



Division of Outdoor Recreation Off-highway Vehicle Recreation Grant Year-Round OHV Land Acquisition Grant

This Grant

Beginning February 15, 2023, the Division of Outdoor Recreation (DOR) will begin offering a year-round OHV Land Acquisition Grant. 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.

Funding Limits

Projects can range from \$10,000-\$1,000,000 per application

Project Timeline

All projects must be completed within 28 months of the project start date.

Who Can Apply for the OHV Land Acquisition Grant?

Federal agencies, tribal governments, state agencies, political subdivisions of the state, and Utah OHV nonprofit organizations that partner with an allowable entity.

Individuals and for-profit entities cannot apply for this grant.

Additional Requirements

- Land must be open and allow OHV access for at least 100 years.
- Real property acquired cannot change its purpose within 100 years.
- Real property acquired cannot be resold, but it can be donated or transferred to a different entity as long as the purpose remains the same and the DOR is notified.
- No fees can be charged to OHV users for access without informing the DOR.
- No qualified entity may serve as a fiscal agent for a non-qualified entity.
- When submitting an application involving multiple partners, the entity receiving the real estate must be the primary contact on the application. If the entity receiving the real estate is not the largest financial contributor, please put the largest financial contributor as the substitute contact.

Eligible OHV Land Acquisition Projects

- Purchase of land for the building of trails, connectivity, and ongoing access.
- Purchase of ROWs, leases, and easements on private, public, tribal, and federal lands.

- Costs that include preparation of legal documents, as well as fees paid for; title work, legal descriptions, and surveying of the land intended for purchase.

OHV land acquisition under this category does not include:

- 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 another category. Please visit our website for additional grant opportunities.
- 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.

Ineligible Project Items

- Administrative costs (i.e. salaries, retainers, travel, food and beverage, lodging, gifts/awards, or entertainment for personnel and/or volunteers of organizations.
- Projects already in progress
- Interest, reduction of deficits or loans
- Purchase of real property for non-motorized use

Matching Funds

This grant requires at least a 15% match. Matching funds can be composed of primarily cash or solely cash. Applicants are allowed to put in no more than 5% of in-kind matching funds.

Eligible Cash Matches

- Cash from the applying organization
- Donations outside of the applying organization
- Grants for the purchase of land
- Financial services
- Transfer taxes and other costs involved in the transfer of ownership of property
- Environmental assessments
- Other required documents for the submission of this application

Ineligible Cash Matches

- Work to be done after the land is acquired
- Costs accrued before awarded funding

Eligible In-Kind

- Employee or administrative costs (minus fringe benefits) specific to this grant

Ineligible In-Kind

- Fringe benefits
- More than 5% of in-kind constituting a match

Required Documentation

Should an award be made where OHVR funds will be applied to the cost of an interest in 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 complete proposal submission, applicants are encouraged to include any documentation that is currently available. Documents can be attached on the Uploads page of the online application as "Other Documents." If any must be submitted in hard copy please coordinate directly with OHVR staff.

- 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 agency or other entity stating that they will accept the property.

Required Attachments

- Project timeline
- Budget spreadsheet
- Statement of responsibility
- Google Earth or ESRI image of land
- Management plan for the property
- Written confirmation of donations (if applicable)

Application Review Process

1. OHVR staff reviews the application for completeness and allowable requests.

2. OHVR staff presents applications to the DOR's Executive Director, Associate Director of Grants and Planning, and DOR's Attorney for review and discussion.
3. Grant award notification sent out by OHVR staff within two weeks.
4. DOR informs the Outdoor Adventure Commission and the OHV Advisory Council of the awarded grant.

BEFORE BEGINNING:

Please read and be familiar with the eligibility requirements, selection process, and reimbursement process. Please contact Rachel Toker at racheltokер@utah.gov with any questions you may have.

For the best user experience, please use **Google Chrome** or **Firefox**.

Please make sure to **hover your cursor over the question mark (?) that appears near most questions**. This is "help text" and provides additional information about what your response should include.

NOTE: All required questions need to be answered to submit the application. Required questions are noted with a (I).

Max score: 75 points

Year-Round OHV Land Acquisition Grant

Applicant	GMS Test
Applicant ID	APP-002438
Company Name	GMS Test
Recipient Address	GMS Test
	,
Email	fake@mail.com
Status	Draft
Funded	<input type="checkbox"/>

Project Overview

BEFORE BEGINNING: Please read and be familiar with the eligibility requirements, selection process, and reimbursement process outlined on our website; [click here to visit our website](#).

HELPFUL TIP: We suggest writing your application answers in a word processor outside of the online application. This will allow you to proofread and edit answers more effectively. Using a word processor easily allows you to keep track of the character count in your response, as there are character limits for some questions. This will also help alleviate connection errors and lost work. Lastly, remember to save your work as you fill out the application.

IMPORTANT: All responses are extracted completely (without editing from the Division of Outdoor Recreation (DOR) staff) for all necessary reporting. Please make sure it is well-written and free of grammar and punctuation errors. Provide any links as the full URL; hyperlinked text from a word document will not be preserved when copying and pasting into the application.

Please make sure to **hover your cursor over the question mark (?) that appears near most questions**. This is "help text" and provides additional information about what your response should include.

This section is not scored

Question: Project Name:

Not Answered

Question: Location Latitude (provide coordinates in Decimal Degrees, e.g., 37.858285):

Not Answered

Question: Location Longitude (provide coordinates in Decimal Degrees, e.g., -111.0391):

Not Answered

Question: Location County:

Not Answered

Question: Applying Organization:

Not Answered

Question: Street Address of Organization:

Not Answered

Question: PO Box of Organization (if applicable):

Not Answered

Question: City of Organization:

Not Answered

Question: Postal Code of Organization:

Not Answered

Question: Project Manager Name:

Not Answered

Question: Project Manager Title:

Not Answered

Question: Project Manager Email:

Not Answered

Question: Project Manager Phone:

Not Answered

Project Summary

NOTE: The project summary will provide an opportunity to fully explain the project and its value to the community. Provide any links as the full URL; hyperlinked text from a word document will not be preserved when copying and pasting into the application.

HELPFUL TIP: We suggest writing your application answers in a word processor outside of the online application as you go. This will allow you to proofread and edit answers more effectively. Using a word processor also easily keeps track of the character count in your response, as there are character limits for some questions. This will also help alleviate connection errors and lost work. Lastly, remember to save your work as you fill out the application.

Please make sure to **hover your cursor over the question mark (?) that appears near most questions**. This is "help text" and provides additional information about what your response should include.

This section is worth 25 points.

Question: Project Abstract: Summarize the project in a concise 2-3 sentence summary. The abstract will become the long-term public description of the project. Please provide an accurate description. 1,000 Character Limit

Not Answered

Question: Project Description: Describe your project in detail. 5,000 Character Limit

Not Answered

Question: What type of OHV use(s) will benefit from the project? Select one or more that apply.

- Motorcycle
- ATV
- Side-by-Side
- 4WD
- Snowmobile

Question: Is the land 100% for OHV useage? If NO - What percent of this project is intended for OHV use/users? Please explain what the other usage consists of. 3,000 character limit.

Not Answered

Project Information

This grant requires at least a 15% match. Matching funds can be composed of primarily cash or solely cash. Applicants are allowed to put in no more than 5% of in-kind matching funds.

Eligible Cash Matches

- Cash from the applying organization
- Donations outside of the applying organization
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Ineligible Cash Matches

- Work to be done after the land is acquired
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Eligible In-Kind

- Employee or administrative costs (minus fringe benefits) specific to this grant

Ineligible In-Kind

- Fringe benefits
- More than 5% of in-kind constituting a match

This section is worth 25 points.

Question: Who currently holds title to the property?

Not Answered

Question: Has the property owner been contacted about a possible sale of the land? Is the property owner a willing seller?

Not Answered

Question: Describe the current fee title purchase status:

Not Answered

Question: Has an appraisal been done recently?

Not Answered

Question: How many acres would be purchased/leased, etc.?

Not Answered

Question: Total Cost of Purchase (approx.):

Not Answered

Question: Requested Funding:

Not Answered

Question: Applicant's Match:

Not Answered

Question: If the project is awarded and the applicant requests funding "up-front" (75% of the awarded funding) how do you plan to make up the remaining 25% match?

Not Answered

Upload Documents & Funding

Should an award be made where OHVR funds will be applied to the cost of an interest in 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 complete proposal submission, applicants are encouraged to include any documentation that is currently available. Documents can be attached on the Uploads page of the online application as "Other Documents." If any must be submitted in hard copy please coordinate directly with OHVR staff.

- 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 agency or other entity stating that they will accept the property.

Required attachments

Project timeline

Budget spreadsheet

Statement of responsibility

Google Earth or ESRI image of land

Management plan for the property

Written confirmation of donations (if applicable)

DOWNLOADABLE MATERIAL:

- [W9 Form](#) (required for applicants that have never received a grant from DOR)
- [Project Timeline](#) (required)
- [Project Budget in Excel](#) (required)

HELPFUL MATERIAL:

- [How to fill out the budget - guide](#)
- [Project Budget Example](#)

NOTE: For each question, click "Choose File," select the correct file you would like to attach, then click "Upload." Save the page before moving on to the next section. Individual attachments should not exceed 20 MB.

This section is worth 25 points.

Question: W-9: For new applicants that have never received a DOR grant, please fill out and attach the W-9 tax form provided above.

No Attachments

Question: Upload Project Organization Logo:

No Attachments

Question: Upload Google Earth or ESRI image of land:

No Attachments

Question: Upload photos of the property:

No Attachments

Question: Budget Spreadsheet: Please download, fill out, and attach the provided budget spreadsheet for the project (in Excel). Please take a look at the brief OHVR budget spreadsheet guide linked above in the section overview before filling it out.

No Attachments

Question: Upload written confirmation of donations (if applicable):

No Attachments

Question: Upload a Statement of Responsibility: The statement can be in the form of a letter and should be written, signed, and dated by the organization leader responsible for confirming the land or real property will be open to OHV access for at least 100 years.

No Attachments

Question: Upload a management plan for the property:

No Attachments

Question: Upload a recent appraisal by a licensed appraiser:

No Attachments

Question: Upload a recent survey map and clear legal description of the property (if available):

No Attachments

Question: Upload the title insurance report:

No Attachments

Question: Draft of the proposed easement to be recorded (if applicable):

No Attachments

Question: Drafts of ancillary closing documents prepared to address problematic issues (if any):

No Attachments

Question: For OHV nonprofit organizations: A letter from a federal state or local agency or other entity stating that they will accept the property

No Attachments