

# OHV Recreation Grant Program Guide



# 2025



# Introduction

Utah takes great pride in its extensive off-highway vehicle (OHV) trail system, spanning over 80,000 miles and covering various trail networks throughout the state. This remarkable achievement is made possible through collaboration with city, county, nonprofit, state, tribal, and federal partners. Among these vast trails, approximately 1,200 miles are groomed complexes, forming Utah’s 13 snowmobile complexes.

During the 2018 General Session, the state introduced House Bill 143, sponsored by Representative Michael Noel and Senator Evan Vickers. This bill brought about crucial changes to the registration process and uniform statewide fees for ATVs and UTVs, certain motorcycles, and street-legal OHVs. These modifications paved the way for the OHV Program to establish an innovative funding source through grants. Among these grants, the OHV Recreation Grant (OHVR) stands tall, consisting of six distinct funding categories.

To support the growth and maintenance of the OHV program, an annual allocation of \$3.5 million is designated from OHV registration funds to the Division of Outdoor Recreation (DOR) OHV Program. In 2022, DOR further extended its support by including funding for snowmobiles, resulting in the addition of the sixth funding category we have today. In 2023, DOR created a Year-Round OHV Land Acquisition Grant. Learn more about this opportunity by reading within!



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# Grant Categories



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**Trail Work:** Trail work remains the primary focus of this grant, supporting projects such as the construction, enhancement, operation, acquisition, and maintenance of publicly owned or administered OHV facilities, including infrastructure. This includes the development and restoration of trailside and trailhead facilities, the acquisition and leasing of trail construction and maintenance equipment, as well as assessments of trail conditions for accessibility and upkeep.

**Access Protection:** Eligible projects in this category support entities participating in federal travel management processes. The complete definition of Access Protection can be found on page 9. Applicants must collaborate with our partner agency, the Public Lands Coordinating Office (PLPCO), and submit a coordination form to program staff at least 10 days before the grant cycle’s end date.

**Education:** Funds may be allocated to the development and dissemination of publications and the operation of educational programs that promote safety, courtesy, and resource conservation related to OHV trails. This includes non-law enforcement trail safety and trail-use monitoring patrol programs.

**Search and Rescue (SAR):** SAR funding can be utilized for procuring OHVs for OHV SAR, medical equipment, trailers, radios, drones, safety gear, and more. This category requires additional information and statistics regarding OHV-related SAR activities.

**Snowmobile:** Projects in this category include grooming, maintenance, and equipment procurement specifically for motorized winter recreation. Eligible items include snowmobiles, groomers, trail cats, trailers, warming huts, beacons, avalanche forecasting, and snowmobile safety and education resources.

**OHV Tourism:** OHV Tourism funding is dedicated to promoting destination areas to boost visitation. We’ve expanded the grant request capabilities and the request amounts.

**OHV Land Acquisition:** This grant is open year-round, and applicants can apply anytime throughout the year. This grant category is for the purchase of property for trails, trailheads, leases, right-of-way (ROW), easements, and land assessments. It remains open year-round to facilitate land acquisition in Utah’s competitive market.

# Overview

This table provides a snapshot of what to prepare for when applying for the OHVR Grant.

General Eligibility Requirements	<div><div>■ <b>Eligible Applicants:</b> Municipalities, counties, state, federal, and tribal governments, and OHV organizations incorporated as nonprofit corporations in the state.</div><div>■ <b>Public Use:</b> The project must be open for public use.</div><div>■ <b>OHV Opportunity:</b> Must benefit the OHV community in the state of Utah. Projects that are intended for a mixture of motorized and non-motorized recreation, must provide matching funds that cover the non-motorized portion of the project.</div></div>
2025 Grant Cycles	<div><div>Spring: Opens February 1 and Closes March 31, 2025 at 5p MST</div><div>Summer: Opens June 2 and Closes July 31, 2025 at 5p MST*</div><div>Change dates</div></div>
Early Review Deadlines	<div><div>Spring: Friday, March 14, 2025 at 5p MST</div><div>Summer: Tuesday July 15, 2025 at 5p MST*</div><div>" "</div></div>
Trail Work	<div><div>Grant awards range from \$1,500 to \$350,000 per application. Additional funding can be requested for trail work and will be reviewed on a project-by-project basis.</div><div>NOTE: Applicants intending to request more than \$350,000 must have a 15-minute consultation with <del>racheltoke@utah.gov</del> before applying to determine eligibility and that prerequisites are met. An in-person or virtual presentation and Q&amp;A are mandatory at the review meeting.</div><div>no one has done this</div></div>
Access Protection	<div><div>\$1,500 to \$350,000 per application.</div><div>A required coordination form must be sent to <i>racheltoke@utah.gov</i> at least 10 days prior to the end of the grant cycle.</div></div>
Education	<div><div>\$1,500 to \$350,000 per application.</div></div>
Search and Rescue (SAR)	<div><div>\$1,500 to \$150,000 per application.</div><div>New SAR Match</div></div>
Snowmobile	<div><div>\$1,500 to \$150,000 per application.</div></div>
OHV Tourism	<div><div>\$1,000 to \$50,000 per application.</div></div>
Year-Round OHV Land Acquisition	<div><div>\$10,000 to \$1,000,000 per application.</div></div>
Match Component	<div><div>■ All grants require matching funds.</div><div>■ Matching funds for SAR projects must be specific to OHV usage. OHVR cannot fund patrolling and non-motorized project items.</div><div>■ The Year-Round OHV Land Acquisition Grant requires a minimum cash match of 10%.</div><div>New SAR Match</div></div>

2



Overview (continued)

3

Contract and Reporting Requirements

need to change

**Contract Period:** All projects are granted a 28-month completion window. All work must be completed on or before the contract termination date.

**Upfront Requests:** Awardees in need of financial assistance can request up to 75% of their award before project completion. These funds can be requested in 25% increments and must be expended within three months. Current invoices and bids are required for upfront funding to demonstrate the necessity for the funds. Proof of expenditure is required after three months. The remaining 25% is contingent upon a complete project closeout, which includes documentation of funding usage, pictures, grant attribution, and may require a project inspection. Additionally, the awardee must be up to date on progress reports to receive upfront funding.

**Reimbursements Before Project Completion:** Awardees can request partial reimbursements at any time throughout the grant contract period. Up to 75% of the project’s award can be reimbursed before project completion. Please note that the 75% reimbursement will be based on expenditures to date and requires some form of matching funding to be spent in order to receive a partial reimbursement. Additionally, the awardee must be up to date on progress reports to receive reimbursements.

**Annual Progress Reports:** Progress reports must be submitted yearly until the completion of the project. Awardees who do not comply may become ineligible for reimbursements, and their past compliance will be taken into consideration for future grant requests.

**Project Closeout:** Documents should be submitted either upon project completion or within 60 days of the contract’s end date. Timely submission is crucial to ensure grant reimbursement. Failure to do so may result in delays or denial of reimbursement. Pictures of the completed project and logo attribution are required with all closeout requests.

**Applicants are locked into a match percentage based on their submitted budget.**  
To receive full reimbursement, awardees must meet their project’s matching percentage. Reimbursement funds will be granted only up to the amount actually spent. For example, if an awardee is initially granted \$10,000 but only spends enough to qualify for \$8,000, they will receive a reimbursement of \$8,000.

**All funded projects or programs require final reports. Failure to comply with reporting requirements will be taken into consideration for future grant requests.**

*\*The dates for the Summer cycle are subject to change. Please check out website at: [recreation.utah.gov/grants/ohv-recreation-grant](https://recreation.utah.gov/grants/ohv-recreation-grant), for updated open and closing dates.*



# Examples of Funded OHVR Projects

The OHVR Grant program aims to fund a diverse range of projects in OHV activity, ability, and season. To see the full list of awarded projects, visit our website at [recreation.utah.gov/grants/ohv-recreation-grant](https://recreation.utah.gov/grants/ohv-recreation-grant).

## Trail Work Project Example



### YELLOWSTONE OHV TRAIL - YELLOW LEDGES OHV TRAIL IMPROVEMENT PROJECT

**Applicant:** Ashley National Forest  
**Awarded:** \$73,250

Yellowstone OHV Trail, aka Yellow Ledges, is currently 50 inches wide and badly eroded. The purpose of this project is to widen the trail to 60 inches, install one cattle guard, provide 2-3 turn arounds so that OHVs can safely pass each other, and provide signage at the entrance near the parking lot. While the trail is only a mile and one-half wide it is well-known and very popular with the local community. To address erosion this will require the restoration of slopes that follow the fall line and are unmanageable to be replaced with contour line routing to shed water naturally and reduce annual maintenance while providing for visitor safety. This will require the use of a Mini excavator by an expert operator in addition to hand crews to complete the task.

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## Access Protection Project Example



### MARY CASHM CANYON FENCE

**Applicant:** Uintah County  
**Awarded:** \$13,152

Uintah County’s application for an Access Protection Grant is to acquire the materials needed to construct a one-mile fence along the Mary Cashem Canyon Road (a Class D public road). Access to this road has been in jeopardy as a private landowner is questioning its validity as a County road.



Education Project Example



**RIDE RIGHT: ENJOY ENTERPRISE RESERVOIR SAFELY AND RESPONSIBLY**

**Applicant:** Dixie National Forest  
**Awarded:** \$74,874

This project will enhance safe OHV riding experiences in the Pine Valley Ranger District, focusing on roads and trails near the proposed High Desert Trail in Enterprise, Utah. We aim to promote and educate visitors about safe and responsible riding practices by updating signs, maps, and online resources. We will utilize partnerships with Zion Forever and Tread Lightly to assist with sign development and online information. Forest Service employees, volunteers, and groups will patrol trails on ATVs, UTVs, and motorcycles, and engage with riders using our OHV education trailer. Additionally, we will provide ATV Safety Institute (ATVSI) training for agency employees, partners, and the public. We will also recruit and train volunteers to create a dedicated OHV group to assist Forest Service employees in promoting and educating riders.

Search and Rescue Project Example



**GARFIELD SAR DRONE**

**Applicant:** Garfield County Sheriff's Department  
**Awarded:** \$10,170

We are requesting funding assistance to purchase a drone with thermal capability for Search and Rescue purposes. This tool will be invaluable in assisting with locating lost and or missing individuals in our County. It will allow us to cover large areas of land and search for heat signatures from missing individuals.

Snowmobile Project Example



**BEAVER MOUNTAIN FENCING PROJECT TO PROTECT SEEDLING**

**Applicant:** School and Institutional Trust Lands Administration  
**Awarded:** \$17,615

A buck and rail fence will be installed to border a reforestation project area, near the Beaver Mountain Ski Resort. This fence will allow for this popular snowmobile area to remain open for use. The newly planted seedlings will be protected from damage, while snowmobile use will be allowed to continue.

OHV Tourism Project Example

**GREEN RIVER, YOKEY BOTTOM OHV DESTINATION INTERPRETIVE KIOSK**

**Applicant:** Sage Riders Motorcycle Club  
**Awarded:** \$1,989

Yokey Bottom is part of the Tumbleweed Geyser loop that is approximately 15 miles from Green River City. This is part of the Green River OHV trail system. It is accessed by motorcycles, OHVs, and high-clearance machines.



OHV Land Acquisition Project Example

**PUFFER LAKE RECREATION AREA**

**Applicant:** Beaver County  
**Awarded:** \$850,000

Puffer Lake is located 22 miles east of Beaver City. The Lake is at 9,672 elevation, surrounded by forest property on the Tushar Mountains in Beaver County. The property is easily accessible by the Paiute Trail and State Road153, which is one of Utah's Scenic Byways. Beaver County is proposing to purchase the Puffer Lake private property in Beaver County. The Puffer Lake property is 589.38 acres with spring and underground water rights included in the purchase. There can be year-round access to fishing on the lake and with the purchase, there will be improved public access and opportunities for public access for hunting, camping, and other group events like family reunions, youth groups, etc.





# Trail Work

double-check with what is in application

Trail work projects are dedicated to maintaining, enhancing, and expanding the state’s OHV trail network, providing riders with thrilling adventures while promoting responsible stewardship. Projects that predominantly involve trail work will receive more competitive scores during the recommendation process.

### Grant Awards

Grant awards range from \$1,500 to \$350,000 per application. **NOTE:** Applicants intending to request more than \$350,000 must have a 15-minute consultation with ***racheltoker@utah.gov*** before applying (bold the words "before applying") to determine eligibility and that prerequisites are met. An in-person or virtual presentation and Q&A are mandatory at the review meeting for all requests over \$350,000.

**Eligible Requests:** If there are funding requests that you wish to apply for but are not listed here, please reach out to ***racheltoker@utah.gov*** for further assistance.

Eligible Requests	
Construction	<p><b>Trail Infrastructure:</b> This includes bridges, culverts, water diversion structures, wet area crossings, and other vital components that ensure safe and sustainable OHV trails.</p> <p><b>Trail Design and Development:</b> Building and designing new OHV trails, ensuring riders have access to thrilling and well-planned routes.</p> <p><b>Trail Facilities:</b> Development and rehabilitation of trailside and trailhead facilities, kiosks, interpretive signage, parking lots, restrooms, and concrete aprons, all designed to enhance the overall OHV experience.</p> <p><b>Trail Accessibility:</b> Gravel or pavement for County D roads that provide access to OHV trails, staging areas, and parking lots, promoting ease of use for OHV enthusiasts.</p> <p><b>Maintenance and Upkeep:</b> This includes grooming of motocross tracks, treadwork, resurfacing, grading, restoration, vegetation and obstruction removal, as well as trail signage, markers, and delineation to ensure the safety and longevity of established OHV trails and routes.</p>
Equipment*	<p><b>Trail Maintenance Vehicles:</b> Including all-terrain type III vehicles (e.g., rock crawlers or modified Jeeps not registered as motor vehicles), OHVs (with turbo UTVs reviewed on a project basis), tractors, bobcats, trailcats, skid-steers, dozers, excavators, trailers, and related equipment and accessories to facilitate trail work. Nonprofits must rent equipment (more information below).</p> <p><b>Technology and Tools:</b> Such as drones (up to \$2,500 for state and federal applicants), GPS devices, apps, and services to assist with trail planning, mapping, and monitoring.</p> <p><b>Hand and Mechanized Tools:</b> Essential tools and mechanized equipment for effective trail construction and maintenance.</p> <p><b>Communication Systems:</b> Radios and communication systems to ensure connectivity and safety for trail crews, employees, and volunteers.</p>

## Eligible Requests (continued)

Employees	<p><b>Transportation and Mobilization:</b> Covering fuel and mobilization expenses for trail work employees and volunteers traveling to work sites.</p> <p><b>Accommodations:</b> Providing lodging for employees or volunteers when the work site is 75 miles or more from their personal residence.</p> <p><b>Compensation:</b> Offering hourly wages to trail crews, employees, and equipment operators involved in trail construction and maintenance.</p> <p><b>Safety and Training:</b> Ensuring the safety of employees with PPE, safety equipment, training and certification opportunities to enhance their skills in trail work.</p>
Other & Misc.	<p><b>Trail Assessment:</b> Funding for assessing trail conditions for future maintenance.</p> <p><b>Environmental Compliance:</b> Support for environmental assessments, feasibility studies, cultural clearances, and NEPA compliance. Applicants must apply for this funding in two phases: phase I for environmental clearance and phase II for the construction of new trails, trailheads, etc.</p> <p><b>Supplies and Facilities:</b> Including GIS mapping of new trails, essential supplies for cleanups, maintenance shops, picnic areas, and amenities.</p> <p><b>Permitting, Easements, and Land:</b> Covering permitting costs and land-related expenses, including purchases under \$10,000 (for larger amounts, apply under the Year-Round OHV Land Acquisition Grant), and supporting trail branding and planning initiatives.</p>

**\* APPLIES TO NON-PROFIT ORGANIZATIONS ONLY:** With this funding, non-profits cannot buy machines or equipment that cost more than \$1,000 per item. However, non-profits can request funding for renting or leasing equipment/machines that exceed \$1,000.

**EXCEPTIONS FOR NON-PROFITS:** Trailer purchases are eligible for funding of up to \$10,000. Radios, power banks, and generators are eligible for funding up to \$2,000.



### FILLMORE FOREST TRAIL REPAIR AND ENHANCEMENT

**Applicant:** Sand Rock Ridge Riders ATV Club  
**Awarded:** \$85,200

This project entails assisting the local Forest Service to reconstruct forest trails near Fillmore. This entails renting heavy equipment, purchasing six bridges and paying our heavy equipment operators.



# Access Protection

double-check with what is in application

Access Protection in the state of Utah plays a pivotal role in preserving the availability of trails and routes for OHV enthusiasts. With over 80,000 miles of OHV trails, the community is eager to expand, rather than diminish, this network. This proactive approach ensures that designated areas remain open and accessible for responsible OHV use.

**Section 72-5-104;** litigation or other legal advocacy to protect existing public lands access for off-highway vehicles; or other efforts that further the interests of preserving existing off-highway vehicle access on Utah’s public lands. Off-Highway Vehicle Access Protection as used in Utah Code § 41-22-19, does not mean lobbying or political advocacy.




**Grant Awards**

Grant awards range from \$1,500 to \$350,000 per application.

**When Applying**

When applying for funding, it’s essential to clearly outline your commitment to responsibly and effectively protecting OHV access. Be sure to provide evidence of your past efforts in safeguarding access. Additionally, explain how you plan to measure the project’s success, both in terms of quantity and quality.

**Eligible Requests:** If there are funding requests that you wish to apply for but are not listed here, please reach out to [racheltoke@utah.gov](mailto:racheltoke@utah.gov) for further assistance.

Eligible Requests	
	<b>Documenting Access and Protecting Trails *:</b> This category involves the documentation of public right-of-ways, routes, and trails using employees, volunteers, and machinery (including OHVs and equipment). Installation of fencing and other trail materials to clearly mark open and closed access routes. Trail maintenance work performed to ensure OHV users can access and enjoy the trails.
	<b>Advocacy and Legal Protection:</b> Litigation or other legal advocacy to protect existing public lands access. Training and advocacy. Other efforts that further the interests of preserving existing OHV access.
	<b>Resource Allocation and Planning:</b> Fuel, mobilization, and travel expenses. Involvement in travel management and planning.

**\* APPLIES TO NON-PROFIT ORGANIZATIONS ONLY:** With this funding, non-profits cannot buy machines or equipment that cost more than \$1,000 per item. However, non-profits can request funding for renting or leasing equipment/machines that exceed \$1,000.  
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**PUBLIC POLICY CONSULTANT POSITION**

**Applicant:** Utah Public Lands Alliance (UPLA)

**Awarded:** \$30,450

UPLA is hiring an experienced professional consultant to lead our efforts in shaping and influencing decisions related to the use of Utah’s public lands by Off-Highway Vehicles. The consultant will be at the forefront of developing and implementing public policy initiatives that align with our organization’s commitment to the responsible and sustainable use of public lands. The consultant will have a deep understanding of public lands issues, strong advocacy skills, and the ability to research, educate, and comment on land actions that impair OHV use by responsible users.





# Education

double-check with what is in application

OHV education in Utah serves as a crucial tool for safer, more responsible OHV recreation while also benefiting the state in numerous ways. By instilling a culture of safety, courtesy, and resource conservation, you can reduce accidents and injuries. Furthermore, this culture contributes to local economies by attracting responsible OHV enthusiasts who support businesses in the region. Additionally, these projects ensure compliance with OHV regulations, collect valuable data for resource management, and engage youth in outdoor activities, fostering a lasting appreciation for Utah’s public lands.

Grant Awards

Grant awards range from \$1,500 to \$350,000 per application.

When Applying




When applying for funding, it’s crucial to define your target audience and explain why they are the primary focus of your education project. Consider how you will measure the project’s reach, both in terms of quantity (e.g., the number of impressions) and quality (e.g., the duration or extent of interaction). Furthermore, outline your plans for assessing the project’s effectiveness, detailing how you intend to measure changes in perceptions or behavior before and after implementing the project among your target audience before and after project implementation.

Please note that non-law enforcement patrolling is eligible under the OHV Education category.

Prior Approval

All educational material should be submitted to program staff for review and approval prior to dissemination.

**Eligible Requests:** If there are funding requests that you wish to apply for but are not listed here, please reach out to [racheltoker@utah.gov](mailto:racheltoker@utah.gov) for further assistance.

Eligible Requests	
	<b>Safety and Responsibility Campaigns:</b> Campaigns that promote safe and responsible trail use. EMS education videos to educate OHV enthusiasts on emergency response procedures. Helmet programs aimed at increasing helmet usage among OHV riders. Trail etiquette initiatives to foster courteous behavior on trails. OHV ethics and education programs to instill responsible OHV practices. Non-law enforcement trail safety and trail-use monitoring patrol programs to ensure adherence to safety regulations.
	<b>Educational Material and Resources:</b> Creation and dissemination of educational material related to OHV safety, conservation, and responsible use. Printing of existing maps to help OHV riders navigate designated trails. Signage specific to education, including informative trail signs and kiosks. Programs designed to enhance Utah’s current off-highway vehicle education programs. Human waste bags and other educational materials to promote responsible waste management on trails.
	<b>Program Support and Equipment*:</b> Funding for hourly wages for trail ambassadors, trail hosts, education specialists, and related program employees. Acquisition of trailers and OHVs specific to education purposes (turbo UTVs for education to be reviewed on a project basis). Other equipment and resources required to facilitate and support OHV education initiatives.

\* APPLIES TO NON-PROFIT ORGANIZATIONS ONLY: With this funding, non-profits cannot buy machines or equipment that cost more than \$1,000 per item. However, non-profits can request funding for renting or leasing equipment/machines that exceed \$1,000.

EXCEPTIONS FOR NON-PROFITS: Trailer purchases are eligible for funding of up to \$10,000. Radios, power banks, and generators are eligible for funding up to \$2,000.



MOAB MOTORIZED TRAIL AMBASSADOR PROGRAM

**Applicant:** Grand County Economic Development  
**Awarded:** \$256,531

The Grand County Active Transportation and Trails Department (GCATT) established a successful Trail Ambassador program for non-motorized user groups tailored to local issues. Now, the county, with support from local partners, is expanding the program to include the growing OHV community. This year, paid part-time Motorized Trail Ambassadors with a background in OHV recreation and knowledge of local trails educate the public at popular trails and trailheads and provide “preventative SAR” services to improve trail safety. With funding, they’ve hired a full-time Motorized Trail Ambassador who can continue to develop the program with the addition of two UTVs and two trailers





add LOS from local usergroup

# Search and Rescue (SAR)

double-check with what is in application

### New SAR Match

radios as part of the flat-rate  
rework flat-rate based on current rates w/tariffs

As Utah’s population rapidly grows, more people are hitting the trails or taking the family camping, contributing to the heavy stress on the teams who answer the frequent calls to help stranded, lost, or hurt individuals. As OHV visitation and sales continue to increase, budgets have not kept pace. SAR budgets and resources are stretched thin, and many communities rely heavily on their local volunteers. These needs are magnified in the sparsely populated areas of the states with an abundance of public lands. DOR recognizes that SAR teams can’t easily cover the rising costs of needed equipment and gear and is here to assist small and large OHV communities in an effort to offset the wear and tear of these calls.

**Grant Awards**  
Grant awards range from \$1,500 to \$150,000 per application.




### SAR Project Requirements

**SAR Statistics:** Applicants should demonstrate the need with relevant data. SAR/EMS teams should provide the average annual number of incidents they respond to and provide projections of future incidents. Applicants should provide details about the percentage of rescue calls that directly involved OHV users.

**Utah-Based:** DOR is focused on supporting SAR needs within Utah. With applicants in counties that share a border with another state, a letter of intent must be provided detailing that the usage of funds will primarily benefit Utah’s OHV community.

**Percentage of SAR Education & Patrolling:** These will be two separate questions but must equal 100%. Please note that SAR Patrolling is not eligible for OHVR funding and must be covered by the applicant.

**Eligible SAR Projects:** If there are funding requests that you wish to apply for but are not listed here, please reach out to [racheltooker@utah.gov](mailto:racheltooker@utah.gov) for further assistance.

Eligible Requests	
	<b>Machines:</b> UTVs, snowmobiles, motorcycles, argos, ATVs, and sometimes E-bikes to help SAR calls be mobile and react quickly to injured or immobilized OHV users.
	<b>Equipment *:</b> Equipment includes trailers, med beds, medical equipment (defibrillators not included), and gear, radios and communication systems, med beds, helmets, PPE, SAR drones, street-legal kits, fire extinguishers, GPS (devices, services, apps), medical lights, hitches, etc.
	<b>Training and certifications:</b> AVY 1,2,3 Instructor courses for OHV Operation, etc. A small portion of funding can be used for medical personnel training.

\* APPLIES TO NON-PROFIT ORGANIZATIONS ONLY: With this funding, non-profits cannot buy machines or equipment that cost more than \$1,000 per item. However, non-profits can request funding for renting or leasing equipment/machines that exceed \$1,000.

EXCEPTIONS FOR NON-PROFITS: Trailer purchases are eligible for funding of up to \$10,000. Radios, power banks, and generators are eligible for funding up to \$2,000.



**CARBON COUNTY SEARCH AND RESCUE’S  
OHV INCIDENT RESPONSE**  
**Applicant:** Carbon County Search and Rescue  
**Awarded:** \$52,000

Carbon County Search and Rescue team responds to calls in the most remote areas of the county to individuals and/or groups in dire situations. Our volunteer SAR team is maintained solely through fundraising efforts. There is a current need to replace aging and unreliable OHVs that could affect the team’s response.

## Time for a replacement? OHVR can help!





# Snowmobile

double-check with what is in application

The Snowmobile category offers a wide range of support for projects that facilitate safe and responsible motorized winter recreation for Utah residents, including trail development and grooming efforts that create well-maintained and accessible routes for snowmobilers to explore.

Grant Awards

Grant awards range from \$1,500 to \$150,000 per application.

**Eligible Requests:** If there are funding requests that you wish to apply for but are not listed here, please reach out to [racheltoker@utah.gov](mailto:racheltoker@utah.gov) for further assistance.

Eligible Requests	
	<b>Safety and Awareness Initiatives:</b> Avalanche awareness initiatives. Avalanche forecasting and condition reporting. Purchase of beacons and way-points. Safety equipment, gear, and helmets. Snow-specific SAR or EMS equipment.
	<b>Trail Development and Maintenance *:</b> Building and designing new trails. Environmental assessment, feasibility studies, cultural clearance, and NEPA compliance. Fuel and mobilization expenses. GIS mapping of new trails. Groomers, snowcats, and related equipment for trail maintenance. Grooming tools and mechanized equipment. Hourly wage for trail crews, employees, and equipment operators. Maintenance shops and structures. Parking lots, parking barriers, and staging areas. Pit toilets, restrooms, concrete aprons, etc. Trail counters. Trail planning and design. Trail signage, markers, etc. Trailers for transportation of equipment and supplies. UTV tracks specifically designed for snow use. Warming huts, yurts, shelters, etc.
	<b>Technology and Communication:</b> GPS devices, apps, services, etc. Radio and communication systems for trail crews, employees, and volunteers. Snowmobiles for maintenance. Training and certification programs to enhance skills and safety in snowmobiling.

**\* APPLIES TO NON-PROFIT ORGANIZATIONS ONLY:** With this funding, non-profits cannot buy machines or equipment that cost more than \$1,000 per item. However, non-profits can request funding for renting or leasing equipment/machines that exceed \$1,000.  
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MOTORIZED AVALANCHE SAFETY AND FORECASTING INFRASTRUCTURE

**Applicant:** Utah Avalanche Center  
**Awarded:** \$140,247

The Utah Avalanche Center (UAC) requests grant funding to support the Motorized Avalanche Safety and Forecasting Infrastructure Project. This project - providing avalanche safety forecasts to motorized users - has three critical components. First, creating an avalanche forecast requires improving and maintaining weather stations in Logan, the Moab-area mountains, Skyline, and the Uintas to ensure accurate data collection. Second, forecasters must be provided with snowmobile equipment and PPE to complete the fieldwork for avalanche forecast creation. This allows them to safely access the necessary terrain via motorized trails. Finally, this project supports the labor required to create each daily forecast. Annually, we issue >1,200 avalanche forecasts, each requiring 10+ hours of forecaster labor. This comprehensive approach to creating daily avalanche forecasts prioritizes the safety and accessibility of Utah’s motorized recreation community.





# OHV Tourism

double-check with what is in application

By actively promoting OHV recreation through grants and incentives, Utah is not only fostering a sense of adventure and exploration but also driving economic growth in its rural areas. Visitors drawn to the state for OHV experiences contribute significantly to the vitality of local economies, creating jobs, bolstering community development, and ultimately improving the quality of life for residents in these regions.

**Grant Awards** **\$50,000.00**

Grant awards range from \$1,000 to ~~\$15,000~~ per application.

**When Applying**

When applying for funding, it’s crucial to assess the previous year’s tourism activity in your region, specifically focusing on the extent of OHV recreation-based tourism. Understanding the volume and impact of OHV-related tourism will help tailor your project to the local context. Additionally, establish clear metrics to measure the project’s impact, both quantitatively and qualitatively. Consider factors such as increased visitation, extended stays, heightened business activity, and other relevant indicators to assess the project’s effectiveness and its contribution to the local economy and community development. **NOTE:** Requests for event equipment must include a five-year plan for its use. The only exceptions are tents and permits.

**Prior Approval**

All OHV Tourism material should be submitted to program staff for review and approval prior to dissemination.


**Eligible Requests:** If there are funding requests that you wish to apply for but are not listed here, please reach out to [racheltokor@utah.gov](mailto:racheltokor@utah.gov) for further assistance.



**UINTAH COUNTY ENCLOSED TRAILER**

**Applicant:** Uintah County  
**Awarded:** \$11,250

Uintah County purchased an enclosed trailer. The trailer has been used to haul their trail coordinator's machine that is used for developing trails, guided tours for the ATV Jamboree, media tours, and trail promotion. The purchase of a trailer would alleviate the county from having to borrow a trailer every time the machine is used. In addition, Uinah County wrapped their trailer and use it to advertise their jamboree and their local OHV trail system. Even when it is sitting in their parking lot, it is still promoting tourism within their county.

Eligible Requests	
	<b>Marketing and Promotion</b> <b>Billboards:</b> Utilizing billboards effectively spreading awareness about OHV tourism, attracting visitors to rural communities, and supporting local businesses. <b>Digital Marketing:</b> Social media, banner ads, native ads, video, pre-roll ads, and email marketing campaigns enhance outreach, engaging potential tourists through online platforms. Professional web design. Content created through a firm. <b>Print and Publications:</b> Fliers, direct mail, and paid content in relevant magazines, newspapers, and local guides help disseminate information about OHV experiences, boosting tourism to rural areas. This also includes the reprinting of existing OHV maps. <b>Events:</b> Permitting, traffic cones, speaker systems, branded pop-up tents, branded event trailers
	<b>Research and Strategy</b> <b>Research for Effective Marketing:</b> Funding for research initiatives assists in understanding the preferences and behaviors of OHV enthusiasts, enabling the creation of more effective marketing strategies to attract visitors to Utah’s rural regions.
	<b>Multimedia Advertising</b> <b>Sport, Cable TV, or Radio Ads:</b> Advertising on sports, cable TV, and radio channels enhances visibility and persuades potential OHV enthusiasts to explore Utah’s offerings. <b>Trail Branding:</b> Promoting OHV trails through branding initiatives.





# Year-Round OHV Land Acquisition Grants

## Rework & update application

Allowable applicants can apply at need for funding to purchase land, ROWs, and easements. A portion of funding can be used for title work, legal descriptions, and surveying of the land intended for purchase.

### Grant Awards

Grant awards range from \$10,000 to \$1,000,000 per application. Additional funding is not allowed for this category. If your request is less than \$10,000, please apply during the regular cycle under Trail Work.

### Matching Funds

This grant requires at least a **10% cash match**.

### When Applying

When considering OHV land acquisition, several key factors should be taken into account. Firstly, prospective land should be available for OHV access for a minimum of 100 years, ensuring long-term use and enjoyment. The acquired property should retain its intended purpose for the same duration and cannot be resold, but it may be donated or transferred to another entity, provided the purpose remains unchanged and proper notification is given to DOR. Additionally, it's essential to be transparent about access fees charged to OHV users, as DOR must be informed. Furthermore, when collaborating with multiple partners in the acquisition process, the entity receiving the real estate should serve as the primary contact on the application. In cases where the recipient is not the largest financial contributor, the largest contributor should be designated as the substitute contact, ensuring clarity and accountability in the acquisition process.

This request requires an in-person or virtual presentation and Q&A during the review meeting.



Eligible Requests

- Purchase of Land:** Acquiring land for the development of OHV trails, enhancing connectivity, and ensuring ongoing access for OHV enthusiasts.
- Rights of Way (ROWs), Leases, and Easements:** Procuring rights of way, leases, and easements on a range of properties, including private, public, tribal, and federal lands, to facilitate OHV access and trail expansion.
- Legal Document Preparation:** Covering costs associated with preparing essential legal documents for the land acquisition process, ensuring compliance with regulations and requirements.
- Title Work and Legal Descriptions:** Funding expenses related to title work and legal descriptions, ensuring accurate land ownership and legal framework for OHV use.
- Surveying of Land:** Supporting land surveying activities to precisely define the boundaries and features of the purchased land, enabling effective planning and development for OHV purposes.



Ineligible Project Items

- The cost of building, improvements, equipment, furnishings, or machinery if it is the principal purpose of the activity since such items are not real property. They may, however, qualify under trail work.
- Acquisition of property that is then expected to be donated or sold at less than the purchase price.
- Acquisition of real property to individuals and private for-profit entities to acquire property to be rehabilitated or sold.
- Administrative costs (i.e. salaries, retainers, travel, food and beverage, lodging, gifts/awards, or entertainment for personnel and/or volunteers of organizations)
- Completed land purchases, easements, etc.
- Interest, reduction of deficits or loans
- Purchase of real property for non-motorized use

# Post-Award Requirements - Before Land Purchases

Should an award be made where OHVR funds will be applied to the cost of real property, copies of the following documents are required prior to the real estate transaction. While it is understood that these documents may not be available at the time of an applicant's submission, applicants are encouraged to include any documentation that is currently available.

- Recent appraisal by a licensed appraiser
- Recent survey (as applicable) map and clear legal description of the property
- Title insurance report
- Draft of the proposed easement to be recorded (if applicable)
- Drafts of ancillary closing documents prepared to address problematic issues (if any)

### For OHV nonprofit organizations

- A letter from a federal, state, or local entity stating they accept the property.

### Funding

If awarded, the applicant can receive the awarded funding prior to the land purchase. To receive the full funding awarded, please provide backup documentation of an executed Escrow Agreement.



### BEAVER MAIN STREET TRAILHEAD


**Applicant:** Tushar Mountain ATV Club  
**Awarded:** \$76,500

Tushar Mountain ATV Club purchased a vacant lot at the corner of Main St. and 600 North, allowing OHV access to the Beaver Trailhead. The purchase of the lot provides an opportunity to have a trailhead on Main Street with direct access to the Paiute Trail.



# Ineligible Requests and Matching Funds for All Categories

## Funding Requests



Ineligible

- Benefits for employees and volunteers
- Clothing (PPE and specific uniforms are eligible)
- Employee and volunteer pay for SAR
- Food and water
- Funding to rehabilitate County A, B, and C roads
- Grant management/administration
- Insurance: This includes insurance for employees, medical, vehicle, or projects.
- Items not used exclusively for the project
- Landscaping
- Law enforcement
- Lobbying and political advocacy
- Non-motorized items & equipment
- Plane tickets, car rentals, etc.
- Registered Vehicles: This includes cars, trucks, jeeps, etc.
- Promotional Items: Swag and grab bags (exception: education material)
- Sales tax
- Shipping & Handling (unless included in approved budgets)
- Trail mapping of existing trails

costs to repair or maintain leased equipment      gift cards or fuel cards

## Matching Funds



Eligible

- Cash
- Donated material & equipment
- Donated funds
- Employee equipment
- Employee labor
- Land (for specific purposes)
- Non-motorized items
- Other grants
- Shipping & handling (related to eligible expenses)
- Tax (related to eligible expenses)
- Volunteer equipment
- Volunteer labor



Ineligible

- Employee hours for grant management/administration (progress reports, reimbursements, closeouts, etc.)
- Employee hours for grant writing
- Items not included in the approved budget
- Items not used exclusively for the project
- Meals for employees
- Division of Outdoor Recreation's Trail Crew

# Attachment Checklist for all Grant Categories

<p><b>W9:</b> Download the provided W9 form. The Division will use this form to create a vendor profile for the entity, which will be used for processing payments, creating agreements, and other necessary transactions.</p>	Required
<p><b>Location Map:</b> High-resolution imagery is encouraged. Include a community map showing the project location, access roads, nearby infrastructure, and areas for maintenance or restoration. For trail projects, indicate connections to other recreational amenities, trails, or intended land purchases. Highlight specific areas for access protection, and for SAR or EMS, display your team's jurisdiction.</p>	
<p><b>Budget Spreadsheet:</b> Download the provided budget within the application, fill out, and attach (please keep this document in Excel).</p>	
<p><b>One Letter of Support from Local OHV Group:</b> Letters of support are essential components of your application, demonstrating the commitment, endorsement, and approval of each project partner's leadership. These letters should be personalized to reflect genuine support and should not be standardized.</p>	If applicable
<p><b>Letters of Commitment and Written Confirmation of Donations:</b> If a partner is committing funding to the project, please upload a letter from the partner detailing the commitment. If a partner is donating material, equipment, etc., upload a letter from the partner detailing the donation.</p>	
<p><b>One Letter of Support / Acknowledgment:</b> Download the provided W9 form. The Division will use this form to create a vendor profile for the entity, which will be used for processing payments, creating agreements, and other necessary transactions.</p>	Required for Trail Work, Edu, SAR, Snowmobile, and Land Acquisition
<p><b>Two Bids for Items over \$10,000: REQUIRED BY NON-PROFITS:</b> If an item is over \$10,000, please provide at least two bids or estimates for the item(s).</p>	If applicable for all categories. Exception: Land Acquisition



Attachment Checklist for all Grant Categories

<p><b>Phase Projects:</b> If your project is phased, upload an appropriate map identifying this phase of the project and how it connects to any previous or future phases.</p>	If applicable
<p><b>Past Funding:</b> If your organization has received DOR funding in the past five years (OHVR, UORG, RTP, etc.), download, fill out, and attach the provided Past Funding worksheet.</p>	
<p><b>Photos:</b> Upload any photos you have that will help solidify the need for this funding, such as images of closed but accessible trails, wrongfully closed trails, trail restoration, new trail or trailhead construction, old equipment, or photos taken during Search and Rescue (SAR) calls.</p> <p><i>The Division of Outdoor Recreation has the right to use any photos or other material for the promotion and advertising of the grant.</i></p>	Recommended
<p><b>Statement of Responsibility:</b> Operating a trail, bathroom, off-highway vehicle structure, etc. often requires forethought and planning. This Statement of Responsibility names the entity or entities that will maintain the infrastructure in the short and long term.</p>	If applicable for Trail Work, Snowmobile, and Land Acquisition
<p><b>Draft of the Proposed Easement to be Recorded:</b> A preliminary legal document that outlines the specific rights and restrictions related to the use of a property. This document establishes the terms and conditions under which the easement holder can use the designated portion of the land, ensuring clarity and legal protection for all parties involved.</p>	
<p><b>Environmental Clearance:</b> If your project is taking place on federal land, upload environmental clearance documentation (e.g. NEPA or RDCC).</p>	If applicable for Trail Work and Snowmobile
<p><b>Archaeological Investigation:</b> Required if breaking ground on previously untouched land. Applicants must assess the project’s impact on historic properties. If the project intersects with a historic site, an on-site investigation is required, with a written report submitted within 12 months of approval. Fees for a principal archaeological investigator are eligible project costs.</p>	

Attachment Checklist for all Grant Categories

<p><b>Recreational Site Plan:</b> If your project involves building new trails or trail amenities, this is required. Show a recreational site plan, engineering plans, or conceptual drawing with enough detail to determine design details such as orientation and layout of the project itself.</p>	If applicable for Trail Work and Snowmobile
<p><b>Coordination Form:</b> This form must be completed and submitted to DOR (<a href="mailto:racheltoker@utah.gov">racheltoker@utah.gov</a>) a minimum of 10 days prior to the commencement of the OHVR Grant for the relevant cycle. This document ensures that the request does not duplicate other Access Protection litigation or legal work by any State agency or political subdivision.</p>	Required for Access Protection
<p><b>Proof of OHV Closure Documentation:</b> If your project includes protecting access to trails or an area undergoing closure, please upload any associated documentation of the closure.</p>	
<p><b>Examples of Material:</b> Upload examples of the material you intend to create with OHVR funding.</p>	Required for Education and OHV Tourism
<p><b>SAR Stats:</b> Applicants should have accurate numbers for past SAR calls. Provide the average annual number of incidents responded to and projections of future incidents. Applicants should provide details of rescue calls that directly involved OHV users and non-OHV users.</p>	Required for SAR
<p><b>Border Organization Letter:</b> For applying organizations that border other states, upload a letter of intent detailing that the usage of funds will primarily benefit Utah’s OHV community.</p>	
<p><b>Local tourism director Letter from OHV Tourism Director:</b> Upload a letter from the County’s Tourism Director to confirm coordination. If the applicant is the Tourism Director, a separate letter is required.</p>	Required for OHV Tourism
<p><b>Management Plan for Property:</b> Upload a management plan for the property once the land is acquired. This can include recreational site plans.</p>	Required for Land Acquisition





# Budget Spreadsheet

new budget - explain to council

This budget serves as an example of what we expect to see on submitted budgets. Ensure a detailed breakdown of costs for volunteers, employees, etc., specifying whether the funding is in-kind or a cash match. Budgets lacking information or a detailed breakdown of anticipated costs may result in denial of funding or a request for resubmission with necessary edits.

EXAMPLE OHV RECREATION (OHVR) GRANT APPLICATION BUDGET

Project Name:EXAMPLE

Organization:EXAMPLE

SECTION 1 - BUDGET BREAKDOWN						SECTION 2: BREAKDOWN OF FUNDING - REQUIRED						SECTION 3
Line #	Budget Item Description	Intended Vendor	Qty	Price per Item	Total Cost	OHVR Funds	Applicant Cash	Applicant In-Kind	Partner Cash / In-Kind	Total Cost	Cost Category	Cash Secure Date
1	PT Trail Crew (2 employees)	Organization	500.0	\$ 23.00	\$ 11,500.00	\$ 11,500.00				\$ 11,500.00	Personnel Costs	
	Benefits for employees	County Grant	2.0	\$ 1,725.00	\$ 3,450.00				\$ 3,450.00	\$ 3,450.00	Personnel Costs	3/1/2025
2	UTV for Trail Crew	Weller Recreation	1.0	\$ 34,000.00	\$ 34,000.00	\$ 30,000.00	\$ 2,000.00		\$ 2,000.00	\$ 34,000.00	Equipment	Secure
3	Kiosk & Material	Home Depot	2.0	\$ 3,800.00	\$ 7,600.00	\$ 7,600.00				\$ 7,600.00	Materials & Supplies	
	Installation of Kiosks	OHVR Group	25.0	\$ 33.46	\$ 836.50				\$ 836.50	\$ 836.50	Volunteer Costs	
4	Carsonites	TBD	200.0	\$ 26.00	\$ 5,200.00				\$ 5,200.00	\$ 5,200.00	Cash Donation	5/1/2025
	Installation of Carsonites	Trail Crew	82.0	\$ 31.46	\$ 2,579.72				\$ 2,579.72	\$ 2,579.72	Personnel Costs	3/1/2025
5	Metal Sign Poles	Carsonite.com	15.0	\$ 65.46	\$ 981.90		\$ 981.90			\$ 981.90	Cash Match	Secure
	Installation of Poles	OHVR Group	10.0	\$ 33.46	\$ 334.60				\$ 334.60	\$ 334.60	Volunteer Costs	
6	Carsonite Stickers	Rockart	250.0	\$ 1.50	\$ 375.00	\$ 375.00				\$ 375.00	Materials & Supplies	
7	Day-use cost of Equipment	Organization	1.0	\$ 950.00	\$ 950.00			\$ 950.00		\$ 950.00	In-Kind Donation	
8	Grant attribution - sticker for UTV & kiosk	TBD	1.0	\$ 750.00	\$ 750.00	\$ 750.00				\$ 750.00	Other & Misc. Costs	
9	10% Contingency for equipment & material	OHVR	0.1	\$ 38,725.00	\$ 3,872.50	\$ 3,872.50				\$ 3,872.50	Other & Misc. Costs	
					Total:	\$ 72,430.22	< should match >			Total:	\$ 72,430.22	

Please provide any notes or info you would like us to be aware of regarding this budget when reviewing:

The trail crew will be hired to support partner volunteers and continue work on OHV trails. Matching funds for the trail crew is secured through a grant from the County. Local OHV user groups are contributing a combination of cash and in-kind support, including volunteer labor and materials. A 10% contingency is included to cover any additional material costs; this contingency does not apply to the personnel costs of the requested trail crew.

TOTALS

OHVR Funds Requested	\$ 54,097.50
Applicant's Match (Cash & In-Kind)	\$ 3,931.90
Partner's Match	\$ 14,400.82
Total Project Cost	\$ 72,430.22
Organization's % Match	25%

Please follow these steps to complete the grant budget:

1. List the items you plan to use/purchase for the project, including quantity and price.  
2. The total cost will be automatically calculated.  
3. In Section 2, provide details on funding sources and the contribution from each entity.  
4. Ensure that the 'Total Cost' amounts match in both categories.  
5. The bottom totals will also be automatically calculated.  
6. In Section 3, indicate if the grant is secured. If not, estimate when it will be. OHVR funding secure dates can be left blank.  
A max 10% contingency for equipment & materials can be added as a separate budget item under OHVR Grant request.

Additional Notes:  
• The current volunteer rate in Utah is \$33.46/hour.  
• Section 2 -- Applicant Cash: Include cash, employee wages, other grants, taxes, and shipping & handling costs.  
• Applicant In-Kind: Include donated equipment, tools, materials, and volunteer labor.  
• Cost Categories 1-5 are match funds; 6-8 are OHVR request funds. \*Personnel can be either match or OHVR.  
• Section 3 -- Cash Secure Date: If cash funding (from the applicant and partner) is secure, write 'Secure.' If pending, provide the expected secure date.





# Things to Consider When Applying

review

**How to Apply:** All applications must be submitted through our online portal, Salesforce. The application link is available at [recreation.utah.gov/grants/ohv-recreation-grant](https://recreation.utah.gov/grants/ohv-recreation-grant).

**Contingency Costs:** A contingency of up to 10% may be added as a separate line item in the budget under the OHVR Grant request to cover unexpected equipment and material costs. Please include this contingency in the budget spreadsheet as a distinct line item. Note that contingency costs should not exceed 10% of the total OHVR funding requested.

**Matching Requirements - *Skin in the Game*:** Applicants are not required to provide cash contributions to the project; however, doing so is strongly encouraged. Projects that have a higher cash contribution compared to in-kind contributions will receive a better score. For projects that are not 100% motorized, particularly those relevant to Search and Rescue (SAR), it is essential to provide a cash contribution to cover the non-motorized portion. Partnerships that include significant private contributions as part of their match are encouraged. Applicants with generous financial partners must also demonstrate their commitment by making some form of cash contribution. All matching resources must qualify as eligible costs.

When applying with unsecured funds as a match, applicants must provide detailed contingencies on how the project can still be completed if the unsecured funding sources do not come through.

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**Volunteer Labor as an In-Kind Match:** The Division uses the most up-to-date volunteer rate for Utah provided by [independentsector.org](https://independentsector.org), which will be listed on the provided budget spreadsheet.

**Equipment as an In-Kind Match:** Rates for equipment utilized in the project must not exceed the fair rental rate. If your organization does not have a predetermined equipment list, the Division can provide you with theirs.

**Donations:** Non-cash donations in the form of equipment, supplies, services and other expendable property may be used as a portion of your organization’s matching share if identified in the project application and budget. Please document the value of donated materials with a receipt or quotation written on the contributor company’s or organization’s stationery. To qualify as a matching cost, contributions should be necessary and reasonable items or services at fair market value. The costs must be directly connected to the completion of the project.

The use of the project applicant’s or partner’s equipment, materials, or real property does not constitute a donation. The items listed above are considered an in-kind match.

**Employees as a Cash Match:** Applicants can count their employees’ hourly wage spent on the project as a cash match. The match must be well-documented during the project. Accurate documentation of employee time for a project requires recording hours from an official timekeeping system. If not needed as a match, it is still helpful to count the grant recipient’s labor and that of their employees to measure the project’s full value.

## Insurance Requirements

Grantees are responsible for addressing potential legal claims arising from their projects, involving their staff or volunteers. Grantees must include the State of Utah as an additional insured entity in their insurance policy. In cases where the grantee does not possess sufficient insurance as outlined in the contract, written confirmation from land management agencies through volunteer service agreements or certificates of liability from contracted organizations must be provided and approved.

## Environmental Clearance Requirements

If your project necessitates environmental clearance (NEPA or RDCC), you may request funding for this work. We recommend that applicants apply for this funding in two phases: phase I for environmental clearance and phase II for the construction of new trails, trailheads, etc. If an applicant combines both projects, funding related to construction will be put on hold until the assessment is completed and the findings are shared with DOR.

## Historic Site Considerations

Applicants are required to carefully assess the impact of the grant project on any historic property. If the project area intersects with a designated historic site, it becomes imperative to conduct an on-site archaeological assessment. The findings of this assessment must be documented in a written evaluation, detailing the potential effects of the undertaking on any historic property.

For projects involving ground-disturbing activities in areas that have remained undisturbed for the past 50 years, an archaeological investigation is likely to be necessary. In such cases, hiring a principal archaeological investigator is vital, and any associated fees can be considered as eligible project costs.

To ensure compliance with preservation regulations and obtain approval, the written evaluation and findings must be submitted to the Utah State Historic Preservation Officer for thorough assessment. This process safeguards the preservation of historic properties and enhances the responsible execution of grant projects.

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# Early Review, Scoring & Awarding Process

## review

### Early Review

Applicants can submit their applications for an early review, with review dates generally set 15 days before the end of the grant cycle. To be eligible for an early review, applicants must submit a complete or nearly complete application before the deadline. Any applications submitted after the deadline will be reviewed at the end of the grant cycle, along with all other submitted applications.

### Internal Review - After the Grant Cycle Closes

After the grant cycle closes, program staff will conduct an internal review of all submitted applications, which includes assessing completeness, checking for ineligible project components, verifying project funding, and ensuring all required attachments and documentation is provided.

### Review and Scoring Process

After a preliminary internal review, eligible applications will be assigned to the Off-Highway Vehicle Advisory Council based on relevancy factors, including location, category, motorized focus, and land ownership. Each application will be scored by a minimum of three evaluators, and the average of those scores will be presented at the final scoring meeting. During this meeting, the submitted projects will be discussed, and funding decisions will be made.

change based on new scoring criteria - add categories scored against each other  
Council Members score 1-5 for each category.

The categories to be scored are:

- Project Summary
- Project Category
- Project Budget and Funding
- Project Partnerships

**Scoring Values:** 0=Not Eligible 1=Low 2=Adequate 3=Shows Promise/Acceptable 4=Good 5=Exemplary

In addition to providing scores on the sections, council members are expected to include comments for the following prompts:

- Project Strengths
- Project Weakness

- Other Comments
- Funding Decision
- Decision Rationale

These comments are helpful for both program staff and the applicant as feedback.

### OHV Advisory Council

The OHV Advisory Council is composed of appointed volunteers across the state of Utah that are experts in off-highway vehicle recreation. Members of the council can serve up to two four-year terms along with an elected chair, vice-chair, and secretary. The 12-member council is composed of representatives from the following background and organizations:

- All-terrain Vehicle Representative
- Four-Wheel Driver Representative
- Member at Large Representative
- OHV Dealership Representative
- OHV Motorcycle Representative
- OHV Safety Representative
- Search and Rescue Representative
- Snowmobile Representative
- Bureau of Land Management (BLM)
- Public Lands Policy Coordinating Office (PLPCO)
- United States Department of Agriculture Forest Service (USFS)
- Utah School and Institutional Trust Lands Administration (SITLA)

During the final scoring meeting, the council recommends grant funding to the most qualified and impactful projects with guidance from the chair. These grant recommendations then receive final approval from the DOR's Executive Director and the Department of Natural Resources (DNR) Executive Director. Contracts will be sent out following this approval process.

# Post Award

We strongly recommend that you maintain meticulous records of all project-related expenditures, timesheets, and any other relevant documentation. This diligent record-keeping will not only help with tracking project progress but also ensure compliance with grant requirements and reporting.

### Contracts

add that contracts are sent through Adobe Sign

DOR contracts are a legally binding agreement between the State of Utah, Division of Outdoor Recreation (referred to as "State"), and the Awardee. **No project work may begin without a fully signed grant contract from the State.**

### Grant Timeline

All applicants are automatically given 28 months to complete their project.

### Project Modifications

To initiate project modifications, please follow these steps

- Submit a formal request on your organization's letterhead at least 60 days before the grants expiration date.
- Clearly detail the intended changes, specifying what work has been completed and what remains to be completed. If your request involves extending your project's deadline, please list your new intended project deadline date.
- Applicants who were non-compliant with the completion of semi-annual progress reports could be deemed ineligible for project modifications.

### Progress Reports

Applicants will be required to submit an annual progress reports to assess the project's status and ensure compliance with the approved budget. These reports will be submitted through the grant portal.

Periodic on-site inspections may be made by program staff to ensure that the project is underway and on schedule. For on-the-ground projects, a site visit may be necessary. For all other grants, high-resolution photos and videos will be required in place of a site visit.





# Funding Options

change

## Upfront Funding

Applicants can request upfront funding in 25% increments, up to 75% of awarded funds. Submit supporting documents (invoices, bids, quotes) and explain the need for funds along with a spending timeline. Funds must be used within three months, and proof of spending is required. Unused funds must be returned, and documentation (credit card receipts, voided checks, bank statements) must be provided. The remaining 25% will be reimbursed upon project completion and submission of necessary documentation. Send the completed document to [racheltoke@utah.gov](mailto:racheltoke@utah.gov).

Upfront funding helps organizations with significant purchases. You can request up to 75% of the awarded amount before project completion. We recommend requesting only the funding needed now and returning for additional requests later.

### To request upfront funding, please:

- Use the provided reimbursement request form.
- Include supporting documentation (invoices, bids, quotes) showing how the funds will be used.
- Ensure that the upfront funding can be expended within three months.

Proof of expenditure is due within three months of approval, supported by documentation. Failure to fully utilize the upfront funding may result in funds being returned to DOR and future requests being denied.

## Partial Reimbursement Requirements

Once you've incurred project expenses and seek reimbursement before project completion, please note the following requirements:

- Utilize the provided reimbursement request form.
- Include all relevant financial statements.
- Provide a detailed breakdown of expenses categorized by budget line items.
- Attach copies of invoices, receipts, and supporting financial documents.
- Include bank statements or financial records demonstrating fund transfers and spending.
- Up to 75% of the awarded project amount can be reimbursed before project completion, with the remaining 25% reimbursed upon project completion and approval of final reports.



# When Your Project is Complete

## Project Summary Report

A concise report outlining the project's objectives, scope, methods, and outcomes should be submitted with the project's closeout. This report should provide an overview of what was accomplished during the project.

## Promotion of the Project

As the project nears completion, program staff can assist with project promotion and media outreach. To initiate this process, please contact DOR via email. After project completion, the managing organization should actively promote the project and ensure that publicity efforts inform the public of its existence such as placing the DOR logo or grant name on all published material, developing press releases, or event coverage, etc. This promotion may involve local media and social media platforms.

## Acknowledgment of the Grant

After project completion, grantees are required to install signage that identifies the grant's project and its funding source. The cost of producing and installing this signage is eligible for reimbursement but must be included within the project's approved budget. Please reach out to OHVR staff for logo attribution.

## Usage Documentation

Grantees awarded funding are required to provide program staff with a selection of high-resolution images. If the project involves trail infrastructure, please also include a map of the new additions. We strongly encourage grantees to submit periodic photos that document the project's progress.

## Operation and Maintenance

In line with a statement of responsibility, areas or trails developed with OHVR assistance should be operated and maintained according to the following principles:

- They should be inviting and visually appealing to the public.
- They must be reasonably open, accessible, and safe for public use.
- Adequate maintenance should be conducted throughout the estimated lifetime of the project to prevent deterioration.





# Closeout Documentation

## review

Closeout documents should be submitted either upon project completion or within 60 days of the contract’s end date. Timely submission is crucial to ensure grant reimbursement. Failure to do so may result in a delay or denial of reimbursement. Recipients must submit project expense documentation sufficient for a state audit. Along with a ledger, this should include copies of project bills, receipts, canceled payment checks, a scanned copy of the bank statement with sensitive information redacted, or an accounts paid report generated by the accounting department. Project managers can also use the provided volunteer timesheet for in-kind labor and equipment.

All requests must be those verifiably spent by the grant recipient and/or the recipient’s partner(s) named in the application. DOR can only reimburse grant recipients; we cannot reimburse project partners or vendors.

Upon project completion or grant term expiration, submission of closeout documents is mandatory:

- Utilize the provided reimbursement request form.
- Utilize the provided budget sheet for grant expenditures and reimbursement form.
- Include additional required documentation as specified below.
- If applicable, attach volunteer timesheets and employee paystubs.
- Provide pictures of the completed project with OHVR logo attribution.

If any grant funds remain unused, outline your plan for returning unused funds as per the grant agreement.

Failure to comply with these requirements may affect your eligibility for future grants from our organization.

**Step 1 – Download and Review Closeout Documents:** You can access these documents by emailing DOR staff. We recommend using the provided excel sheets to streamline submissions. Ensure that all closeout documents are submitted in Excel format for quicker review and payment.

**Step 2 – Organize Verifying Information:** Verify the grant award’s expenditures are pertinent to the project’s approved budget. Verify the actual work performed was for this project and that the work corresponds to project’s reimbursable or matches listed in the project’s approved budget.

Please note that only expenses incurred AFTER the contract approval date are considered eligible for reimbursement. In other words, the date on the receipt must not precede the last signature date on the contract.

**Volunteer and Employee Timesheets:** It is essential to document the work carried out by both volunteers (in-kind match) and employees (cash match), specifying the tasks performed and the individuals responsible. To streamline this process, please utilize the provided timesheet forms for volunteer hours.

**Payment Documentation:** Payment documentation is crucial to verify all purchases made. Common examples of acceptable payment documentation include cleared checks, bank statements, electronic funds transfer records, employee payroll, and other forms of proof of payment.

Please ensure that payment documentation is included for ALL purchases. Failure to provide complete payment documentation can significantly delay the reimbursement process. In cases where any documentation is missing, program staff will require proof of payment for all goods and services to proceed.

**Step 3 – Itemize the Qualified Project Costs for Reimbursement Budget Sheet:** Itemize invoices, receipts, or other expenses, indicating what products and services were charged for the project. These costs should be itemized in the submitted reimbursement budget sheet. The provided budget sheet will automatically calculate the majority of the project’s expenses based on the information provided.

**Receipts:** When receipts are available, no other proof of payment is required. If a receipt is not received, purchase and payment documentation is required. Please note that no tax will be reimbursed for the project. Tax and shipping & handling costs is considered a project match, unless otherwise stated within the approved project’s budget.

If you do not have a receipt, you must provide one of the following documents to demonstrate that the transaction occurred:

- **Cleared check:** Most cleared checks are available as scanned images from your online bank account.
- **Credit card or bank statement:** When submitting this information as proof of purchase, please redact any sensitive information and irrelevant transactions.





# Statewide Trail Crew

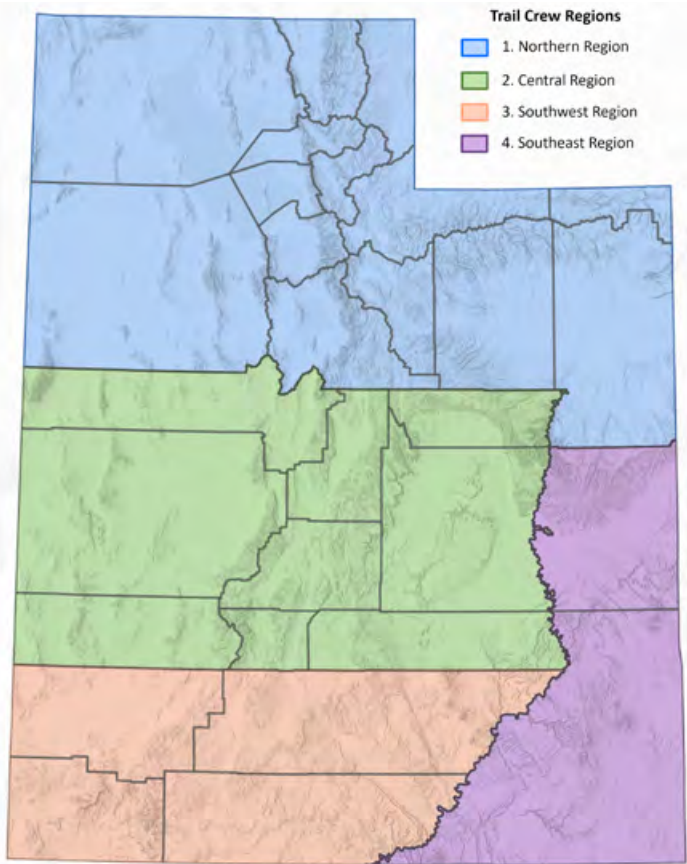
## 2024 Trail Crew Stats *(January 22nd - October 10th)*

- 109 projects completed
- 52% motorized, 48% non-motorized
- 302 miles of motorized, 105 miles of non-motorized trail improved
- 3,643 hours in the field
- 412 volunteer hours contributed on 5 projects

## Consider Working with the Division’s Trail Crew on Your Next Project

The Division of Outdoor Recreation’s trail crew has expanded! We are working to establish crews across the state in four regions, including Salt Lake, Sevier, Iron, and Grand County. These crews collaborate with federal, state, county, city, and non-profit organizations on both ongoing and backlogged trail projects. Serving as a crucial asset for both motorized and non-motorized trail systems in Utah. The Division’s trail crew is trained to operate a variety of OHVs and trail equipment.

If your project requires additional support, please don’t hesitate to contact us! Our Trail Crew has the flexibility to travel statewide and isn’t confined to a single set of trail construction techniques. They continually learn from partners and training organizations, allowing them to mobilize swiftly and scout potential projects during downtime.



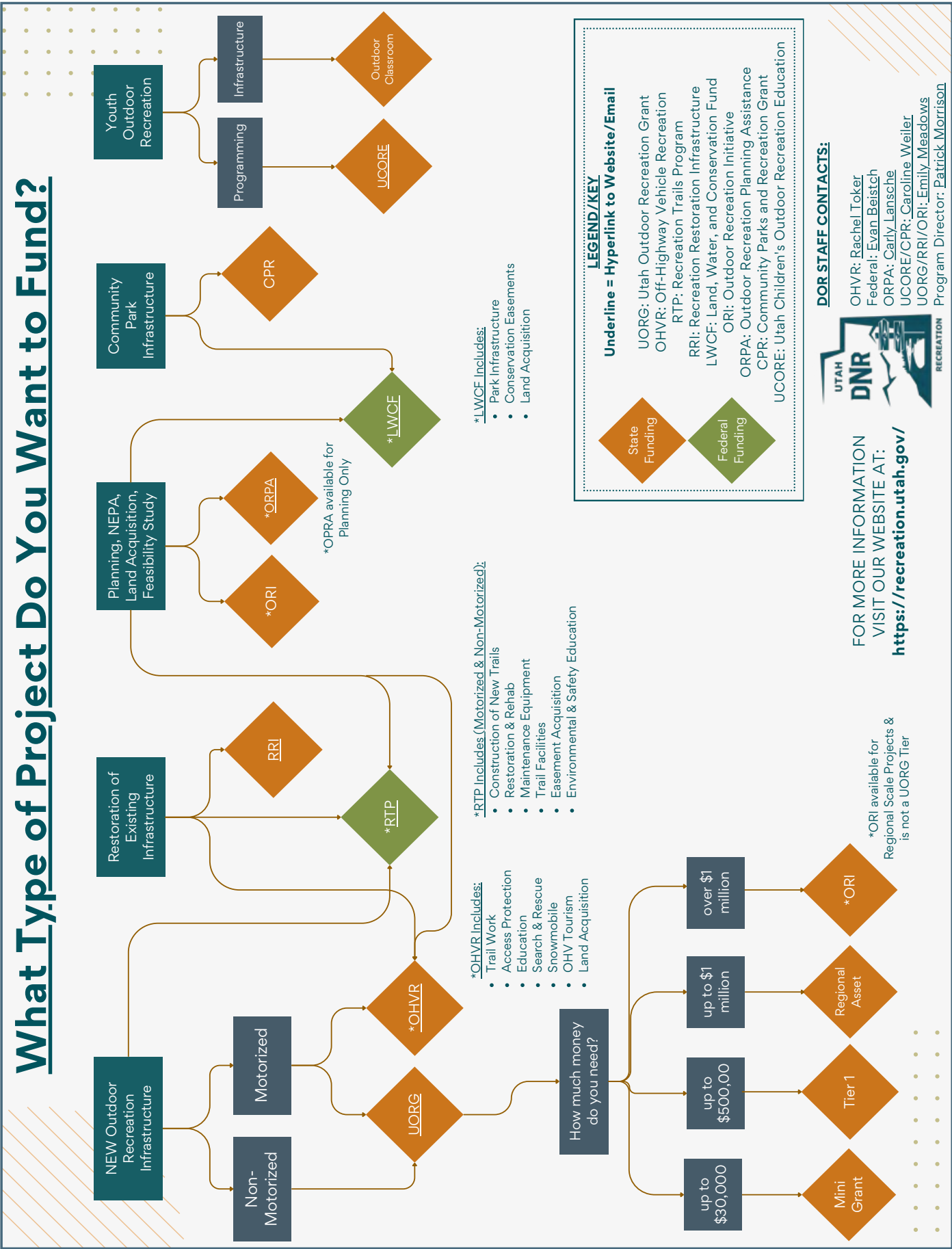
For more information or to have our Trail Crew come out and help, please contact the Division of Outdoor Recreation’s Trail Crew staff.

## Contact Information for Statewide Trail Crew

<b>Mike Thomas</b> Statewide Supervisor  801-503-4188 <i>mthomas@utah.gov</i>	<b>Jayden Whitaker</b> Logistics Coordinator  801-349-0487 <i>jaydenw@utah.gov</i>	<b>Tara Dole</b> North Region Supervisor  801-707-3524 <i>tdole@utah.gov</i>
<b>Nathan Condor</b> Central Region Supervisor  385-408-7949 <i>natecondor@utah.gov</i>	<b>Ronald Cooper</b> Southwest Region Supervisor  435-690-9345 <i>rtcooper@utah.gov</i>	<b>Anthony Ash</b> Southeast Region Supervisor  <i>aash@utah.gov</i>









# Additional Funding Opportunities and Assistance

review & add boating

Grants	Open & Close Dates	Contact Information
<b>Outdoor Recreation Planning Assistance (ORPA):</b> ORPA previously offered technical support through DOR staff. With a one-time \$1.5 million allocation from the Outdoor Adventure Commission, ORPA will relaunch as a grant funding strategic planning, stakeholder engagement, NEPA elements, feasibility studies, and more for new trail systems and outdoor recreation. This program aims to build local capacity by engaging consulting services.	TBD Please check our website for additional updates	Carly Lansche clansche@utah.gov
<b>Utah Outdoor Recreation Grant (UORG) Tier 1:</b> is for new outdoor recreation infrastructure projects and helps communities build recreation amenities that support local economic development and funds projects from \$30,001-\$500,000. County-based matching scale from 20-80%.	Opens January 13 Closes March 17	Emily Meadows emeadows@utah.gov
<b>UORG Regional Asset Tier:</b> Funds up to \$1,000,000 for large projects with a total value of at least \$2 million.		
<b>UORG Mini-Grant:</b> The grant awards funds between \$500-\$30,000. If your project requires only a small investment to complete your project, the mini-grant may be a good fit. 1:1 match required.		
<b>Recreation Restoration Infrastructure Grant (RRI):</b> Funds are awarded to restore high-use and high-priority trails or repair or replace other types of developed recreation infrastructure on public lands. RRI grants are offered from \$5,000-\$250,000.	Opens September 3 Closes October 18	Caroline Weiler cweiler@utah.gov
<b>Utah Children’s Outdoor Recreation and Education Grant (UCORE):</b> Funds outdoor recreation and education programming costs for youth groups serving ages 6-18 in Utah. Applicants can request up to \$15,000.		
<b>Utah Outdoor Classroom Grant:</b> Awards up to \$15,000 to community-based non-profit organizations or publicly funded K-12 schools to help get Utah’s K-12 students outside— to learn, gain a skill, and enjoy the outdoors!	Fall of 2025	

# Additional Funding Opportunities and Assistance

Grants	Open & Close Dates	Contact Information
<b>Community Parks and Recreation (CPR):</b> New in 2025, for creating new or restoring old pools, parks, playgrounds and sports fields. One category - up to \$200,000 in asks, 20% recommended match.	Opens January 13 Closes March 14	Caroline Weiler cweiler@utah.govv
<b>Recreational Trails Program (RTP):</b> The federally-funded RTP has helped with non-motorized and motorized trail development and maintenance, trail educational programs, and trail-related environmental protection projects. Applicants can request up to \$200,000.	Opens February 1 Closes March 15	Evan Beitsch ebeitsch@utah.gov
<b>Land and Water Conservation Fund (LWCF):</b> LWCF is a federally-funded program established to assist government agencies with the creation of high-quality, public outdoor recreation facilities. LWCF grants have been 35 used to construct golf courses, swimming pools, and parks. Applicants can request from \$50,000-\$2,500,000. This grant requires a 50% match.		
<b>Outdoor Recreation Legacy Partnership Program (ORLP):</b> ORLP is a matching grant administered by the NPS in partnership with each state’s LWCF programs. Projects must meet stateside program requirements and ORLP annual goals. Eligible projects require a minimum local population of 30,000 and must be in communities deemed disadvantaged by the Climate and Economic Justice Screening Tool. Grant awards range from \$300,000 to \$15 million, with a 50% match requirement.	Opens November 1 Closes June 1	
<b>Boating Access Grant:</b> Grant funds go toward launching and docking, facilities, navigation aids, engineering, outreach, operation and maintenance, and AIS-related projects.	Closes October 30th	Criag Walker craigwalker@utah.gov
<b>The Clean Vessel Act Grant Program (CVA):</b> CVA grants fund the construction, renovation, operation, and maintenance of pump-out stations and waste facilities for recreational boaters, as well as educational programs on proper sewage disposal.	Closes November 25th	Ty Hunter tyhunter@utah.gov  Jorge Vazquez jjvazquez@utah.gov





It is the policy of this state to promote safety and protection for persons, property, and the environment connected with the use, operation, and equipment of off-highway vehicles, to promote uniformity of laws, to adopt and pursue a safety education program, and to develop trails and other facilities for the use of these vehicles.



**Rachel Toker**  
OHV Recreation Grant  
Administrator  
[racheltoker@utah.gov](mailto:racheltoker@utah.gov)

add wade



**Chase Pili**  
OHV Program Manager  
[cpili@utah.gov](mailto:cpili@utah.gov)

new OHVR person?



**JORGE VAZQUEZ**  
Motorized Grant Analyst  
[jjvazquez@utah.gov](mailto:jjvazquez@utah.gov)



**Patrick Morrison**  
Recreation Program Director  
[patrickmorrison@utah.gov](mailto:patrickmorrison@utah.gov)