

Utah Division of Outdoor Recreation

Post-Award Process Guide for Grant Recipients



**GRANTS &
PLANNING**

UTAH OUTDOOR RECREATION

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OVERVIEW

Introduction

Congratulations on receiving a grant award from the Utah Division of Outdoor Recreation! This post-award guide was created to answer all the necessary questions you may have throughout the lifecycle of your grant project. If you have further questions, please contact our helpful staff.

Grants and Planning Staff Contacts

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Utah Division of Outdoor Recreation Grant Programs

[Utah Outdoor Recreation Grant \(UORG\)](#)

This Legislature-authorized grant helps build tourism in communities around the state through the construction and expansion of outdoor recreation amenities. This grant provides funding for new outdoor recreation infrastructure projects and helps communities build recreation amenities that support local economic development.

[Recreation Restoration Infrastructure Grant \(RRI\)](#)

This grant funds the restoration or rehabilitation of existing and developed recreation areas and trails so the public can safely access them.

[Off-Highway Vehicle Recreation Grant \(OHVR\)](#)

The OHVR grant provides assistance to sustain, enhance, and improve upon motorized recreation within Utah.

[Recreational Trails Program \(RTP\)](#)

The RTP grant is funded from fuel taxes collected from off-highway recreational fuel use. Funds are used to construct, restore, and maintain recreational trails and trail-related facilities for motorized and non-motorized recreational trails.

[Land and Water Conservation Fund \(LWCF\)](#)

LWCF is a federally funded program to assist government agencies with the creation of high-quality, public outdoor recreation facilities. All projects must be available for public recreation and remain in perpetuity. The LWCF manual provides guidelines for administering this program.

[Year-Round OHV Land Acquisition Grant](#)

The Year-Round OHV Land Acquisition Grant is a matching grant intended to provide access and continued use for off-highway vehicle (OHV) users on new and existing trails. 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.

[Outdoor Recreation Planning Assistance Program \(ORPA\)](#)

This is a newly developed technical assistance service intended to build capacity at the local level to support outdoor recreation in Utah. ORPA's goal is to support community-led outdoor recreation projects and planning efforts. **ORPA's awarding process differs from our grants because it provides technical assistance as opposed to a monetary award.** After the application period closes, an internal staff review is conducted. Projects that will receive ORPA support will work with staff to finalize a scope-of-work agreement before beginning the project.

Important Policies for Grant Projects

National Environmental Policy Act (NEPA)

Any project breaking ground requires environmental clearance regardless of land ownership. For RTP and LWCF projects, construction may not begin until NEPA has been completed and approved by UDOT and the RTP/LWCF grant administrator. Applicants should have either completed NEPA or begun the process of obtaining the correct environmental clearance before applying. [Environmental Clearance Checklist](#).

State Historic Preservation Office (SHPO)

The Utah State Historic Preservation Office provides advice and guidance to government agencies who undertake projects subject to Section 106 of the [National Historic Preservation Act of 1966 \(NHPA\)](#) and Utah's cultural resource law under. [Utah Code Section 9-8-404](#).

SHPO consults on projects pursuant to historic preservation laws to ensure federal and state projects don't carelessly destroy cultural resources. Projects include construction, rehabilitation, demolition, licenses, permits, loan guarantees, transfer of federal property, etc.

State and local governments and others using federal funds are also required to comply with Section 106.

[Cultural Resource Compliance Guidance Information](#)

How Grants are Awarded

The Division will conduct an initial internal review of all applications for completeness, ineligible project components, sufficient matching funds, and the required attachments and documentation. Applications will then be submitted to the appropriate committee for review and recommendations.

Advisory Committees

The Utah Division of Outdoor Recreation is supported by two separate advisory committees:

- *Utah Outdoor Recreation Infrastructure Advisory Committee* - The Utah Outdoor Recreation Infrastructure Advisory Committee (ORIC) is composed of 17 experts from the outdoor recreation and economic development industries in Utah. The ORIC evaluates grant applications for all Utah Outdoor Recreation Grant (UORG) programs and non-motorized Recreational Trails Program (RTP) applications. Members of the committee serve up to a four-year term along with an elected vice-chair. The ORIC is chaired by the director of the Utah Division of Outdoor Recreation.
- *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 and vice-chair. The rest of the 12-member council is composed of representatives from diverse motorized backgrounds and organizations. The OHV Advisory Council evaluates grant applications from the Off-Highway Vehicle Recreation Grant (OHVR) and the motorized category of the Recreational Trails Program.

Post Award: What to Expect

Contract

Upon notification of receiving a grant award from the Division of Outdoor Recreation, all grantees will enter into a contract between the Utah Department of Natural Resources, and the applicant organization. This contract establishes the project title, contract number, award amount, project match, use of funds, approved scope of work, and timeline for the applicant's project. It is important applicants help the division work through this process in a timely manner. Contracts will begin to be sent out within two weeks of the award announcement and will be processed via email and electronic signatures. A fully executed contract is needed before any work can begin.

Signatories: Grantees will be asked who will be the signatory on the contract. Sometimes the individual applying for the grant award will not be the one signing the contract, but will need to stay involved to help keep the process moving forward.

Scope of Work: Each contract contains a scope of work defining the terms of the project. This scope of work is pulled from the project abstract and description sections on the application. Please verify this scope of work before executing the agreement.

Length of Contract: Contract length varies between grant programs:

- 36 Month Contract
 - LWCF

- 28 Month Contract
 - UORG Regional Asset Tier
 - UORG Tier 1
 - OHVR

- 24 Month Contract
 - RTP

- 18 Month Contract
 - UORG Mini-Grant
 - Utah Outdoor Classroom Grant

Liability: If an infrastructure project, all workers involved in the project's construction must be covered with liability insurance coverage. Applicants partnering with contractors or land managers may substitute protections afforded by the partnering organization with those of their own. For example, a nonprofit working under a service agreement with a land management organization or a contracted company who holds their own worker's comp insurance.

Amendments to the Contract

Each grantee is expected to complete the project within the time period stated in the contract. The State realizes that due to unforeseen circumstances an amendment to the contract may be needed.

Acceptable amendments include:

- Time extensions
- Funding modifications
- Scope of Work changes
- Change of application organization

If an amendment is needed, the grantee must submit in writing (by email is acceptable) to their grant manager the contract name, contract number, current expiration date, project status

update, and requested contract modification and reasoning. Please provide additional information depending on type of request:

- Contract extension - provide justification for extension, specific date for extension to be changed, provide an updated timeline for the project to be completed.
- Funding modifications - why additional funding is needed.
- Scope of Work changes - reason for a change in the scope.
- Change of applicant organization - reason for change, proof of support from new applicant organization.

Amendment requests **should** be submitted to the grant staff at least **2 months prior** to the current project expiration date. Requests after the expiration date will not be accepted.

If an amendment is approved, the amendment documentation will be emailed via Adobe Sign to the authorized signer for execution.

Beginning of Grant Project

On-the-Spot Funding

Grant recipients who need more financial assistance, may request special funding to help begin their project. Recipients must provide an invoice to demonstrate that they recently had goods delivered or services rendered. Proof of payment will be required within 30 days. If upfront funding or a large deposit is required by the vendor, please let us know and we will evaluate the request.

Record Keeping

Expenditure records must correlate to the budget spreadsheet submitted with the application. The grant recipient should keep records of all receipts, paid bills, and legal agreements with contractors.

Allowable vs. Disallowable Costs

Each grant program has differences in the specific allowable and disallowable costs. Generally, allowable costs or matches include necessary, reasonable costs that contribute directly to the completion of work on the outdoor recreation infrastructure project. It is recommended that you look at the specific program's program guide for more details on allowable vs. disallowable costs.

Competitive Bidding

For large purchases of goods and services, documentation of the competitive bid process used will be required.

Equipment Purchase

Documentation of a competitive bid process is required. Equipment purchased with grant funds must remain under ownership of the grantee for 10 years, or the reasonable lifespan of the equipment.

During Grant Project

Reimbursement Requests

All reimbursements must be completed by the grantee and signed by the delegated representative.

Partial Reimbursements

Reimbursement requests can be submitted at various times during the project contract period, prior to project completion. The reimbursement form must be completed and signed by the grantee, and a ledger of the expenses paid (with supporting documentation for each expenditure) is required. The division will grant a recipient up to 75% of the grant award amount on a matching basis. A grantee will receive payment within three weeks of submitting all necessary documentation.

Fiscal Year Reimbursements - due July 15th

The state's fiscal year is July 1 - June 30; if grant funds have been spent on a project, during that time frame, a reimbursement form must be submitted by July 15 (if a reimbursement form has not previously been submitted for those expenses) . Applicants will be notified with a reminder in May/June to submit these annual reimbursements.

6-month Progress Reports

Grantees are required to submit progress reports every six months during the life-of the contract. Periodic on-site inspections may be made to DOR to confirm the project is progressing and on schedule. Progress reports may be submitted online through the Salesforce grant portal or via email with a word version of the progress report document.

Cancellation of Project

To cancel a contract due to unforeseen circumstances, submit a letter via email to the grant manager with the contract number, project name, award amount, contract time period, and reason for cancellation.

End of Grant Project

The grantee must complete the project by the contract expiration date. The grantee will have 60 days from the expiration date to submit all required closeout documents and final reimbursement request.

Submitting for Final Reimbursement

As the project nears completion, email the grant manager for instructions and access to documentation to submit a Reimbursement Request. Collect all supporting documentation, such as copies of bills, invoices, receipts, and other purchase proofs. Additionally, you will be required to submit a completed Final Progress Report form. All documents can be found on the specific grant program's webpage by downloading the reimbursement packet. This packet includes:

- Reimbursement Process Guide
- Match Documentation Guide
- Reimbursement Expense Ledger
- Reimbursement Form - Applicant must sign complete and sign the reimbursement form
- Timesheet for Billed Labor and Equipment
- Final Report
- General Volunteer Log
- In-Kind Contribution Log
- Sign Attribution Guide

To finalize the close out of your grant award, the applicant must also submit:

- Proof of sign attribution
- Completed final report with photos of project site
- Post-Completion Site Visit (must be scheduled if not completed)

Post-Completion Site Visit

For LWCF, UORG Tier 1 and Regional Asset Tier funding, a final project site visit is required to be scheduled prior to final payment, though the visit can take place after the final reimbursement is processed.