

# Applications: BLANK COMPETITIVE MOTORIZED APPLICATION

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## Profile

### Motorized Grant Pre-Application

**Please be sure to fill out the budget section before submitting the pre-application.** For help with filling out the budget section, see the budget portion of the eCivis help doc by [Clicking Here](#)

- Current Volunteer Rate: \$28.54
- Current Mileage Reimbursement Rate \$0.445/mile

#### Organization Name

#### Project Title

#### Project Sponsor Address

#### City

#### Zip Code

#### Company/Agency/Organization Website

#### Project Coordinator Name

#### Job Title

#### Email

#### Phone

#### Secondary Project Coordinator Name

#### Job Title

#### Email

#### Phone

### Section II. Project Information

Click on this link to verify your Congressional and Arizona Legislative Districts

**Program/Project Congressional District (check all that apply)**

**Program/Project AZ Legislative District (check all that apply)**

**County (select all that apply)**

**Summarize the project proposal including scope and nature of what is to be accomplished with the funds that you will receive:**

**Upload a Project Timeline**

## Applications: File Attachments

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**Upload a Project Timeline**

## Applicant Information

Tell us about you.

### Linked Applicant

**First name**

**Last name**

**Email**

**Title**

**Company**

**Company Website**

**City**

**State**

## Organization Information

Tell us about your organization.

**Organization Name**

**Employer Identification Number (EIN)**

**DUNS**

**Authorized Representative**

**Business/Finance Representative**

## Organization Address

**Address**

**Address 2**

**City**

**State**

**County**

**Congressional District/Region**

**Zip**

**Phone**

**Phone Extension**

**Fax**

Authorized Representative (if different from above)

**Name**

**Title**

**Email**

**Phone**

Business/Finance Contact (if required)

**Name**

**Title**

**Email**

**Phone**

## Linked Form to Applications

## Categorical Exclusion

**Is this an education only project where no ground disturbance will occur? If so, select Yes and move on to the next form.**

To assist in answering questions concerning potential impacts on resources in the project area please follow the below link to the **Arizona Game and Fish Environmental Review Tool**. Please complete and submit your project through the Arizona Game and Fish Environmental Review Tool. Shortly after submitting your project, a **completed report** will be emailed to you. This report contains information that will assist in the completion of your application. This report also contain a series of maps that are required for subsequent sections of the application. Please complete this report before completing this section of the application.

For instructions on how to complete this form, please refer to the [AZ State Parks & Trails Grants Manual](#)

Link: [AZ Game and Fish Environmental Review Tool](#)

## I. Project Identification

**Project Sponsor:**

**Project Title:**

**Grant Request Amount:**

\$

**Sponsor Match Amount:**

\$

**Total Project Cost (Request  
+Match):**\$

## II. CE Checklist

If the answer to all of the below questions is NO, the proposed action qualifies for processing as a C-list Categorical Exclusion action under 23 CFR 771.117(c)(23). If the answer to any of the below question is YES, contact the Grants Staff to confirm the level of environmental documentation.

**Please attach completed Game and Fish Report:**

- 1. Does the project involve any permanent easement or acquisition of right-of-way?**
- 2. Are there National Register listed or eligible sites in the Project Area?**
- 3. Will the project affect any National Register listed or eligible sites?**
- 4. Does the project involve construction in, across or adjacent to a river component?**
- 5. Are there threatened or endangered species or critical habitat designated or proposed under the Endangered Species Act present?**

**If “yes” does the project have a determination of “may affect, likely to adversely affect”?**

6. Will the project result in 1 or more acres of ground disturbance?

7. Does the project involve any other impacts that may be considered unusual?

## Categorical Exclusion: File Attachments

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Please attach completed Game and Fish Report:

**Linked Form to Applications**

## **2020-2025 MOTORIZED CRITERIA RESPOSNE**

### **INSTRUCTIONS FOR COMPLETING THE CRITERIA RESPONSE FORMS FOR MOTORIZED PROJECTS**

- 1) Provide responses for scope items below that best fits your project.
- 2) No more than 150 words for each scope item response area. (Please be brief and concise)
- 3) Please refer to the [Grant Manual: Guidance for Completing the Grant Criteria Form \(Section VI\)](#) for specific details on how to score the maximum points and provide effective narratives for each project scope item.

### **FIRST LEVEL PRIORITIES and SCOPE ITEMS - Maximum 12 Points Each**

#### **1. Connect trails to other trails, parks, and communities**

**Upload trail map showing connections**

2. **Maintain existing trails**
3. **Prevent or repair damage to environmental and cultural sites near trails**
4. **Provide trail maps and information**

### **SECOND LEVEL PRIORITIES - Maximum 7 Points Each**

1. **Complete environmental clearances and compliance**
2. **Promote safe and responsible recreation programs**

**Please explain:**

3. **Provide support facilities**
4. **Provide trail signs**

### **THIRD LEVEL PRIORITIES - Maximum 3 Points Each**

1. **Construct new trails**
2. **Enforce existing rules and regulations in trail areas**

**Explain:**



**3. Obtain land for trails and trails access**

**BONUS POINTS:**

**First time applicant or new project area (2pts.)**

**Expansion, phase or connection to an existing OHV Grant Project (2pts.)**

**Multiple motorized uses 3 or more (2pts.)**

**Select Motorized Uses:**

**Promote OHV recreation within Arizona (2pts.)**

**Digital/Electronic Mapping for end users (2pts.)**

**Motorized/Non-Motorized cooperation (1pt.)**

**Dust Abatement (1pt.)**

**Does this meet the Statewide Comprehensive Outdoor Recreation Plan (SCORP) priorities or 2020 Trails Plan (1pt.)**

[Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#)

[2020 Trails Plan](#)

**Please reference which documents and the page in which each was found here:**

**Community/Public support (1pt.)**

**Please upload letter of support here:**

**Previous project completed in 2 years or less (1pt.)**

**Criteria Response: File Attachments**

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**Upload trail map showing connections**

**Please upload letter of support here:**

**Linked Form to Applications**

## **Resolution and ADA Compliance**

### **Resolution**

**Is your organization a federal, state, or tribal agency?**

### **Disabilities Act and Compliance**

**DISABILITIES ACT AND COMPLIANCE Title II, Americans with Disabilities Act of 1990 P.L. 101-336, 42 U.S.C. Chapter 126** THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE RESPONSIBILITY TO COMPLY WITH THE FOLLOWING: *Title II, of the Americans with Disabilities Act, ("ADA") and federal department regulations on its implementation. **It is understood that recipients of Arizona State Park motorized project funds are required to comply with Title II of the ADA and those regulations of federal departments and agencies on its implementation. The ADA and federal department regulations mandate that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35.*** This assurance is effective as of the date of state approval of funds and throughout the period during which real or personal property is used.

**Authorized Agent:**

**Title**

**Date**

**Linked Form to Applications**

## Cultural Clearance

**Check here if this is an education only project and no disturbance will occur:**

### Instructions

In Arizona, the Arizona Department of Transportation (ADOT), the Federal Highway Administration (FHWA) and the State Historic Preservation Office (SHPO) participate in a process to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Registers of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. To assist in this review, the applicant is required to submit the following information with each application for funding assistance.

For additional instructions on how to complete this form, please see: [Grant Manual](#)

### Section I. Attachments

**If these documents are missing, your project cannot be reviewed, and your application and funding will be delayed.**

**Is the applicant a signatory to the Programmatic Agreement Pursuant to Section 106 of the National Historic Preservation Act Regarding Implementation of Federal-Aid Transportation Projects in the State of Arizona (PA)?**

To view the most recent Programmatic Agreement (Section 106)[Click Here](#)

**Which PA Stipulation is applicable to the current project?**

Screened undertakings exempted from further review (VIII.C.1)

**Please explain why the project meets the criteria for the selected PA Stipulation.**

**A copy of the cultural resources survey report(s) if a survey of the property has been conducted must be uploaded.**

**A copy of any comments regarding eligibility, findings of effect, and any conditions associated with findings made by the land managing agency/landowner and archaeologist (i.e. state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.**

**A copy of SHPO comments, if the survey report has already been reviewed by SHPO.**

**If applicable to the project, attach a current agency Decision Memo.**

**Additional Documents: Upload additional surveys and any other documents related to cultural resources here:**

**Additional Document:**

**Additional Document:**

## Section II.

Please answer the following:

**Biggest Mistake Made:** Failure to list all land managers within the project area. Example: Applicant submits trail project and all trails exist within land owned by applicant except for a 1/4 mile section of one of the project trails. A small section crosses over a small parcel owned by ASLD (or Reclamation). If an agreement allowing you to develop/maintain that ASLD-owned parcel exists between your agency and ASLD please attach document directly above (Additional Documents). If no agreement is in place or the agreement has expired please stop working on the application and contact ASPT to discuss issue. Projects must be shovel ready-if you do not have permission from all land managers to conduct work your project is not shovel ready.

**Current Land Owner/Manager(s):**

**Project Location, including Township, Range and Section:**

**Total project area in acres (or total miles if trail):**

**Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?**

**Please provide a description (what, where, why, and how) of the proposed project, and specifically identify any surface and/or subsurface impacts that are expected.**

**Discuss both direct and indirect impact areas, such as staging areas and access routes that will be used as part of the project.**

**Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.).**

**Estimate horizontal and vertical extent of existing disturbance.**

**Are there any known prehistoric and/or historical archaeological sites in or adjacent to the project area?**

**Please indicate where the sites are in respect to the project area. (e.g. The historic site is adjacent to the project area and is roughly 400 feet outside the project area).**

**Has the project area been previously surveyed for cultural resources by a qualified archaeologist?**

**Please provide a rationale for survey not being necessary (e.g. previously disturbed).**

**Are there any buildings or structures (including mines, bridges, dams, canals, etc.) that are 50 years or older in or adjacent to the project area?**

Is your project area within or adjacent to a historic district?

### Section III

Will your project involve any of the following activities? (please check all that apply)

Compliance under the Americans with Disabilities Act (ADA) including the following:

### Signatures

**NOTE:** This form must be reviewed and electronically signed by the archaeologist for agencies that have a staff archaeologist. Please have the archaeologist register in eCivis by contacting parks staff at 602-542-7124.

**Archaeologist Printed Name and Title Here:**

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Agency Archaeologist must provide a short statement, on agency letterhead, indicating support for the project. Archaeologist must sign the letter. Note: Non-profits must have the land manager's archaeologist complete this step.

**Archaeologist Approval Letter (Application will not be processed and reviewed by Park staff, committees and Parks Board if a signed letter of approval from agency's archaeologist is not provided here.)**

**Applicant Printed Name and Title Here:**

### Cultural Clearance: File Attachments

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**Archaeologist Approval Letter (Application will not be processed and reviewed by Park staff, committees and Parks Board if a signed letter of approval from agency's archaeologist is not provided here.)**

**Linked Form to Applications**

### **Nonprofit Certification Statement**

**Is your agency a non-profit or club?**

**Mark this form as complete as it only pertains to non-profit organizations and clubs.**

## Linked Form to Applications

## Instructions

All projects are required to submit an updated species map list and attach to the NEPA Form (separate form in your application). The species list is generated by using the AZ Game and Fish's Environmental Review Tool-which produces the required map. In addition, the Game & Fish tool also includes many other mapping features to add layers, identify Section, Township, Range; land ownership and to draw/identify trails, trailheads, location of projected signage, etc.

*We recommend that applicants consider using this Tool to develop all maps required in this Section and in other specific areas of the application.*

[Grant Manual](#)

[Arizona Game and Fish Environmental Review Tool](#)

### Is this an education only project?

No

## Project Area Maps & Photos

Please download the [State Map Form](#) & mark the location of your project area; when complete upload the State Map below.

### State Map:

**Provide a legible and detailed series of maps showing the project area in close detail.**

-Please identify all project activities and any other related project actions including the location of signs, access roads, and staging areas.

### Combined Maps:

**Please upload a series of color photographs that show the project area, land acquisition or specific features.**

-Photographs should document as many of the proposed scope items as possible.

-Please provide a short, written description of each photo.

-Attach photos of project area to document condition, particularly of those areas that have experienced impacts.

*\*If there any buildings or structures (including mines, bridges, dams, canals, etc.) that are 50 years or older in or adjacent to (within 100 yards) the project area please include photos of the building/structure and identify as such.*

### Color Photographs:

## Trail Information

**Purpose of Section:** Every trail that will receive funds for activities related to building/maintenance must be identified and listed here separately.

### Trail Name/Number:

### Allowable Uses (Check all that apply):

## Kiosks, Signs & Support Facilities

### Section Instructions

-Projects involving the installation of signs, kiosks, and or support facilities (Trailheads, Restrooms) must provide a map and or photo(s) showing the location of each.

-Below, please provide trail name and information on what signs, kiosks, and/or support facilities will be added to trails/ staging

areas.

*We do not need maps for fiberglass trail markers/signs that result in less than 12-18 inches of ground disturbance.*

**Trail Name/ Number:**

**List as bullet points: Signs/Kiosks/Support Facilities and quantity for above trail/staging area**

**Upload Maps Here**

## **Tenure of Property and Additional Documents**

The applicant is responsible for operation and maintenance of grant assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the General Provisions. The Term of Public Use must be at least 25 years for equipment over \$50,000 (personal property), 25 years for facilities (real property) and 99 years for acquired land.

The applicant MUST submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located. For a development project, the applicant must include copies of the document which evidences control and tenure of the proposed project site. Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1 or #2 below.

1. Title or Deed -- If the land proposed for development is owned by the applicant, the following must be submitted with the application:

- copy of the recorded title or deed
- legal description of the deed with an attached map
- updated copy of title insurance for the property or a title opinion

In lieu of title insurance, a "title opinion" of the applicant's legal representative may be submitted. This opinion will certify that the title is vested in the applicant and there are no outstanding liens or encumbrances imposed against the property, which would adversely affect the proposed development.

1. Leases, Easements, Permits, or Special Use Agreements -- Lands not owned by the applicant may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation in perpetuity. **AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF A LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION.** The following must be submitted with the application:

- copy of the signed lease, easement, permit, or special use agreement.
- map depicting the area(s) existing or proposed for lease, easement, permit, or agreement

\*NOTE: For a development project, an applicant must have a minimum of a 25-year lease with at least 20 years remaining at the time an application is submitted. The lease must include the provisions that (1) the lessee has the first right of lease renewal, and (2) the lessor cannot cancel the lease without cause. If the a 25-year lease has at least 20 years remaining, the application must include a letter of intent to exercise the option to renew (page 20). Proposed projects on State Trust Land leases will be considered on a case-by-case basis, however; must comply with the 25-year Term of Public Use.

**Upload Tenure of Property/ Evidence of Control here:**

**Additional Tenure of Property Upload:**

**Upload Additional Documents Here:**

**File Upload**

**File Upload**

**File Upload**



## Certification Form

The authorized official for your agency must sign (Type) in the space provided below. We no longer need a handwritten signature on these documents or a hard copy of the application. However, for the electronic signature process to work the authorized official must also be registered in eCivis with their own unique username and password.

*Check the box below each section to confirm acknowledgement*

*If your supervisor is required to sign grant documents please have your supervisor contact Parks staff at 602-542-7130 for assistance. You cannot sign (Type) on-behalf of your supervisor.*

### Certification & Authorized Signature Requirements:

1. The certified application form can be electronically signed and dated by the individual authorized to act on behalf of the project sponsor entity / organization in conducting all official business related to the project

### EXCEPTION:

1. **FOREST SERVICE APPLICANTS:** Per request, Forest Service staff may opt out of electronic signature and provide a hard copy signature of this form. Print this form, collect required signature from the District Supervisor and upload sign Certification Form in the space provided.
2. **BUREAU OF LAND MANAGEMENT APPLICANTS:** District/Field Manager signatures are required. BLM District/Field Managers may register in eCivis and sign this form electronically or follow the FS signature process If needed.

## Acknowledgements

**I acknowledge and understand that this grant program operates on a reimbursement basis. Reimbursement occurs only after an expense is paid.**

Reimbursement Acknowledgement

**I acknowledge and understand that our agency has the required matching funds for each reimbursement.**

Compliance Acknowledgement

**I acknowledge and understand that our agency has the required matching funds for each reimbursement.**

Matching Funds Acknowledgement

**I acknowledge and understand that our agency is required to provide proof of liability insurance at the time of project signature.**

Insurance Acknowledgement

### INSURANCE REQUIREMENTS

PROJECT SPONSOR and sub-contractors must procure and maintain occurrence-based insurance policies that cover claims for injury or death to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the PROJECT SPONSOR from liabilities that might arise out of the performance of the work under this contract by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors, and PROJECT SPONSOR is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: PROJECT SPONSOR shall provide coverage with limits of liability not less than those stated below.

#### 1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate .....\$2,000,000
- Products – Completed Operations Aggregate ..... \$1,000,000
- Personal and Advertising Injury ..... \$1,000,000
- Blanket Contractual Liability – Written and Oral ..... \$1,000,000
- Fire Legal Liability ..... \$50,000
- Each Occurrence .....\$1,000,000

a. The policy must be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT

SPONSOR."

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

**Please provide Proof of Liability Insurance here:**

**I hereby certify that the information in this application is true and correct and that our agency agrees to comply with all appropriate procedures, guidelines, and requirements established by Arizona State Parks & Trails.**

**Will you be typing below for your signature or uploading a signature page?**

Upload Signature Page

**Upload Handwritten Signature Here:**

**Signature:** \_\_\_\_\_