



**NEW MEXICO DEPARTMENT OF GAME & FISH
OFF-HIGHWAY VEHICLE PROGRAM
2024-2025 OHV TRAIL AND SAFETY GRANT APPLICATION**

New Mexico Department of Game and Fish
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Purpose and Need

The New Mexico Department of Game and Fish's (Department) Off-Highway Vehicle (OHV) Program is accepting proposals for grants to be distributed from the Off-Highway Vehicle Trail Safety Fund. Successful funding of grant proposals will result in agreements in furtherance of the purposes of the OHV Program as outlined in section 66-3-1001 NMSA.

Funding for the OHV Grant Program comes from the Trail Safety Fund, with revenue from OHV registration fees collected by the State of New Mexico and is contingent upon budgetary approval made by the New Mexico State Legislature.



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The OHV Grant Program provides funding to federal, state, local, and tribal (if non-tribal access/use is allowed) government agencies and qualified non-profit organizations to advance the OHV Act's provisions. Grants will be for projects related to public recreational use of OHVs and OHV safety and education. If a project includes OHV areas or trails, it must be on lands open to the public for OHV use.

OHVs include off-highway motorcycles, all-terrain vehicles, recreational off-highway vehicles, snowmobiles, and specialty off-highway vehicles used for recreational purposes. The OHV Program encourages projects that maximize statewide or regional geographic benefits.

Grant Proposal Funding:

The maximum grant amount that can be requested by any sole applicant per proposal and application is \$20,000.00. The actual amount awarded per proposal may be less. Not all grant proposals may be funded. Grant funds are awarded to reimburse eligible costs. No funds will be disbursed ahead of expenditures. The applying entity must have the fiscal capacity to pay all expenses in full before requesting reimbursement from the State.

Several factors determine the amount awarded to any proposal. Factors include but are not limited to available funding, number of applicants, leverage of other funding sources, and the evaluation score of the proposal submitted (see the Grant Application Score sheet). Awarded funds may have a match requirement based on the project proposal.

Applicant Financial and Legal Status:

Entities must be eligible to receive payment from the State of New Mexico Department of Finance and Administration (DFA) via transfer payments or state purchase orders. A State of New Mexico Substitute W-9 must be on file with the NM Department of Finance and Administration.

Federal agencies, state, local, and tribal governments, and other political subdivisions of the state and non-profit organizations, as designated by the Internal Revenue Service, are eligible to apply for and receive grants. Private sector or for-profit entities are not eligible to apply for and receive grants.

Applicant Proof of Eligibility:

Proof of the organization's non-profit status must be submitted with the Proposal/Application Form. Awarded entities may be subject to interim evaluations and review during the agreement period. If an organization is awarded funding but is either not in compliance with the requirement that it has received a tax-exempt designation from the Internal Revenue Service, or it becomes noncompliant after an award is made, the organization shall immediately meet compliance, or it shall return all awarded funds upon written request from the Department.

A proposal will not be considered if the awarded funds result in a private benefit, violating the rules, regulations, statutes, or Constitution of the State of New Mexico.

Agreement Effective and Termination Dates:

The Department intends to have all agreements effective July 1, 2024, and terminate by June 14, 2025, at the latest. Commitments and eligible expenses for each awarded proposal must occur



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after the effective date and before the termination of the agreement to be eligible for reimbursement.

Application Process:

Grant applicants must use the appropriate Grant Application Form issued by the Department. The Grant Application Form is available on the Department’s website, www.wildlife.state.nm.us/ohv/, or by emailing the OHV Program Manager at DFG-OHVMGR@dof.nm.gov or by phone at 505-2224718.

To apply for an OHV program grant, please read, complete, and submit this Grant Application form with the required information defined below. Grant applications must be emailed to DGFOHVMGR@dof.nm.gov before the close of business at 5:00 pm, Friday, April 5, 2024.

Submittal package requirements:

Each proposal submittal application must include the following:

- Completed OHV Grant Application Form: all parties to a consortium or partnership making the application must sign.
 - Scope of Work
 - Budget Form
- Letter of approval of the project from land management agency or landowner if applicable
- Maps or site plans of the project area, if applicable.
- Creative elements – graphic images, design, logos, etc.
- IRS Letter designating not-for-profit status.
- Completed State of New Mexico Substitute W-9 form – the W-9 fillable form with instructions can be downloaded from the NM Department of Finance and Administration forms website at <https://www.nmdfa.state.nm.us/wp-content/uploads/2021/08/NM-SUBSTITUTE-W9.pdf>.

Packages received after the deadline or missing required documents will be deemed noncompliant.

PROJECT NAME, GRANT AMOUNT REQUESTED, GRANT NUMBER				
Project Name:				
Grant Amount Request:		Grant # (assigned by NMDGF):		
PROJECT SPONSOR/CONTACT (Name and Address for entity legally responsible for the project)				
Applying Organization:				
Organization Address:				
City:		State:		ZIP:



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Applying Org NM CRS #:		IRS Tax ID #:	
Project Contact Person:			Title:
Contact Mailing Address:			
City:	State:	ZIP:	
Contact Telephone:		Email:	
PROJECT ADMINISTRATOR CONTACT		(This person is responsible for submitting receipts for project spending and close-out. Please notify us if the <i>Project Administrator Contact</i> changes.)	
Administrator Name:		Title:	
Contact Mailing Address:			
City:	State:	ZIP:	
Telephone:		Email:	
CONSORTIUM APPLICANTS ONLY (List other partners below)			
Partner Organization:			
Organization Address:			
City:	State:	ZIP:	
Partner Contact Person:			Title:
Representative Signature			
Telephone:		Email:	
Partner Organization:			
Organization Address:			
City:	State:	ZIP:	
Partner Contact Person:			Title:
Representative Signature			
Telephone:		Email:	

PROJECT LOCATION AND LAND OWNERSHIP OR MANAGEMENT	
Nearest Village, Town, or City:	



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County or Counties:	
Landowner or managing agency:	
Location description (e.g., miles to/from landmarks, GPS coordinates, etc.):	

LAND OWNER/MANAGER APPROVAL

The applicant is responsible for obtaining all permits, licenses, clearances, and environmental analyses necessary to comply with local, state, or federal laws.

Land Manager/Owner Signature	Date
Land Manager/Owner Printed Name	Title

TRAIL SYSTEM INFORMATION (List the number of miles for each type of OHV trail in project area)

Miles of Single-track:		Miles of 50" or less:		Miles of Full-sized:	
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TRAIL USER INFORMATION (Please check all that apply to the work planned for this project)

<input type="checkbox"/>	All-Terrain Vehicle/ATV	<input type="checkbox"/>	Motorcycle	<input type="checkbox"/>	Side x Side/ROV
<input type="checkbox"/>	Snowmobiling	<input type="checkbox"/>	Full-sized 4x4	<input type="checkbox"/>	Rock crawler
<input type="checkbox"/>	Dune Buggy, Sand Rail	<input type="checkbox"/>	Multi-use	<input type="checkbox"/>	Other

PROJECT INFORMATION (Please check all activities that apply to this project. Include detailed information for each checked activity in the Project Scope of Work.)

<input type="checkbox"/>	Trail Maintenance	<input type="checkbox"/>	Trail Construction/Re-route/Demolition
<input type="checkbox"/>	Trail/Kiosk Signage	<input type="checkbox"/>	Trail Maintenance Equipment Purchase
<input type="checkbox"/>	Trail Maintenance Equipment Lease/Rental	<input type="checkbox"/>	Trail Planning/Engineering/Design
<input type="checkbox"/>	Events/Marketing/Promotion	<input type="checkbox"/>	Education/Outreach
<input type="checkbox"/>	ADA Access Compliance	<input type="checkbox"/>	Trailhead Construction/Development

Project Scope of Work

This is the story of your project. Briefly describe 'Who, Where, What, and When.'

WHO?



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Describe your organization. Is it a government agency, local government, or a non-profit? Who is responsible for the project? Who will perform the work?

Also, please describe who will benefit from the work.

WHERE?

Explain in detail the location of your project. What city, town, or village? What county? Provide a complete list of the numbers or names of the trail(s) or trail system and where the work will be performed. What agency manages or is responsible for the land the project is on? Is it Bureau of Land Management or National Forest land? Which Field Office or Ranger District?

WHAT? Explain what you are going to do. What is the goal or the reason for your project? List your deliverables in a series of short sentences or statements of work. Break down the project into a list of specific activities to be completed. These should be quantifiable items corresponding to your budget page's categories. Include quantity or quality as part of your description of the work. How long? How many? How many feet? How many miles? What materials will be used? What is the material cost?

WHEN? When will you start the project? When will you be done? What is the project timeline?

Program Funding Acknowledgement – Project sponsors must acknowledge and credit the New Mexico Department of Game and Fish Off-Highway Vehicle Program for funding received. Please describe how your project will provide that acknowledgment (i.e., signs, logos, kiosks, etc.) The *OHV Funds at Work* and the Department logos (graphics are available from the NMDGF OHV Program) **MUST** be included in signage, materials to be distributed, etc. The Department of Game and Fish **MUST** pre-approve all materials, images, and signage. The department retains all rights to materials, images, and signage developed with awarded grant funds.

PROJECT SCORING CRITERIA

Provide answers in the Project Scope of Work that address these criteria as applicable.

✓ **Criterion #1 - Advancement of the Missions and Objectives of the Department**

Describe the applicable aspects of your project and how it will advance the Missions and Objectives of the Department ([found here](#)):

- What problem does the project address? What will your project accomplish?
- How will you encourage responsible OHV use and address sensitivity to New Mexico's traditional culture, private property issues, and environmental impacts of OHV use?
- How will you promote OHV safety training and education?
- How are you improving or creating OHV riding opportunities?
- Will it provide essential maintenance to keep OHV riding opportunities available?
- How will you promote OHV registration compliance?
- How many and what types of OHV enthusiasts will benefit?
- Include information about managing multiple uses of the trail.



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- Include information on how the project provides economic and quality-of-life benefits to local communities.
- How will the project address access for special needs groups and people with disabilities as outlined in the federal Americans with Disabilities Act?

Criterion #1 Total possible score = 30 points

✓ **Criterion #2 - Management Plan**

Review of the management plan for this project.

- Management experience or work experience related to the project.
- Completed Budget form as part of the application required. Sources of sponsor funds are required on the Budget Form.
- Timeline for the project (see quarterly reporting dates).
- Describe how this project relates to plans for trail development, recreation management, transportation, and other local, state, or federal plans. Some examples are:
 - Cleaning up, rehabilitating, or creating wildlife habitat and wetlands.
 - Re-routing a trail around sensitive habitat areas and/or educating the public about wildlife concerns.
 - Re-vegetation of eroded areas along the trail or protecting resources.
 - Improving drainage structures to prevent erosion or repair damage from runoff.
 - Planning, design, and management that will minimize impacts on the trail environment.
 - Providing educational signs or kiosks at trailheads and/or along the trail.
 - Monitoring or researching the impacts of OHV trail activities.
- In addition:
 - Describe how this project meets land management agency objectives.
 - How does the project relate to local, regional, or federal planning documents?
 - Describe how the project will improve the long-term sustainability of the trail or facility.
- Target Issue(s) as applicable
 - List the specific safety program targeted.
 - List the specific OHV safety issue(s) targeted.
- Target Market(s) as applicable
 - Geographic location, Age, Income, Education, Gender, Ethnicity.
 - OHV product type – motorcycle, ATV, ROV, and/or snowmobile.
 - OHV user experience level.



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- Explain any pertinent research and/or evidence used to determine the Issue(s), Market(s), and Goal(s) of the plan. ▪ Distribution/media plan.
- Provide one set of creative elements to support your project as available.
 - Examples: samples, design plans, mock-ups, storyboards, scripts, brochures, video/DVD/CD, outlines, etc.

Criterion #2 Total possible score = 25 points

✓ **Criterion #3 - Leverage through Matching Funds**

List the amounts and sources of funds, in-kind services, materials, or trail acquisition costs that will be used to leverage this application. Though matching funds are not required, the Department encourages diverse funding sources to accomplish as much as possible with the limited grant money available.

- Describe the use of volunteers for this project (volunteer labor qualifies as an in-kind funding match).
- Contributions, donated materials, and other ways this project will be leveraged.
- Funds from other types of grants - Examples: RTP or local grants.

Criterion #3 Total possible score = 20 points

✓ **Criterion #4 - Partnerships**

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

- Organizations involved in trail activities, conservation, and outdoor interests.
- Community organizations, businesses, and institutions.
- Agencies and elected local, state, or federal government officials.

Criterion #4 Total possible score = 15 points

✓ **Criterion #5 - Presentation of Project**

Your application should be succinct and professional in its presentation.

Criterion #5 Total possible score = 10

points Project Scoring Criteria total: 100 points



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Project Scope of Work



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New Mexico Off-Highway Vehicle Program Grant Application Eligible Costs vs. Non-Eligible Costs



Eligible for Funding and Reimbursement:

- Safety and ethics education and enforcement programs, including designated trails outreach, brochures, displays, videos, posters, trail ambassadors, safety equipment, etc.
- New Mexico-specific written, video, or other educational materials and educational programs that address the impact of off-highway motor vehicles on traditional living culture, agricultural land, and private property.
- Projects that implement strategies to minimize the impacts of OHVs on private property on or adjacent to public lands, traditional living culture, individuals engaged in agriculture, hunters, anglers, or other non-motorized recreationists.
- Trail projects on routes legally designated or approved by the land managing agency; a letter of support from the land management agency is required.
- Rehabilitation and maintenance of existing trails open to OHV use, including:
 - Clearing brush on federal lands granted that the clearing is completed to the standard clearing widths identified in the appropriate federal agency trail guidelines.
 - Trails legally designated by the appropriate forest plans, resource plans, travel plans on federal lands or NEPA, and environmental approved projects.
 - Broad-scale maintenance with specific trail identification and specific description of work to be done.
 - Weed control related to trail projects.
- Trail projects for routes that are not currently under litigation.
- Restoration of areas damaged by OHV use.
- Rental equipment needed to build or maintain OHV trails.
- Features to assist disabled individuals on existing OHV trails for staging access.
- Development of trailhead facilities, kiosks on existing OHV trails, directional, regulatory, guide, and interpretive signage on existing trails.
- Trail grading, surfacing, and drainage improvements.
- Water crossing structures, bridges, railings, ramps, and fencing.
- Bank stabilization and retaining structures.
- Trail corridor re-vegetation and erosion control.
- Trailhead facility development for motorized trails, parking areas, restrooms, and related facilities.
- Construction of new trails on allowable federal, state, county, municipal, private, and customized easement lands, showing a recreational need for such construction.
- Maintenance for combined motorized/non-motorized trails.



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- Equipment - Any purchase of specialized machinery, such as trail construction heavy equipment, for which rental or leasing is impossible or impractical.

Ineligible Costs Unacceptable for Reimbursement

- Projects not open to the public.
- Projects without NEPA approval if on federal lands.
- Projects that displace fish and wildlife species or reduce habitat.
- Projects that don't follow the purpose of the Off-Highway Vehicle Act as determined by the Department.
- Trail construction or improvements that exclude public OHV use
- Trail projects on routes not approved by the appropriate land management agency or private landowner.
- Items purchased in multiples or quantities to stock inventories or for future use after the project period ends, such as office supplies.
- Telephone expenses, IT equipment, applications and software, cameras, cases, chargers, grant writing costs, copying costs, mailing costs, etc.
- Administration costs: salaries, per diem (travel expenses, mileage, gasoline, meals, or lodging), over-run, entertainment, supplies, taxes, personal expenses, monetary awards or donations, and other categories not explicitly allowed in eligible costs.
- Items for sale: - promotional items produced for sale, such as videos/CDs/DVDs, brochures, t-shirts, posters, calendars, etc.
- Equipment - Any purchase of non-specialized machinery such as Shovels, rakes, tamping machinery, any routine maintenance and repair of equipment or machines, and any replacement of stolen equipment.
- Anything contrary to state or federal law.

Budget Form

***ITEMS LISTED IN THE BUDGET BELOW SHOULD BE SPECIFIC AND CORRESPOND TO THE PLANNED ACTIVITIES INDICATED IN THE PROJECT DESCRIPTION (SCOPE OF WORK) IN YOUR GRANT APPLICATION. ***			
PROJECT FUNDING SOURCES List all cash and non-cash sources of project funding in this section	CASH	In-Kind Contributions (Non-Cash)	TOTAL
NMDGF OHV Grant requested		N/A	



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<u>TOTAL PROJECT AMOUNT</u>		

Budget Form Continued

USE OF GRANT FUNDING List uses of grant funding (only) below	Item	Unit price	Quantity	Total
Project Materials/Supplies Signs, rock, lumber, paint, printing, maps/guides, education materials, etc.				
Equipment Trail Dozer, vehicle operation costs, equipment repairs, fuel, etc.				
Contracted Services Youth Corps, planning, engineering, other subcontractor costs not part of your entity.				



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Volunteer Support <i>For Volunteers Only</i> Safety education, safety gear (gloves/goggles), per diem (meals or mileage when identified in the project scope of work)				
			Grand Total	

Project Site Map

Provide a map identifying the project site that clearly shows roads, trails, streams, management area boundaries, and other significant natural and developed features in the project's vicinity.

Project Visual Aids and Documentation

Provide photographs, drawings, engineering plans, diagrams, project illustrations, or photos to demonstrate the need for the project. Items to consider may be:

- Four to six photos of the project area or photos of another project's outcome that illustrate what you will do for this project.
- Basic diagrams/plans of the project.



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