

Application Process

INSTRUCTIONS FOR COMPLETING THE IDPR GRANT APPLICATION

For technical assistance, please contact one of the grant staff, preferably in your region/area:

North Region Grant Specialist (Districts 1 & 2)

Tiffany Brunson (208) 769-1511

tiffany.brunson@idpr.idaho.gov

- Includes Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone counties

South Region Grant Specialist (Districts 3 & 4)

Taylor Kaserman (208) 514-2432

taylor.kaserman@idpr.idaho.gov

- Includes Ada, Adams, Blaine, Boise, Camas, Canyon, Cassia, Elmore, Gem, Gooding, Jerome, Lincoln, Minidoka, Owyhee, Payette, Twin Falls, Valley, and Washington counties

East Region Grant Specialist (Districts 5 & 6)

Jennifer Park (208) 525-7121

jennifer.park@idpr.idaho.gov

- Includes Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power, and Teton counties

Land & Water Conservation Fund Contact

State & Federal Grant Program Manager

Kathy Muir (208) 514-2431

kathy.muir@idpr.idaho.gov

- Includes all of Idaho

IMPORTANT:

- ✦ **Space is limited, so provide detailed information in a concise manner.**
- ✦ **Attachments should be clear and relevant to the project application.**
- ✦ **You will not be able to submit the application without providing complete information.**
- ✦ **Only the applying agency/group should create an account and submit an application.**

Applicant - Any public agency or Indian Tribe applying for IDPR grant funds. Only one agency can apply for funds per project. (RTP & Mountain Bike Plate funds only - private groups are also eligible, see manual for further information.)

Address - The address of the applicant/agency. This is where the correspondence will be sent.

Applicant Description – Indicate whether you are a governmental agency, non-profit, or Tribal entity. Non-profit entities are only eligible to apply for funds in the Recreational Trails Program and the Mountain Bike Plate Fund.

Contact Person - The person who will be managing the grant (if awarded), title, address, daytime phone number, cell number, fax number, and e-mail address. This person should be easy to contact and able to answer questions on all aspects of the grant (i.e., construction or financial status).

County - the County in which the project is to be located.

Common Name of the Project - Give the most common name of the site/project. This name will follow your project through all administrative processes, so make sure it is consistent with your own internal processes.

Project Location - Give a **brief** description of the location of the site with driving directions.

Grant/Match Amounts – Identify the dollar amount you are requesting from the program funds and what your match is for the project. (the grant amount IS NOT the total project cost) These numbers should match both your budget page and obligated match question.

Briefly Describe the Overall Grant Project - Give a **very brief** (in one sentence) explanation of the project.

Signature – By checking the box, you are affirming you have the authority to apply for funds for the agency listed on the application. You are also affirming the information in the application is accurate and **true**.

If you are selected for an award you will be required to provide the appropriate authorized (original) signature on the legal agreement.

The authorized representative is the individual representing the applicant with the authority to sign contracts and agreements. Authorized representatives are: City Agency – **Mayor**; County Agency – **County Commissioner**; Forest Service – **Forest Supervisor**, Bureau of Land Management - **Area Supervisor**, Non-Profit Organization – **President**. Fill in the date of the signature, type in the name of the Authorized Representative and his/her title.

For Waterways Improvement Fund Grant Applicants Only -

SIGNATURE OF COUNTY WATERWAYS COMMITTEE CHAIRMAN: All applications for construction MUST have the signature of the chairman of the County Waterways Committee. No waterways improvements will be constructed in any county of the state without this approval. The signature does not obligate the county to any legal responsibilities regarding non-county applications. The signature certifies compliance with the Idaho Code and ensures that the application meets the county's waterways improvement planning requirements.

Questions 1-10 will be used by the program advisory committee to rate the project. Questions on the “Additional Required Project Information Form” are used determine project eligibility before the rating process, but can also be used during the rating process to back up information on the application form.

1. Program Purpose: Explain how this project fits the purpose of the grant program (see program descriptions in the grant guidance book). Tell us how this project benefits the users who contribute to the program funds.

2. Project Urgency:

A. What will be the adverse effects if this project does not receive funding? Will the recreation opportunity be lost for some reason? Will there be some type of environmental/resource damage? What makes this project such a crucial need that it must be funded right away?

B. Explain how this project addresses public health and safety issues. (EXAMPLE – Providing a restroom in this area will bring the area up to environmental safety standards.)

3. Project Impact:

Explain if this project creates new opportunities not currently available. (EXAMPLE – This project will create a boat ramp in an area that will help disperse boaters on the body of water.)

4. Plan or Survey: If this project is in a current plan or survey, please describe how it is reflected and give the title of the plan or survey, the date it was issued, and the agency who sponsored the plan or survey. There are many recreational plans where a project could be identified including: State Trails Plan, Idaho Boating Plan, Statewide Comprehensive Outdoor Recreation & Tourism Plan (SCORTP), regional or local plans or surveys.

5. Scope of Work: A. Give a *detailed* description of the work that will be accomplished in this grant. Explain who will do what, the process in which it will be accomplished, the number of units to be constructed, the time table and any other information which explains the project ***Do not assume the evaluation committee is familiar with the proposed project.*** Construction drawings or conceptual plans should be submitted with this application. Keep in mind the volume of information the committee is reviewing and limit the construction drawings to those that will give the most pertinent aspects of the project.

B. If you contacted Idaho Parks and Recreation staff and/or an advisory committee member about your project, list the person’s name and when they were contacted. ONLY include IDPR staff and/or committee members who will be rating your project. Other contacts are not relevant to include on this application if they are not part of the rating process.

6. Justify the Need and Demand for the Project: Describe the *current* use of the project site and what the use will be if this project is funded. Indicate the *types of users who will benefit* from the project. Explain the deficiencies, the need for the project and how you determined them. (Photos, aerial photos, maps, etc. are helpful.) Describe how this project will ***meet the needs and demands of the users*** and how it will benefit the primary user group from the specific grant program. What is the anticipated number of users? Why is this project needed?

Types of users could be:

- RV – motorhomes, van conversions, travel trailers, pickup campers
- WIF – recreational boats, both motorized and non-motorized
- RTP – type of trail user, motorized and/or non-motorized
- ORMV – ATV users, off-road motorbike, snowmobiles
- MB – off-road motorbike or ATV

RB – motorized recreation emphasized

CP – non-motorized anglers

7. Maintenance and Operation: Explain who will be responsible for the maintenance and operation of this project, and what budget is committed for routine maintenance of the project. Show that once funds are dispersed, the site will remain open and maintained for public use in an attractive manner.

8. Obligated Matching Funds:

- For RV, WIF, ORMV, Motorbike, Road & Bridge – match is not required (except for motorized equipment as noted below), but more points are awarded to projects with financial commitments from the sponsor.
- For RTP projects only – A 20% match is required with 5% of the total project being non-federal money.
- For WIF projects only – grants for motorized equipment valued up to \$50,000 each or less require a 25% match. WIF grants for motorized equipment valued at greater than \$50,000 require a 20% match.
- For ORMV, RTP, Motorbike, Mountain Bike and RV projects – grant requests for motorized equipment over \$1,000 (each) and under \$50,000 (each) shall require a minimum of 50% matching funds to be eligible for funding under Board Policy.
- For LWCF – 50% match is required.
- For Mountain Bike Plate Funds – Grants awarded for motorized equipment shall be limited to \$10,000.

Labor cannot be used as a match for equipment. Value for completed work is not an appropriate match.

Indicate the match to be contributed to the project. (A) Fill in the donor's name/organization, (B) the amount to be donated, and (C) what the donation is for (i.e., construction labor, equipment, gravel, employee services, etc.). The system will add your dollar amounts. Double check accuracy.

IMPORTANT: Letter(s) of commitment or other documentation to verify the match **must be** submitted from each donor. The letter of commitment **must** show the dollar value of the match. All match must deal directly with the project in the grant proposal. If the project covers a broad recreational use, do not include the costs of the items that are not related to the application. The match will not be considered without an appropriate letter of commitment. Make sure the dollar value of the donation is noted on the letter(s) of commitment.

Applicants are encouraged to supply their "in-house" engineering, design, labor, and equipment costs as match. In RV, WIF, ORMV, Motorbike Road & Bridge, Mountain Bike Plate and Cutthroat Plate only – the value of engineering and/or architectural fees, that have been incurred one (1) year prior to the grant award, may be used as match if requested. These are also allowable costs for reimbursement if they are applied for and approved in the application. The rates for donated services should be consistent with those paid for similar work in the applicant's labor market. **ALL MATCH MUST BE DOCUMENTED.**

9. User Group Support: Demonstrate how user groups show support for this project. Although agency support is good, valued support comes from the people whom actually use the site to recreate. Attach letters of support.

10. Budget: The budget page is its own task! Fill in the common name of the project at the top of the page and make sure it matches the name you entered on the first page of the application.

Itemized Project Components: Fill in the items to be funded (i.e. boat ramp, campground living pad paving, trail bridge materials). **Suggestion:** A written estimate or price quote from a contractor or vendor is helpful to show how costs are estimated (this could be attached as a miscellaneous item). Then list the **grant amount** for the item being requested and the **matching share** that is committed for that same item. (The matching share and the grant amount should equal the total cost of each line item. (The system will add the total cost for you.) The first row of the budget page must have each cell filled in. If you do not have a dollar amount for either "A" or "B" cells, enter "0" as a placeholder or the system will not let you continue.

They system will total the budget page for you. Please do not enter the percentages manually – LET THE SYSTEM do it for you. Double check to make sure the totals are *correct and you have not entered a number incorrectly*. This page will be used as the budget for your agreement once awarded and will be used as documentation for reimbursements of the project. You will not be reimbursed for items not clearly identified on the budget sheet. **NOTE:** The total amount of match in question #8 that is committed to the project should equal the total amount of match listed on this budget sheet (question #10). Round all dollar amounts to the nearest dollar. In the event you project is over or under budget, you will be held to the percentages identified on the budget sheet. ***Please double-check to make sure the budget is accurate.***

Eligibility Questions

Accessibility - Give proof that the project complies with accessibility standards, if applicable. Submit construction drawings or conceptual plans. Applicants requesting equipment should enter NA for this question.

Site Description - Explain how the project is suitable to the site. Indicate any unusual existing conditions that would require extensive site preparation. Provide a detailed location map to easily locate the site and a detailed site map. On the map, indicate north, the project site and the use of adjacent property. Photos, aerial photos, location maps, engineering plans, etc., are extremely beneficial. Applicants requesting equipment should indicate the site or area where the equipment will be used. Be specific.

Project Design - Indicate who will design and/or engineer this project, if awarded. Indicate if the person/company is licensed. Show that you understand and will follow all applicable state/local rules regarding development of a site. (Example – public works license)

Project Period - Indicate the proposed starting date and estimated date of completion for this project. **Do not begin work on your project until after the project is approved and an agreement signed, or after notice to proceed is given by an IDPR grants specialist.**

Projected Life of the Project – This is the projected useful life of the components of the project you are applying for *in this application*. This information will be used in the future to determine whether a conversion of use has occurred if this site is closed or altered in a way that removes the recreation utility.

Use fee - Indicate if a fee will be charged for the use of this project. Applicants are strongly encouraged to provide free public access and use of projects funded with these grant funds. If you intend to charge a fee, submit justification for the need to charge, the amount, to whom the fees will apply, and for what the fees will be used. Be specific.

Public Involvement - *PUBLIC NOTIFICATION IS MANDATORY FOR ALL APPLICANTS – APPLICATIONS WITHOUT PUBLIC INVOLVEMENT ARE NOT ELIGIBLE FOR RATING.* Explain what has been accomplished to notify the public of this project. The notice should include specific details of the project development, the applicant's intent to apply for funds from a specific program, and a contact person to which comments may be submitted. **If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified.** Examples of public notification are as follows:

Public meeting: A process of coming together to discuss a common topic. The agenda must specifically list the topic of discussion and a public notice of the meeting must be distributed at least 24 hours prior to the meeting.

Public hearing: A session in which witnesses are heard and testimony is taken. The hearing must specifically list the topic of discussion and a public notice must be distributed at least 24 hours prior to the hearing.

Newspaper/radio/TV advertisement: A public notice published in the press or broadcast over the air.

Direct contact with user groups: Contact by letter, announce at users' meeting, brochure, etc. with the possible users of the project.

National Environmental Policy Act (NEPA): Federal agencies may need to complete National Environmental Policy Act (NEPA) documents and submit an approved copy with the application as required by their agency

Permits - Indicate the permits (and/or NEPA documents, if applicable) that are required for the project and the status of each. Permits do not need to be in hand at the application stage, but applicant my show they understand the required permits and the process to obtain them. Submit a copy(s) of the permit(s) or NEPA documents, if available.

Applicant Ownership - Indicate the ownership status and attach proof of ownership or management status of the project site. This will ensure authorized use, project liability, management for the life of the project and legal responsibilities. Your project is not eligible without proof of ownership or a management agreement. If you are applying for equipment, check the appropriate button.

For Recreational Trails Program (RTP) Applicants Only –

This is a specific form just for Recreational Trails Program projects and must be completed to be eligible for funding. The Federal Highways Administration requires the environmental survey be completed for all projects requesting RTP funds. Check whether the **project** is primarily for motorized use, non-motorized use, or diverse use (diverse use includes a **project** that benefits both motorized and non-motorized users). This question is to identify who the project benefits NOT if the trail is open to certain uses.