



**2012/2013  
NM Off-Highway Vehicle Program  
Off-Highway Vehicle Fund Grant Instructions/Application**

**New Mexico Department of Game and Fish**  
One Wildlife Way  
Santa Fe, New Mexico 87507

**Department Contact:**  
OHV Program Manager  
[David Chester](#)

**Telephone:** 505-476-8171  
**E-mail:** [david.chester@state.nm.us](mailto:david.chester@state.nm.us)

**2012/2013**  
**NEW MEXICO OFF-HIGHWAY VEHICLE PROGRAM**  
**GRANT APPLICATION**

The New Mexico Off-Highway Vehicle Program, under the direction of The Department of Game and Fish (“Department”) is accepting grant proposals that will be distributed from the Off-Highway Vehicle Trail Safety Fund, hereinafter referred to as (“Fund”). Successful funding of grant proposals will result in agreements in furtherance of the provisions of the NM Off-Highway Vehicle Program as outlined in section 66-3-1001 NMSA. Respondents to this request must utilize the appropriate Grant Application Form issued by the Department. The Grant Application Form is available on the Department’s website [www.B4uRide.com](http://www.B4uRide.com) or by contacting **David Chester** at 505-476-8171 or via e-mail at [david.chester@state.nm.us](mailto:david.chester@state.nm.us).

The OHV Grant Program provides funding to federal agencies, state, and local and tribal governments, and qualified non-profit sponsors for the purpose of advancing the provisions of the OHV Act. Grants will be for projects related to recreational use of off-highway vehicles (OHV) and OHV safety and education. If the project includes OHV areas or trails, they must be on lands open to the public. OHVs include off-highway motorcycles, all-terrain vehicles, recreational utility vehicles, and snowmobiles. The program encourages efforts that maximize statewide and regional/geographic benefit. The program operates on a reimbursement basis. Please see the definition section of this Grant Request Proposal for detailed descriptions of the reimbursement process.

The program intends to award funds and enter into agreement with more than one eligible applying entity. Awarded entities may be subject to interim evaluations and review during the agreement period.

**Funding for the OHV Grant Program is derived from the Trail Safety Fund Fee included as part of the OHV registration fees collected in the State of New Mexico and is contingent upon budgetary approval made by the NM State Legislature.**

## STATUTORY REQUIREMENTS FOR GRANT APPLICATIONS

- Applicant's Financial and Legal Status;
- Applicant's management plan, including specific measures to avoid or minimize environmental damage to public and private lands and danger to users and spectators;
- Operating budget for the park, trail, facility or staging area;
- Availability of matching funds; and
- Public participation and input:

## LEGAL STATUS

### • ELIGIBLE

Federal agencies, state, local and tribal governments, and other political subdivisions of the state and non-profit organizations as designated by the Internal Revenue Service are eligible for grants.

### • NOT ELIGIBLE

Private-sector or for-profit entities.

### • PROOF OF ELIGIBILITY

Proof of the organization's non-profit status must be submitted with the Proposal-Application Form. Provide (1) one copy of the non-profit status letter issued by the Internal Revenue Service (IRS).

In the event an organization is awarded funding but is either not in compliance with the requirement that it has received a tax-exempt designation from the Internal Revenue Service, or it becomes non-compliant after an award is made, the organization shall immediately meet compliance, or it shall return all awarded funds immediately upon written request from the Department.

**A proposal will not be considered if the awarded funds will result in a private benefit which is a direct violation of the Constitution of the State of New Mexico (anti-donation).**

## FUNDING

Funding for the OHV grants is available from the Trail Safety Fund and budgetary authority granted by the New Mexico State Legislature.

- The maximum grant amount that can be requested by any sole applicant is **\$ 10,000 dollars**.
- Maximum allowable amount to request is \$ 10,000 dollars, however the actual "award" amount may be less. Several factors are used in determining the award amount to each applicant; not all proposals will be funded. Factors include but are not limited to:

available funding, number of applicants, leverage, and the evaluation score of the proposal submitted.

- Any awarded funds may have a match requirement based upon the project proposal. Please see the definitions for “Match” and “Leverage” outlined on this application.

#### **AGREEMENT EFFECTIVE AND TERMINATION DATES**

The intent of the Department in managing the OHV Grant Program is to have all agreements effective July 1, 2012 and terminate June 30, 2013 or sooner.

Commitments and eligible expenses for your project must occur after the effective date and prior to the termination of the agreement in order to be eligible for reimbursement.

#### **PROPOSAL SUBMITTAL**

##### **DUE DATE**

**POSTMARKED OR DELIVERED ON OR BEFORE 5:00 P.M., April 15, 2012, for initial grant application.**

##### **REQUIREMENTS**

To apply for this grant, please read, complete, and submit the appropriate Grant Application Form along with the requested information defined below. The form is available on the Department website [www.B4uRide.com](http://www.B4uRide.com) or by contacting **David Chester** at 505.476-8171 or via e-mail at [david.chester@state.nm.us](mailto:david.chester@state.nm.us)

##### **SUBMIT ALL OF THE FOLLOWING:**

Provide 4 Original Sets of the completed Grant Application / Project Information

- OHV Grant Application Form
- Project Management Plan, including statement of need, creative elements (5 Pages Maximum)
- Project Cost Worksheet, with total amount requested(1 Page Maximum on form provided)
- Letter of approval of project from Land Management Agency
  - For projects on Federal land only
- Approval letter from private landowner
  - For projects NOT on Federal land but open to the public
- Maps or site plans of the project area
- IRS Letter designating non-profit status
- Completed W9 form

**Applications submitted without the required items above will be considered Non-Compliant and will be returned.**

Please submit your completed Grant Application clearly marked:

## **OHV GRANT APPLICATION**

### **REMIT TO:**

NEW MEXICO DEPARTMENT OF GAME AND FISH  
Attention: David Chester, OHV Program Manager  
One Wildlife Way  
Santa Fe, NM 87507

### **DELIVERY SPECIFICATIONS**

- Proposals sent via mail or certified courier and must be postmarked by **April 15, 2012** or earlier.
- Hand delivered proposals must be received at the Santa Fe Game and Fish Office **on or before 5:00 PM, April 15, 2012.**
- Please retain proof of delivery for verification that the deadline has been met.

### **UNACCEPTABLE PROPOSAL SUBMISSION**

- Fax or e-mail Proposal-Application Forms will not be accepted.
- Applications postmarked or received after the deadline will be returned to sender.

**Applications missing required documents will be deemed NON-COMPLIANT and returned.**

### **DEFINITIONS**

The following definitions are only for the purpose of this request for proposal.

### **DEPARTMENT**

New Mexico Department of Game and Fish

### **CONSORTIUM**

A complementing effort between two or more entities, all of whom are considered Eligible as defined under the "Eligibility" section of this request for proposal; within a geographic area/region, industry or theme agreeing to cooperatively advertise, market, or promote OHV safety programs, enforcement, and trail or staging area development and/or maintenance, and/or restoration.

### **ELIGIBLE COSTS**

Please refer to the list at the end of this request for proposal for a complete listing of eligible and non-eligible costs. Please contact the Department of Game and Fish OHV Program if clarification is needed.

### **ENTITY**

Non-profit / 501 (c) organizations, federal, state, local and tribal governments located in New Mexico

- Legal non-profit organizations; as designated by the IRS.
- Proof of this designation is required by providing a copy of the status letter from the IRS with the submitted application.

### **FUNDING REQUEST**

The Grant Application requires the applying entity to list all expenses associated with implementing the effort. The list should contain all costs, eligible and non-eligible. Only eligible costs will be considered. A “match requirement” may be incorporated as an agreement of the grant. See definition of “match requirement” for further explanation.

### **FULLY EXECUTED AGREEMENT**

One which has been signed by the New Mexico Department of Game and Fish, and the agreement is fully in effect and binding to the terms and conditions indicated within.

### **Leverage**

The amount of funds, in-kind services, materials, and trail acquisition costs for this project that will be used to leverage OHV Registration Grants against competing applications.

### **MANAGEMENT PLAN**

A plan which identifies the mission, goals and objectives of the applying project. The plan also specifies an implementation plan, timelines, and desired outcome on how the project will advance the provisions of the OHV Act.

### **MATCH REQUIREMENT**

Depending on an applicants “project budget,” the ratio of matching funds from the Department will vary. Match is not required but will be utilized as leverage against competing applications.

- If an awarded entity receives a grant with no match required (100%), the Department will reimburse 100% of expended eligible costs, up to the amount awarded. For example, if this entity is awarded \$10,000 and the entity expends \$10,000 in defined eligible costs, the Department will reimburse the entity \$10,000.
- If an awarded entity receives a grant with a 50% matching funds requirement, the department will reimburse 50% of the expended eligible costs, up to the amount awarded. For example, if this entity is awarded \$5,000 the entity agrees to expend a minimum of \$10,000 in defined eligible costs.

### **PARTNERSHIPS**

Other entities including, but not limited to; local government, civic and private entities that will assist in achieving the mission, goals and objectives of the applying entity. Partners may contribute to the entity financially, in-kind or through other means as defined. A list of partners is required in the Grant Application Form. Please refer to the definition of a “Consortium” to describe those partners.

### **OHV**

Off-Highway Motor Vehicle

- Off-Highway Motorcycle (Dirt Bike), All Terrain Vehicle (ATV), Off-road vehicles (ORV, RUV) and Snowmobile.

## **OHV GRANT APPLICATION FORM**

The Grant Application Form is available on the Department website [www.B4uRide.com](http://www.B4uRide.com) or by contacting David Chester at 505-476-8171 or via e-mail at [david.chester@state.nm.us](mailto:david.chester@state.nm.us). Proposals submitted in another format will NOT be considered.

## **REIMBURSEMENT BASED GRANT**

The following is an example of the reimbursement and grant process: an entity submits a completed Grant Application Form. The application is reviewed, evaluated and scored by the Department. A decision is made by the Department to award funds. The applicant is informed and if funds are awarded, the process of entering into agreement begins. The agreement period will be from July 1, 2012 through June 30, 2013 or sooner.

During this time the awarded entity must expend funds on eligible items as defined in the original Grant Application Form, and as defined in the agreement. These expenses must be paid and have cleared the bank, prior to requesting reimbursement from the State. Requests are due on a quarterly basis. See the "request for payment" section for instructions.

## **SPONSORED ENTITY**

A sponsored entity is one who is responding to this request through the use of a fiscal agent; utilizing their non-profit status.

## **TOTAL PROJECT COSTS**

Includes an entity's entire budget for the project (not just the portion in the Grant request). The project budget should be completed on the provided Project Cost Worksheet.

## **PROJECT COST WORKSHEET**

The Project Cost worksheet is the last page of this Grant Application package, it must be completed and signed and accompany a completed Grant Application Form.

- **Applications not including a completed and signed Project Cost Worksheet will be deemed NON-COMPLIANT and returned.**

## **OHV GRANT APPLICATION ELEMENTS**

### **OHV GRANT APPLICATION FORM**

- Complete the OHV Grant Application Form in its entirety.
- All parties must sign & date the form
- The appropriate OHV Grant Application Form must be used for responding applicants. The only acceptable alterations to the Form are changes to the margins and adjusting the size of the paragraphs. Additional pages should not be added. Points may be deducted for not following the form and format of the Form provided by the Department. The Form must be physically submitted to the Department; faxed or e-mail applications will NOT be accepted.

- **Provide 4 copies of the OHV Grand Application Form, and:**

## **STATEMENT OF NEED**

- Provide a clear but brief description of the project, location, major budget items, and the projects contribution to the provisions of the OHV Act. (One Page Maximum). Also include information on the consequences of not funding your request.

## **PROJECT EVALUATION CRITERIA RESPONSE**

- Provide responses to the Project Selection Criteria and number your responses to correspond with the criteria numbers (5 pages maximum).
- Provide evidence of support and cooperation for each criterion if applicable.

## **PROJECT BUDGET / FINANCIAL CAPABILITY**

- Provide a Project cost worksheet on the form provided with the application.
- Provide information supporting your applicant's financial capability to complete the proposed project.
  - An applicant must have the financial capability to incur the entire costs of implementing the project. The invoices must be paid in full then reimbursement can be requested up to the awarded amount. A request for payment submitted in any quarter must provide itemized documentation indicating the expense has been paid, is appropriate, and "cleared" the bank. Reimbursement will be made at the match percentage level, if applicable. See "match requirement" for details.

## **LAND MANAGERS LETTER OF APPROVAL**

- For Projects ON federal land only
  - Fill out and sign this page only if the project is located on land owned by any federal agency, including U.S. Forest Service, Bureau of Land Management, National Park Service, U.S. Army Corps of Engineers, or private owner if the project infringes on private property.

## **ENVIRONMENTAL INFORMATION AND APPROVAL**

- For Projects NOT on federal land
  - Fill out and sign this page if the project is located on land in any other ownership, such as a state agency, a town or city, a county, a non-profit organization, private, or corporation.

## **MAPS/SITE PLANS**

- Provide one map of the project vicinity and one of the project itself.
  - For trail development and improvement projects, the application should include a map or Site Plan at 1:24,000 scale or smaller (i.e. more detailed). Show clearly roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project. (If the 1:24,000 scale is excessively large or costly, you may provide only one copy.)

## **CREATIVE ELEMENTS**

- Provide one set of creative elements to support your project as available.
- Examples: samples, Site Plan/Map, mock ups, story boards, scripts, brochures, video/dvd/cd, outlines, etc.
  - **Creative Element Requirement**
    - **This item is a mandatory requirement. Final products that do not meet this requirement will not be eligible for reimbursement.** The New Mexico Department of

Game and Fish and the New Mexico OHV Program must be acknowledged on all projects including but not limited to: all print and television advertising, brochures, signage, billboards and websites that are funded in whole or in part by the grant. Several options are available:

- **The Department requires review and approval on all products produced using grants from the Trail Safety Fund.**

## **PROJECT EVALUATION CRITERIA**

*10% of your score will be based upon the criteria listed below, and on an oral presentation to the Department of your Proposed Project.*

1. **Safety and Ethics Education.** The degree to which the project supports OHV ethics and safety educational needs pertinent to the OHV program's management plan. Strategies that minimize the impacts of OHV use on hunters and anglers and on other non-motorized recreationists.
2. **Enforcement/Education.** The degree to which the project supports educating the public of the laws pertaining to New Mexico's OHV Statute.
3. **Education of New Mexico Traditional Living Culture.** The degree to which the project enhances awareness of the impact of OHV use on New Mexican traditional living culture or protects and/or mitigates damage to individuals engaged in agriculture on public lands.
4. **Resource Enhancement and Protection.** The degree to which the project enhances or protects natural resources and rangelands, or mitigates that damage. Examples include; rehabilitation of trails, soil erosion control, diversion away from riparian areas or critical wildlife habitat, bridges to avoid and reduce stream impacts.
5. **Safety.** The degree to which the project addresses "user hazards" and the level at which it outlines how the hazard will be eliminated.
6. **Access.** The degree to which the project site is easily accessible to the general public, or in the case of an educational project, the degree to which the information is easily accessible to the general public.
7. **Maximized benefit.** The degree to which the project provides for a recreational opportunity to a wide range of users, and greatest number of compatible recreational uses.
8. **ADA and Special Needs.** The degree to which the project addresses access for special needs groups and people with disabilities as outlined in the federal Americans with Disabilities Act.
9. **Follow-up on Previous Project.** The application involves a second phase of a previously funded project.

**TOTAL: 100 POINTS**

## **REQUEST FOR PAYMENT**

### **Due Quarterly**

After funds are awarded and agreements are fully executed, invoices for payments are due on a quarterly basis. Requests not submitted on or before the established deadline may be declined.

Each invoice must include the following:

- Completed invoices for Payment forms, 2 pages, Page 1 must have original signature
- Proof of work performed (invoices required)
- Proof of Payment (front / back of check or bank statement – online statement is allowable)
- Letter on agency or organization letterhead requesting reimbursement for monies already spent. The letter should include the requested reimbursement amount.

### **Quarterly Due Dates**

For the purpose of the OHV Grant Program, quarters and respective due dates are as follows:

- 1<sup>st</sup> Quarter: July – September      Invoice due: October 15<sup>th</sup>
- 2<sup>nd</sup> Quarter: October – December      Invoice due: January 15<sup>th</sup>
- 3<sup>rd</sup> Quarter: January – March      Invoice due: April 15<sup>th</sup>
- 4<sup>th</sup> Quarter: April – June      Invoice due: July 10<sup>th</sup>

## **PROJECT TRACKING**

### **Due on or before each quarterly due date.**

A report summarizing work performed and accomplished is due on or before each request for payment and at the end of each grant cycle. Failure to submit a completed report by the established deadline can result in a loss of funding.

## **ELIGIBLE COSTS VS. NON-ELIGIBLE COSTS FOR REIMBURSEMENT**

### **ELIGIBLE FOR FUNDING:**

- Safety and ethics education and enforcement programs including trail outreach, brochures, displays, videos, posters, trail ambassadors, etc.
- Projects that enhance the awareness of New Mexico Traditional Living Culture. The degree to which the project enhances awareness, protects and/or mitigates damage to communities engaged in agriculture on public lands.
- Projects that implement strategies to minimize the impacts of OHVs on private property on or adjacent to public lands, traditional living culture, individuals engaged in agriculture, hunters and anglers, or other non-motorized recreationalists, with a goal of eliminating those impacts.
- Trail projects of routes legally designated or otherwise approved by the land managing agency. A letter of support from the land management agency is required.
- Rehabilitation and maintenance of existing trails open to OHV use:
  - Clearing brush on federal lands will only be allowed to the standard clearing widths identified in the appropriate federal agency trail guidelines.

- On federal lands, grants will only be approved for trails legally designated by the appropriate forest plans, resource plan, or travel plan.
- Broad scale maintenance will require specific trail identification and specific description of work to be done
- Weed control related to a trail projects
- Trail projects for routes that are not currently under litigation.
- Restoration of areas damaged by off-road motorized use.
- Development of trailhead facilities, kiosks, on existing OHV trails.
- Features to assist disabled individual on existing OHV trails for staging access
- Development of trailhead facilities, kiosks, on existing OHV trails, directional, regulatory, guide, and interpretive signage on existing trails
- Trail grading, surfacing, and drainage improvements.
- Water crossing structures, bridges, railings, ramps, and fencing
- Bank stabilization and retaining structures
- Trail corridor re-vegetation and erosion control
- Trailhead facility development for motorized trails, parking areas, restrooms, and related facilities
- Construction of new trails on allowable federal, state, county, municipal, private and customized easement lands, where a recreational need for such construction is shown.
- Acquisition of land or permanent easements or trail access
- Maintenance for combined motorized/non-motorized trails
- Reasonable grant administration or project management for non-profit organizations (not to exceed 5% of the grant request, make sure this is documented in your project budget). Documentation for this expenditure will be required at project close out.

### **NOT ELIGIBLE FOR FUNDING**

- Projects that displace fish and wildlife species or reduce habitat.
- Trail projects on routes not approved by the appropriate land management agency or private landowner.
- Fulfillment costs - Envelopes and supplies
- Communication - Telephone expenses
- Administration - Salaries, Per Diem (travel expenses, mileage, gasoline meals or lodging), over-run, entertainment, supplies, taxes, and other categories not specifically allowed in eligible costs.
- Items for sale - Promotional items produced for sale such as Video/CD's/DVD's, brochures, t-shirts, posters, calendars, etc.
- Equipment - Any purchase of equipment and or furnishings, where rental opportunities can accommodate.
- Trail construction or improvements that exclude OHV use.
- **Anything contrary to state or federal law**

### **Verification Statement:**

We, the undersigned certify that (1) this information is accurate; (2) we agree to comply with all the guidelines as presented by the New Mexico Department of Game and Fish, and (3) we agree to comply with all existing and appropriate local, state and federal guidelines.

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Signature of Applying Entity Representative

Date

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Signature of Sponsored Entity Representative  
(if applicable)

Date

## GRANT APPLICATION CHECK LIST FOR ELIGIBILITY AND COMPLETENESS

### Application Form:

\_\_\_\_\_ Is application form included and complete?

### Grant Agreement:

- **Projects on Federal land:**

\_\_\_\_\_ Signed project approval letter from land management agency?

- **Projects NOT on Federal land:**

\_\_\_\_\_ Signed letter from property owner stating approval of project?

### Copies:

\_\_\_\_\_ Are there 4 copies of the application form, maps, budget, criteria, and support materials?

### Maps/Site Plan: required for projects including development, planning, research, or trail facilities

\_\_\_\_\_ Is a project vicinity map or site plan included?

\_\_\_\_\_ Is a 1:24,000 or larger map included?

\_\_\_\_\_ Provide 4 copies

### Budget:

\_\_\_\_\_ Is a complete project cost form included, showing sources of funds and uses of funds?

\_\_\_\_\_ Are all budget items eligible for funding for this application type?

\_\_\_\_\_ Did you include in kind contribution for your Volunteer Labor?

### Application format:

\_\_\_\_\_ Are there 4 copies of your application and are they in the following order?

- NM OHV Fund Grant Application/Project Information
- Land Manager/Owner Approval letter if applicable
- Project Selection Criteria
- Maps/site plan
- Project cost form
- Support letters and documents from Project Partnerships

**APPLICATION FORM**  
**2012/2013 NM OFF-HIGHWAY VEHICLE FUND GRANT PROGRAM**

Name of Project: \_\_\_\_\_ Date \_\_\_\_\_  
(Please limit the project name to five words or less.)

GRANT CATEGORY:

Check ONE:      \_\_\_ Type 1 – Trail or Staging area development and/or maintenance, and/or restoration  
                  \_\_\_ Type 2 – Safety education, marketing, promotion, and enforcement of OHV safety programs

Is this project:   \_\_\_ A stand alone project           \_\_\_ A project in consortium with another project

APPLICATION ENTITY TYPE

                  \_\_\_ IRS Designated Non-Profit   \_\_\_ Federal Government  
                  \_\_\_ State Government           \_\_\_ Local Government  
                  \_\_\_ Tribal Government

APPLYING ENTITY

Name and address of the Applying Entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

State Tax ID Number: \_\_\_\_\_

SPONSORED ENTITY

**\* If Applying Entity is Fiscal Sponsor for another Entity, complete:**

Name and address of the Sponsored Entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_



Miles of trail grooming \_\_\_\_\_  
Miles of trails being planned \_\_\_\_\_  
Size of new trail head (staging) construction / reconstruction \_\_\_\_\_  
Miles of inter-connecting travel benefiting from the project \_\_\_\_\_

TYPE OF TRAIL / STAGING AREA SURFACE:

Asphalt                       Concrete                       Other: \_\_\_\_\_  
 Native                          Crusher Fines

TYPE OF MARKETING EFFORT:

Mass Media                       Direct Mail                       Printed Material  
 Other \_\_\_\_\_

TYPE OF EDUCATIONAL EFFORT

Event                               Education/Enforcement                       Safety Education  
 Other \_\_\_\_\_

<p><b>GRANT REQUEST</b> Amount Requested (round off figure to the nearest \$100): Total project cost                      \$ _____ <b>GRANT REQUEST AMOUNT</b>                      \$ _____</p>
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BRIEF DESCRIPTION OF PROJECT REQUEST (Please limit your description to the space provided here:  
minimum font size 10 pt / 15 lines)

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Submitted by: Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Printed Title \_\_\_\_\_

Accepted by the New Mexico Off-Highway Vehicle Program: \_\_\_\_\_

## PROJECT SCORING CRITERIA

**NOTE: 10% of your score for each criteria section will be based on an oral presentation to the Department of your Project.**

**Provide answers to each of the following four criteria (Five page maximum):**

### 1. Advancement of the Missions and Objectives of the Department:

Describe the objectives of your project and how it will advance the Missions and Objectives of the Department.

**(30 points)**

- a) What will your project accomplish?
- b) How will you encourage responsible OHV use and address sensitivity to New Mexico Traditional living cultural, private property issues, and environmental impacts due to OHV use.
- c) How will you promote OHV safety training and education?
- d) How are you improving or creating OHV riding opportunities?
- e) Will it provide essential maintenance to keep OHV riding opportunities available?
- f) How will you promote Off-Highway Vehicle Registration Compliance?
- g) How many and what types of OHV enthusiasts will benefit?
- h) If applicable, include information about managing multiple uses of the trail.
- i) Include information on how the project provides economic and quality of life benefits to local communities.

### 2. Management Plan:

Review of the management plan for this project. **(25 Points)**

- a) Management experience or work experience related to the project
- b) Project Cost Worksheet – Completed form required  
NOTE: The grant program is reimbursement based. The applying entity must have the fiscal capacity to pay all expenses in full prior to requesting reimbursement from the State. Sources of sponsor funds on the Project Cost Worksheet are required.
- c) Timeline for the project (see quarterly reporting dates)

#### 2A. Environment and Planning (Grant Type 1):

Show how the project addresses the protection or improvement of the environment by fixing any existing problems, avoiding or minimizing impacts of the project, or both; AND describe how this project relates to plans for trail development, recreation management, transportation, and other local, state or federal plans.

Some examples are:

- Cleaning up, rehabilitating or creating wildlife habitat and wetlands
- Re-routing a trail around sensitive habitat areas, and/or educating the public about wildlife concerns
- Re-vegetation of eroded areas along the trail or protecting resources.
- Improving drainage structures to prevent erosion or repair damage from runoff
- Planning, design, and management that will minimize impacts to the trail environment
- Providing educational signs or kiosks at trailheads and/or along the trail
- Monitoring or researching impacts of OHV trail activities

In addition:

- Describe how this project meets land management agency objectives
- How does the project relate to local, regional, or federal planning documents
- Describe how the project will improve the long-term sustainability of the trail or facility

#### 2B. Marketing and Promotion Planning (Grant Type 2):

- Target Issue(s)
  - List the specific safety program targeted

- List the specific OHV safety issue(s) targeted
- Target Market(s)
  - Geographic location, Age, Income, Education, Gender, Ethnicity
  - OHV product type – ohv motorcycle, atv, side by side, and/or snowmobile
  - OHV user experience level
- Define the specific SMART Goal(s) of the plan
  - SMART = Specific, Measurable, Attainable, Realistic, Trackable
- Explain the research and/or evidence used to determine the Issue(s), Market(s) and Goal(s) of the plan
- Distribution / media plan
- Provide one set of creative elements to support your project as available.
  - Examples: samples, mock ups, story boards, scripts, brochures, video/dvd/cd, outlines, etc.

### **3. Leverage through Matching Funds:**

List the amounts and sources of funds, in-kind services, materials, and trail acquisition costs for this project that will be used to leverage this application. **(20 points)**

- a) Describe use of volunteers for this project; volunteer labor does qualify as a funding match but not salary costs.
- b) Donations, contributions, materials and other ways that this project will be leveraged
- c) Even though matching funds are not required, it is the policy of the Department to encourage contributions to trail projects in order to accomplish as much as possible with the limited grants money available.
- d) Funds from other types of grants - Examples: RTP or local grants

### **4. Partnerships:**

Provide evidence of support for this project from trail users, agencies, local governments, community groups, or individuals (letters, petitions, news articles, event descriptions, etc. must be attached to your application packet). **(15 points)**

- Applicants need to demonstrate that the project has a variety of support:
  - OHV users in compliance with the Act
  - Organizations involved in trail activities, conservation, and outdoor interests
  - Community organizations, businesses, and institutions
  - Agencies and elected officials of local, state, and/or federal governments

### **5. Presentation of Project: Oral presentation and application**

Your application should be succinct and professional in its presentation. **(10 Points)**

**TOTAL: 100 POINTS**

**New Mexico OHV Grants Program**

**Project Cost Worksheet**

<b>Project Cost Information.</b>				
<b>Category</b>	<b>Grant Request amount</b>	<b>Sponsor Funds</b>	<b>Value of in-kind Contributions</b>	<b>Total Project Costs</b>
<b>Design and Engineering</b>				
<b>Labor</b>				
<b>Materials</b>				
<b>Equipment Rental</b>				
<b>Sub Contractor Contracts</b>				
<b>Purchase of Equipment</b>				
<b>Operator Costs</b>				
<b>Total Project Costs</b>				

**Important:** Identify amount and sources of sponsor funds and in-kind contribution, including the value of volunteer labor, materials and maintenance equipment purchase, rental or lease.

**Be specific:** For labor, list the number of personnel, and total number of hours to complete the project. Please list quantities of materials and cost thereof. For rental or lease of equipment, list the item, duration of rental, and cost per item.



## INSTRUCTIONS FOR COMPLETING THIS FORM

### Taxpayer Identification Number (TIN)

Provide Only One: Social Security Number or Federal Employee Identification Number (FEIN)

If you do not have a TIN, apply for one immediately.

Individuals use federal form SS- 5 which can be obtained from your local Social Security Administration Office.

Businesses and all other entities use federal form SS- 4 which can be obtained from your local Internal Revenue Service Office.

### Legal Name As registered with the IRS or Social Security Administration (SSA)

Individuals: Enter your Last Name, First Name, MI

Sole Proprietorships: Enter Last Name, First Name, MI

All Others: Enter Legal Name of Business

### Limited Liability Company (LLC)

Enter owner's name here, enter the LLC name on trade name line. Check the LLC box, and select the appropriate filing status.

### Trade Name

Individuals: Leave Blank

Sole Proprietorship: Enter Doing Business As (D/B/A) Name

All Others: Complete only if Business Name is different than Legal Name

### Primary Address

Address where correspondence, payment(s), purchase order(s) or 1099's should be sent.

### Remittance Address

Address where payment(s) should be sent if different from primary address.

### Business Designation

Check ONE box which describes the type of business entity. If the business designation is either a corporation or organization exempt from Tax under Section 501 (a)(c)(d), you must indicate if you are engaged in the business of providing medical services by checking "yes" or "no"; this does not include providing health insurance coverage for employees.

### Certification

The person signing this document should be; a partner in the partnership; an officer of the corporation; or the individual or sole proprietor noted under Legal Name above.

By signing this document you are certifying that all information provided is accurate and complete.

You are also certifying that you have not been notified by the IRS that you are subject to backup withholding because:

- A. You are exempt from backup withholding; or
- B. You are not subject to backup withholding as a result of a failure to all interest or dividends; or
- C. That the IRS has notified you that you are no longer subject to such backup withholding.

### Penalties

If you fail to furnish your correct Taxpayer Identification Number (TIN) to a requester, you are subject to an IRS penalty of \$50 for each failure unless your failure is due to reasonable cause and not to willful neglect.

If you make a false statement without a reasonable basis that results in no backup withholding, you are subject to an IRS penalty of \$500.

Willfully falsifying certification or affirmations may subject you to criminal penalties including fines and/or imprisonment.

If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

### Privacy Act Notice

Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to and IRA. The IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.