

**UTAH
OUTDOOR
RECREATION
GRANT**

2018 program guide

RECREATION
UTAH OUTDOOR RECREATION GRANT

***Office of Outdoor Recreation
Contact Information***

Program Manager: Tara McKee

Email: tmckee@utah.gov

Phone: (801) 538-8686

Program Specialist: Rose Smith

Email: rosesmith@utah.gov

Phone: (801) 538-8652

business.utah.gov/uorg

Introduction

Outdoor recreation infrastructure can bring economic benefits to Utah's communities. Some counties, cities and towns are capitalizing on local outdoor recreation amenities to attract tourists to the region. Other communities find that having nearby outdoor recreation opportunities adds to the quality of life of local citizens, helps attract new residents, and can lead to an increase in local property values. Businesses, especially high-tech firms, consider outdoor recreation amenities as "absolutely vital" to attracting and keeping high-value employees.

The Utah Outdoor Recreation Grant Program for infrastructure projects was created to help communities build trails and other recreation amenities to support local economic development.

This program guide is designed to help the submitter apply for an infrastructure grant from the Utah Outdoor Recreation Grant (UORG) program. UORG has specific requirements and unique criteria. The following pages will provide information that will be helpful to grant applicants. **To avoid mistakes that may cause your grant application to be rejected, please read these pages thoroughly.**



Ogden has used its outdoor recreation amenities to attract businesses such as Osprey (above).



Restaurants and retailers that cater to recreation-loving tourists can benefit from nearby trails.

*Office of Outdoor Recreation
Mission: Ensure Utahns can
live a healthy and active
lifestyle through outdoor
recreation.*

Table of Contents

Section 1: Overview 5

Section 2: Choosing the Right Project for Your Community 11

Section 3: An Overview of Project Eligibility 15

Section 4: Money Matters 18

Section 5: Is the Project Ready to Go? 22

Section 6: Measuring the Benefits 23

Section 7: Selection Process for Grant Projects 25

Section 8: Important Things to Know 27

Section 9: How to Request a Reimbursement 30

Appendices: Supportive Materials for the Grant Applicant 32



Section 1: An Overview

The table below gives a brief overview of the Utah Outdoor Recreation Grant (UORG). The 2018 grant cycle is able to offer increased amounts of funding for larger projects. Whether you are considering applying for a grant in the 2018 or 2019 cycle, this program guide can be utilized as you plan your community's infrastructure project and prepare a strong grant application.

Examples of infrastructure projects previously funded by UORG are shown on page 7, or here:

<http://business.utah.gov/uorg>



Grant Program	Outdoor Recreation Infrastructure Projects
General Eligibility Requirements	<ul style="list-style-type: none"> ➤ Eligible applicants include nonprofits and local or tribal governments ➤ <u>Economic</u>: Must offer an economic opportunity for the community with the ability to attract or retain residents and/or increase visitation to region ➤ <u>Public use</u>: Infrastructure must be open and available to the public
2018 Grant Cycle	March 1 through April 19, 2018
Grant Sizes	Grant amounts available from \$5,000 up to \$150,000
Deadline	Thursday, April 19, 2018 by 5:00 pm MDT
Application Basics	Several narrative questions; project budget; several support materials
Match Component	Given as a 50/50 match. At least ½ of applicant's match must be cash match.
Contract/Reporting Requirements	Project must be complete within 24 months of the signed contract date. Funding is given after the applicant's spend. Up to 75 percent of the matched monies may be given before completion of project. The final funding is contingent upon inspection of the completed project.

Starting the Online Application Process

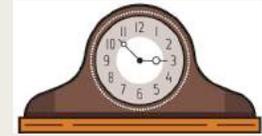
The online UORG application is not something that can be completed within a day and should be started sooner rather than later. It takes time to gather the necessary letters of support and other documentation.

Online grant application. To get a thorough understanding of what is required for the grant application, first download the pdf of the application available at business.utah.gov/uorg. Read through it and start to gather the information you will need such as letters of support, maps, environmental permits, etc.

Create Name and Password: The application portal is housed on Salesforce.com. You'll be prompted to create a username and password. This will allow you to work on, save and update your application at any time before submitting it. You can use this same user name and password if you apply for grants in the future. Should you forget your password, email us and we can help you.

Eligibility Quiz: When starting the online application, you'll take a brief eligibility quiz that will determine if your project fits within our grant parameters. After completing the quiz, you will be notified by e-mail whether you are eligible. If you qualify, you will be provided a link to Salesforce.com to start the grant application process. *Meeting our criteria does not guarantee that you will receive a grant. We receive many grant proposals, and the Office of Outdoor Recreation and grant review committee carefully assess each submission. The total dollars requested typically exceeds our grant budget, so some proposals will have to go unfunded. Consider the quiz a time-saver so you know if the UORG is the best potential funding source for your project. Read Section 3 for more about eligibility.*

Location of your project: You'll need to enter the latitude and longitude of the project area. Use Google Maps to find the location of your project, drop a "pin," click on your pin and copy and paste the location using decimal degrees (e.g. 40.782898 – 111.832951.) **Do NOT use the degrees, minutes, seconds format** such as this: 40° 26' 46" N 79° 58' 56" W.



Time Saving Tips



1. Save your answers in a word processor separate from the online application; this is especially pertinent for questions that require a longer answer. It provides time to edit the answers before copying and pasting them into the application. Be aware of the character limit in Salesforce.
2. Save your work on the online application frequently. Connection errors can lead to a loss of answers, and they are not recoverable.
3. Add attachments such as maps, support letters, etc. at the end of the process. Attachments larger than 20 megabytes (MB) will receive an error message.
4. Hold your cursor over the "help" buttons (a circle around a question mark) for helpful hints.



Gathering the Documentation

It will be helpful if you can gather the letters of support, maps, permits, engineering designs, MOUs and other required documentation before starting the grant application. They will need to be attached to your application. Some forms, such as the timeline template, project budget spreadsheet or the landowner approval document can be downloaded from the grant website. Individual attachments should not exceed 20 MB. Please note that all attachments must be in a compressed file format such as a compressed pdf when attaching them to your online application. (See Appendix B for a quick and easy checklist.)

Maps and Design Plans

You will need to provide two maps, a location map and a recreation site map or conceptual drawing of the project site.

Maps:

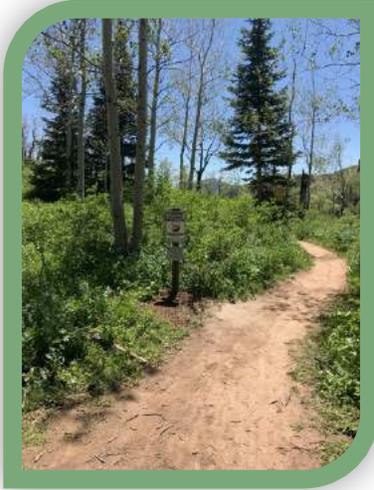
- ✓ **Required:** One map should show the location of the project within your community and should identify the main roads in the community that provide access. It should also note what infrastructure surrounds it. If it is a trail, it should show how it links to other recreational amenities or other trails (if applicable).
- ✓ **Required:** The second map should show a recreational site plan or conceptual drawing that includes enough detail to determine design details such as orientation and layout of the project itself.
- ✓ **Highly recommended:** Conceptual designs: If engineered plans or conceptual designs have been completed, please provide copies.



Letters of Support and a Statement of Responsibility

You will need a few letters of support for the project from partner agencies or organizations as well as an official statement of responsibility from the entity who will take on the long-term responsibility for the infrastructure.

- ✓ **Required:** One of the letters of support for the project should be from the local tourism office, sports and outdoor recreation office, or economic development office with a ballpark estimate of the economic impact of the proposed infrastructure project. Will the infrastructure attract tourists or support residents? If the focus of the project is on increasing area visitation, it would be helpful to know if the tourism office will be marketing the new infrastructure.



✓ **Required:** The project should have statement of responsibility for the long-term maintenance of the built infrastructure. A model for this can be found on pg. 10.

✓ **If Applicable:** Letters of support from project partners, if any. If the applicant has no partners for the project, this is not a requirement.

✓ **Highly recommended:** Letters of support from the community can underscore the importance of the infrastructure to the community. As each project is so different, we leave it to each applicant to help build the case for why their project should receive grant funding. The applicant should reach out to appropriate organizations, businesses or entities for some strong and individualized recommendations showing support for the project. *Please note that members of our grant advisory committee cannot write letters of support.*

Financial Documentation

- ✓ **Project budget spreadsheet:** We are not requiring a narrative in the application in the interest of simplification. It is important that you fill in as many details as possible into the budget spreadsheet. Download a copy of the spreadsheet for your use on the webpage. An example of how to fill out the budget spreadsheet can be found in the Appendix.
- ✓ **If applicable:** Provide written confirmation of donations from financial partners or other sponsors who will be providing cash or in-kind donations for the construction of the project. This information can be included a letter of support from financial partners or contributing sponsors.

Timeline

Project Timeline: You can download and fill out the *2018 UORG Infrastructure Project Timeline Template*, fill it out and include it as an attachment. An example can be found in the Appendix.

MOUs, Easements, Environmental Documentation and Special Permits

Some projects require special permitting depending on the area in which the project is being constructed. The federal permitting process can take well over a year, so the applicant should have procured these permits prior to applying. The sage grouse documentation from the Utah Department of Wildlife Resources (DWR) will take a couple weeks or more, so it is best to check with the DWR early on in the grant process to get it in time.

Land Owner Agreement(s): If the property is fully owned and managed by the grant applicant such as a local or tribal government, then such an agreement is not needed. Otherwise:

- **Private property:** If you have a trail that will go through private property, you'll need to provide a copy of a Memorandum of Understanding with landowner, Grant of Easement, copy of a lease or other relevant documentation.

- **Public Property:** If your project is being built on public land, provide a copy of the agreement with the appropriate land manager. Additionally, we HIGHLY recommend that if this project or trail is being built on public land that the local land manager (e.g. of the BLM, National Forest Service, etc.) is one of the active project partners.

Federal Permits: If the project is being built on federal land or within the country's navigable inland waterways, you will need to provide the appropriate federal permits and documents such as:

- NEPA Documentation, as needed for projects on or crossing federal lands.
- Permit from Army Corps of Engineers, as needed for river or lake projects.

Documentation from the Utah Department of Wildlife Resources (DWR) may be needed if the project is in a special management areas for a sensitive species such as the sage grouse.*

Link to online DWR Sage-grouse Management Area (SGMA) map:

<http://utahdnr.maps.arcgis.com/apps/Viewer/index.html?appid=0ed5494214cc4ea98b614a72477fe67b0U>

Statement of Responsibility

This information is meant to provide a model of an appropriate Statement of Responsibility, which is a required document for a UORG application.

The statement of responsibility should explain how this infrastructure will be sustained in the short and long term. The project area or trail developed with UORG assistance should be operated and maintained to appear inviting and attractive to the public. It should be kept reasonably open, accessible and safe for public use. Finally, all structures, trails and trail infrastructure should be kept maintained throughout their estimated lifetime to prevent undue deterioration and to encourage public use.

An example of short-term maintenance would be monthly litter pickups and keeping the infrastructure graffiti-free. This may be completed by someone such as a trail group or mountain biking team. An example of longer-term maintenance would include covering annual costs for regular trail restoration, safety fence replacement and sign repairs as needed. The responsibility for long-term maintenance is most often assumed by the government entity which controls the land or has entered into legal agreements such as a Trail Easement Agreement with private landowners and assumes legal responsibilities as defined in the easement.

The statement can be in the form of a letter and should be written, signed and dated by the appropriate leader of the organization which will be responsible for the long-term maintenance of the infrastructure project for *at least* 10 years.

The Statement of Responsibility should answer these questions:

- What are the plans for both short and long-term maintenance of the infrastructure?
- Which entity will be responsible for the long-term maintenance of the infrastructure, including covering the annual maintenance costs?
- Who accepts the legal responsibility for the built infrastructure?

Section 2: Choosing the Right Project for Your Community



Analyzing Community Needs

The application will help you choose the right outdoor recreation infrastructure project for your area. Consider the unique aspects of your community, its people, topography and recreational needs. Is there an existing outdoor recreational need in your area? What information and data might demonstrate this need?

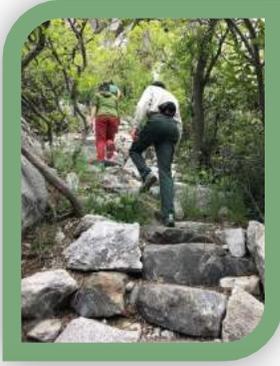
A good example from a previous grant-funded project: Although surrounded by great recreational amenities, the town of Moab had no safe and easily accessible place for children and novice climbers to learn to climb. The closest climbing gym was in the Wasatch Front area. Much of Moab's population qualifies as low-income and it was important that the project be available to the public at no

cost. The solution was a project that constructed artificial boulders with underlying safety surfacing in a section of an existing town park. The application also pointed out that "Moab Boulder Park" would also be attractive to tourists and reinforce the city's place as a recreational destination.

Including the community in the planning process will ensure enthusiastic engagement and support for the proposed project. In the case of the Moab Boulder Park as well as Highland's Mountain Bike Skills Park, the communities were so supportive that several local businesses provided financial donations to the project. The main goal of community engagement is for the trail or other types of recreational infrastructure to become popular with the public and well-utilized. Such amenities add to Utah's high quality of life, attract tourists, and offer residents fun family activities to stay fit and healthy.

This section will provide ideas with a look at projects that have been funded in the last two grant application cycles, as well as ideas for other types of outdoor recreation infrastructure that could qualify for a grant.

Past Utah Outdoor Recreation Grant Funded Projects



Little Cottonwood Canyon Climbing Trails Project Phases 1 and 2 (2015 and 2016) -completed

Applicant: Salt Lake Climbers Alliance. **Awarded:** \$15,000 (2015) and \$30,000 (2016). This project developed two loop trails with technical rockwork and stone steps connecting the lower LCC Park and Ride to a parking lot and trailhead. The trail also connected to six climbing zones that were mitigated and improved. **Project Strengths:** Very strong public-private partnership & substantial improvement of a high visitation area.



Jordan River Boat Take-out (2015) -completed

Applicant: City of North Salt Lake, Davis County **Awarded:** \$28,000. The boat take out facility is the only one in Davis County and created a new "end-of-the-line" spot for non-motorized boaters, adding an additional three miles of travel for recreationists on the Jordan River. Ramp and trail are ADA compatible. **Project Strengths:** Has strong partnerships to ensure project success. It created a special amenity in an area that lacked one.



Boulder Park Structure in Moab's Lions Park (2015) -completed

Applicant: Friends of Indian Creek, Grand County. **Awarded:** \$35,000. The natural-themed playground includes climbing-sized boulders manufactured from products that look and feel like local sandstone (without the crumbling) with safety surfacing below. **Project Strengths:** Provides attractive skill-building amenity for community and youth. Local businesses provided matching funds.



UM Creek Access Project for Great Western OHV Trail (2016)

Applicant: Paiute Trail Committee, Sevier County. **Awarded:** \$40,000. This project will enhance recreational opportunities on the Great Western and Gooseberry Trails. Segments of the two separate trails will be rerouted, and several bridges will be built. **Project Strengths:** Strong public-private partnerships. Applicant had completed NEPA prior to applying. Trail system provides a significant economic boost to local rural communities.

Washington County Recreational Road Bike Network (2017)

Applicant: Southern Utah Bicycle Alliance. **Awarded:** \$10,700. A designation of a network of 14 bicycle routes throughout Washington County with turn-by-turn wayfinding signage, large route maps at key points and bicycle maintenance work stands. **Project Strengths:** Seen as a great way to expand usage of existing trails and roadways to improve access to bicycling as recreation and transportation plus a draw for tourism and economic activity. Good partnerships throughout the county.



Trails and More: Planning Resources

The Utah Outdoor Recreation Grant will fund a variety of different types of outdoor recreation infrastructure projects that fit within our mission. Several examples can be found in the list of eligible infrastructure in Section 3. To help you plan a quality project, the following outdoor recreation ideas with online resources may be useful.

- **Trail Construction and Maintenance Notebook (USFS):** <https://www.fs.fed.us/t-d/pubs/pdfpubs/pdf07232806/pdf07232806dpi72.pdf>
or: https://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232806/toc.cfm

- **Guidelines for a Quality Trail Experience**



(BLM/IMBA): http://gqte.imba.com/images/GQTE_digi_publish_FINAL_high_res.pdf

- **Forest Service Outdoor Recreation/Trail Accessibility Guidelines:**

<https://www.fs.fed.us/recreation/programs/accessibility/>

- **Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds (USFS/FHWA):**

https://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/pdf/pdf07232816dpi72all.pdf

- **Avoiding the Most Common Mountain Bike Trail-building Mistakes:** <https://www.imba.com/resources/trail-building/10-most-common-trailbuilding-mistakes>
- **Community Mountain Bike Skills Park:** <https://www.imba.com/resources/freeriding/developing-bike-skills-parks>
- **Bicycle Tourism Facilities:** <http://www.bicycling.com/rides/travel/how-bike-touring-saved-this-small-town>
- **Constructing Wetland Area Boardwalk Trails and Wildlife/Bird Viewing Areas:** https://www.aswm.org/pdf_lib/2_boardwalk_6_26_06.pdf
- **How to Build a Great Whitewater Park:** <http://jacksonkayak.com/blog/2015/07/30/build-great-whitewater-park/>
- **Padding and Water Trails:** <http://www.americantrails.org/resources/water/National-Water-Trails-overview.html>
- **Non-Motorized Boat Launch Sites:** <http://www.river-management.org/assets/PreparetoLaunch/ptl%20-%20%20chapter%201.pdf>

What is a Natural Environment Playground?

Some of us remember a childhood playing in creeks, climbing trees and scrambling over rocks. We may have built a tree fort, created an impressive sandcastle, made up games that involved jumping from tree stump to tree stump, or dammed up a small creek to create a deeper water area to cool off. Such play in a natural environment can teach physical skills such as balance and hand-eye coordination. A child's sensory play with sand, rocks and water can instill various engineering and scientific principles. An unstructured environment brings out creative and imaginative types of play. Why not consider incorporating some classic natural elements into a community children's play area?

A project like a natural environment playground should get good community input, including from children and youth who have a good idea of what will be fun and attractive to them. The design can be unique to your area. Many aspects of the project construction would be suitable for volunteer labor from the community. Consider these ideas as just a sampling. Your own research can spark even more ideas for a natural playground.



Got an outside-of-the box-idea? Perhaps a community hammock park? Or a bicycle tourist camp? Possibly a 3D community archery range designed for youth?

Contact us anytime to confirm eligibility. Email the Office of Outdoor Recreation (Tara McKee at tmckee@utah.gov or Rose Smith at rosesmith@utah.gov) year-round to ask any questions.

Section 3: An Overview of Project Eligibility

Grant Eligibility Criteria for Recreation Infrastructure Projects: Your project must meet **ALL** of the following criteria to be eligible for a Utah Outdoor Recreation Grant (UORG). Evaluate how well your proposed outdoor recreation infrastructure project matches up with UORG funding by carefully reading the eligibility criteria.

	<p>1. Eligible Applicants: Municipalities, counties, and tribal governments, as well as nonprofit organizations that meet Utah code requirements are eligible to apply for a Utah Outdoor Recreation Grant.</p>
	<p>2. Budget/Costs/Matching Requirements: The Office of Outdoor Recreation (OOR) will not fund more than 50 percent of the proposed project's eligible costs. A minimum of 25 percent of the total project costs must be a cash match from the applicant and/or partners. (See the Eligible Infrastructure Costs on pg. 17 for more details.)</p>
	<p>3. Secured Funds: At least 75 percent of the matching funds for the project must be secured in order to apply. Other grants and/or funding from partners may be used as part of the match but the applicant should show their commitment by dedicating funds to the project as well.</p>
	<p>4. Statement of Responsibility: The infrastructure project must have a Statement of Responsibility naming a party who will maintain the recreational infrastructure for <i>at least</i> the next 10 years.</p>
	<p>5. Public Lands: If the project is located on public lands, it must have approval from the appropriate public entity. If the project is on federal lands, the applicant should request approval from the agency that will follow the National Environmental Policy Act (NEPA) process.</p>
	<p>6. Accessible to the Public: The recreation infrastructure must be available and easily accessible to the public. It cannot be for the use of a private entity only.</p>
	<p>7. Property Ownership: All property that UORG projects are located on must be owned by or under the control of the applicant (e.g. local government or conservancy). If the project crosses private property, as in the case of a trail, a legal agreement must be reached with the property owners. The grant CANNOT be used for the purchase of property for the project.</p>
	<p>8. Economic Development/Tourism: The infrastructure project must have at least <u>one</u> of the following: an endorsement from the local tourism office stating that the project has the potential to increase tourism to the area or a statement from the local economic development office that the project has the ability to help attract growth and retention of residents and businesses in the community/area. (The project should fit the qualifications of Utah Section 63N-9-201 et. seq.)</p>

	<p>9. Sensitive Wildlife Areas: All applicants must check the Utah Division of Wildlife Resources (DWR) Sage Grouse Management Area (SGMA) map to determine whether their project is located within an SGMA. You can find an interactive map of SGMAs online at: http://utahdnr.maps.arcgis.com/apps/Viewer/index.html?appid=0ed5494214cc4ea98b614a72477fe67b</p> <p>If the project occurs within an SGMA, the project proponent must coordinate with DWR to make reasonable accommodations to avoid, minimize or mitigate the impacts to greater sage-grouse and their habitats. Other examples of sensitive species in Utah include prairie dogs and desert tortoises. Applicants should contact Sarah Lindsey of DWR (sarahlindsey@utah.gov) to determine if their project occurs in areas occupied by sensitive wildlife species.</p> <p><i>Note: It can take up to two weeks to process your inquiry. Please plan accordingly.</i></p>
	<p>10. Timeline: Grantees are allowed up to 24 months from the contract signing date for completion. Applicants must spend 75 percent of their match before receiving their 75 percent disbursement from the Governor’s Office of Economic Development (GOED). The last 25 percent of the grant funding will be given after the successful completion of the project. Applicants should be able to fund the project up front.</p>
	<p>11. Attribution: Once the project is completed, the grantee must erect a sign at the project site that identifies the project and the support provided by the:</p> <p style="text-align: center;">Utah Outdoor Recreation Grant</p> <p>The cost of fabricating and erecting the sign is an eligible cost under this grant program. (Simple text or our logo may be used.)</p>
	<p>12. Post-Completion: Winning projects must share with us high resolution photos and/or video of the completed project being used by the public within 30 days of the public opening of the outdoor recreation infrastructure project. Once the infrastructure projects have been completed, the managing organization should give it the publicity needed to make the public aware of its existence. This can be a grand opening ceremony, or the use of local media and/or social media outlets to promote the project and its availability for public use.</p>

Eligible Infrastructure for Utah Outdoor Recreation Grant

The Utah Outdoor Recreation Grant is meant to fund **public** outdoor infrastructure projects that will engage the community in outdoor recreation activities.

ELIGIBLE Outdoor Recreation Infrastructure (Note this list is not exhaustive):	INELIGIBLE Infrastructure may include, but is not limited to:
Construction of new trails, including vertical trails, and trail infrastructure (e.g. bridge or tunnel)–for either motorized or non-motorized users. Construction of sustainable trails to replace poorly made DIY trails.	General maintenance or repair projects on existing trails such as re-surfacing with gravel or erosion control.
Recreational trail facilities (e.g. trail or wayfinding signage, trailhead parking, kiosks, restroom facilities etc.)–for either motorized or non-motorized users	Restroom facilities that are not part of a current recreational infrastructure project or extension of an existing project. Wayfinding signage that is not part of a trail.
Creation of amenities on rivers or lakes for recreation; revitalization of a river for recreational purposes; ramp/launch sites to improve water access areas.	Outdoor swimming pools or water amusement parks. Harbor dredging projects.
Outdoor recreation amenities within a community park (e.g. outdoor climbing structures or outdoor adventure-themed playgrounds, nature playscapes, etc.)	Athletic fields, tracks, sport courts, or run-of-the-mill standard playgrounds
Structures for wildlife or bird viewing areas. Structures for fishing areas, including ADA-compatible fishing piers or platforms.	Outdoor education programming
Projects that provide outdoor recreation opportunities for people of ALL abilities, including those with impairments	Infrastructure for private camps (E.g. YMCA, BSA, GSA or church camps)
Projects that provide winter recreation amenities for the public. Note that a winter trail proposal may include grooming equipment but should also include more permanent structures as well (e.g. kiosk, signage, a warming hut, etc.)	Golf courses Structures for a private businesses such as outdoor service concessions, amusement park, etc.
Construction or improvement of a range or structure for outdoor shooting sports, including archery.	Indoor shooting or archery ranges.
Community-owned or sponsored campground facilities, including yurts or treehouses for camping. (Can collect fees to cover costs.)	Campgrounds or yurts that would be owned by a for-profit entity.

Section 4: Money Matters

Allowable Costs

The following highlights allowable and non-allowable costs under the Utah Outdoor Recreation Grant. Essentially, allowable costs or matches would include items that are necessary, reasonable and contribute directly to the completion of work on the outdoor recreation infrastructure project. To quickly sum up ineligible costs or matches for the grant, there are five Ps including: **P**urchase of the land, **P**lanning, **P**rior work, early **P**ermitting costs (such as NEPA), and **P**reservation (maintenance.) Engineering costs will be allowed as a match from the applicant, but may not be paid for with grant funding. All costs must be documented adequately and incurred during the 24 month grant contract period.

The graph below highlights both allowable costs and matching costs.

Allowable Costs or Matches for Utah Outdoor Recreation Grant	Ineligible Costs or Matches for Utah Outdoor Recreation Grant
The rental of equipment, supplies, and other construction costs can be included as either an eligible cost or if donated, as an in-kind match.	Construction of storage buildings that would be used to store items other than recreational equipment. Use of the applicant's own equipment or materials is not eligible as a match.
Services provided such as skilled or unskilled labor can be included as an eligible cost or if donated, as an in-kind match.	There are limits to a match of the project applicant's employees. <i>(More info on the following page.)</i>
Purchase of non-fixed assets (costs must be pro-rated for amount used on project for items such as trail building machinery, hand tools for trail work or land clearing, etc.)	Administrative costs (photo copies, mileage, food, clothing, grand opening costs, grant writing, etc.) Applicant and partner staff hours that would have already been paid.
NOTE: Gifts and donations are acceptable if they are made during the grant period.	Ongoing maintenance costs for the infrastructure.
	Work completed prior to grant award.
	Purchase or donations of real estate for the project.
NOTE: Costs associated with engineering plans may be used as a match but are NOT an allowable cost to be paid by UORG funding.	

What about Contingency Costs?

An applicant may include a contingency to finance the unexpected expenses of the project. Including it in the budget is optional. If it is included, the applicant's match should be increased proportionally so that if it is not used, the applicant's share of the project costs is never less than 50 percent. The contingency costs should not exceed 10 percent of the total budget of the project.

Using the Labor of Project Applicant's Own Employees or Other Unskilled Groups as an In-Kind Donation:

In past grant cycles, several nonprofits and local government have asked us if they could use their employees as a source of unskilled manual labor for projects such as trail or land clearing and count it as an in-kind match. Their employees may join with a community volunteer group that has taken on a task for the project. Volunteer hours can then be counted as part of a contribution of in-kind services along with that of others in the group. Communities and organizations with limited resources may count the services of their professional staff in the construction of the infrastructure for up to 10 percent of their total match.



A group of unskilled workers, whether they are scout troops or other community volunteers, may be valued at the typical rate of unskilled manual labor in the area (which is usually determined to be minimum wage—see next page). A skilled trail builder should be tasked with organizing and managing the project that utilizes the labor of the community volunteers so it does not veer into a poorly designed amateur effort. The end result should be a well-constructed and professional project.

While it is not preferable, use of an applicant's skilled labor force can be used for up to 20 percent of their in-kind match. The match would be limited to the employee's hourly wage, irrespective of benefits, and must be well-documented during the course of the project construction. If not needed as a match, it is helpful to count the grant recipient's labor and that of their own employees to measure the full value of the project.

Professional Services, Equipment and Materials: Discounts or Donations?

We often get asked if an applicant can count the value of a discount on professional services, equipment or materials as an in-kind match. As that can be problematic in the documentation and accounting, we would suggest a small switch in the offering. For example, if a hardware business was willing to offer a 40 percent discount on their lumber for the project, ask if they could instead donate 4 units of the needed lumber with the purchase of 6 units of the lumber for the project.



Matching Requirements for Infrastructure Projects

The Utah Outdoor Recreation Grant requires a minimum 50/50 match by the applicant to be considered for the awarding of the grant. The applicant's match can be a combination of cash and allowable in-kind donations. The minimum percentage of cash match should be at least 50 percent of the applicant's match, or 25 percent of the total project. We recommend budgeting

for more than a 50/50 match, as this may mitigate issues resulting from ineligible costs over the course of the project.

Applicants who have generous financial partners who are contributing most of the cash should be aware that they should make some type of cash contribution of their own to the project, demonstrating their commitment.

In-kind matches may include donated services, equipment, supplies or other commodities. Partnerships that encourage meaningful private contributions as part of the local match are encouraged.

All matching resources must be eligible costs. The value of donated materials should be documented with a receipt or quotation written on the contributor's company or organization stationary. To be eligible as a matching cost, the contributions for the project should be necessary and reasonable items or services. The costs must be allocable, meaning the project which paid the expense must benefit from it. The expenses must be reasonable, or what the fair market value would be.

Eligibility and Value of Donations

As noted in the application and contract, non-cash donations in the form of equipment, supplies, services and other expendable property may be used as a portion of your organization or community's matching share if identified in the project application. *Use of the project sponsor's own equipment, materials, or real property does not constitute a donation.*

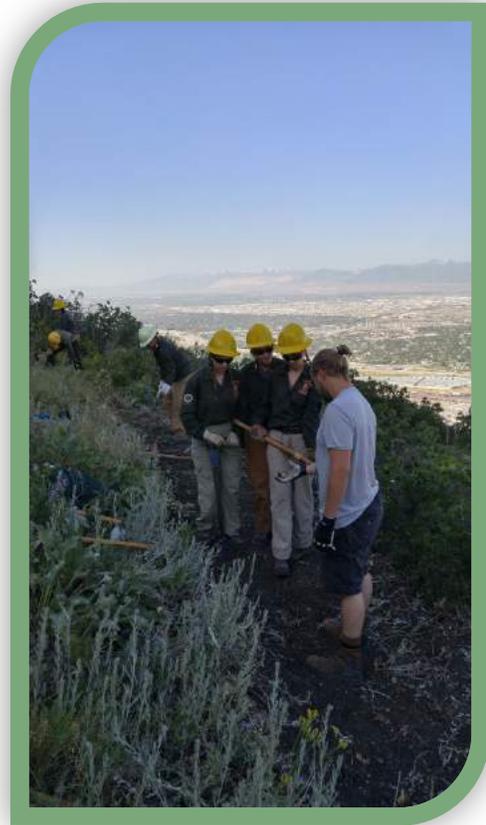
The use of donations must be related and be an integral and necessary part of the project proposal and occur during the project period. All donations must be documented. When requesting reimbursement for project costs, the value of eligible donations cannot exceed the actual cash expenditures of the project.

The value of donations charged to the project should be determined as follows:

1. **Labor** - the value of labor donations is generally the wage rate of unskilled labor in the immediate area (generally, minimum wage.) The rate which may be charged for skilled workers working in their trade is the actual wage these workers are normally paid for their labor (work completed by a trail group's experienced volunteers should be counted as skilled labor.) In both cases, only base wage rates are allowable, exclusive of any fringe benefits. Accurate time records must be maintained on a daily basis. Lump sum hours for more than one day cannot be accepted. Time sheets should include date, hours worked on the site, occupation, type of work performed, worker's signature and supervisor's signature. Time sheets are available upon request from the Office of Outdoor Recreation.

2. **Equipment**- rates for donated equipment used on the project may not exceed its fair rental rate. Hourly rates may be based on current Utah Department of Transportation equipment codes, classes and rental rates or a rental rate guide book which provides regional average rates for construction equipment. Time sheets to record rental rates are also available and are filled out in the same manner as for donated labor. See the FEMA *Schedule of Equipment Rates* for list of rates under the list of "Helpful Links" on the last page of this Program Guide for an additional list of reasonable costs for equipment rental fees that would be considered an in-kind donation.

3. **Material** - the allowable amounts charged for donations of materials may not exceed market value. This is defined as the amount these materials would be sold for in the area at the time of the donation. Documentation should include a signed statement from each donor describing the donation and its market value. An independent statement of market value given by a dealer or vendor may also be required.



Section 5: Is the Project Ready to Go?

Project Readiness

Projects should be mature enough in their planning that they can be completed within 24 months of the contract award date.

Sufficient attention should be paid to the following issues so you don't encounter problems that will slow your project down:

Got your permits? Some permits need to be obtained before applying for the grant. If the project is on federally managed land, environmental documentation and permitting will be required. The permit process for these can take a couple years, so it's recommended that they be complete prior to applying for the grant.

Who owns the property? If the project is going to be built on property that is owned or under control of the applicant, then it is likely to be ready for submission. If not, the appropriate contracts, easements and agreements need to be made and documented with the property owner.

Can it be finished within two years? If your project is a large one such as a long paved trail, network of mountain bike trails or river restoration project with several recreational elements, there is a strong likelihood that it would not be completed in the 24 month time frame. In that case, we recommend that the project be appropriately divided into manageable segments or phases. A grant applicant that receives UORG funding for Phase 1 of a long trail could apply for funding for Phase 2 or 3 after the first trail segment has been completed.

What's the plan? A full planning process should occur before you write the grant application. Proper planning will ensure that the infrastructure project objectives will be met and guarantees there are adequate funds to complete the project. Seek advice from the appropriate experts; consult with landscape architects, architects (if a building is part of project), engineers, your attorney, and your community. Develop a project scope and work plan. Well-thought-out projects will prevent problems that could cause delays, or worse, for the project to be withdrawn.

Your team should create an overall project work plan before the project starts. It will help your organization get a more accurate estimate of the total project effort and duration. A project timeline can ensure that you have the detailed work mapped out over the next few months to ensure that the project resources are assigned correctly once the project begins. **A sample timeline can be found in Appendix B.** You can download your own timeline template, which is required for the grant application, as a PDF on the grant website.

A Long & Winding Trail: How to Increase Tourism

Long transportation corridors such as paved multi-use paths for distance cyclists and pedestrians can be a big attraction for visitors and locals in an area. For example, a large well-marked network of OHV trails can draw tourists and bring economic benefits to nearby communities.

The economic effects are increased if trail users can easily access local businesses from the trail. Wayfinding signage, trail spurs or shuttles are a must to connect trail tourists to a town's commercial district. The businesses that stand to benefit the most are restaurants, grocery stores, gear stores, lodging, and gas stations for OHV users.

Because lodging is usually the largest portion of a visitor's spending, a trail's economic impact is increased when it attracts overnight visitors.



Section 6: Measuring the Benefits

Economic Development

From the high alpine slopes of the Uintas to the stunning red rock scenery in the southern region of the state, Utah has been blessed by Mother Nature. No matter where you live in Utah, you're never far from remarkable recreation areas that make our state an outdoor lover's paradise. The classic canyon trails, the world-class rock climbing areas, riverside parks and other outdoor recreation amenities that attract tourists also provide residents an unmatched quality of life. Utah communities are seeing a connection between offering local outdoor recreational amenities and their ability to attract new residents, businesses and investments that can lead to revitalization of urban areas. Easy access to outdoor recreation has become a recruiting tool used by Utah employers and a highly-regarded selling point by real estate agents.

In the application, you will be asked if the trail or other recreational infrastructure being planned will serve economic development needs in the local area. The grant applicant may want to refer to a number of national economic benefit studies that show the impacts of trails on property values or business impacts.

Economic benefits include:

Increased tourism in the area: If the project is large, or part of a larger project, it can increase visitation to the area. A community may wish to extend their tourism season by designing outdoor recreation projects that add winter recreation amenities to an area that attracts outdoor recreation tourism during the warmer months. A project is more likely to be funded if it receives a strong letter of support from the local tourism office.

Recreational tourism value: Adding trails and recreational amenities for particular outdoor sports can increase both resident and visitor spending in local businesses and statewide. For example, purchases of equipment for horseback



riding, snowmobiling, ATV riding, bicycle riding, and running can be significant. Well managed trails running through communities can foster substantial and sustainable economic activity through both business development and tourism. What is the recreational value of your proposed project?

Large events: Some well-planned trails can be used to host trail events such as high school mountain bike races or off-road triathlons. Such events can bring a crowd of visitors to your community for a weekend and fill lodging and restaurants. Would the planned infrastructure be suitable for hosting these types of events?



New businesses: Businesses want to be in the same areas that home buyers want to live in—places perceived as safe and appealing, with opportunities for a variety of recreational activities. Many Utah businesses highlight the nearby outdoor recreation amenities when recruiting a talented workforce. Smaller towns can successfully utilize their scenic beauty and opportunities for outdoor recreation activities as an economic driver to attract new residents, visitors and entrepreneurs. Consider how your project might help attract businesses.



Increased local business traffic: Long distance trails for both motorized and non-motorized recreation coming through or near small towns provide a great opportunity to increase business for local retailers. A trail spur that connects the business district to the trail, as well as clear directional signage, will help make the trail traffic work for a community's businesses. Businesses may develop a mutually beneficial relationship with long-distance recreational trails by promoting their goods and services as amenities to trail users. As recreation alone will not induce visitors to spend the night, communities should provide quality lodging and dining activities to supplement the draw of recreation.

Section 7: Selection Process for Grant Projects

Initial Review

The Office of Outdoor Recreation staff will conduct an initial review of all applications. This will include reviewing the application for completeness, ineligible project components, project funding with a local match, as well as the required attachments and documentation. All eligible applications will be forwarded to the Grant Review Committee for review and scoring.

Scoring Criteria

The grant applications have sections with associated scoring values to allow for fair evaluations. The infrastructure grants will be evaluated for project readiness and a feasible schedule; community need and whether the project will have beneficial economic impacts; recreation value; improved physical and recreational access; budget and project costs; as well as some special considerations for area deficiencies. Prioritization matrix scoring sheets will be used by the reviewers.

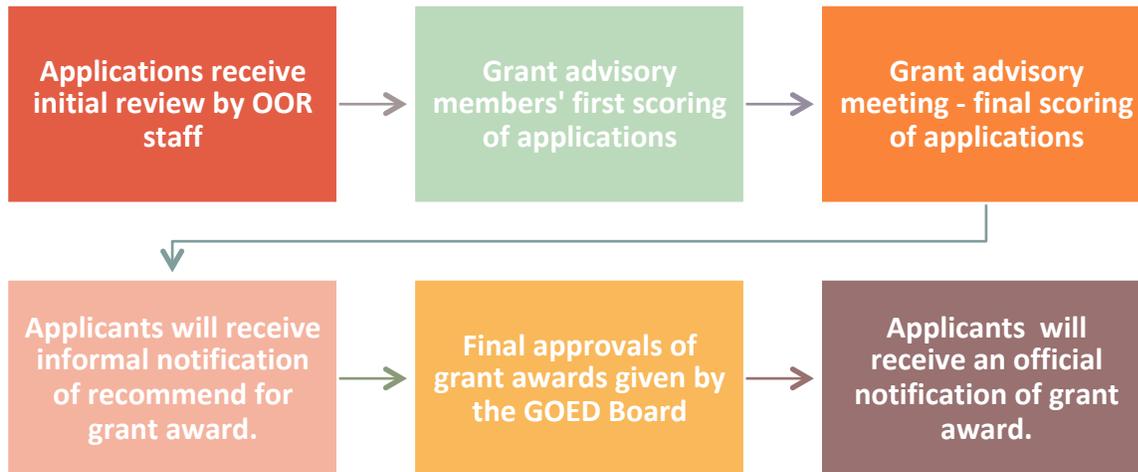
Utah Outdoor Recreation Grant Advisory Committee

In recruiting members of the Grant Advisory Committee, OOR seeks to appoint people who are knowledgeable about outdoor recreation activities or tourism-based economic development in Utah. Members of the committee will serve up to four-year terms and a vice-chair will be elected among them. The Utah Outdoor Recreation Grant Advisory Committee is chaired by the director of the Office of Outdoor Recreation. The rest of the fourteen-member committee is composed of representatives of the following organizations:

- The Utah Division of Parks and Recreation
- The Office of Tourism
- The Bureau of Land Management
- The National Park Service Rivers, Trails and Conservation Assistance Program
- The Utah League of Cities and Towns
- The Utah Association of Counties
- The Utah Tourism Industry Association
- The Utah Hotel and Lodging Association
- The remaining members of the committee are drawn from from the outdoor industry, the health care industry, a program representing multi-ability groups, and a university outdoor recreation, parks or tourism department.

The Grant Advisory Committee will score the grant applications and meet together for a final review of the highest scoring applicants. The committee will recommend grant funding priorities to the chair. The committee, with guidance from the chair, will award grant funding to the most qualified and impactful infrastructure projects.

Finally, the applications will receive approval from the Governor's Office of Economic Development (GOED) Board. At that point, the applicants will receive official notification of the award and should reply that they will accept the grant award. Contracts will be prepared following approvals.



Section 8: Important Things to Know

You Will Have to Pay First

The Utah Outdoor Recreation Grant will be disbursed in full at the completion of the project. The infrastructure project must be complete within 24 months of the date the contract is signed. Up to 75 percent of the grant may be given before completion of the project. Once all necessary documentation has been submitted, you can expect to receive the funding within two to three weeks. The final portion of funding will be contingent upon inspection of the completed project.



Photo: Some of the 2016 Outdoor Recreation Grant Recipients with OOR Staff

Infrastructure Grant Agreement

The Infrastructure Grant Agreement is an agreement between the State of Utah, the Governor's Office of Economic Development (referred to as "State") and the applicant. A project may not begin without a fully signed Infrastructure Grant Agreement from the State.

Local applicants have one year from the date of the contract to begin substantial work (e.g. the award of contracts or completion of at least 25 percent of the work). Applicants who cannot conform to this provision will have their projects cancelled. Funds recovered from cancellations will be reassigned to other projects on the priority list or added to the next grant cycle.

Infrastructure Grant Agreements are typically drafted with the project begin and end dates including two outdoor work seasons.

Statewide Vendor Number

Grant recipients must have a statewide vendor number to receive the payments. When returning the signed copy of the grant agreement, they should also send in a W-9 to set up a vendor number to be paid by check. If an Electronic Funds Transfer is preferred, please ask OOR staff to send the EFT Authorization Form.

Financial Records

Grant expenditure records must be at least as detailed as the cost categories indicated in the approved budget. The grant recipient should keep records of all legal agreements with contractors, receipts and paid bills. Actual expenditures are to be compared with budgeted amounts. The grant recipient can only be reimbursed for their own expenses and not for the bills paid by a partner with whom the state does not have a contract.

Amendments to Grant Agreements

Project amendments for time extensions will be reviewed on a case-by-case basis. Requests must be made in writing (e-mail) and submitted to OOR prior to the expiration of the agreement.

Progress Reports and Inspections

Within six months of your contract start date, the grant recipient will receive a blank progress report that should be filled out and emailed back to OOR staff. The progress reports must be filled out every six months until the project is completed.

Pre-award and/or periodic on-site inspections may be made by OOR staff to ensure that the project is underway and on schedule. A final on-site inspection will be required before the final grant payment can be made.

Post-Completion Requirements

1. **Acknowledgment of the grant should be given.** Once the project is completed, the grantee must erect a sign at the project site that identifies the project and the support provided by the:

Utah Outdoor Recreation Grant

The cost of fabricating and erecting the sign is an eligible cost under this grant program. If the project is a small one, an OOR logo on the grant recipient's website may suffice. Please ask OOR staff if this would be appropriate in your project's case.

Examples of acknowledgment signage can include using the grant name only or using the official grant logo. You can be creative with the signage, but it should be placed in a visible area.

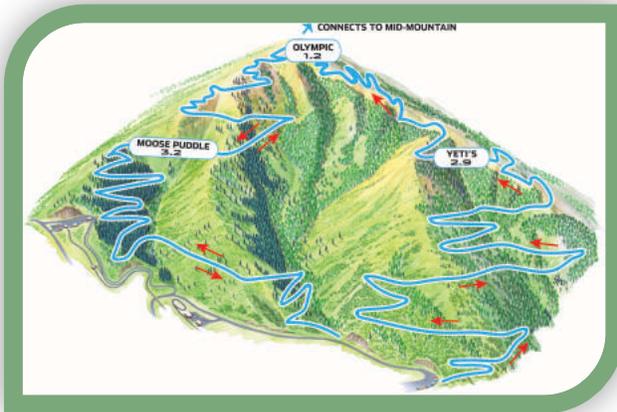


2. Show it Off: Once the infrastructure projects have been completed, the managing organization should give it the publicity it needs to make the public aware of its existence. This can be a grand opening ceremony, or the use of local media and/or social media outlets to promote the project and its availability for public use.



3. Operation and Maintenance: As outlined in the Statement of Responsibility, the project area or trail developed with UORG assistance should be operated and maintained as follows:

- Maintained so as to appear inviting and attractive to the public.
- Kept reasonably open, accessible and safe for public use.
- Structures, trails, and trail infrastructure should be kept maintained throughout their estimated lifetime to prevent undue deterioration and to encourage public use.



4. Now that the public is enjoying it: Provide to the Office of Outdoor Recreation a selection of high resolution images that show the public enjoying the built infrastructure. If the infrastructure is a trail, please send us a map of the new trail or trail additions as well.

Amplify your message: As the project reaches its conclusion and you want to get the word out to a large audience about your new trail or other infrastructure, know that the Governor's Office of Economic Development communications team can help. We can help with pitching to the media and, where appropriate, coordinate joint announcements. Email the Office of Outdoor Recreation to start the process.

Section 9: Requesting Your Reimbursement

- **Progress Report Form.** Grant recipients will be given 24 months to complete the construction of the project. Every six months, a report on the project's development will need to be given in the form of a progress report. The UORG Progress Report is a simple statement of the percentage of work completed to date and a schedule for remaining work on the project.
- **Request for Reimbursement:**
When your project nears completion, ask OOR staff for the closeout documentation, which will include the **Reimbursement Request** form. Collect all supporting documentation such as copies of bills, invoices, receipts and other proofs of purchase. Also, include a completed Progress Report form along the Reimbursement Request when emailing the completed documents to OOR staff. (See Appendix F for a completed example of the Reimbursement Request form.)
- **Eligible Expenses for Reimbursement** may be a combination of cash and in-kind donations. All expenses to be reimbursed must have been spent on the Project as defined in the grant application. If part of your match is in the form of in-kind donations please complete the **Time Sheet for Donated Labor and Equipment** form. An example can be found in Appendix E.
- **Partial Reimbursements:** Grant recipients may submit a request for a partial payment before the completion of the project if desired. The reimbursement form along with a ledger of the expenses paid and supporting documentation will be needed to clearly show the contributions to the project by the recipient and financial and in-kind partners to the match. The Office of Outdoor Recreation will reimburse the grant recipients for up to 75 percent of the grant award amount on a matching basis. Once all necessary documentation has been submitted, you can expect to receive the funding within two to three weeks.



- **Expense Documentation:** It is mandatory that grant recipients submit project expense documentation sufficient for a state audit. Along with a ledger, this may include copies of project bills, copies of canceled payment checks, or an Accounts Paid Report generated by the accounting department/accounting system, verifying that project bills have been paid. You may use the **Time Sheet for Billed Labor and Equipment** form as part of your records. All monies to be reimbursed must be those verifiably spent by the grant recipient. We cannot reimburse the grant recipient for expenses by their project partner. We also cannot reimburse for spending that occurred prior to the start of the contract period.
- **Documentation for In-Kind Donations:** It is imperative that you document the in-kind professional services, service performed by volunteers or in-kind donations of material, especially if it is part of your match. The value of the in-kind contribution for professional services must be recorded in the project contractor's ledger in a separate section from the billed accounts. If community volunteer services are donated to your project, record it appropriately using a sign-in sheet. Examples and more detail about documenting in-kind donations can be found in the Appendix E.
- **Sales Tax Exemption:** As noted in the contract (Amendment A, item 14), the state will provide the contractor with its sales tax exemption number. The state will not reimburse the contractor for funds spent for sales tax.
- **Site Visit:** The final funding will be contingent upon inspection of the completed project. You will need to request an official site visit by the director or designated staff of the Office of Outdoor Recreation. This is a great opportunity to show off the completed work and reinforce the importance of outdoor recreation amenities in your area. The Office of Outdoor Recreation will be looking to see if the project is completed according to the terms of that contract and will also be confirming that the project site has signage highlighting the grant program. If the sign has not been completed at the time of the site visit, final reimbursement will be held. A photo of the sign will need to be sent to OOR before remaining grant monies can be released.

Appendices: Supportive Materials for the Grant Applicant

Appendix A: Helpful Links

ADA Accessibility Guidelines for Buildings and Facilities: <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards>

Final Accessibility Guidelines for Outdoor Developed Areas: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas>

Recreational Facilities in the ADA and ABA Standards: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/about-recreation-facilities>

Helpful information may be found regarding the benefits of outdoor recreation in *The State of Utah Outdoor Recreation Vision (January 2013)* with a section on the “Benefits of Outdoor Recreation” starting on page 29. Note the footnotes and additional references at the end for additional studies on outdoor recreation’s value:

<http://www.utah.gov/governor/docs/OutdoorRecreationVision.pdf>

Links for Economic Development information and a good source for measuring trail benefits can be found here (refer to the downloadable PDFs in the list of resources):

<https://headwaterseconomics.org/economic-development/trails-pathways/trails-research/>

Links for help in determining fair value on matching non-cash donations:

- FEMA [Schedule of Equipment Rates](http://www.fema.gov/schedule-equipment-rates/) for list of rates (helpful for matching donations): <http://www.fema.gov/schedule-equipment-rates/>
- Utah Department of Transportation (UDOT) [Match Guidelines](https://www.udot.utah.gov/main/uconowner.gf?n=7378421076725233) may be helpful as well: <https://www.udot.utah.gov/main/uconowner.gf?n=7378421076725233>

Appendix B: Quick and Easy Checklist for Application Process

<input type="checkbox"/>	Location Map (Required)	Should show the location of the project within your community, identifying the main roads in the community that provide access. Note other infrastructure that surrounds it. If it is a trail, it should show how it links to other recreational amenities or other trails (if applicable).
<input type="checkbox"/>	Recreational site plan or conceptual drawing (Required)	Second map should show a recreational site plan or conceptual drawing with enough detail to determine design details such as orientation and layout of the project itself.
<input type="checkbox"/>	Conceptual design or engineered plans (Recommended) .	If engineered plans or conceptual designs have been completed, please provide copies.
<input type="checkbox"/>	Letter of support from the local tourism or economic development office. (Required)	Letter of support should give a ballpark estimate of community impact or economic impact of the proposed infrastructure project.
<input type="checkbox"/>	Statement of responsibility for long-term maintenance of the built infrastructure. (Required)	A model for this is in the program guide.
<input type="checkbox"/>	Letters of support from project partners (if applicable).	If the applicant has no partners for the project, this is not a requirement.
<input type="checkbox"/>	Letter of support from the community <i>(highly recommended)</i> .	Letters of support from the community can underscore the importance of the infrastructure to the community.
<input type="checkbox"/>	Project budget spreadsheet (Required)	Download a blank budget spreadsheet from the application portal or business.utah.gov/uorg . See Appendix D for an example.
<input type="checkbox"/>	Written confirmation of donations from financial partners (if applicable).	Provide written confirmation of donations from any partners who will be providing cash or in-kind donations for the construction of the project. This information can be included a letter of support from financial partners or contributing sponsors.
<input type="checkbox"/>	Project timeline (Required)	Download a blank timeline from the application portal or business.utah.gov/uorg . See Appendix C for an example.
<input type="checkbox"/>	MOU or landowner agreement (if applicable).	If the property is fully owned and managed by the grant applicant such as a local or tribal government, then such an agreement is not needed.
<input type="checkbox"/>	Federal permits or a letter stating their status (if applicable).	If the project is being built on federal land or within the country's navigable inland waterways, you will need to provide the appropriate federal permits and documents

Appendix C: Timeline Sample

This sample timeline is fairly general, as it is meant to fit a variety of projects. Adjust it to fit your particular project as needed with variable and specific details (such as “Flag route for the mountain bike trail” or for a water trail project, “Identify three portage sites along river”). Expand space as needed for basic details. Provide approximate dates.

2018 UORG Infrastructure Project Timeline Template		
ACTION	DATES FOR ACTION	TO BE COMPLETED BY: (list person)
Project planned, team created, organizational structure and budget developed	Before applying for UORG	Applicant or project partner
Inventory Made: E.g. If project is a trail, proposed trail route is evaluated for both points of interest and public or service access. Known hazards are identified, as well as expert technical work if needed. Mileage quantified.	Before applying for UORG	Applicant or project partner
Legalities and Permits Identified: Determine permits or permit needs for land. Negotiate/develop land use agreements (MOUs, site licenses, etc.). Assess potential liabilities. Consider accessibility needs for those with disabilities (may be a requirement depending on type of infrastructure).	Before applying for UORG	Applicant or project partner
Environmental Permits secured	List any necessary permits for your project (e.g. NEPA, Army Corps of Engineers) and date(s) secured.	Applicant or project partner
Matching Funding Secured	Provide date(s) when the matching funding was or will be secured.	Applicant or project partner
Utah Outdoor Recreation Grant application submitted	By deadline – April 19, 2018	Applicant
Grant approved Contract sent to applicant	Grant will be approved Aug/Sept 2018; Contract will be sent Sept/Oct 2018	Utah Office of Outdoor Recreation
Sign & return contract to Utah Office of Outdoor Recreation	Once applicant receives contract, they have no more than 2 months to review, sign and return it.	Applicant
Write bid for project		
Solicit bid for project		
Award bid/hire contractor		
Materials/Supplies Purchased		
Procure construction permit (if needed)		

Prepare land for construction (Contractor or volunteer crew)		
Construction of project		
Order signage to give attribution to the UORG and other financial partners. Have installed when project is complete.		
Construction complete, final walk-through with contractor		
Contact OOR to get close-out docs/schedule OOR site visit/send close-out docs to OOR	Finish project within 24 months from date of contract	Applicant
Applicant will receive grant funding as reimbursement after completion of project. (A partial reimbursement—up to 75 percent—may be given prior to the full completion of project, if requested).	After OOR receives all required documentation, a check will be sent to the applicant	Utah Office of Outdoor Recreation
Follow-up program requirements fulfilled (high resolution photos, data given to Utah Office of Outdoor Rec)	Need photos within 6 months (or less) of project completion	Applicant

Appendix D: Example of Budget Worksheet

Applicants will need to download and completely fill out this UORG budget worksheet from the application portal. Please call or e-mail the office if you have questions on how to fill it out. (The term "awarded bidder" is satisfactory if you do not yet know the name of the contractor).

		Project Name: Utah City Multi-Use Trail	Project Applicant: Utah City	Qualified				
OVERVIEW OF FUND SOURCES								
1. CASH OVERVIEW								
Type of Funds	Source of Funds (Organization)	Date Secured	Cash Amount	Total Cash Funding (\$)				
Can be other donations, grants received, etc. Insert more rows as needed below	Utah Outdoor Rec. Grant	Office of Outdoor Recreation	9/1/2018	\$50,000.00	\$50,000.00			
	Applicant Cash Match	Utah City	2/28/2018	\$119,000.00	\$119,000.00			
	Partner 1 Cash Match	Awesome Foundation Grant	1/15/2018	\$25,000.00	\$25,000.00			
	Partner 2 Cash Match				\$0.00			
	Partner 3 Cash Match	N/A			\$0.00			
	Partner 4 Cash Match	N/A			\$0.00			
	Partner 5 Cash Match	N/A			\$0.00			
Partner 6 Cash Match	N/A			\$0.00				
			TOTAL CASH FUNDING	\$194,000.00				
2. IN-KIND MATCH OVERVIEW								
Type of Funds	Source of Funds (Organization)	Date Secured	In-Kind Value	Total In-Kind Funding (\$)				
Value of materials, equipment or services from applicant or partners. Insert more rows as needed below	Applicant In-Kind Match	Wile E. Coyote Equipment	1/15/2018	\$5,000.00	\$5,000.00			
	Partner In-Kind Match	Community Volunteers	6/20/2018	\$1,812.50	\$1,812.50			
	Partner In-Kind Match				\$0.00			
	Partner In-Kind Match				\$0.00			
	Partner In-Kind Match	N/A			\$0.00			
	Partner In-Kind Match	N/A			\$0.00			
	Partner In-Kind Match	N/A			\$0.00			
Partner In-Kind Match	N/A			\$0.00				
			TOTAL IN-KIND FUNDING	\$6,812.50				
TOTAL PROJECT VALUE			TOTAL PROJECT COST (UORG+Cash+In-Kind)	\$200,812.50				
DETAILED LIST OF ANTICIPATED USE OF FUNDS								
3. CASH DETAILED DESCRIPTION								
							<i>Where is this cash spending coming from? Please fill in the amount being used from UORG, applicant funds, or partner funds below.</i>	
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Utah Outdoor Recreation Grant Funds	Applicant Funds	
Professional Services	ACME Engineering	Engineering Costs	1.00	\$ 15,573.00	\$ 15,573.00		\$ 15,573.00	
Professional Services	ACME Engineering	Contingency Costs	1.00	\$ 18,688.00	\$ 18,688.00		\$ 18,688.00	
Equipment	Awarded Bidder	Mobilization	1.00	\$ 8,815.52	\$ 8,815.52	\$ 4,000.00	\$ 4,815.52	
Equipment	Awarded Bidder	Clearing	69438.60	\$ 0.08	\$ 5,555.09	\$ 3,555.09	\$ 2,000.00	
Equipment	Awarded Bidder	Grading	5143.61	\$ 2.85	\$ 14,659.29	\$ 6,000.00	\$ 8,659.30	
Equipment	Awarded Bidder	Finish Grading	43399.12	\$ 0.20	\$ 8,679.82			
Materials	Awarded Bidder	HMA 3"	43399.00	\$ 1.90	\$ 82,458.10	\$ 22,404.26	\$ 42,968.69	
Materials	Awarded Bidder	Roadbase	52078.95	\$ 0.60	\$ 31,247.37	\$ 12,334.49	\$ 18,912.88	
Materials	Awarded Bidder	Pavement Markings	4339.91	\$ 0.25	\$ 1,084.98	\$ 428.28	\$ 656.70	
Materials	Awarded Bidder	Signs	10.00	\$ 225.00	\$ 2,250.00	\$ 895.28	\$ 1,354.72	
Materials	Awarded Bidder	Drainage Pipe	39.00	\$ 25.00	\$ 975.00	\$ 382.60	\$ 592.40	
ANTICIPATED USE OF CASH FUNDS					CASH SUBTOTAL	\$ 189,986.17	\$ 50,000.00	\$ 114,221.21
4. IN-KIND DETAILED DESCRIPTION								
							<i>Where is this in-kind spending coming from? Please fill in the amount being used from applicant funds or partner funds below.</i>	
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of In-Kind Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Applicant Funds	Partner Funds	
Professional Services	Community Volunteers	Flagging & Clearing Land	250.00	\$ 7.25	\$ 1,812.50		\$ 1,812.50	
Equipment	Wile E. Coyote Equipment	Equipment rental	2.00	\$ 2,500.00	\$ 5,000.00		\$ 5,000.00	
Professional Services	N/A	N/A			\$ -			
Professional Services	N/A	N/A			\$ -			
ANTICIPATED USE OF IN-KIND FUNDS					IN-KIND SUBTOTAL	\$ 6,812.50	\$ -	\$ 6,812.50
TOTAL Eligible Project Costs					TOTAL PROJECT COST (UORG+Cash+In-Kind)	\$200,812.50		
5. Additional Ineligible Project Costs: Please include an estimate of costs that contributed to the overall project cost, but are not eligible as a grant match. Ex: Work completed prior to grant award, purchases of real estate, NEPA or other permitting etc.						\$ 100,000.00		
6. OPTIONAL: Up to 10% Contingency						\$ -		
					TOTAL PROJECT COST (projected)	\$300,812.50		

Please calculate 10% of total project cost (including ineligible costs) and add here only if you want the contingency accounted for.

Appendix E: In-Kind Documentation Needed for Reimbursement

It is imperative that you adequately document the in-kind professional services or in-kind donations of material, especially if it is part of your match.

In kind contributions must meet the following criteria to be acceptable as a match:

- It must be necessary to accomplish the scope of work for the project described in the UORG contract.
- The contribution must meet all the requirements of allowable costs as described in the UORG Program Guide.

Valid documentation would include:

- A description of the goods or services contributed towards the construction of the project.
- The purpose of the goods or services as related to the completion of the project.
- Time sheets for volunteer personnel services. (See below)
- The basis for determining the value of the services or goods. (E.g. the hourly rate of the volunteers was determined by the rate for typical hourly wages of skilled or unskilled labor in the area, the value of the good was determined by its retail value.)
- Any additional documentation necessary for authentication of the transaction.

Example of a Time Sheet for Donated Labor (Create your own, or ask us to send you one.)

Project Name_____

Date	Name of worker	Current Occupation	Work done on project	Signature of worker	Hours Worked	Value of Hourly Rate (\$)	Total (\$) Value

Example of a Time Sheet for Donated Equipment

Project Name_____

Date	Equipment Size/type	Hours Used	Rate (\$)	Total (\$) Value

I certify that all labor and equipment donations were properly supervised and used productively on this project. I further certify that equipment was used by qualified operators and all figures shown above are true and accurate.

Supervisor's Signature_____

Appendix F: Example of Utah Outdoor Recreation Grant Reimbursement Request Form

Up to 75 percent of the total grant amount will be reimbursed prior to the completion of the project, upon receipt of all proper and complete documentation for matching funds. The remaining 25 percent of the total grant amount will be reimbursed upon completion of the project and after receipt of all proper and complete documentation showing monies spent by the grant recipient on the infrastructure project as described in the application.

Project Name:	Crooked River Mountain Bike Trail Loop
Grant Recipient (Organization):	Some Awesome Town in Utah
Legal Status of Grant Recipient (please select one):	Governmental agency <input type="checkbox"/> Nonprofit organization <input type="checkbox"/>
Reimbursement Requested:	\$60,000
Payment type requested:	Partial (1 st pmt.) <input type="checkbox"/> Final (2 nd pmt.) <input type="checkbox"/> Final (only pmt.) <input type="checkbox"/>
Grant Recipient's Expenditures (total amount for project construction or total amount to date):	\$152,800.68
Grant Recipient's Match (partial or full match as appropriate to request, including match of financial partners):	\$92,800.68

Briefly describe what was accomplished with these funds: **ACME Construction, Inc., a certified trail builder in our area, was hired to build the entire scope of the trails project. The company provided all materials, insurance, labor and equipment for the fully functional, finished trails. A map and photos of the finished trail are attached.**

With This Request, Is the Project Now Complete? YES NO

If the project is now complete, in what way are you giving attribution to the Utah Outdoor Recreation Grant? Signage at site on Website* or Both *The website only option *may* be used if the project is a small one. Please ask OOR staff if this would be appropriate in your project's case.

Please attach a ledger of your expenses plus copies of all invoices as proof of matching funds received and spent. As noted in the application and contract, eligible expenses for reimbursement may be a combination of cash and in-kind donations, with in-kind donations not to exceed 50 percent of the total maximum grant amount to be reimbursed. Acceptable in-kind donations are non-cash donations in the form of equipment, supplies, services and other expendable property. All expenses to be reimbursed must have been spent on the project as defined in the contractor's Utah Outdoor Recreation Grant application.

Sales Tax Exemption: As noted in the contract (Amendment A, item 14), the State will provide the contractor with its sales tax exemption number. The State will not reimburse the contractor for funds spent for sales tax.

Office of Outdoor Recreation/Governor's Office of Outdoor Recreation ONLY:

Director, Compliance, GOED:

Director, Office of Outdoor Recreation:

Finance Approval, GOED:

Contract#

Org:

Appr.

Unit:

LIFE
UTAH
ELEVATED



Utah Governor's Office of
Economic Development
OFFICE OF OUTDOOR RECREATION

RECREATION

UTAH OUTDOOR RECREATION GRANT