remaining .7% of the total project cost can come from other federal sources.

Timeframe: 1 year

Eligible Expenses:

* Development and operation of trail safety education programs/trail-related environmental education programs.
* Production of trail related educational materials, whether on information displays, in print, electronic, video, audio, interactive computer displays, brochures, and pamphlets.
* Interpretive panels and costs related to trail interpretation.
* Educational and Environmental materials related to recreational trails.
* Interactive displays as it relates to recreational trails.
* Provide public with easy access to better and updated information on the accessibility of recreation trails and facilities.

Ineligible Expenses:

* Food and snacks are an ineligible expense (*water at volunteer events is permissible*).
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with this grant application preparation.
* Any sponsor that has an existing trail-funded project with a safety and environmental component of a current grant will not be eligible.

Additional Requirements:

* Grant funding is on a reimbursement basis only.
* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be initiated within three months of award.
* Grants must be completed by the end of the state fiscal year (June 30).
* Quarterly Activity (status) Reports are required.

Questions on the RTP Safety and Environmental (SEE) Grant?

* Please contact Mickey Rogers @ grantstaff@azstateparks.gov

**RTP: Trail Maintenance**

Eligibility: Federal, State, County, Local and Tribal governments; and non-profit organizations. Organizations can also develop agreements with eligible project sponsors (i.e. public land managers) to act as “third party” applicants.  Third party applicants may coordinate all phases of the project and receive direct reimbursement from State Parks with appropriate documentation from the eligible applicant/project sponsor.

Funding Request Range: up to $50,000

Match: 5.7% match is required which can be met with cash and/or in-kind contributions. A federal agency must provide at least 5% of the total project cost from a non-federal source.  The remaining .7% of the total project cost can come from other federal sources.

Timeframe: 1 year

Eligible Expenses:

* Labor costs associated with routine maintenance on existing trails only that is completed by ASPT contracted Professional Trail Crews
* Materials and supplies required to complete trail crew work.
* Trail Crew(s) and Project Sponsor staff or volunteers may perform the following tasks under the Trail Maintenance Program:
* Tread maintenance (grading tread, slough and slide removal, slump repair, surface replacement with similar material).
* Clearing of the pathway (brush removal, hazard tree removal, litter, backslope grooming).
* Drainage (cleaning and repairing structures, culverts, underdrains, water bars, grade dips and drainage ditches).
* Replacing or repairing existing fencing, guardrails, berms and retaining walls with similar materials.
* Structure maintenance (bridge and dam rehabilitation).
* Repairing or replacing with similar material existing signage, kiosks, and markers.
* Trail reroutes or realignment beyond 5 feet of each side of an existing trail surface, construction of connector trails, and any work that does not take place on the existing trail which is done with appropriate NEPA review and approval, however, “new trail” construction is limited to short segments.

Ineligible Expenses:

* Cultural/environmental/archeological assessments are not eligible for reimbursement with Federal funds.
* Trail Planning.
* Landscaping and irrigation are not eligible scope items.
	+ Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area.
* Development of local or regional plans is not eligible for funding.
* Costs incurred prior to project approval which is defined as the date when the ASPT Director (or designee) has signed the Project Agreement are ineligible for reimbursement.
* Funds cannot be used for administrative costs, or overhead costs, or costs associated with this grant application preparation.
* Monies in the Off-highway Vehicle Recreation Fund and the Recreational Trails Program shall not be used to construct new motorized and non-motorized trails or routes on environmentally or culturally sensitive land unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. For the purposes of this subsection, “environmentally or culturally sensitive land” means areas of lands that are either:
	+ Administratively or legislatively designated by the federal government as any of the following:
		- A national monument;
		- An area of critical environmental concern;
		- A conservation area; or
		- An inventoried road-less area.
	+ Determined by the applicable land management agency to contain significant natural or cultural resources or values.

Additional Requirements:

* Simplified application and process because trail maintenance crews are paid directly by ASPT.
* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be “shovel-ready”.
* Quarterly Activity (status) Reports are required.

**How the process works for the Trail Maintenance Program**

As with other programs, the cultural/environmental review must first be completed by ADOT /SHPO before any work begins. ASPT will contact each agency to provide approval to proceed once the review is complete.

1)    ASPT does not require a project agreement for the Trail Maintenance Program.

2)    The project sponsor solicits the work to be completed by a list of approved trail contractors provided by Arizona State Parks. Trail Crews can provide free assessments to give applicants a better sense of the project cost.

3) The sponsor selects the trail crew.

4) Sponsor works with the crew leader to schedule the work.

5) Once the project is completed, the project sponsor will complete the following forms on eCivis:

a) Certification of Completion/Project Evaluation

b) Certification of Match. *This form will include information about the volunteers and other items*

 *used for the match.*

6) The trail crew will send an invoice to State Parks for this work and State Parks will pay for this

 crew’s work directly.

**Current ASPT Contracted Professional Trail Crews –** for additional information see [Attachment 2](#bookmark=id.3l18frh):

* American Conservation Experience (ACE)
* Arizona Conservation Corps (AZCC)
* Cuddy Mountain Trail Company

Questions on the RTP Trail Maintenance Grant?

* Please contact Mickey Rogers at grantstaff@azstateparks.gov

**STATE LAKE IMPROVEMENT FUND**

Arizona’s State Lake Improvement Fund (SLIF) program was established in 1960 by the Arizona State Legislature (A.R.S. §5-382) to assist state and local units of government to fund projects on waters where gasoline powered boats are permitted.

Eligibility: State, County, Local and Tribal governments

Funding Request Range: $5,000 to $800,000

Match: not required, though cash and/or in-kind match is recommended to increase applicant’s scoring

Timeframe: 2.5 years.

Eligible Expenses:

* Eligible projects must be directly related to bodies of water that allow motorized boat use. Project examples include:
	+ Development of new boat launches
	+ Support facilities on the body of water
	+ Marking buoys
	+ Watercraft and trailers
	+ Radios, lights and emergency supplies for first aid on the water and to
	+ Supplies to address fires on or near waterways with motorized boat use.

Ineligible Expenses:

* Projects on waterways that do not support motorized boating

Additional Requirements:

* Several factors are used in determining the award amount to each applicant as not all proposals can be funded.  Factors include but are not limited to: available funding, number of applicants, past grant history, and the evaluation score.
* Project must be initiated within six months of award.
* Quarterly Activity (status) Reports are required

 Questions on the SLIF Grant?

* Please contact Mickey Rogers at grantstaff@azstateparks.gov
1. **COMPLETING THE GRANT APPLICATION**

**HOW TO COMPLETE YOUR APPLICATION IN ECIVIS**

ASPT Grants staff has developed a step-by-step guide for applicants to use when submitting an application in eCivis. See [AZ State Parks eCivis Application Guide](https://azstateparks.com/gallery/0004/0052/FBE8CB6378C048D78AA1E3CB61BD97B2/AZ%20State%20Parks%20eCivis%20Application%20Guide.pdf). In addition, please contact ASPT Grants and Trails team if you have additional questions or issues after reviewing our **eCivis** guide.

Contact the Grants and Trails Team at **grantstaff@azstateparks.gov** or **602-542-6942**

The **Grant Criteria Form** **and the** **Budget** are tied together. The individual scope items that are selected on the Criteria Forms from [Attachment 1](#bookmark=id.111kx3o) will also be the scope items should be selected on the Budget Form.

**Scoring The Project Application**

Projects are scored and ranked based on the priorities identified in the SCORP and the 2020 Trails Plan. The raters will not award points under any criterion or bonus section if an appropriate response has not been submitted.

Each Scope Item is assigned a point value. To view specific point allocations and total points a project can achieve refer to [Attachment 1](#bookmark=id.111kx3o).

Costs associated with scope items that accomplish these high priority needs must represent a significant portion (10% or more) of the total project cost to get full points for a scope item.

Costs less than 10% for a scope item will receive partial points based on the pro-rated percentage of the total project cost.

In addition, it is important to recognize that sponsors past history of submitting quarterly Status Reports to ASPT on a timely basis can impact current project scoring. Specifically, if quarterly reports were not timely for past grants received through ASPT, five (5) points would be lost during the grant rating process for future grant projects.

**Available Funds are Awarded Based on:**

* Meeting High Priority Needs identified in the **SCORP 2018-2022 and the 2020 Trails Plan**.
* To give a proposed project the best opportunity to score points, the project sponsor must understand what elements (scope of work) should be included in the project to satisfy specific priorities in the SCORP and Trails Plan. An appropriate response specifically addresses the scope item or question being asked and includes the requested documentation.

1. **GUIDANCE FOR COMPLETING SPECIALIZED MAPS AND REQUIRED PHOTOS**

**Acquisition Parcel Map**

* A map shall be submitted with each application identifying all property to be acquired or donated under the proposed project. Submit all parcels in one (1) PDF document.
* The map shall identify the following items:
	+ North arrow, scale, project title, and date prepared
	+ Property lines
	+ Project boundaries and Section, Township and Range for where the proposed trail project is located.
	+ Parcel numbers and parcel sizes
	+ Existing development (include overhead utilities and/or easements)
	+ Surrounding land uses

**Floor Plans**

* Preliminary Floor and Elevation Plans
	+ Floor plans must be submitted if structures are included as part of the project.
		- Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (**Project Area Maps & Photos** section, #3).
		- An elevation must be shown to indicate the architectural treatment.
		- Remember that structures must be designed and built as per the **Architectural Barriers Act of 2010** and A.R.S. § 34-401 and **Title II, Americans with Disabilities Act of 1990.**



**Project Area Maps & Photos**

* Applicants are required to upload a series of color photographs.
* *What ASPT is looking for in the photos:*
* General Project Area Photos. Selective shots showing what the project area looks like – ground surface, vegetation, etc.
* Photographs should document as many of the proposed scope items as possible.
* Location of each ground disturbance activity. Based on the approved project activities, take ground photos showing where each interpretative sign, kiosk, cattle guard, restroom, trailhead, etc.. will be located.
* If there any buildings or structures (including mines, bridges, dams, canals, archaeological sites, etc.) that are 50 years or older in or adjacent to the project area, please include photos of the building/structure and identify as such.

**NOTE:** Please provide a short (1-2 sentence), written description of each photo.

**Instructions on Uploading Photos:** Submit all pictures on one (1) PDF file, save to your computer, and upload PDF to eCivis.

**AZ Game and Fish's Environmental Review Tool**

* Used to create a map/list that identifies critical species in the project area
* *Required for the NEPA form* ([see below for additional information on NEPA](#bookmark=id.32hioqz))*:*
	+ The Tool Kit includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of signage, etc.
	+ Game and Fish staff are available to provide support to all applicants in using this software.
		- Please click this link to access the [Game and Fish's Environmental Review Tool](https://ert.azgfd.gov/) or contact the managers/staff of the Game & Fish Review Tool directly. They are available to help each applicant develop the report and maps needed for the application:

Sabra Tonn: Cheri Boucher:

623-236-7618  623-236-7615

stonn@azgfd.gov cboucher@azgfd.gov

* With the exception of an education only project, all projects are required to submit an updated species map list and attach to the **NEPA Form** (separate form in the application).
1. **CULTURAL AND ENVIRONMENTAL RESOURCES REQUIREMENTS**

This section addresses three (3) forms related to environmental and cultural clearances requirements:

1. Cultural Clearance Review Form (CCRF)
2. NEPA Form - National Environmental Policy Act

-Permitting (Army Corps of Engineers requirements, other Federal/State Permitting)

1. SHPO Historic Property Inventory Form.

**Cultural Clearance Review Form (CCRF)**

All project sponsors must submit the **CCRF** with their application.

* Collecting archaeology surveys can be a lengthy process, thus ASPT is encouraging all applicants to submit all supporting documents with the application or as early as possible in the process. By submitting early this may speed up the process of executing an agreement.

**Important to Involve the Archaeologist During Application Phase**

* Over the past four (4) years ASPT has processed, approved and sent more than half dozen awarded projects to ADOT/SHPO only to learn the agency archaeologist had no idea the project existed. In several cases, these projects were outright cancelled due to objections from the archaeologist. Please involve them at the start of the application.

**Ensure Section 106 Compliance**

* Based on location of archaeology sites and type of ground disturbance, some projects may require cultural resource surveys to be completed for the entire project area. After consultation with SHPO/ADOT, the applicant will be notified of their requirements.
* Cultural resource surveys must be conducted by qualified professional archaeologists that meet state and federal standards.
* Federal agencies are required to consult with Native American tribes; the relevant federal agency must conduct this Government-to-Government tribal consultation. Depending on the location of the project, additional consideration of tribal issues may be required in the federal process.
	+ The applicant must check with the relevant federal agency to ascertain if tribal consultation has been completed before initiating the project in the field.
	+ ADOT cultural resource staff and ASPT are available to assist project sponsors with questions pertaining to cultural resources and/or the Section 106 compliance process.

**National Environmental Policy Act (NEPA) & Categorical Exclusions (CE) Checklist**

**History of NEPA**

Each project sponsor must provide State Parks with documentation which meets the requirements of the National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and other applicable laws (such as laws regarding threatened and endangered species, hazardous wastes and contaminated properties, historic and archaeological resources, etc.). The completed form and supporting documentation must be submitted to State Parks before a Project Sponsor Agreement will be finalized.

**Categorical Exclusion**

The Federal Highway Administration (FHWA) defines Categorical Exclusions (CE) as actions that, based on past agency experience with similar actions, do not involve significant environmental impacts.

These actions **DO NOT:**

* Induce a significant impact to planned growth or land use for the area.
* Require the relocation of significant numbers of people.
* Have a significant impact on any natural, cultural, recreational, historic or other resource. Involve significant air, noise, or water quality impacts.
* Have significant impacts on travel patterns.
* Otherwise, either individually or cumulatively, have significant environmental impacts.

**Required Action**

Please fully complete the NEPA Form. Attaching the Game & Fish [Environmental Review Tool](https://azhgis2.esri.com/) (species/wildlife habitat) is required.

**NOTE:** Do not upload any other species list except the list from Game & Fish Tool Kit. The applicant agency may have completed an Environmental Assessment (EA) recently, which would include a species list, however, ADOT EPG will not except the EA list as a replacement.

**NEPA - Permitting Requirements**

Grant projects may involve work that requires permits and clearances from various state and federal agencies. Project sponsors are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications.

If awarded a grant, the project sponsor is responsible for obtaining all applicable permits and clearances no later than 90 days after the project agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

**Is the Army Corps Of Engineers Permit Needed To Complete The NEPA Process?**

If the answer the following questions is **yes** or a **maybe**, then a Army Corps of Engineers permit may be required. Please contact Kathleen Tucker a as soon as possible for help in determining whether a permit is needed.

*Kathleen A. Tucker*

*Senior Project Manager*

*Arizona Branch, Regulatory Division*

*Los Angeles District*

*U.S. Army Corps of Engineers*

*Phone: 602.230.6956*

*Kathleen.A.Tucker@usace.army.mil*

* 1. **Does your proposed project involve the discharge of any fill or dredged material into a wetland, lake (including dry lakes), river, stream (including intermittent streams, ephemeral washes, and arroyos), mudflat, sandflat, slough wet meadow, playa lake, or natural pond?**

Examples of work that need an Army Corps of Engineers permit for the discharge of fill or dredged material into a wetland, lake, river, stream, mudflat, sandflat, slough, wet meadow, playa lake, or natural pond:

* Backfill
* Bank protection (gabions, rock rip rap, sand bags, etc.)
* Bridge protection
* Earth movement within stream channels, wash channels, or wetlands
* Grading within stream or wash channels
* Landfills for future developments
* Mechanized land clearing
* Realignment of existing stream or wash channels
* Road Crossings
* Temporary stockpiling of material
	1. **Does the proposed project involve placing or removing any materials or structures in the Colorado River or its adjacent wetlands?**

Examples of work that need an Army Corps of Engineers permit in the Colorado River and adjacent wetlands, backwaters, sloughs, oxbows, etc.

* Bank protection
* Bulkheads
* Dock and pier construction
* Dredging and the disposal of dredged material
* Landfills
* Mooring-buoys
* Realignment of boat slips
* Removal of docks or piers
* Utility line crossings

**The SHPO Historic Property Inventory Form**

This form is provided within the application. Parks staff will review each project to determine if the Historic Property Inventory Form is needed. If yes, a PDF fillable form will be provided.

* The SHPO Historic Property Inventory Form is only required if historic period standing architecture (i.e., houses, bridges, farm structures, etc. that are over 50 years old) exists within the project area or may be affected by the project.

**Please NO Data Dumping**

“Data Dumping” is the act of attaching dozens to hundreds of pages of surveys and assessments without specific project area references or providing a table of contents. Please provide specific pages, sections, etc…that will help point ADOT’s EPG Team and SHPO’s archaeology reviewer to the applicable sections, pages of a document more than 50 pages.

* + - * 1. **GENERAL COMPLIANCE**

**Application Deadline**

All applications must be submitted on-line through Arizona’s on-line grants management system eCivis.  (<https://www.ecivis.com/>).

* While applications are accepted on a rolling basis, it is recommended that applicants submit their application early so staff can provide notification if any additional items are needed to make the application complete. Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual, regardless of whether the proposal would expand a project funded in a previous cycle.

**Project Must be Shovel-Ready**

Grants are available to projects that are ready to move forward immediately.

* Cultural and environmental clearances must be reviewed and approved before project funding is authorized and the approval to proceed is issued. Projects that do not receive funding, therefore, are not required to gather the documentation.
* However, all project sponsors must be aware that the cultural and environmental reviews will be required and should be prepared to provide the documentation.

**Post Award**

When accepting a grant award from the Arizona State Parks Board, the project sponsor must sign a **Project Agreement**.

* This agreement is a contract identifying the terms and conditions of the grant award. We recommend having an appropriate legal representative review this agreement to ensure that it will be acceptable. Revisions may be negotiated prior to acceptance.

**Expenditures can only be incurred** afterthe ASPT Director (or designee) has signed the Project Agreement.

**Expenditures 6-Month Rule (ADOT Policy)**

* All projects must be active within any six (6) month period beginning with the date of funding approval. Requests for reimbursement must be made within each six (6) month period that the grant is active. ADOT has the authority to withdrawn funding for a RTP project when this requirement is not met.

**Title Transfer and Site Development**

Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities on the acquired land, or other land proposed for development may not commence until there is an executed Project Agreement (signed by sponsor and ASPT Director or designee).

* Such work or acquisition accomplished prior to execution of the Project Agreement shall be the full responsibility of the project sponsor. A waiver may be requested in advance if the desired parcel must be acquired to avoid possible loss or price increase.
* Time and expense incurred by a volunteer in getting to the project site is not an eligible cost or donation. Volunteer time starts at the project site. State Parks will provide tracking sheets. The expense incurred by a project manager who is transporting volunteers to a project site is an eligible cost; however, volunteer time starts at the project site.

**Reimbursement Requirements**

Project sponsors must comply with federal invoicing and reporting requirements as specified in the Project Sponsor Agreement.

**Procurement and Contracting**

All procurement and contracting must meet applicable federal and state regulations and statutes and review for compliance. State Parks will provide the project sponsor with a table of clauses that must be used in contracting and procurement documents.

**Reporting Requirements**

Project sponsors must comply status report requirements as specified in their Project Agreement. For the majority of grants quarterly reports are required; however, see the grant and Project Agreement for details.

**Grant Closure**

Project sponsors are required to submit a close out letter within 90 days of completing the grant funded activities. All financial close out documents are required within 30 days of grant close out.

**Eligible Travel**

All approved project related travel costs must comply with Arizona Department of Administration Vendor Travel Policy Section II-H-1-IV-F and are subject to the rates established for travel by State Employees: A.R.S. §38-621 through §38-627, Reimbursement for Expenses; State of Arizona Accounting Manual, Section II-D, Travel Policy.

**Appraisals**

Appraisals for proposed land acquisitions must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser not more than one year before the date of purchase.

If the appraisal was prepared more than one year before the date of purchase, an updated appraisal will be required. The appraisal must be in the “Complete and Self-Contained” format. Contact Arizona State Parks and Trails for additional information on acquisition project requirements.

**I****nspections**

All grant project sites are subject to periodic inspection by State Parks staff.

**Operation/Maintenance**

The grantee is responsible for continued operation and maintenance of funded facilities for the term of public use as described in the project agreement. Grant funds are not available for operation and maintenance costs.

**Disagreement Process**

Disagreements with any decision or action, which are not resolved with Grants staff to the satisfaction of the project sponsor, may be addressed in the following manner within thirty (30) working days of receiving notice of staff’s decision:

The project sponsor may submit a written request for review to the ASPT Deputy Director who will address the matter and respond in writing within thirty (30) working days of receiving the request from the project sponsor.

If the disagreement is not resolved with the Deputy Director’s intervention, the project sponsor may submit a written request for review and consideration to the ASPT Director. The Director will respond within thirty (30) working days of receiving the request.

**Compliance with Applicable Laws**

All recipients and subrecipients of grant funds through ASPT must comply with applicable State and Federal laws, regulations, and Executive Orders.

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**Attachment 1 –** Motorized Scoring Criteria

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| **2020-2025 Motorized Grant Scoring Criteria** |
| **Criteria** | **Points Possible:** |
| **1st Level:** |  |
| Connect trails to other trails, parks, and communities | **12** |
| Maintain Existing Trails | **12** |
| Prevent or repair damage to environmental and cultural sites near trails | **12** |
| Provide trail maps and information | **12** |
| **2nd Level:** |  |
| Complete environmental clearance and compliance | **7** |
| Promote safe and responsible recreation programs | **7** |
| Provide facilities like restrooms, parking, and campsites near trails and develop trails and facilities to increase accessibility for people with disabilities | **7** |
| Provide trail signs | **7** |
| **3rd Level:** |  |
| Construct new trails | **3** |
| Enforce existing rules and regulations in trail areas | **3** |
| Obtain land for trails and trail access | **3** |
| **Bonus:** |  |
| First Time Project Sponsors/New Areas | **2** |
| Expansion, Phase, or Connection to an Existing OHV Grant Funded Project | **2** |
| Multiple Motorized Uses 3 or more | **2** |
| Promote OHV Recreation within Arizona | **2** |
| Digital/Electronic Mapping for end users | **2** |
| Motorized non-motor cooperation | **1** |
| Dust Abatement | **1** |
| Local need per Properties Identified in the SCORP, Local/Regional Plan, or County Report of TP2020 | **1** |
| Community Support/Public Support | **1** |
| Previous project completed within 2 years or less | **1** |
| **TOTAL POINTS POSSIBLE** | **100** |

**MOTORIZED PRIORITIES**

**First Level Priority Components**

**Scope Items 1-4**  **12 Points Each**

1. **Connect Trails to Other Trails, Parks, and Communities**
	1. Priority will be given to trail proposals that connect to other trails, communities, parks and open space, schools, libraries, indoor recreation facilities and businesses.
	2. Develop OHV connectors and networks to create loop trails or provide longer rides.
	3. Contact, inform and involve all partners and stakeholders early in the planning process.
	4. Develop standardized signage and maps to provide cohesive visitor experiences across jurisdictions.
2. **Maintain Existing Trails**
	1. Identify, prioritize and take action on reconstruction and maintenance needs of motorized trails and routes.
	2. Incorporate sustainable trail design when realigning, renovating or maintaining trails.
	3. Develop programs, including use of volunteers, to provide routine upkeep of designated trails and routes.
	4. Actively seek out grants, partnerships, Friends Groups and volunteers to supplement trail budgets.
3. **Prevent or Restore Damage to Environmental and Cultural Sites Near Trails**
	1. Rectify or reduce existing damage caused by off-highway vehicles to natural (vegetation, wildlife, water, soils) or cultural (prehistoric, historic, archaeological) resources or the environment surrounding OHV trails and areas. This may include land restoration, revegetation, invasive species treatment, long-term rehabilitation, barriers, route realignments or closures.
	2. Seek innovative ways to provide educational signage on vegetation, wildlife habitat, cultural resources in the area (if appropriate) and human impacts.
	3. Provide training to trail crews, volunteers, Friends Groups and others regarding why the protection of natural and cultural resources is important, and how they can help.
4. **Provide Trail Maps and Information**
	1. Utilize new technologies, best practices and standardized messaging to post maps and information on agency websites and trailhead kiosks so they are widely accessible.
	2. Provide GPS coordinates, rules, laws, links to permits if necessary and other responsible riding information on maps.
	3. Develop statewide, regional, or multi-community maps.

**Second Level Priority Components**

**Scope Items 5-8** **7 Points Each**

1. **Complete Environmental Clearance and Compliance**
	1. Work with paraprofessionals (tribal organizations, university students or others) to support cultural resource protection efforts when appropriate.
2. **Promote Safe and Responsible Recreation Programs**
	1. Work with partners to develop and distribute consistent responsible use messages and promote through websites, social media and mass media. Time and materials needed to coordinate and train volunteers to interact with the public are eligible project costs if volunteer time interacting with the public is included as part of the scope of this project.
	2. Work with OHV clubs, dealerships, companies that rent OHV equipment and e-bikes and other industry partners to provide accurate, comprehensive information to employees and the public regarding the location of authorized riding trails, appropriate safety practices, etc.
	3. Seek innovative ways to provide education and interpretive signage on the area’s environment, and the effects of human and off-highway vehicle impacts on the environment.
	4. Improve posting of regulations at trailheads and along routes.
3. **Provide Facilities Near Trails and Develop Trails and Facilities to Increase Accessibility for People with Disabilities**
	1. Planning should include an assessment of the ability of an agency or organization to provide maintenance and upkeep on new trail support facilities, and factored into future agency operations.
	2. Develop trailheads with adequate parking areas and litter control, and where appropriate, restrooms, drinking water and/or other management or educational features.
	3. As much as possible, trail support facilities should be designed, developed, rehabilitated and managed consistent with the Americans with Disabilities Act (ADA) guidelines to increase accessibility and to encourage use by people with all abilities.
	4. Whenever possible use advancements in technologies and sustainable materials to ensure that support facilities are as sustainable as possible (e.g., utilizing water conservation techniques in restroom design, surface materials, etc).
	5. Work with disability non-profits and organizations to identify and prioritize needs, barriers, etc.
4. **Provide Trail Signs**
	1. Install locator signs that lead people to trailheads and parking areas, directional signs along the trail, destination signs to let people know they have reached end points, interpretive signs that describe the natural or cultural history of the area, educational signs explaining why environmental and cultural protections are required and regulatory signs that explain the rules of conduct.
	2. Whenever possible, provide signs, maps and information that allow users to determine if the trail is accessible for their individual capabilities (e.g., should include allowable uses, surface conditions, slope, trail length, distance to significant barriers to a person with limited mobility, etc)
	3. Develop trail sign standards and a trail sign manual and make it available in centralized trail-related resource location.
	4. Increase informational signs throughout trails systems to educate users about Leave No Trace ethics and Share the Trail etiquette on multi-use paths/trails to reduce user conflict.
	5. Provide location indicators at frequent intervals on the trail to assist first responders in locating trail users in distress. In addition, land managers must provide accurate trail information to local rescue coordinators.
	6. Provide bilingual signage.
	7. Post signs to increase user safety, such as speed limit signs and signs warning of blind curves.

**Third Level Priority Components**

**Scope Items 9-11** **3 Points Each**

1. **Construct New Trails**
	1. Designate and construct the trails to support a variety of different motorized use types with local user group input.
	2. Establish a variety of OHV recreation opportunities that are important to the trail using public including loop trails, trails that offer challenge and technical driving opportunity, scenic backcountry roads maintained for passenger vehicles and cross-country travel areas.
	3. Develop OHV connector trails and networks to create loop trails, provide longer rides, and expand trail opportunities in established areas.
	4. Develop new trails emphasizing sustainable design.
2. **Enforce Existing Rules and Regulations in Trail Areas**
	1. Implement a well-coordinated effort across jurisdictions to maximize effort and impact.
	2. Identify enforcement contacts or install complaint registers for trail users to report information.
	3. Increase staff including increasing ranger presence, law enforcement presence, volunteers and site hosts.
	4. Cite users for non-compliance and publicize these efforts.
	5. Add signage clearly identifying trails that are not authorized for Off-Highway Vehicle Use.
3. **Obtain Land for Trails and Trail Access**
	1. Permanently secure access to trails, routes, trailheads or future motorized recreation areas by acquiring easements, rights-of-way or land by purchase when possible.
	2. Work with private landowners on trail issues and solutions and seek easements or donation of land for motorized recreation.
	3. Acquire leases and/or patent to federal lands via the Recreation and Public Purposes Act.
	4. Implement more comprehensive planning with projections into the future to identify unprotected access points for designated trails and routes, and acquire land for existing and proposed trails and trail access, easements and rights-of-way.

**Bonus Priority Components**

**Scope Items 12-21**

**1-2 Points Each**

1. **First Time Project Sponsor/ New Areas**
	1. The entity or organization proposing the project has never received a project grant from State Parks or State Parks grant funds have never been used for on-the-ground development in the proposed project area.
2. **Expansion, Phase, or Connection to an Existing OHV Grant Funded Project**
3. **Multiple Motorized Uses (Three or More)**
	1. Trails serving three or more motorized uses.
4. **Promote OHV Recreation Within Arizona**
5. **Produce Digital/Electronic Mapping for End Users**
6. **Motorized/Non-Motorized Cooperation**
7. **Dust Abatement**
8. **Local Need per Priorities Identified in the SCORP, Local/Regional Plan, or County Report of 2020 Trails Plan.**
9. **Community and Public Support**
10. **Previous Project Completed Within Two Years or Less**

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| **Non-Motorized Grant Scoring Criteria** |
| **Scope Items** |  |
| **1st Level** | **Points Possible:**  |
| Complete environmental/cultural clearance and compliance | **10** |
| Maintain existing trails | **10** |
| Prevent or restore damage to environmental and cultural sites by trails | **10** |
| Provide trail signs | **10** |
| **2nd Level** |  |
| Connect trails to points of interest, including other trails, parks, and communities | **7** |
| Develop trails and facilities to increase accessibility for people with disabilities | **7** |
| Enforce existing rules and regulations in trail areas | **7** |
| Promote safe and responsible recreation programs | **7** |
| Provide facilities, like restrooms, parking, and campsites near trails | **7** |
| Provide trail maps and information | **7** |
| **3rd Level** |  |
| Construct new trails | **4** |
| Obtain land for trails and trail access | **4** |
| **Bonus:** |  |
| First time applicant | **2** |
| Diversity of trail use | **2** |
| Matching funds at least 10% | **2** |
| Youth Corps Involvement | **2** |
| Local need per Properties Identified in the SCORP, Local/Regional Plan, or County Report of TP2020 | **2** |
| **Total Possible Points:**  | **100** |

**NON-MOTORIZED PRIORITIES**

**First Level Priority Components**

**Scope Items 1-4 10 Points Each**

1. **Complete Environmental and Cultural Clearance and Compliance**
	1. Work with paraprofessionals (tribal organizations, university students or others) to support cultural resource protection efforts
	2. Work with landowners to clear established, popular trail systems so that maintenance work can be quickly addressed as needed.
2. **Maintain Existing Trails**
	1. Prioritize reconstruction needs and incorporate sustainable trail design when reconstructing, renovating, rehabilitating or maintaining trails.
	2. Prioritize trails maintenance, including renovating and realigning trails, over new trail construction.
3. **Prevent of Restore Damage to Environmental and Cultural Sites Near Trails**
	1. Areas around trails become damaged for a host of reasons. To score points under this category, a project must include components specifically designated to rectify or reduce this damage along or on a trail.
	2. Plan and implement actions to rectify or reduce existing damage caused by trail use to natural or cultural resources along trails. This may include rerouting, revegetation, invasive species treatment, trail realignments or temporary closures.
	3. Seek innovative ways to provide educational signage on vegetation, wildlife habitat, cultural resources in the area (if appropriate) and human impacts.
	4. Identify and disseminate methods and best practices for reducing negative impacts of social media on the protection of natural and cultural resources.
	5. Provide training to trail crews, volunteers, Friends Groups and others regarding why the protection of natural and cultural resources is important, and how they can help.
	6. Coordinate efforts by identifying common goals for the development and implementation of appropriate interpretive plans for natural and cultural resources.
4. **Provide Trail Signs**
	1. Projects which include costs for signs that identify routes or provide trail related information such as distances, directions, obstacles, rules and regulations, are eligible under this criterion.
	2. Install locator signs that lead people to trailheads and parking areas, directional signs along the trail, destination signs to let people know they have reached end points, interpretive signs that describe the natural or cultural history of the area, educational signs explaining why environmental and cultural protections are required and regulatory signs that explain the rules of conduct.
	3. Bilingual signage is encouraged for trail projects maps and signs.
	4. Provide interpretive signage that helps users understand and appreciate the need for protection of natural areas and cultural sites and explains why regulations should be followed.
	5. Whenever possible, provide signs, maps and information that allow users to determine if the trail is accessible for their individual capabilities
	6. Increase informational signs throughout trails systems to educate users about Leave No Trace ethics and Share the Trail etiquette on multi-use paths/trails to reduce user conflict.

**Second Level Priority Components**

**Scope Items 5-10 7 Points Each**

1. **Connect Trails to Points of Interest, Including Other Trails, Parks, and Communities**
	1. Give priority to trail proposals that connect to other trails, communities, parks and open space, schools, libraries, indoor recreation facilities and businesses.
	2. Plan for “connector” trails to expand the trail opportunities in established trail areas.
2. **Develop Trails and Facilities to Increase Accessibility**
	1. When upgrading or building new trail facilities, maximize accessibility for visitors with disabilities.
	2. Assess existing trails for accessibility and communicate this information to the public and trail users.
	3. Reach out to underserved groups and regions to understand the barriers, needs and preferences of current and potential user groups.
	4. Work with non-profits and organizations to identify and prioritize needs, barriers, etc.
3. **Enforce Existing Rules and Regulations**
	1. Trail rules and regulations are often unknown or ignored by users. People not following existing rules and laws create conflicts with other users and adjacent landowners.
	2. Programs that promote volunteer clubs or individuals to patrol and monitor trail use and educate users about these rules is eligible under this category. Actions such as installing regulatory signs, imposing heavier fines for repeat offenders and installing complaint registers or provide enforcement contacts to report inappropriate are eligible scope items under this category.
4. **Promote Safe and Responsible Recreation Programs**
	1. Work with partners to maximize impact of educational programs/messages. Develop and distribute consistent responsible use messages and promote through websites, social media and mass media.
	2. Seek innovative ways to provide education and interpretive signage on the area’s environment and the effects of human impacts on the environment.
5. **Provide Facilities, Like Restrooms, Parking, and Campsites**
	1. Develop trailheads with adequate parking, restrooms, drinking water, and litter control
	2. Develop individual overnight campsites or shelters along long trails frequented by backpackers.
	3. As much as possible, trail support facilities should be designed, developed, rehabilitated and managed consistent with the Americans with Disabilities Act (ADA) guidelines to increase accessibility and to encourage use by people with all abilities.
	4. Whenever possible use advancements in technologies and sustainable materials to ensure that support facilities are as sustainable as possible (e.g., utilizing water conservation techniques in restroom design, surface materials, solar panels, etc).
6. **Provide Trail Maps and Information**
	1. Utilize new technologies, best practices, and standardized messaging to post maps and information on agency websites and trailhead kiosks so they are widely accessible.
	2. Use the internet to post digital maps and information so it is widely accessible.
	3. Develop statewide, regional, or multi-community maps.
	4. Have accurate information on how to get to trailheads and the condition of trails.
	5. Provide GPS coordinates, rules, laws, links to permits if necessary, and other information on maps.
	6. Maps that are included with new trail construction projects that are part of a trail safety and environmental protection brochure are eligible. The applicant must provide an example of the proposed layout with the application, and the final draft must be reviewed and approved before printing.

**Third Level Priority Components**

**Scope Items 11-12 4 Points Each**

1. **Construct New Trails**
	1. The proposed project must include construction of multiuse or specialized trail on a previously unused or unauthorized alignment.
	2. Designate and construct trails to support a variety of different non-motorized use types with local user group input.
	3. Develop new trails emphasizing sustainable design.
	4. Plan for connector trails to expand the trail opportunities in established trail areas.
	5. Trail realignment outside of fifteen feet of the existing corridor is considered a new trail. However, to score points in this category the estimated cost for the new trail construction must be at least 50% of the total cost for the new trail and any trail maintenance / renovations included in the proposed project.
2. **Obtain Land for Trails and Trail Access**
	1. Permanently secure access to trails, routes, trailheads or future non-motorized recreation areas by acquiring easements, rights-of-way or land by purchase when possible.
	2. Work with private landowners on trail issues and solutions and seek easements or donation of land for non-motorized recreation.

**Bonus Points**

**Scope Items 13-17 2 Points Each**

1. **First Time Applicant**
	1. The entity or organization proposing the project has never received a project grant from State Parks or State Parks grant funds have never been used for on-the-ground development in the proposed project area.
2. **Diversity of Trail Use**
	1. Trail is open to more than one type of user group. Diverse trail projects are those that accommodate two or more user groups (e.g., hiking and equestrian, or hiking and ATV use, etc.).
3. **Project Includes Matching Funds of At Least 10%**
	1. A project must have 10% or greater match and must include documentation prior to submittal.
	2. Documentation may include letters from volunteer groups, staff time and equipment and other matching funds.
4. **Youth Involvement with Trail Work**
	1. Federal legislation encourages the use of youth from all aspects of society – students from local colleges, to high school students interested in forest and/or park service.
	2. Youth groups such as the Boy and Girl Scouts and other youth groups interested in outdoor recreation activities including Youth Conservation Corps or Service Corps for their projects.
	3. To receive points, a portion of the trail work/maintenance must have a documented letter of support from a youth group with an agreement that some or all of the proposed work will be done using a youth group.
5. **Local Need per Priorities Identified in the SCORP**
	1. Project proposal should correspond with a local need identified in SCORP.

**Attachment 2**

**TRAIL CREW INFORMATION**

Whether the grant involves doing a Trail Maintenance Program project or a much larger Competitive Grant project involving building new trails, reroutes, or installing signs, a sponsor can recruit any of the three (3) trail crews on state-contract to do your trail work.

State-Contracted Trail Crews:

1. American Conservation Experience (ACE)
2. Arizona Conservation Corps (AZCC)
3. Cuddy Mountain Trail Company (CMTC)

Summary:

* Sponsors can choose from any three state-contracted trail crews to complete all trail work associated with any grant program.
* Project Sponsors must select one of the contracted trail crews to do work under the State Parks RTP *Trail Maintenance Program*.
* Project Sponsors must initiate contact with the contracted trail crews as they are not permitted to solicit work from the project sponsors.
* All contracted trail crews are required to meet program requirements and all other applicable state and federal regulations. Trail crews will adjust crew size and work schedule to accommodate project sponsor needs.
* All three crews on contract have built trails at several individual Arizona State Parks.
* All crews have experience building ADA trails.

**NOTE:** Potential applicants are typically able to meet Trail Crews directly by attending the grant workshops. Crew members will be there to talk about their work, the agencies they represent and answer direct questions. If the sponsor is not familiar with how trails get built, attending the workshops is a great opportunity to learn how trails are built/maintained and how repair existing trails in your community.



**State-Contracted Trail Crews Overview**

1. **American Conservation Experience (ACE)**

Keean Ruane, Associate Director of Operations ACE Arizona

2900 N Fort Valley Rd

Flagstaff, AZ 86001

(928) 814-8781 cell / (928) 226-6960 office

Kruane@usaconservation.org

[www.usaconservation.org](http://www.usaconservation.org)

ACE has been providing professional trail construction and maintenance services to numerous federal, state and local land management agencies throughout Arizona and nationwide since 2004.

ACE crews are comprised of AmeriCorps members and long-term volunteers led by trained supervisors, each with 4 to 9 years of trail building experience. Crews are also supported by professionally qualified trails and chainsaw trainers who help ensure on the job safety while overseeing quality control.  ACE crews undertake both front and back country trail projects using hand tools, rigging, and mechanically powered equipment such as pionjars, SWECO’s and mini-excavators. Crews range in size from 5 – 12 members and are available year-round with flexible scheduling, often on short notice. ACE guarantees the quality of the final product and does not bill until agency partners are fully happy with the outcome.

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1. **Arizona Conservation Corps (AZCC)** 

Lee Gault, Corps Director

2301 East 5th Avenue

Flagstaff, AZ 86004

(928) 266-5343

lgault@conservationlegacy.org

Arizona Conservation Corps (AZCC), a merger of the Coconino Rural Environment Corps and the Southwest Conservation Corps – Sonoran Desert, operates a variety of urban and camping conservation corps programs across Arizona from offices in Tucson and Flagstaff. AZCC’s programs have been providing conservation corps crews to complete high priority land management projects for numerous federal, state and local agency partners throughout Arizona and across the Southwest since 1997.

AZCC crews are composed of young adult AmeriCorps members led by trained Crew Leaders who receive extensive support from staff who collectively have many decades of Conservation Corps experience. Both crews and staff are professionally trained on trails and chainsaw use and ensure that safety protocols are in place on every project. AZCC crews are self-supported and can work in both the front and back country on a variety of trail projects using hand tools, rigging, and various other mechanically powered equipment.

AZCC can help meet partner’s project goals by offering individual placements, small teams, or full crews with Crew Leaders. AZCC crews are available to work throughout the state at any time of the year. Typical minimum project size for a crew is one week. AZCC crews are committed to getting the job done and have a long track record of meeting or exceeding partner expectations. Given enough advanced notice, we also have the potential to secure other sources of funds to support our project work with partners so the prices below are estimates.

1. **Cuddy Mountain Trail Company (Formally YRU Contracting)**

Douglas Hansen, President

2907 Warfield Road

Cambridge, ID 83610

(208) 550-1193 cell / (208) 257-3548 home / (208) 257-3618 fax

yru@ctcweb.net

Cuddy Mountain (formally YRU) has been in business for 31 years and is located in Idaho. Our business has grown; we now have two full time employees to work with our three owners and are able to mobilize two crews for work in different locations concurrently. We build and maintain trails with appropriately sized small equipment and finish with hand tools. We have worked with several clients in Arizona including the City of Scottsdale, ASPT, Glendale, nonprofits Volunteers for Outdoor Arizona, and the Arizona Trail.

We have also completed RTP projects in Black Canyon City and Show Low. References are available per your request. There are also some opportunities for free design and consulting services.  We have worked in 18 states and have built, restored, or maintained 1000+ miles of trail. Cuddy Mountain has also built or restored over 50 trail bridges. One of our company goals is to partner with our clients to provide the finished product they desire.