

Application Process

INSTRUCTIONS FOR COMPLETING THE IDPR GRANT APPLICATION

It is important that you review these instructions prior to preparing your application. Completed applications (1 original plus 15 copies/program, with original photos and maps. Make sure to mark original **after** making your 15 copies.) must be submitted by **5:00 p.m. (Mountain Time), Friday January 27, 2017** to:

Idaho Department of Parks and Recreation
ATTN: Grants Program
5657 Warm Springs Ave.
Boise, ID 83716

IMPORTANT:

- ✦ **Use only the space provided on the application form.**
- ✦ **The only attachments should be items such as maps, photos, construction drawings, etc. Place attachments after the application.**
- ✦ **Maps and construction drawings are limited to 11x17 paper.**
- ✦ **No cover letters.**
- ✦ **Please use only staples to secure the application and attachments together. No paper clips or other binder clips. Please do not bind application or use three-ring binders or report covers with clasps.**

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

Address - The address of the applicant/agency.

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.

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

IDPR Program - Check the program from which you are applying for grant funds. Double click on the box to place a check mark inside. (**Check only ONE program**)

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

Signature – All applications must be completed and bear an original signature in ink (preferably blue ink). 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 A-K determine project eligibility before the rating process.

1. Program Purpose: Explain how this project fits the purpose of the grant program (see program descriptions).

2. Project Urgency:

A. What will be the adverse effects if this project does not receive funding?

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 **must** be submitted with this application. Please do not submit drawings or plans larger than 11x17. **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.

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.

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 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.

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.). Total column "B."

IMPORTANT: Letter(s) of commitment or other documentation to verify the match **must be** submitted with the "original" only, 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, Motorbike and ORMV 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. Attach letters of support.

10. Budget: Itemized Project Components: Fill in the item to be funded (i.e. boat ramp, campground, trail reconstruction) and the **total cost** of the item. **Suggestion:** A written estimate or price quote from a contractor or vendor should be submitted with the application. Then list the **matching share** that is committed for that item and the **grant amount** being requested for that item. (The matching share and the grant amount should equal the total cost of the item.)

Total all the columns at the bottom, making sure that all totals are *correct*. **NOTE:** The total amount of match in question #8 that is committed to the project should equal the total amount of match listed on the budget sheet, question #10. Round all dollar amounts to the nearest dollar and all percentages to the nearest whole number. ***Please double-check your addition.***

Eligibility Questions

A. 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.

B. 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.

C. Project Design - Indicate who will design and/or engineer this project, if awarded. Indicate if the person/company is licensed. Applicants requesting equipment should enter manufacturer or brand of equipment they are purchasing.

D. 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.**

E. Projected Life of the Project – Check the appropriate box. Double click on the box to enter a check.

F. 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. **NOTE: IDPR Board policy prohibits the charging of fees for use of dump stations constructed with RV funds.**

G. 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. Attach any notices, agendas, public comments, etc. with the “original” only. **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

H. Permits - Indicate the permits (and/or NEPA documents, if applicable) that are required for the project and the status of each. Submit a copy(s) of the permit(s) or NEPA documents, if available, with the “original” only.

I. Applicant Ownership - Indicate the ownership status and attach proof of ownership or management status of the project site with the “original” only. 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 first box.

J. For Recreational Trails Program (RTP) Applicants Only –

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 (see program description).

K. For Land & Water Conservation Fund (LWCF) Grant Applicants Only – These questions only apply to the Land & Water Conservation Fund Program.

Submit one (1) original PLUS fifteen (15) copies per program (with original photos and maps) of the application by 5:00 p.m. (Mountain Time), Friday January 27, 2017 to:

Idaho Department of Parks & Recreation
ATTN: Grant Programs
5657 Warm Springs Ave.
Boise, ID 83716
Phone: (208) 334-4199