



2025-20266
NEW MEXICO DEPARTMENT OF GAME AND
FISH OFF-HIGHWAY VEHICLE PROGRAM
LAW ENFORCEMENT OVERTIME GRANT
INSTRUCTIONS

New Mexico Department of Game and Fish

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Albuquerque, New Mexico 87120

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PURPOSE AND NEED

The New Mexico Off-Highway Vehicle (OHV) Program, under the direction of The New Mexico Department of Game and Fish (hereinafter referred to as “Department”), is accepting proposals for grants to be distributed from the Off-Highway Vehicle Trail Safety Fund (hereinafter referred to as “Fund”). Successful funding of grant proposals will result in agreements for OHV-specific law enforcement/education in furtherance of the provisions of the New Mexico OHV Program as outlined in section 66-3-1001 NMSA. Respondents to this request must use the appropriate Grant Application Form issued by the Department. The Grant Application Form is available on the Department’s website, or by contacting OHV Law Enforcement Coordinator, Officer Tyler Twichell at 505-629-6940 or via email at tyler.twichell@dgf.nm.gov.

The OHV Grant Program provides funding to federal, state, local, and tribal government law enforcement agencies to conduct OHV-specific enforcement patrols on public land for the purpose of advancing the provisions of the OHV Act. Grants will be for law enforcement patrols related to OHVs and OHV safety. OHVs include off-highway motorcycles, all-terrain vehicles, recreational off-highway vehicles, snowmobiles, and specialty off-highway vehicles. The program encourages efforts that maximize statewide and regional/geographic benefits. The program operates on a reimbursement basis. Please see the definition section of this Grant Application for detailed descriptions of the reimbursement process.

The program intends to award funds and enter into agreement with more than one eligible applying entity. Awarded entities may be subject to interim evaluations and review during the agreement period. Awarded entities shall check in with the OHV Law Enforcement Coordinator Officer Tyler Twichell on a quarterly basis at 505-629-6940 or via email at tyler.twichell@dgf.nm.gov. Funding for the OHV Grant Program comes from the Trail Safety Fund, with revenue from OHV registration fees collected in the State of New Mexico and is contingent upon budgetary approval made by the New Mexico State Legislature.

STATUTORY AUTHORITY FOR OHV GRANT PROGRAM

66-3-1018. Department; powers and duties.

B. The Department:

(8) shall accept and evaluate all applications for grants from the fund for implementation of the provisions of the Off-Highway Motor Vehicle Act.

Applicant Financial Status: Entities must be eligible to receive payment from the State of New Mexico Department of Finance and Administration (DFA), through transfer payments or state purchase orders. A New Mexico-specific Form W-9 must be completed if required by DFA (see page 12 for example – request form by email).

Applicant Legal Status: 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. Provide (1) one copy of the non-profit status letter issued by the Internal Revenue Service (IRS). In the event an organization is awarded funding but is either not in compliance with the requirement that it has received a tax-exempt designation from the Internal Revenue Service, or it becomes non-compliant after an award is made, the organization shall immediately meet compliance, or it shall return all awarded funds upon written request from the Department. A proposal will not be considered if the awarded funds will result in a private benefit that violates the rules, regulations, statutes, or Constitution of the State of New Mexico.

Proposal Funding: Funding for OHV grants comes from the Trail Safety Fund administered by the New Mexico Department of Game and Fish under budgetary authority granted by the New Mexico State Legislature. The maximum grant amount that can be requested by any sole applicant per proposal and application is \$15,000 dollars. The actual amount awarded per proposal may be less. Not all proposals will be funded. Several factors determine the amount awarded to any proposal. Factors include but are not limited to available funding, number of applicants, leverage, and the evaluation score of the proposal submitted. Awarded funds may have a match requirement based on the project proposal. See the definitions for "Match" and "Leverage" outlined in this application.

Agreement Effective and Termination Dates: The intent of the Department in managing the OHV Grant Program is to have all agreements effective July 1, 2025, and terminate June 5, 2026, or sooner. Commitments and eligible expenses for each awarded proposal must occur after the signed effective date and prior to the termination of the agreement in order to be eligible for reimbursement.

PROPOSAL SUBMITTAL REQUIREMENTS

To apply for the OHV Overtime Grant, please read, complete, and submit the 2025-2026 Law Enforcement Overtime Grant Application form packet along with the required information defined below. The form is available for download on the Department website, or by contacting the OHV LE Coordinator Officer Tyler Twichell at 505-629-6940, or via email at tyler.twichell@dgf.nm.gov.

Due Date: All 2025-2026 grant applications will only be accepted by email at tyler.twichell@dgf.nm.gov on or before Friday, **April 4, 2025 at 5:00 PM**.

Submittal package Requirements: Each proposal submittal application must include:

- Completed OHV Overtime Grant application form - All parties to a consortium or partnership making the application must sign.
- Description of operation plan including issues to be addressed, anticipated number of operations planned, general locations of planned operations, operation hours, and number of officers needed.
- Description of the scheduled safety training, promotion, or outreach to include the anticipated schedule of classes, synopsis of the promotion activities, and synopsis of outreach activities and plans to implement (if applicable).
- Include a budget for each operation and financial capability to cover the cost prior to quarterly reimbursement.
- Maps and plans of the patrol area.
- Completed W9 form.
- Submit completed Proposal Application email marked: 2025-20266OHV LAW ENFORCEMENT OVERTIME GRANT APPLICATION

Email the complete package to:

New Mexico Department of Game and Fish OHV LE Coordinator Officer Tyler Twichell tyler.twichell@dgf.nm.gov by **April 4, 2025 at 5:00 PM**.

Unacceptable proposals: Applications received after the deadline will be rejected. Proposal packages missing the required documents will be rejected.

DEFINITIONS

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

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

Department: New Mexico Department of Game and Fish.

Applying Entities DPS OHV Act Training Mandate: The applying agency must take DPS OHV Act training or assign specific personnel to attend DPS OHV Act training prior to the start of OHV overtime patrols. DPS OHV Act training can be obtained through the New Mexico Department of Game and Fish OHV Program's Law Enforcement Coordinator, Tyler Twichell at (505) 629-6940 or by email at tyler.twichell@dgf.nm.gov

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

Entity: Federal, state, local, and tribal government agencies located in New Mexico.

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

Funding Request: The amount of eligible costs to be considered for grant award.

Leverage: The amount of funds and in-kind patrols for this project that will be used to leverage OHV Grants against competing applications.

Operation "Op" Plan: A plan that identifies the mission, goals, and objectives of the patrols. The plan also specifies an implementation plan, timelines, and desired outcomes on how the patrol will advance the provisions of the OHV Act. Examples of "op" plans are to "address problem OHV use areas" and, "incorporate DWI style blitz operations to reduce illegal OHV pavement use."

OHV: An Off-Highway Vehicle, defined by the Off-Highway Motor Vehicle Act (Section 66-3-1001.1 NMSA 1978), as an Off-Highway Motorcycle (Dirt Bike), All Terrain Vehicle (ATV), Recreational Off-Highway Vehicle (ROV), or Snowmobile.

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

Public Land: Lands owned, managed and administered by a government entity and is available for use by the public. owned, managed and administered by a government entity and is available for use by the public.

Reimbursement-based Grant: An award of money in which the awarded grant applicant may expend funds on eligible items as defined in the original Grant Application Form, and as defined in the agreement, and for which the expended funds must be paid prior to requesting reimbursement from the State. Requests are due on a quarterly basis. See the “request for payment” section for instructions.

OHV OVERTIME GRANT APPLICATION ELEMENTS

OHV Overtime Grant Application Form (See example application for format pages 13-16)

- Complete the OHV Overtime Grant Application form in its entirety.
- All parties must sign and date the Application form.
- The 2025-2026 OHV Overtime Grant Application form must be used for responding applicants.

Patrol Operation Plan

Provide a clear description of the scheduled patrols to include an anticipated number of operations, general location(s), op hours, and officers needed. Citations are strongly encouraged to be issued to violators during operations.

Provide a clear description of the scheduled safety training, promotion, or outreach to include the anticipated schedule of classes, synopsis of the promotion activities, and synopsis of outreach activities and plans to implement.

Please see the provided example on pages 13-16, as a reference of what should be included in a Patrol Operation Plan.

Patrol Budget/Financial Capability

Provide in the operation description patrol cost per op and the total amount requested by the grant.

Remember, grant amounts awarded are reimbursements for eligible expenses paid in full. An applicant must have the financial capability to absorb the entire cost of implementing the patrol. The patrols must be paid in full, and then reimbursement can be requested up to the awarded amount. A request for payment submitted in any quarter must provide itemized documentation indicating the expense has been paid including employee activity sheets.

Maps and Site Plans

Provide at least one map of the patrol area. This is a mandatory requirement.

The application should include a map that shows roads, trails, OHV riding areas, management area boundaries, and other significant natural and developed features within the patrol area. The patrol areas shall be areas with a high violation rate or areas requiring more attention based on public needs.

Program Acknowledgment

The Department and the New Mexico OHV Program must be acknowledged on all projects including but not limited to all print and television advertising or new releases, brochures, signage, billboards, and websites funded in whole or in part by the grant.

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

REQUESTS FOR PAYMENT

After proposals are awarded and agreements are fully executed, invoices for payments are due on a quarterly basis. Requests for quarterly reimbursements shall be submitted on or before invoice due date of the respective quarter.

Requests not submitted on or before the established deadline may be declined.

Each invoice must include the following:

- Proof of work performed (activity report required)
 - Activity report forms will be provided by the OHV LE Coordinator to use as proof of work performed if awarded the grant. Iternative forms to fit awardee agency format must be approved by the O L coordinator.
 - The activity report form include the number of hours worked in total, names of personnel, total number of contacts, and total number of citations issued for OHV violations per operation.
- Complete request for reimbursement: Letter on agency letterhead requesting reimbursement for monies already spent for OHV law enforcement overtime patrols.

The letter include the requested reimbursement amount, date of request, and an original or digital signature. (See page 10 for example)

Quarterly Due Dates

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

Quarters	Invoice Due By:
1st Quarter: July – September	October 17th
2nd Quarter: October – December	January 16th
3rd Quarter: January – March	April 17th
4th Quarter: April – June	June 5th

REIMBURSEMENT REQUEST FORMAT EXAMPLE

Please provide the following reimbursement request on your Department's official letterhead each time you submit OHV activity reports, overtime time sheets, and reports associated with the operation. This form is required by the New Mexico Department of Finance for all grant reimbursements.

(Cut and paste)

New Mexico Dept. of Game and Fish
OHV LE Coordinator Tyler Twichell
7816 Alamo Road NW
Albuquerque, NM 87120
Re: OHV Grant award (2025-2026-#)

Officer Twichell,

Per the grant agreement guidelines, I am submitting to you the law enforcement activity report sheet along with the Time and Attendance-Employee Time Card Reports and seeking reimbursement totaling (\$) for patrols on (Dates).

Sincerely

(Your Name or Digital Signature)

(Agency)

(Address)

ELIGIBLE COSTS VS. NON-ELIGIBLE COSTS

Eligible for Funding and Reimbursement:

- Federal, state, local, and tribal law enforcement agencies.
- Only scheduled OHV enforcement-specific overtime patrols.
- Only certified law enforcement officers.
- Certified officer OHV patrol hours.
- OHV blitz or swarm enforcement type patrol strategies.
- Hosting OHV Safety Education courses, promotion of safe OHV use, or other public outreach, which promotes educating the public on OHV laws and/or safe operation.

Not Eligible for Funding

- Scheduled hunt patrols.
- Briefing/debriefing time exceeding 1 hour combined for planned operations.
- Patrols utilizing OHVs as a mode of transportation for regular duties or special events that are not OHV enforcement-specific.
- Attending OHV safety training or any operator courses, excluding OHV instructor courses to become certified to teach safety education classes.
- Court appearance time for cases arising from operations.
- Trail projects on routes not approved by the appropriate land management agency or private landowner.
- Administration - salaries, per diem (travel expenses, mileage, gasoline, meals, or lodging), over-run, entertainment, supplies, taxes, and other categories not explicitly allowed in eligible costs.
- Items for sale
- Trail construction or improvements that exclude OHV use.
- Anything contrary to state or federal law.

Link to NM DFA SUBSTITUTE W-9 FORM

<https://www.nmdfa.state.nm.us/wp-content/uploads/2021/08/NM-SUBSTITUTE-W9.pdf>

APPLICATION FORM

Name of Project: (please limit to five words or less) OHV Patrol Project

Grant Request: \$

Applying Entity Information:

Applying entity name:

Applying entity address:

Applying entity Federal Tax ID number:

Applying entity NM Vendor Number:

Applying entity point of contact:

Point of contact phone number:

Point of contact email:

Point of contact fax number:

If applying entity is fiscal sponsor for another entity, complete:

Name and address of the Sponsored Entity:

Sponsored entity point of contact name, phone, and email:

CONSORTIUM APPLICANTS ONLY – List partners below: (Each member must meet the appropriate eligibility requirements)

Which of the partners is the fiscal agent?

Applying entity type:

IRS designated not-for-profit organization:

Federal agency:

State agency:

Local agency:

Tribal agency:

The cost per each operation is as follows:

Debrief and Logistics (4 Deputy Sheriffs) x \$--/hour x 1 hour = \$---
Implementation (4 Deputy Sheriffs) x \$--/hour x 4 hour = \$---
Debrief and Wrap-Up (4 Deputy Sheriffs) x \$--/hour x 1 hour = \$---
Total per Operation = \$----

Ten operations would, therefore, cost \$-----, with the additional \$--- reserved for contingency.

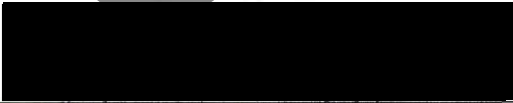
As mentioned above, the County will carry out 10 operations spread out over the months of July through October, 2023 on approximately these dates and locations:

<u>Day/Date</u>	<u>Location*</u>
Friday, July 7	Area 1 - Sand dunes Southern and Powerline Road
Saturday, July 15	Area 2 - Cibola National Forest
Sunday, July 23	Area 3 - Santa Fe National Forest
Saturday, August 12	Area 4 - West Mesa from Rainbow St. going West
Friday, August 18	Area 5 - Outside Town limits of Cuba NM
Sunday, August 27	Area 1 - Sand dunes Southern and Powerline Road
Friday, September 8	Area 2 - Cibola National Forest
Saturday, September 16	Area 3 - Santa Fe National Forest
Friday, September 29	Area 4 - West Mesa from Rainbow St. going West
Saturday, October 7	Area 5 - Outside Town limits of Cuba NM


**Please see the attached map for more information*

VERIFICATION STATEMENT

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



Signature of Applying Entity Representative



Date

Grant Category: (check one):

Type 1: Law enforcement safety patrols

Type 2: Safety education, promotion, or public outreach

Patrol Vehicles to be Used (Please check all that apply):

ATV:

ROV (Side-by-side):

Motorcycle:

Snowmobile:

Department unit:

Equestrian:

Other:

OPERATION PLAN

Sandoval County is very rural in nature, and is one of the largest Counties in New Mexico. The vast size and rural nature of the County provide many opportunities for illegal activities, including off-road parties with underage drinking, drug use and drug distribution, off-road unlicensed facilities, among many others. These challenges present themselves primarily in the summer and early fall months of the year, and especially on the weekends.

The Sheriff's Office routinely patrols areas that are hot spots of illegal activities, such as trail heads, mountainous, hard to access areas in northern Sandoval County (near Jemez Springs and Cuba), the Cibola and Santa Fe forests, the "sand dunes" area in far southwestern Sandoval county, and arroyos across the County.

To provide additional patrol and enforcement in these problem locations, the Sandoval County Sheriff's Department will select 10 areas for special OHV operations during the summer and early fall months of 2023 – July through October.

Each operation will involve four deputy sheriffs at an average O/T cost of \$--/hr/deputy sheriff. Each operation will take approximately six hours to conduct, which includes one hour of planning and logistics prior to the operation, four hours for the actual operation, and one hour of wrap-up and debriefing afterwards.

Sandoval County Proposed OHV Operation Locations



SAMPLE