



# RECREATION

UTAH OUTDOOR RECREATION GRANT

## 2020 UORG Program Guide

Utah Office of Outdoor Recreation

# 2020 Utah Outdoor Recreation Grant (UORG) Program Guide

## Contact Information



Program Manager: Tara McKee

Email: [tmckee@utah.gov](mailto:tmckee@utah.gov)

Phone: (801) 538-8686



Program Assistant: India Nielsen

Email: [indianielsen@utah.gov](mailto:indianielsen@utah.gov)

Phone: (801) 538-8705

The Office of Outdoor Recreation administers two additional grant programs:

- Utah Children's Outdoor Recreation & Education Grant (UCORE) funds youth programming that provides high-quality, outdoor-focused learning experiences to 6-18 year-olds. This programming teaches them the physical skills that can make outdoor recreation part of a healthy and active lifestyle. UCORE programs can also teach STEM principles in a natural environment. Please visit [business.utah.gov/outdoor/ucore](http://business.utah.gov/outdoor/ucore) for more information.
- Recreation Restoration Infrastructure (RRI) funds are awarded to restore high-priority trails, or repair or replace other types of developed recreation infrastructure. These efforts will aid deferred maintenance and reduce the backlog of infrastructure projects on public lands. Please visit [business.utah.gov/outdoor/rri](http://business.utah.gov/outdoor/rri) for more information.



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# Introduction

Outdoor recreation is one of Utah’s best tools to help enhance local communities and grow the state’s economy. Some counties, cities and towns are capitalizing on local outdoor recreation amenities to attract tourists to their region. Other communities find having nearby outdoor recreation opportunities adds to the quality of life for local citizens, helps attract new residents and can lead to an increase in local property values. Businesses, especially high-tech firms, consider outdoor recreation access “absolutely vital” when it comes to attracting and retaining high-value employees.

The Office of Outdoor Recreation (OOR) is here to help! Our mission is to ensure Utahns can live a healthy and active lifestyle through outdoor recreation. The Utah Outdoor Recreation Grant (UORG), for new outdoor recreation infrastructure projects, was created to help communities build recreation amenities that would support local economic development. UORG helps build recreational infrastructure that is an investment in Utah communities and provides low-cost opportunities to be active outdoors.

This program guide is designed to help applicants apply for the UORG. This guide breaks down specific requirements and provides examples for success.



Ogden has used its outdoor recreation amenities to attract businesses such as Osprey.



Restaurants and retailers that cater to recreation-loving tourists can benefit from nearby trails.

## Office of Outdoor Recreation Mission

Ensure Utahns can live a healthy and active lifestyle through outdoor recreation.



# Overview

This table provides a quick snapshot of what to be prepared for when applying for the UORG.

<b>General Eligibility Requirements</b>	<ul style="list-style-type: none"> <li>■ <b>Eligible applicants:</b> Municipalities, counties, tribal governments and nonprofit organizations.</li> <li>■ <b>Economic opportunity:</b> Must increase visitation to the area and/or offer an economic opportunity to the community with a focus on attracting and/or retaining residents.</li> <li>■ <b>Public use:</b> The project must be open for public use.</li> </ul>
<b>2020 Grant Cycle</b>	<b>January 15 to March 20, 2020</b>
<b>Deadline</b>	<b>March 20, 2020 at 5 p.m.</b> (Mountain Time)
<b>Grant Size</b>	<b>Tier 1</b> – Grant awards range from \$1,000 to \$150,000 per project
	<b>Regional Asset Tier</b> – New for 2020! Regional Asset Tier UORG funding of \$500,000 is available for large outdoor recreation projects that will cost more than \$2,000,000. At this level, applicants must present to the Outdoor Recreation Advisory Committee in-person. Scores will be based not only application questions, but also a five-minute in-person presentation, and each applicant’s response to questions from the committee. Up to two Regional Asset Tier awards will be given.
<b>Match Component</b>	Grants are awarded as one half of a 50/50 match. At least half of applicant’s matching amount must be in cash.
<b>Contract and Reporting Requirements</b>	<ul style="list-style-type: none"> <li>■ Project must be complete within 24 months of the signed contract date.</li> <li>■ Funding is given after the applicant’s spend.</li> <li>■ Up to 75% of the matched monies may be given before completion of project.</li> <li>■ Final funding is contingent upon inspection of the completed project.</li> <li>■ Awardees will only receive reimbursement funds up to the amount the awardee actually spends (e.g., if you were initially awarded \$10,000, but only spent \$8,000, you will only be reimbursed \$8,000).</li> </ul>

# Project Selection and Exploration

## How to choose the best project for your community

### Analyze the Community Needs

Outdoor recreation amenities add to Utah's high quality of life, attract tourists and offer residents fun family activities to stay fit and healthy. Consider unique aspects of your community, its residents, topography and shortfalls in current recreational offerings. Is there an unmet outdoor recreational need in your area? What information and data might demonstrate this need?

Including the community in the planning process will ensure engagement and support for the proposed project. In the case of the Moab Boulder Park (see call-out), the community was so supportive that several local businesses provided financial donations to the project. Community engagement will lead to increased awareness and higher use of the new recreational infrastructure.

### Consider the Economic Benefits

From the high alpine slopes of the Uintas, to the stunning red rock landscapes in the south, Utah has been blessed by Mother Nature. No matter where you live in Utah, you're never far from remarkable recreation areas that make the state an outdoor lover's paradise. The classic canyon trails, world-class rock climbing and riverside parks that attract tourists also provide residents with an unmatched quality of life.

Utah communities know there's a connection between offering local outdoor recreational amenities and their ability to attract new residents, businesses and investments. **How can your recreation infrastructure project help attract new businesses to Utah?** Easy access to outdoor recreation has become a recruiting tool used by Utah employers and a highly-regarded selling point for real estate agents. In the application, you'll be asked if your planned recreational infrastructure project will serve economic development needs in the local area. You may consider referring to a number of national economic benefit studies that show the positive impact of amenities such as walking and biking trails on property values and local businesses.

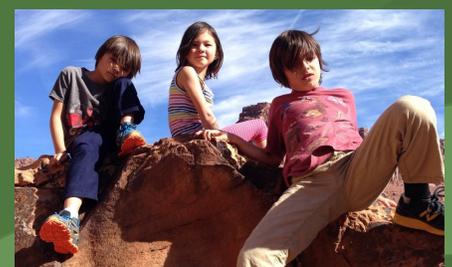
Another question to consider is, **how will your project increase tourism in your local area?** A community may wish to extend its tourism season by designing outdoor recreation projects that add winter amenities to an area that has traditionally attracted spring and summer tourists. A project is also more likely to be funded if it receives a persuasive letter of support from the local tourism office. Long transportation corridors such as paved multi-use paths for distance cyclists and pedestrians, or a well-marked network of off-highway vehicle (OHV) trails, can be a big attraction for visitors and locals and bring economic benefits to nearby communities. Because lodging is usually the largest portion of

## Moab Boulder Park

Although surrounded by great recreational amenities, the city of Moab had no safe and accessible place for children and novice climbers to learn to climb.

The closest climbing gym was hours away, and the majority of Moab's year-round population is low-income and could not afford memberships or day fees.

Thus, the solution was to build an artificial boulder park with a safety surface in connection with an existing town park. Funded in part by a Utah Outdoor Recreation Grant, this boulder park has improved recreation access in the community – particularly for Moab's children.





visitor spending, a trail's economic impact is increased when it attracts overnight visitors. Adding trails and recreational amenities for particular outdoor sports can also increase both resident and visitor spending at local businesses. Local recreation-based businesses will thrive as visitors purchase or rent gear or vehicles. As regional recreational amenities are developed, local guiding and expedition services can grow as well.

Some well-planned infrastructure projects **can be used to host large events** such as races, competitions, recreation-based community gatherings, and more. These events often bring a crowd of visitors to the community who then spend money on lodging and in local restaurants. Would your trail, track, route, etc., be suitable for hosting these types of events? Is there potential for increasing capacity or access to a nearby amenity in order to accommodate large groups or events?

### **Plan It Out**

Per the UORG format, all grant recipients have 24 months to complete their projects and open them for public use. The project must be developed enough at the grant application stage to demonstrate to the committee that it will be completed on time.

**Phasing:** Is your project large, such as a long, paved trail, a network of mountain bike trails, or river restoration with several recreational elements? If so, there is a strong likelihood it cannot be completed in the 24-month time frame. In that case, we recommend that the project be appropriately divided into manageable segments or phases. A grant applicant who receives UORG funding for Phase 1 of a long trail could apply for funding for Phase 2 or 3 after the first trail segment has been completed.

**Timeline:** A detailed project timeline can ensure you have the necessary work mapped out, so the project resources are assigned correctly once the project begins. A timeline is also a required attachment in the application.

**Planning:** A full planning process should occur before you write the grant application. A conceptual map of the project is required in the UORG application. Proper planning will ensure the infrastructure project objectives will be met and guarantees there are adequate funds to complete the project. Seek advice from the appropriate experts; consult with landscape architects, architects (if a building is part of the project), engineers, your attorney, and your community.

Develop a project scope and work plan. Well-thought-out projects will avoid problems that could cause delays, or worse, result in the project being withdrawn. Your team should create an overall project work plan before the application is submitted to help your organization accurately estimate the total project effort and duration.

# Eligible and Ineligible Infrastructure

## Types of infrastructure projects

The Utah Outdoor Recreation Grant funds permanent and public outdoor infrastructure projects that engage the community in outdoor recreation activities. UORG supports infrastructure projects related to the following outdoor recreation activities:

 <p><b>Camping:</b> tent, RV, yurts and hammocking</p>  <p><b>Outdoor adventure course activities:</b> outdoor challenge course, disc golf or ropes course</p>  <p><b>Nature enjoyment:</b> wildlife viewing, wildlife photography, birdwatching and nature walks</p>  <p><b>Off-road motorized activities:</b> UTV, ATV and off-road motorcycles</p>	 <p><b>Rock and mountain activities:</b> canyoneering, rappelling and all types of outdoor climbing</p>  <p><b>Fishing:</b> all recreational types</p>  <p><b>Shooting activities:</b> archery, target shooting and biathlon</p>  <p><b>Snow activities:</b> snowboarding, all skiing types, snowshoeing, snowmobiling and ice-skating in outdoor rinks</p>	 <p><b>Trail activities</b> (natural surface): backpacking, hiking, trail running, mountain biking and horseback riding</p>  <p><b>Water activities:</b> canoeing, kayaking, rafting, stand-up paddle boarding, sailing, motorized boating, swimming in lakes or rivers and snorkeling</p>  <p><b>Wheel sports</b> (paved surface): recreational bicycling, skateboarding, scootering and rollerblading</p>
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*Adaptive outdoor recreation of all types listed above*

Examples of ELIGIBLE Infrastructure	Examples of INELIGIBLE Infrastructure
<p><b>Trail infrastructure and vertical trails:</b> Examples include sustainable trails to replace poorly made DIY trails, bridges or tunnels.</p>	<p>General maintenance or repair on existing trails such as re-surfacing with gravel or erosion control.</p>
<p><b>Recreational trail facilities:</b> Trail or wayfinding signage, trailhead parking, kiosks, restrooms, etc.</p>	<p>Wayfinding signage that is not part of a trail.</p>
<p><b>River or lake recreation amenities:</b> Revitalization of a river for recreational purposes, ramp/launch sites to improve water access areas.</p>	<p>Outdoor swimming pools or water amusement parks. Harbor dredging projects.</p>
<p><b>Substantial outdoor climbing structures:</b> Within a community park or other accessible areas.</p>	<p>Indoor recreation amenities (e.g., indoor shooting or archery range, or indoor rock-climbing wall). Athletic fields, tracks, sport courts or standard playgrounds.</p>
<p><b>Structures for fishing, wildlife and bird viewing:</b> ADA-Compatible fishing piers or platforms.</p>	<p>Infrastructure for private camps such as YMCA, BSA, GSA or church camps.</p>
<p><b>Inclusive infrastructure:</b> Projects that provide outdoor recreation opportunities for people of ALL abilities, including those with impairments.</p>	<p>Structures for private businesses such as outdoor service concessions, amusement parks, golf courses, etc.</p>
<p><b>Winter recreation:</b> Winter trails may include grooming equipment, but should also include permanent structures such as kiosks, signage or warming huts.</p>	<p>Restroom facilities that are not part of a current recreational infrastructure project or extension of an existing project.</p>
<p><b>Campground facilities:</b> Community-Owned or sponsored campground facilities, including yurts or treehouses for camping.</p>	<p>Campgrounds or yurts owned by a for-profit entity.</p>
<p><b>Outdoor shooting sports infrastructure:</b> Construction of a range or structure for outdoor shooting sports, including archery.</p>	<p>While shooting sports such as archery ranges are eligible, police or military-style shooting ranges are ineligible.</p>

# Examples of Past Funded UORG Projects

## **Joe's Valley Climbing Sustainability Project (2016)**

**Applicant:** Access Fund

**Awarded:** \$45,000

**Description:** This project made infrastructure improvements to a dozen unique bouldering sites in a world-renowned climbing destination. The project included building a trail, stone staircases and retaining walls, constructing pad platforms and installing vault toilets.

**Strengths:** Substantial improvement of a high visitation recreation area and strong public-private partnerships.

## **Thunderbird Gardens Disc Golf Course (2018)**

**Applicant:** Southern Utah University

**Awarded:** \$7,500

**Description:** The Thunderbird Disc Golf course is a family-friendly 18-hole course in a location that provides plenty of stunning red rock viewpoints.

**Strengths:** Strong partnerships and the passion of a strong project lead.

## **Old Fort Ponds Community Fishery (2018)**

**Applicant:** Uintah County Office of Travel and Tourism

**Awarded:** \$80,000

**Description:** The four-acre project includes two fishing ponds, each surrounded with trails and accessible for fishing at multiple location points.

**Project Strengths:** Provides community fishing area in an area that lacked one, increasing opportunities to attract visitors and groups from near and far.

## **Ogden Nordic Fat Bike Initiative (2018)**

**Applicant:** Ogden Nordic

**Awarded:** \$7,798

**Description:** This project expanded a winter trail system by creating trails for fat bikes and snowshoeing. It also provided educational signage to promote multi-use etiquette in a county park and relieved pressure on existing Nordic trails.

**Strengths:** Provided much needed infrastructure for a popular winter sport and created more places to recreate in the colder months.

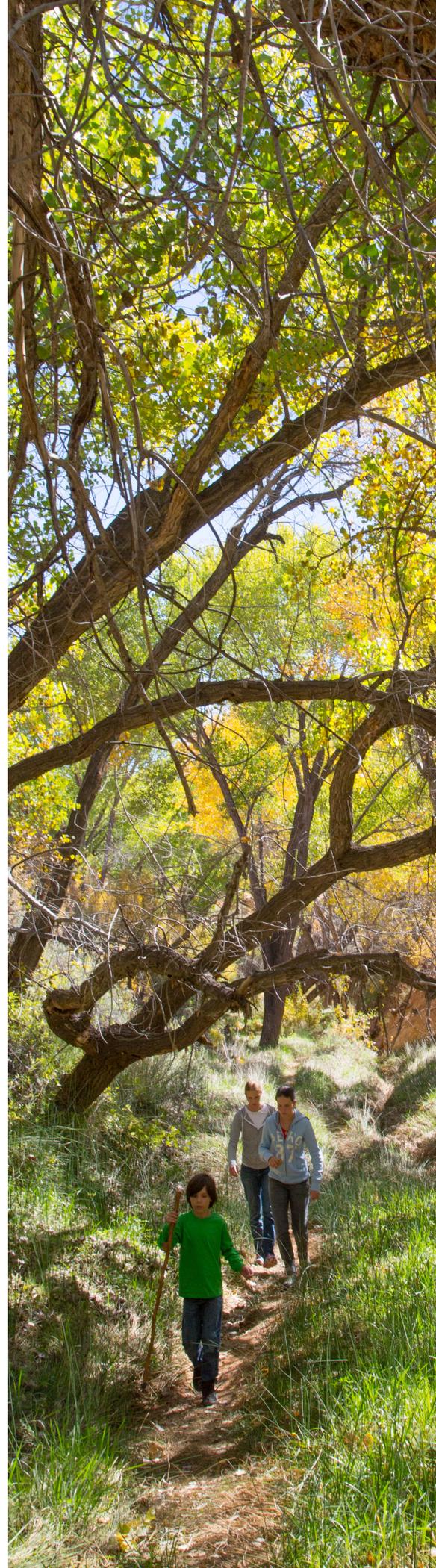
## **Helper River Revitalization, Phase IV (2018)**

**Applicant:** City of Helper

**Awarded:** \$150,000

**Description:** The Helper River Revitalization Project is an ambitious six-phase project to create a recreational asset out of a previously neglected river that runs through the heart of the town.

**Project Strengths:** Develops a beautiful recreation amenity in the heart of a rural community.



# Online Application Process

A step-by-step application-help webinar from the 2019 cycle can be found here: [youtu.be/HDL0bPpJrvA](https://youtu.be/HDL0bPpJrvA) (case-sensitive). It covers everything from setting up your account to completing and submitting your application.

The UORG application link will be available on the UORG website at [business.utah.gov/outdoor/uorg](https://business.utah.gov/outdoor/uorg) when the application period opens on Jan. 15, 2020. Once you start your application, please keep the following things in mind.

**Username and Password:** The application portal will prompt you to create a username and password. This will allow you to work on, save and update your application at any time before submitting it. You can use this same username and password if you apply for grants in the future.

**Eligibility Quiz:** After setting up your account, you'll be prompted to take a brief eligibility quiz. This will determine if your project fits within the UORG parameters. After completing the quiz, you will be notified via email of your eligibility status. If you are eligible, the email will include a link that grants you access to the full UORG application. Meeting the criteria does not guarantee that you will receive a grant.



# UORG Application Breakdown

After gaining access to the full UORG application, please read all the information and instructions to best answer each question. Pay special attention to the help text (Look for the ? on the screen) for each question. A breakdown of each section in the application, along with explanations of some questions, is included below. There's also a sample application on the UORG website ([business.utah.gov/outdoor/uorg](https://business.utah.gov/outdoor/uorg)).

## Time Saving Tips

1. To preview the application requirements, or to download the sample application and attachment templates, visit the UORG website: [business.utah.gov/outdoor/uorg](https://business.utah.gov/outdoor/uorg).
2. Get a head start on the application by drafting your answers in a word processing program. This allows you to easily edit and review all answers before copying them to the application. Be aware of the character limit in the application portal, noted on each question.
3. Save your work in the online application frequently. Connection errors can lead to a loss of answers and they are not recoverable.
4. Hold the cursor over the "help" button (?) for useful tips and information.
5. Add attachments such as maps, support letters, etc. at the end of the process. Attachments larger than 20 MB will result in an error.
6. Reach out to the Office of Outdoor Recreation with any questions, clarifications, or concerns.
7. Take advantage of the early deadline review. OOR staff will look over your application for any inconsistencies, red flags, or basic errors, and will provide feedback on how to improve your application.

Section Name	#	Question	Help Text
<b>16 Total</b>			
Basic Project and Contact Information	1	Project Name	Use a distinct, descriptive and appealing project name. It will be used to market to the public. Consider the following in your project name: area location, project activity uses, descriptive words that entice visitors.
	2	Project Location: Longitude (provide coordinates in Decimal Degrees)	Please use decimal degrees format for your coordinates (not Degrees, Minutes, Seconds format). These can easily be found by clicking on your project area in google maps, then copying and pasting the coordinates that appear in the dialogue box.
	3	Project Location: Latitude (provide coordinates in Decimal Degrees)	Please use a decimal degrees format for your coordinates (not Degrees, Minutes, Seconds format). These can easily be found by clicking on your project area in google maps, then copying and pasting the coordinates that appear in the dialogue box.
	4	Organization's Non-Profit Tax ID (if applicable)	If you are a Non-Profit Organization applying for this grant, please provide us with your Tax ID#.
	5	Primary Contact Name	The PRIMARY contact is OOR's point person who is responsible for all reporting and communications.
	6	Primary Contact Organization	
	7	Primary Contact Title	
	8	Primary Contact Email	
	9	Primary Contact Phone	
	10	Secondary Contact Name	The SECONDARY contact is OOR's point person in any case that the primary contact can not be reached. If OOR does not receive timely replies from the primary contact, the secondary contact will be contacted.
	11	Secondary Contact Organization	Provide a contact that is different from the main contact.
	12	Secondary Contact Title	Provide a contact that is different from the main contact.
	13	Secondary Contact Email	Provide a contact that is different from the main contact.
	14	Secondary Contact Phone	Provide a contact that is different from the main contact.
	15	Project or organization info website, copy and paste full URL	Provide a website where info about the project or organization can be found.
	16	Legal Name of all partnering organizations proving any form of in-kind matches, donations/money, land, labor/workforce, equipment, etc. (if applicable)	List the names of any additional organizations that will be majorly contributing to the project. This should include partnering organizations proving any form of in-kind matches, donations/money, land, labor/workforce, equipment, etc.
<b>2 Total</b>			
Funding Request	1	Total Project Cost	This figure should match line 83 on the budget spreadsheet. Calculate including all costs, permitting, prior work. It's helpful for the Committee to see the scope of your project.
	2	Grant Funding Request	The Utah Outdoor Recreation Grant awards Grant Funding Requests ranging from \$5,000 to \$150,000.
<b>7 Total</b>			
	1	Project Abstract: Summarize the project in a concise 2-3 sentence summary. 1,000 Character Limit	The abstract will become the long-term public description of the project. Please provide an accurate description.
	2	Project Description: Describe your project in detail. 5,000 Character Limit	Please note: some members of the advisory committee may only read the abstract and project description so please provide a descriptive and accurate depiction of the project. We recommend summarizing each section of the application with a sentence or two.
	3	Measuring the Need: How will your project solve outdoor recreation problems in your community? Provide data that explains the current situation in the community in relation to outdoor recreation. 3,000 Character Limit	Elaborate on residents' requirements or goals for the community. Were public meetings or surveys conducted to determine local issues lowering outdoor recreation participation? Was there a decision on an outdoor infrastructure project that would improve it?
	4	Community Outreach and Diversity: How will this project improve recreational opportunities for youth, minorities, people with disabilities, veterans or lower income families living in the area? 3,000 Character Limit	How will your project improve the lives of all people in your community? There are groups who significantly lack access to outdoor recreation amenities for a variety of reasons. How will your project combat this issue?
	5	Existing or Expected Users: What recreational user groups, local clubs, youth teams, etc. will use the infrastructure? Provide an estimate of the number of users for each group. 3,000 Character Limit	Users could be groups such as high school mountain bike teams, equestrian club, Nordic team, (be as specific as possible) etc. After, tell us how many people you think will use the project and why.

Section Name	#	Question	Help Text
Project Summary	6	Marketing: How will you advertise and market this project to locals, tourists and identified user groups? 3,000 Character Limit	Will the project have it's own website, will it be in a press release, news article, on social media, etc. What online or print platforms will you use to market the project? Will it have hours for public use, how will people find that information?
	7	Maintenance: Tell us about the maintenance plan for the life of this infrastructure. Who will be responsible for the the light maintenance and who will be responsible for the occasional heavy maintenance? 3,000 Character Limit	
<b>5 Total</b>			
Project Readiness & Scheduling	1	Timeline: What is the approximate schedule for your project? When will it be ready for construction and when will it be complete? 3,000 Character Limit	You will be attaching a formal timeline in the last section of the UORG Application. Here, provide additional details, updates, etc. Tell us everything we need to know to feel sure that the project can be completed in 2 years.
	2	Planning: What engineering or conceptual design work has been done so far? Please explain in detail. 3,000 Character Limit	Please attach any relevant documentation in the last section of the UORG Application.
	3	Permits: List any permits or environmental documentation required to construct the project and their status (if applicable). 3,000 Character Limit	Please list any permits, MOU's, easements etc., and attach related documentation in the last section of the UORG Application.
	4	Land Ownership: Select the majority type of land the project is being constructed on.	
	5	Land Ownership: If the land owner is not the applicant, please explain the contracts, easements and agreements that have been made between the property owner and the applicant. 3,000 Character Limit	Please attach copies of any MoUs, MoAs, easements or other relevant documentation in the last section of the UORG Application.
<b>4 Total</b>			
Economic Impact	1	How will this project contribute to the economic growth of the community? Provide at least 2 examples of economic development needs that this project will serve. 3,000 Character Limit	Some examples include: Increase tourism, Attract or host events, Urban redevelopment of blighted area, Community improvement, Increase nearby property values, Increase general consumer spending in area, Increase spending on outdoor equipment at local businesses, Increase local seasonal jobs, Increase local full time jobs, Attract new residents to an area, Attract new businesses to an area, etc.
	2	How many new Full Time jobs will the construction of the infrastructure create? (Full time is at least 30 hours/week)	This is an estimate of jobs directly created by this project. Volunteers do not count. Do not use a rural multiplier.
	3	How many new Part Time jobs will the construction of the infrastructure create? (Part time is less than 30 hours/ week; position continues throughout year)	This is an estimate of jobs directly created by this project. Volunteers do not count. Do not use a rural multiplier.
	4	How many new Seasonal jobs will the construction of the infrastructure create? (Seasonal jobs are only a portion of the year)	This is an estimate of jobs directly created by this project. Volunteers do not count. Do not use a rural multiplier.
<b>9 Total</b>			
Recreational Access & Value	1	What is the PRIMARY outdoor recreation activity this project will support? Select one:	
		What SECONDARY type of outdoor recreation activity will this project support? Select a different one:	
	2	Is the project part of a regional, county or other type of master recreation plan for the area? Describe how. 3,000 Character Limit	Attach related documentation in the last section of the UORG Application.
	3	How are you integrating accessibility into your outdoor recreation site and trail projects? 3,000 Character Limit	Projects should be in compliance with Accessibility Guidelines if required by ADA codes.
	4	What fee will the public be charged to access this amenity? If there is no fee, enter a value of '0.00'.	
	5	If the project is a trail project, does it connect two or more significant existing trails or area attractions?	
	6	If the project is a trail project, how many NEW miles of trail will be created?	
	7	From all partners listed previously, (those proving in-kind matches, donations/money, land, labor/workforce, equipment, etc.), explain in detail what each organization is specifically providing to contribute to the success of this project. (If applicable). 3,000 Character Limit	Describe partnerships/supportive groups of this infrastructure (federal/state agency, local gov't, non-profit, volunteer group, etc.) Explain what the partner is providing: financial assistance (of what kind), services (of what kind), in-kind matches (of how much), etc.
8	Are you receiving any other donations or grants to help fund or complete this project? Please explain. 3,000 Character Limit	Do you have commitments on receiving additional funding for this project? Have you applied for any additional grants to help fund this project?	

Section Name	#	Question	Help Text
<b>9 Total</b>			
Required Supportive Materials and Attachments	1	Logo/Pictures: Attach a logo from the project organization. In addition, you may attach any photos related to the project.	Each attachment should be 20MB or less.
	2	Map: Attach a map of the project location within the community. On the map, identify the main roads that provide access, and any infrastructure that surrounds it. If it is a trail, show how it links to other recreational amenities or other trails.	Each attachment should be 20MB or less.
	3	Site Plan or Concept Drawing: Attach a recreational site plan or detailed conceptual drawing that includes orientation and layout of the project itself.	Each attachment should be 20MB or less.
	4	Project Timeline: Attach a timeline of assigned work for the construction and completion of the project (24 months given). Use the provided UORG Project Timeline template.	Each attachment should be 20MB or less.
	5	Letters of Support: Include at least two and at most seven, letters of support for the project from businesses and/or organizations in the community that demonstrates the project's importance to the area. Upload all as one file	3+ unique letters of support are highly recommended. Compile all letters into a single file to upload. You can do this by scanning each letter into one file, or by using a program such as DocHub or Adobe.
	6	Tourism/Economic Development Letter: Attach a letter from the local tourism or ED office with an estimate of community or economic impact of the project.	Contact your local DMO or economic development office and tell them about your project. They are a great resource, and do need to provide a letter advocating for the economic impact of the project.
	7	Budget Spreadsheet: Download, fill out, and upload the provided Budget Spreadsheet for the project (in Excel).	Please upload as an excel file. Each attachment should be 20MB or less.
	8	Statement of Responsibility: Download, fill out, and attach the provided Statement of Responsibility form to document the entity responsible for long-term maintenance of this project.	Each attachment should be 20MB or less.
	9	W-9: Fill out and attach the W-9 tax form provided above.	Each attachment should be 20MB or less.
<b>7 Total</b>			
If Applicable Supportive Materials and Attachments	1	Landowner Approval Letter: Please attach if applicant is not the landowner or land manager. This can include a Landowner Approval Letter, MOU, or legal contract with the property owner (If applicable).	Each attachment should be 20MB or less.
	2	NEPA Documentation: Please attach if the project is on or crossing federal lands (If applicable).	Some projects require special permitting depending on construction location. The federal permitting process can take well over a year, so the applicant should have procured these permits prior to applying. Each attachment should be 20MB or less.
	3	Sensitive Wildlife Area Documentation: Please attach documentation from the Utah Department of Wildlife Resources (DWR) if the project is in or near a special management area for a sensitive species such as the Sage Grouse (If applicable).	Contact Sarah Lindsey of DWR (sarahlindsey@utah.gov) for all inquiries regarding species, projects within SGMAs, and coordination with DWR biologists where needed. Each attachment should be 20MB or less.
	4	Permit from Army Corps of Engineers: Please attach for river projects (If applicable).	Each attachment should be 20MB or less.
	5	Engineering Plans: Attach if engineered plans have been completed (If applicable).	Each attachment should be 20MB or less.
	6	Master Plan: Attach if the project is part of a regional, county or other type of master recreation plan for the area (If applicable).	Each attachment should be 20MB or less.
	7	Donation Confirmations: Attach written confirmations of donations from partners or other sponsors in letter form (if applicable).	Each attachment should be 20MB or less.

# Costs and Matches

## Appropriate use of UORG funds

Allowable costs or matches include items that are necessary, reasonable and contribute directly to the completion of work on the approved outdoor recreation infrastructure project.

The five Ps define ineligible costs or matches: Purchase of land, Planning, Prior work, early Permitting costs (such as NEPA), and Preservation (i.e., maintenance). Engineering costs can be paid with the applicant’s matching funds, but may not be paid for with grant funding. All costs must be documented adequately and incurred during the 24-month grant contract period.



Allowed Costs or Matches	Disallowed Costs or Matches
Purchase of non-fixed assets: Costs must be pro-rated for the amount used on the project for items such as trail building machinery, hand tools for trail work, or land clearing, etc.	Construction of storage buildings used to store items other than recreational equipment. Use of the applicant’s own equipment or materials is not eligible as a match.
Services provided: Skilled or unskilled labor can be included as an eligible cost or, if donated, as an in-kind match.	There are limits to a match of the applicant’s employees. Applicant and partner staff hours that have already been paid are disallowed.
Construction costs: Equipment, supplies and other related expenditures can be included as either an eligible cost or, if donated, as an in-kind match.	Administrative costs such as photo copies, mileage, food, clothing, grand opening costs, marketing costs, grant writing, etc. Ongoing maintenance costs for the infrastructure.
Gifts and donations: They’re acceptable if they’re made during the grant period.	Purchase or donations of real estate for the project.
Engineering plans: Costs associated may be used as a portion (up to 15%) of the applicant’s match.	Work completed prior to the grant award.

### Contingency Costs

A contingency to finance the unexpected expenses of the project is allowed. Including this in the budget spreadsheet is optional. If it is included, the applicant's match should be increased proportionally so that if it is not used, the applicant's share of the project costs is never less than 50%. The contingency costs should not exceed 10% of the total budget of the project.

### Applicant's Employees or Other Groups as an In-Kind Donation

Can the applicant's employees be used as a source of unskilled manual labor for tasks such as trail or land clearing? Can this labor count as an in-kind match? Employees may join a community volunteer group that has taken on a task for the project. Volunteer hours can then be counted as part of a contribution of in-kind services along with the hours of others in the group. Communities and organizations with limited resources may count the services of their professional staff in the construction of the infrastructure for up to 10% of their total match. A group of unskilled workers, whether they are Scout troops or other community volunteers, may be valued at the typical rate of unskilled manual labor in the area. In order to produce a high-quality project, a skilled trail builder should be tasked with organizing and managing the project that utilizes the labor of community volunteers. While it is not preferred, use of an applicant's skilled labor force can be used for up to 20% of the in-kind match. The match is limited to the employee's hourly wage, without benefits, and must be well-documented during the course of the project construction. Appendix F provides an example of a timesheet that can be used. If not needed as a match, it is still helpful to count the grant recipient's labor and that of their own employees to measure the full value of the project.

### Professional Services, Equipment and Materials

Can an applicant count the value of a discount on professional services, equipment or materials as an in-kind match? Because this can be problematic in the documentation and accounting, we instead allow a switch in the offering. For example, if a hardware business is willing to offer a 40% discount on their lumber for the project, ask if they could instead donate four units of the needed lumber with the purchase of six units.

### Matching Requirements

The UORG requires a minimum 50/50 match by the applicant. The applicant's match can be a combination of cash and allowable in-kind donations. The minimum cash match should be at least 50% of the applicant's total match or 25% of the total project. We recommend budgeting for more than a 50/50 match, as this may resolve issues resulting from ineligible costs over the course of the project.

Partnerships that encourage meaningful private contributions as part of the local match are encouraged. Applicants with generous financial partners must make some cash contributions of their own to demonstrate commitment.

In-kind matches may include donated services, equipment, supplies or other commodities.

All matching resources must be eligible costs. The value of donated materials should be documented with a receipt or quotation written on the contributing company or organization's stationery. To qualify as a matching cost, the contributions for the project should be necessary and reasonable items or services at fair market value. The costs must be directly connected to the completion of the project.



## Donations

Eligibility and value of donations: Non-cash donations in the form of equipment, supplies, services and other expendable property may be used as a portion of your organization's or community's matching share if identified in the project application. The use of the project applicant's or partner's own equipment, materials or real property does not constitute a donation. The use of donations must be an integral and necessary part of the project proposal and occur during the construction period. All donations must be documented. When requesting reimbursement for project costs, the value of eligible donations cannot exceed the cash expenditures of the project.

**Labor:** The value of labor donations is generally the wage rate of unskilled labor in the immediate area (usually minimum wage). For skilled workers working in their trade, the rate is the actual wage these workers are normally paid for their labor. Work completed by experienced volunteers should be counted as skilled labor. In both cases, only base wage rates are allowable, exclusive of any fringe benefits. Accurate time records must be maintained on a daily basis. Lump-sum hours for more than one day cannot be accepted. Timesheets should include date, hours worked on the site, occupation, type of work performed, worker's and supervisor's signatures.

**Equipment:** Rates for donated equipment used on the project may not exceed the fair rental rate. Hourly rates may be based on the current Utah Department of Transportation equipment codes, classes and rental rates or a rental rate guidebook that provides regional average rates for construction equipment. Timesheets to record rental rates are also required and should be filled out in the same manner as donated labor. See the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates for a list of rates ([fema.gov/schedule-equipment-rates](https://www.fema.gov/schedule-equipment-rates)).

**Material:** Allowable amounts charged for donations of materials may not exceed market value. Documentation should include a signed statement from each donor describing the donation and its market value. An independent statement of market value given by a dealer or vendor may also be required.



# Scoring and Awarding Process

## Initial Review

The Office of Outdoor Recreation (OOR) will conduct an initial review of all applications. This includes reviewing the application for completeness, ineligible project components and project funding with a local match, as well as the required attachments and documentation. All eligible requests will be forwarded to the Utah Outdoor Recreation Grant Advisory Committee for further review and scoring.

## Scoring Criteria

Applications are broken into sections with individual scoring values to allow for fair evaluations. Applications will be evaluated for:

- Project readiness and feasible schedules
- Community need and economic impact
- Recreational value
- Improved physical and recreational access
- Budget and project costs
- Special considerations for area deficiencies

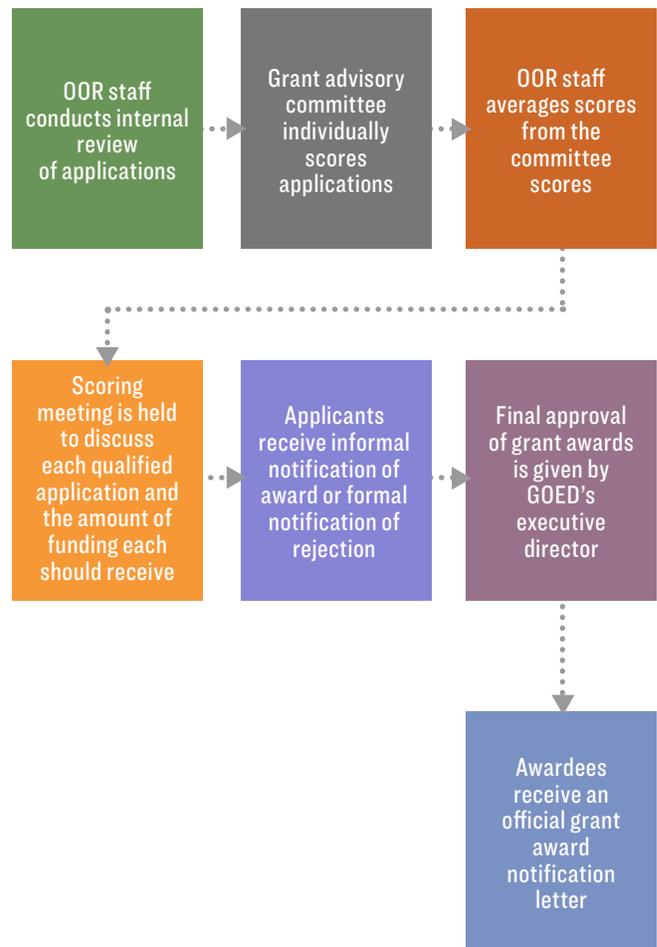
Utah Outdoor Recreation Grant Advisory Committee  
The Utah Outdoor Recreation Grant Advisory Committee is comprised of knowledgeable experts from the outdoor recreation and economic development industries in Utah, including an elected vice-chair. Members of the committee serve up to a four-year term. The Utah Outdoor Recreation Grant Advisory Committee is chaired by the director of the Office of Outdoor Recreation (OOR). The rest of the fourteen-member committee includes representatives from the following organizations:

- The Utah Division of Parks and Recreation
- The Utah Office of Tourism
- The Bureau of Land Management
- The National Park Service Rivers, Trails and Conservation Assistance Program
- The Utah League of Cities and Towns
- The Utah Association of Counties
- The Utah Tourism Industry Association
- The Utah Hotel and Lodging Association

Remaining members of the committee are drawn from the outdoor and healthcare industries, a program representing multi-ability groups, and a Utah university outdoor recreation, parks or tourism department.

The UORG Advisory Committee scores the applications individually before meeting as a group for a review of all applications. After individual scores are submitted, the OOR staff averages the scores for each project and places projects in order from highest to lowest average scores. During the final scoring meeting, the committee – with guidance from the chair – will award grant funding to the most qualified and impactful infrastructure projects. After this process, the projects selected for funding will receive approval from the Governor’s Office of Economic Development (GOED) Board and Executive Director. After approval is granted, the selected applicants will receive official notification of the award and contracts to be signed.

## Selection Process



# Recipient Responsibilities

## What to know after receiving a grant

### **Paying First**

The Utah Outdoor Recreation Grant will be disbursed in full at the completion of the project. The infrastructure project must be completed within 24 months of the date the contract is signed. Up to 75% of the grant may be given before completion of the project if OOR approves a partial reimbursement request. Once all necessary documentation has been submitted and approved, funding can be expected within three weeks. All final portions of funding are contingent upon inspection of the completed project.

### **UORG Agreement**

The Infrastructure Grant Agreement is an agreement between the state of Utah, GOED (referred to as "State"), and the awardee. A project may not begin without a fully signed Infrastructure Grant Agreement from the state. Awardees have one year from the date of the contract to begin substantial work (e.g., the award of contracts or completion of at least 25% of the work). Awardees who cannot conform to this provision will have their projects canceled. Funds recovered from cancellations will be reassigned to other projects on the priority list or added to the next grant cycle. Infrastructure Grant Agreements are drafted to include two outdoor work seasons.

### **Statewide Vendor Number**

Grant recipients must have a statewide vendor number to receive the payments. W-9s are requested in the UORG application, so vendor numbers can be created for awardees to be paid. If an Electronic Funds Transfer (EFT) is preferred, please ask OOR staff to provide an EFT Authorization Form.

### **Financial Records**

Grant expenditure records must be at least as detailed as the cost categories indicated in the approved budget. The grant recipient should keep records of all receipts, paid bills and legal agreements with contractors. Actual expenditures are to be compared with budgeted amounts. The grant recipient can only be reimbursed for their own expenses and not for the bills paid by a partner with whom the state does not have a contract.



### **Amendments to Grant Agreements**

Project amendments for time extensions will be reviewed on a case-by-case basis. Requests must be made in writing (email) and submitted to the OOR prior to the expiration of the agreement.

### **Progress Reports and Inspections**

Within six months of the contract start date, grant recipients will be reminded to fill out a simple progress report. Emails about reporting deadlines will also include detailed instructions on how to access, fill out and submit each report. Progress reports will be required every six months during the 24-month contract period. Periodic on-site inspections may be conducted by OOR to ensure that the project is underway and on schedule. A final on-site inspection is required before the final grant payment can be made.

### **Post-Completion Requirements**

**Acknowledgment of the grant:** Once the project is completed, the grantee must erect a sign at the project site that identifies the project and the support provided. The cost of fabricating and erecting the sign is an eligible cost. If the project is smaller scale, an OOR logo on the grant recipient's website may suffice; OOR must approve these individually. Acknowledgment signage can use the grant name or official grant logo. The sign must be placed in a visible area.

**Promotion of the project:** As the project reaches completion, OOR can help with project promotion and facilitate media outreach and engagements. Awardees should email OOR to start this process. Once the infrastructure project is complete, the managing organization should promote the project and ensure publicity efforts to increase public awareness of the project. These efforts can include a grand opening ceremony, or the use of local media or social media outlets to promote the project and its availability for public use.

**Operation and Maintenance:** As outlined in the Statement of Responsibility, the project area or trail developed with UORG assistance should be operated and maintained as follows:

- Maintained to appear inviting and attractive to the public.
- Kept reasonably open, accessible and safe for public use.
- Infrastructure should be maintained through the estimated lifetime to prevent deterioration.

**Usage Documentation:** Provide OOR with a selection of high-resolution images that show the public enjoying the built infrastructure. If the infrastructure is a trail, also send a map of the new additions.

## Reimbursement Process

**Request for reimbursement:** As the project nears completion, email Tara McKee (tmckee@utah.gov) for instructions and access to submit a Reimbursement Request. Collect all supporting documentation, such as copies of bills, invoices, receipts and other proofs of purchase. Lastly, you will be required to submit a completed Final Progress Report form.

Awardees will only receive reimbursement funds up to the amount the awardee actually spent (e.g., if you were initially awarded \$10,000, but only spent \$8,000, you will only be reimbursed \$8,000).

**Partial Reimbursements:** Grant recipients may submit a request for partial payment before the completion of the project. The reimbursement form and a ledger of

the expenses paid (*with supporting documentation*) are required to show the contributions made to the match by the recipient and by the financial and in-kind partners. The OOR will reimburse the grant recipient for up to 75% of the grant award amount on a matching basis. A grant recipient can expect to receive funding within three weeks of submitting all necessary documentation.

**Expense Documentation:** Recipients must submit project expense documentation sufficient for a state audit. Along with a ledger, this should include copies of project bills, receipts, canceled payment checks or a scanned copy of the bank statement with sensitive information redacted and an Accounts Paid Report generated by the accounting department that verifies project bills have been paid. The Timesheet for Billed Labor and Equipment can also be used. All monies reimbursed must be those verifiably spent by the grant recipient or the recipient's partner(s) named in the application. OOR will only reimburse the grant recipient; OOR cannot reimburse any partners.

**Documentation for In-Kind Donations:** In-kind professional services, service performed by volunteers, or in-kind donations of material must be documented – especially if they are part of the match. The value of an in-kind contribution for professional services must be recorded in the project contractor's ledger in a separate section from the billed accounts. If community volunteer services are donated to your project, record it appropriately using a sign-in sheet. Examples and more details about documenting in-kind donations can be found in Appendix F.



**Sales Tax Exemption:** As noted in the contract, the state will provide the contractor with a sales tax exemption number. The state will not reimburse the contractor for funds spent on sales tax.

**Site Visit:** Final funding is contingent upon inspection of the completed project. You must submit an official site visit request by emailing OOR. This meeting will allow you to show off the completed work and reinforce the importance of outdoor recreation amenities in the area. The OOR will confirm that the project is completed according to terms of the contract, and will confirm that the project site has UORG signage. If the sign has not been completed at the time of the site visit, final reimbursement will be held. A photo of the sign has to be sent to the OOR before remaining grant monies can be released.



## Reimbursement Process: Match Documentation for Reimbursement

### Step 1 – Download and Review Reimbursement Documents

You can access these documents by logging on to the same account where you filed your application.

- Utah Outdoor Recreation Grant Reimbursement document
- Utah Outdoor Recreation Grant Budget document or simple ledger
- For matches of volunteer labor or in-kind contributions:
- For community volunteer labor, download and fill out the Utah Outdoor Recreation Grant General Volunteer Labor document OR provide a timesheet from the contributing organization
- For other types of in-kind contributions, download and fill out the Utah Outdoor Recreation Grant In-Kind Contribution Form

### Step 2 – Applicant Match

The Report of In-Kind / Cash Match Contributions form describes the in-kind or cash match that was provided for the project. If you are using in-kind as a portion of your match, please provide the documentation for a comparable amount to grant reimbursement.

*For example, if you spent 40% of the grant funds, you should have documented about 40% of the required match.*

### Step 3 – Organize Verifying Information

You must collect and submit a receipt, or purchase documentation, to support that the transaction occurred. Purchase documentation, such as an invoice, shows who, what, when and how much was paid. Other common forms of payment documentation include a cleared check, bank statement or electronic funds transfer document, etc. Please see the Guidance on Receipts, Purchase and Payment Documentation below.

Verify expenditures for the grant award are pertinent to the project budget meet the criteria of eligible expenses listed in the Program Guide. Verify the actual work performed was for this project and that the work corresponds to either the approved reimbursable project expenses or matches categories listed in the project budget.

- Within the period: Remember that only expenses incurred AFTER the contract approval date are considered eligible reimbursable expenses. This means the date on the receipt cannot be before the date on the contract.
- Goods and services: You must retain original invoices and receipts – or other proof of payment – for all goods and services purchased for the project.

#### Step 4 – Itemize the Qualified Project Costs for Reimbursement

Itemize invoices, receipts or other proofs of purchase, indicating what products and services were charged for the project. These costs should be itemized in the Cash Detailed Description of the submitted budget or ledger.

### Guidance on Receipts, Purchase and Payment Documentation:

- **Receipts:** When receipts are available, no other proof of payment is required. **If a receipt is not received, the purchase and payment documentation is required.** A receipt is any document that contains the following IRS-required elements:
  1. Name of Vendor  
(*who – the person or company – you paid*)
  2. Transaction date (when you paid)
  3. Detailed description of goods or services purchase  
(*what you bought*)
  4. Amount paid
  5. Form of payment (*how you paid: cash, check or last four digits of credit card*)
- **Purchase and Payment Documentation:** Provides the who, what, when and how much was paid and can include an invoice, purchase order or another document provided by the seller.

Provide proof of payment only if a receipt is not available or was not provided by the merchant, and if there is no other way to demonstrate that you incurred the expense for the project.

If you do not have a receipt, you must provide one of the following documents to demonstrate that the transaction occurred:

- **Cleared check:** When submitting this information as proof of purchase, obscure the bank routing and account numbers printed on the bottom of a check, leaving any numbers in the lower right corner visible. Most cleared checks are available as scanned images from your online bank account.
- **Credit card or bank statement:** When submitting this information as proof of purchase, fully redact the cardholder address, account number, summary account number (payment due, balance, etc.) and all other details not relevant to the particular transaction for which you are requesting reimbursement. You can use Adobe Acrobat’s redaction tool or a classic black marker to completely hide your personal information.
- **Timesheets:** All payroll costs must be based on records that accurately reflect the work performed and must be documented on a timesheet. The timesheet:
  - Must reflect an after-the-fact determination of the actual activity of each employee
  - Must account for the total activity for which the employees were compensated
  - May not include budget estimates or other distributions based on a percentage before the work was performed



## Payroll: Is it a Match or Project Cost?

- **Match:** The time of your organization's full-time staff that is directly related to the approved project scope may be reported as a match but is NOT a reimbursable cost. The reportable amount is the employee's regular hourly rate of pay, excluding taxes, benefits and overtime. A payroll register or payroll summary is acceptable as documentation. Be sure to remove any sensitive information.
- **Project cost (*reimbursable by grant*):** Seasonal staff that have been hired for only the duration of the project may be counted as a project cost. The reportable amount is the employee's regular hourly rate of pay. A payroll register or payroll summary is acceptable as documentation. Be sure to remove any sensitive information.

### Step 5 – Document and Itemize the Value of Matches for Grant:

Itemize the types of donated services, materials, supplies, or equipment that were part of your match in the construction of the project. These costs should be itemized in the In-Kind Detailed Description of the budget or ledger that you submit with the reimbursement request.

#### A review of what counts as an in-kind match:

- **Materials and supplies** are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials or supplies at the time used. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.
- **Services** are considered donated when they are provided by a third-party-organization at a reduced cost or for free. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.
- **The value of volunteers or donated labor** is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits, and overtime.

#### ■ Donations:

- Are third-party contributions
- Are provided at no cost
- Must be allowable within the program scope
- Cannot be reimbursed
- Cannot be reported on more than one grant
- Must be backed up with a detailed log or otherwise verified as a third-party donation

#### Determining the value of donated or volunteer labor:

The value of volunteers — or donated labor — is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits and overtime.

You may use the volunteer's current hourly rate, excluding benefits, or you may use the federal value of a volunteer as determined during the year the project is commenced at the *Value of a Volunteer website*.

A higher rate may not exceed the standard hourly rate of volunteers, unless the program requires an advanced skill level that the volunteer is providing and the volunteer has met one of the following conditions:

- Has extensive experience in the activity
- Made or makes a living performing the activity
- Completed advanced training in the activity
- Obtained a professional or technical certification in the activity

#### Donated Labor Documentation:

- Individual's name
- Date(s) of service
- Location/program or project site
- Hours worked
- Individual or crew leader signature

**Please note:** If the volunteer's time is coordinated by a third-party organization, you must maintain the same level of information as detailed above.

A group of people are working on a hillside, using pickaxes to dig. The scene is hazy, suggesting a misty or overcast day. The workers are wearing casual work clothes and gloves. The background shows a valley with buildings and infrastructure, partially obscured by the haze. The overall tone is muted and atmospheric.

# Appendices

# Appendix A Resources and Links

## Planning

- Trail Construction and Maintenance Notebook (USFS): <https://bit.ly/2DB1HRD> or: <https://bit.ly/2QiLX7m>
- Guidelines for a Quality Trail Experience (BLM/IMBA): <https://bit.ly/2OiiR5S>
- Forest Service Outdoor Recreation/Trail Accessibility Guidelines: <https://bit.ly/2OWD2bq>
- Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds (USFS/FHWA): <https://bit.ly/2zDloTF>
- Avoiding the Most Common Mountain Bike Trail-building Mistakes and Community Mountain Bike Skills Park: <https://bit.ly/2DFE2PY>
- Bicycle Tourism Facilities: <https://bit.ly/1Pya9LG>
- Constructing Wetland Area Boardwalk Trails and Wildlife/Bird Viewing Areas: <https://bit.ly/2y1k8sO>
- How to Build a Great Whitewater Park: <https://bit.ly/2R7ArwE>
- Prepare to Launch! Guidelines for Assessing, Designing, and Building Launch Sites for Carry-in Watercraft: <http://preparetolaunch.river-management.org>
- Non-Motorized Boat Launch Sites: <https://bit.ly/2NaQ8A6>

## Accessibility

- ADA Accessibility Guidelines for Buildings and Facilities or Final Accessibility Guidelines for Outdoor Developed Areas: <https://bit.ly/2DFaLox>
- Recreational Facilities in the ADA and ABA Standards: <https://bit.ly/2QcpMQ2>

## Other

- Helpful information may be found regarding the benefits of outdoor recreation in The State of Utah Outdoor Recreation Vision (*January 2013*) with a section on the “Benefits of Outdoor Recreation” starting on page 29. Note the footnotes and additional references at the end for additional studies on outdoor recreation’s value. Clicking this link will begin an automatic download of a PDF document: <http://bit.ly/2IYIGB6>
- Links for Economic Development information and a good source for measuring trail benefits can be found here (*refer to the downloadable PDFs in the list of resources*): <https://bit.ly/2ImuZlz>
- Links for help in determining fair value on matching non-cash donations (*FEMA Schedule of Equipment Rates for list of rates – helpful for matching donations*): <https://bit.ly/2Imv34N>
- Utah Department of Transportation Match Guidelines may be helpful as well: <https://bit.ly/2Qi5rbZ>

## UORG Webinars

- Step by Step UORG Application Help: <https://www.youtube.com/watch?v=HDL0bPpJrvA&feature=youtu.be>
- Step by Step UORG Budget Spreadsheet: <https://www.youtube.com/watch?v=AYZ-8Fos-Vw&feature=youtu.be>

## Appendix B Application Attachments Checklist

<input type="checkbox"/> Location Map (Required)	<p>Required to show the location of the project within your community. Identify the main roads in the community that provide access. Note other infrastructure that surrounds it. If your project is a trail, the map should show how it links to other recreational amenities or other trails (if applicable).</p>
<input type="checkbox"/> W-9 Form (Required)	<p>Required to create state vendor numbers for payments.</p>
<input type="checkbox"/> Applicant Logo (Required)	<p>Required for any promotion and reporting by the OOR.</p>
<input type="checkbox"/> Recreational site plan or conceptual drawing (Required)	<p>Required to include enough detail to determine design elements such as orientation and layout of the project itself.</p>
<input type="checkbox"/> Conceptual design or engineered plans (Recommended)	<p>If engineered plans or conceptual designs have been completed, it is recommended that you provide copies.</p>
<input type="checkbox"/> Letter of support from the local tourism or economic development office (Required)	<p><b>The project must have at least one of the following:</b></p> <ol style="list-style-type: none"> <li>(1) An endorsement from the local tourism office stating that the project has the potential to increase tourism to the area, or</li> <li>(2) A statement from the local economic development office that the project has the ability to help attract growth and retention of residents and businesses in the community/area.</li> </ol> <p>Either way, the project must fit the qualifications of <i>Utah Code Annotated Title 63N, Chapter 9, Part 2</i>.</p>
<input type="checkbox"/> Statement of Responsibility (Required)	<p>The statement can be in the form of a letter and should be written, signed, and dated by the appropriate leader of the organization that will be responsible for the maintenance of the infrastructure project for at least 10 years.</p> <p>The Statement of Responsibility should answer these questions:</p> <ul style="list-style-type: none"> <li>• What are the plans for both short- and long-term maintenance of the infrastructure?</li> <li>• Which entity will be responsible for the long-term maintenance of the infrastructure, including covering the annual maintenance costs?</li> <li>• Who accepts the legal responsibility for the built infrastructure?</li> </ul>
<input type="checkbox"/> Letters of support from project partners (If applicable)	<p>Letters from each project partner show commitment, support, and approval of the project. These should be personalized rather than form letters. If the applicant has no partners for the project, this is not a requirement.</p>
<input type="checkbox"/> Letter of support from the community (recommended)	<p>Letters of support from the community can underscore the importance of the proposed infrastructure. As every project is so different, we leave it to each applicant to help build the case for why their project should receive grant funding. The applicant should reach out to appropriate organizations, businesses or entities for some strong and individualized recommendations showing support for the project.</p> <p><i>Please note that members of our grant advisory committee cannot write letters of support.</i></p>

<input type="checkbox"/> <b>Budget Spreadsheet (Required)</b>	<p><i>(Download a template of the spreadsheet from the UORG website (<a href="https://business.utah.gov/outdoor/uorg">business.utah.gov/outdoor/uorg</a>). It is also included in this program guide.)</i></p> <p><b>Budget/Costs/Matching Requirements:</b> The Office of Outdoor Recreation will not fund more than 50% of the proposed project’s eligible costs. A minimum of 25% of the total project costs must be a cash match from the applicant and/or partners.</p> <p><b>Secured Funds:</b> At least 75% of the matching funds for the project must be secured in order to apply. Other grants and/or funding from partners may be used as part of the match but the applicant should show their commitment by dedicating funds to the project as well.</p>
<input type="checkbox"/> <b>Written confirmation of donations from financial partners (If applicable)</b>	<p>Provide written confirmation of donations from any partners that will be providing cash or in-kind donations for the construction of the project. This information can be included a letter of support from financial partners or contributing sponsors.</p>
<input type="checkbox"/> <b>Timeline (Required)</b>	<p>Download a copy of the timeline from the UORG website (<a href="https://business.utah.gov/outdoor/uorg">business.utah.gov/outdoor/uorg</a>). Grantees are allowed up to 24 months from the contract signing date to complete the project. Give detailed explanations of how the project will be constructed, what work will be done each month, and by whom.</p>
<input type="checkbox"/> <b>MOU or landowner agreement (If applicable)</b>	<p><b>Land Owner Agreement(s):</b> If the property is fully owned and managed by the grant applicant, such as a local or tribal government, an agreement is not needed. Otherwise:</p> <ul style="list-style-type: none"> <li>• <b>Private property:</b> If you have a trail that will go through private property, you’ll need to provide a copy of a Memorandum of Understanding with the landowner, the Grant of Easement, a copy of a lease, or other relevant documentation.</li> <li>• <b>Public property:</b> If your project is being built on public land, provide a copy of the agreement with the appropriate land manager. Additionally, if this project or trail is being built on public land, we HIGHLY recommend that the local land manager (e.g. of the BLM, National Forest Service, etc.) is one of the active project partners.</li> </ul>
<input type="checkbox"/> <b>Federal permits or a letter stating their status (If applicable)</b>	<p><b>Public lands:</b> If the project is located on public lands, it must have approval from the appropriate public entity. If the project is on federal lands, the applicant should request approval from the agency that will follow the National Environmental Policy Act (NEPA) process.</p> <p><b>Federal permits:</b> If the project is being built on federal land or within the country’s navigable inland waterways, you will need to provide the appropriate federal permits and documents such as NEPA documentation (<i>needed for projects on or crossing federal lands</i>), or permit(s) from Army Corps of Engineers (<i>needed for river or lake projects</i>).</p> <p><b>Sensitive Wildlife Areas:</b> All applicants must check the Utah Division of Wildlife Resources (DWR) Sage Grouse Management Area (SGMA) map at <a href="https://bit.ly/2N6cov3">https://bit.ly/2N6cov3</a> to determine if their project is located within an SGMA. If the project occurs within an SGMA, the project applicant must coordinate with DWR to make reasonable accommodations to avoid, minimize or mitigate the impacts to greater sage grouse and their habitats. Other examples of sensitive species in Utah include prairie dogs and desert tortoises. Applicants should visit DWR’s website (<a href="http://bit.ly/2ldLNET">http://bit.ly/2ldLNET</a>) to view information on sensitive species specific to your particular project area. Questions about this should be directed to Sarah Lindsey of DWR (<a href="mailto:sarahlindsey@utah.gov">sarahlindsey@utah.gov</a>).</p> <p><b>Note:</b> <i>It can take up to two weeks to process your inquiry. Please plan accordingly.</i></p>

# Appendix C Timeline Template

This UORG timeline template is meant to fit a variety of different projects. Adjust it to fit your particular project with variable and specific details. Examples could include: "Flag route for the mountain bike trail" or "Identify three portage sites along river." Expand the spacing as needed and provide approximate dates. Labeling who will be executing each event in the timeline is also helpful. Visit [business.utah.gov/outdoor/uorg](https://business.utah.gov/outdoor/uorg) to download the timeline template.

## Project Timeline



- STEP 01** Pre-Application
  - Text goes here.
  - Text goes here.
  - Text goes here.
- STEP 02** Months: 1–6
  - Text goes here.
  - Text goes here.
  - Text goes here.
- STEP 03** Months: 6–12
  - Text goes here.
  - Text goes here.
  - Text goes here.
- STEP 04** Months 12–18
  - Text goes here.
  - Text goes here.
  - Text goes here.
- STEP 05** Months 18–24
  - Text goes here.
  - Text goes here.
  - Text goes here.



# Appendix D Budget Spreadsheet

The Budget Spreadsheet shows that the applicant understands the UORG match requirements, has set up in-kind donations correctly, and is planning to spend the money appropriately and within the bounds of the grant's allowable costs. This sheet is meant to correspond with the grant request and project's total value. It also provides documentation of the construction being done as outlined in the project description and abstract. Review the example sheet below. *The term "awarded bidder" is satisfactory if you do not yet know the name of the contractor.* Watch this webinar for step-by-step instructions on how to fill out the Budget Spreadsheet: <http://bit.ly/UORGbudget> Download the Budget Spreadsheet template here: [business.utah.gov/outdoor/uorg](http://business.utah.gov/outdoor/uorg). Please note the step-by-step instructions on the sheet.



Project Name: Utah City Multi-Use Trail  
 Project Applicant: Utah City  
 Qualified

OVERVIEW OF FUND SOURCES					
1. CASH OVERVIEW	Type of Funds	Source of Funds (Organization)	Date Secured	Cash Amount	Total Cash Funding (\$)
	Utah Outdoor Rec. Grant	Office of Outdoor Recreation	9/1/18	\$50,000.00	\$50,000.00
Can be other donations, grants received, etc.	Applicant Cash Match	Utah City	2/28/18	\$119,000.00	\$119,000.00
	Partner 1 Cash Match	Awesome Foundation Grant	1/15/18	\$25,000.00	\$25,000.00
	[Partner 2 Cash Match]				\$0.00
	[Partner 3 Cash Match]	N/A			\$0.00
	[Partner 4 Cash Match]	N/A			\$0.00
	[Partner 5 Cash Match]	N/A			\$0.00
	[Partner 6 Cash Match]	N/A			\$0.00
				<b>TOTAL CASH FUNDING</b>	<b>\$194,000.00</b>

2. IN-KIND MATCH OVERVIEW	Type of Funds	Source of Funds (Organization)	Date Secured	In-Kind Value	Total In-Kind Funding (\$)
Value of materials, equipment or services from applicant or partners.	Applicant In-Kind Match	Wile E. Coyote Equipment	1/15/18	\$5,000.00	\$5,000.00
	[Partner In-Kind Match]	Community Volunteers	6/20/18	\$1,812.50	\$1,812.50
	[Partner In-Kind Match]				\$0.00
	[Partner In-Kind Match]				\$0.00
	[Partner In-Kind Match]	N/A			\$0.00
	[Partner In-Kind Match]	N/A			\$0.00
	[Partner In-Kind Match]	N/A			\$0.00
				<b>TOTAL IN-KIND FUNDING</b>	<b>\$6,812.50</b>

<b>TOTAL PROJECT VALUE</b>	<b>TOTAL PROJECT COST (UORG+CASH+IN-KIND)</b>	<b>\$200,812.50</b>
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### DETAILED LIST OF ANTICIPATED USE OF FUNDS

3. CASH DETAILED DESCRIPTION						Where is this cash spending coming from? Please fill in the amount being used from UORG, applicant funds, or partner funds below.			
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Utah Outdoor Recreation Grant Funds	Applicant Funds	Partner Funds	
Professional Services	ACME Engineering	Engineering Costs	1.00	\$ 15,573.00	\$ 15,573.00		\$ 15,573.00		
Professional Services	ACME Engineering	Contingency Costs	1.00	\$ 18,688.00	\$ 18,688.00		\$ 18,688.00		
Equipment	Awarded Bidder	Mobilization	1.00	\$ 8,815.52	\$ 8,815.52	\$ 4,000.00	\$ 4,815.52		
Equipment	Awarded Bidder	Clearing	69438.60	\$ 0.08	\$ 5,566.00	\$ 3,555.09	\$ 2,000.00		
Equipment	Awarded Bidder	Grading	5143.61	\$ 2.85	\$ 14,659.30	\$ 6,000.00	\$ 8,659.30		
Equipment	Awarded Bidder	Finish Grading	43399.12	\$ 0.20	\$ 8,659.30			\$ 8,679.82	
Materials	Awarded Bidder	HMA 3"	43399.00	\$ 1.90	\$ 82,968.69	\$ 22,404.29	\$ 42,968.69	\$ 16,320.18	
Materials	Awarded Bidder	Roadbase	52078.95	\$ 0.60	\$ 31,247.88	\$ 12,334.49	\$ 18,912.88		
Materials	Awarded Bidder	Pavement Markings	4339.91	\$ 0.25	\$ 1,656.98	\$ 428.28	\$ 656.70		
Materials	Awarded Bidder	Signs	10.00	\$ 225.00	\$ 1,250.00	\$ 895.28	\$ 1,354.72		
Materials	Awarded Bidder	Drainage Pipe	39.00	\$ 25.00	\$ 972.40	\$ 382.60	\$ 592.40		
<b>ANTICIPATED USE OF CASH FUNDS</b>					<b>CASH SUB TOTAL</b>	<b>\$ 189,986.17</b>	<b>\$ 114,221.21</b>	<b>\$ 114,221.21</b>	<b>\$ 25,000.00</b>

4. IN-KIND DETAILED DESCRIPTION						Where is this in-kind spending coming from? Please fill in the amount being used from applicant funds or partner funds below.		
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Applicant Funds	Partner Funds	
Professional Services	Community Volunteers	Flagging & Clearing Land	250.00	\$ 7.25	\$ 1,842.50		\$ 1,842.50	
Equipment	Wile E. Coyote Equipment	Equipment rental	2.00	\$ 2,500.00	\$ 5,000.00		\$ 5,000.00	
Professional Services	N/A	N/A			\$			
Professional Services	N/A	N/A			\$			
<b>ANTICIPATED USE OF IN-KIND FUNDS</b>					<b>IN-KIND SUB TOTAL</b>	<b>\$ 6,812.50</b>	<b>\$ -</b>	<b>\$ 6,812.50</b>
<b>TOTAL Eligible Project Costs</b>					<b>TOTAL PROJECT COST (UORG-Cash+In-Kind)</b>	<b>\$ 200,812.50</b>		
5. Additional Ineligible Project Costs: Please include an estimate of costs that contributed to the overall project cost, but are not eligible as a grant match. Ex: Work completed prior to grant award, purchases of real estate, NEPA or other permitting etc.						<b>\$ 100,000.50</b>		Please Describe: These costs are from permitting.
6. OPTIONAL: Up to 10% Contingency								Please calculate 10% of total project cost (including ineligible costs) and add here only if you want the contingency accounted for.
					<b>TOTAL PROJECT COST (projected)</b>	<b>\$300,812.50</b>		

# Appendix E Reimbursement Request

Up to 75% of the total grant amount can be reimbursed upon receipt of all proper and complete documentation prior to completion of the Project. The remaining 25% of the total grant amount will be reimbursed upon completion of the Project and after receipt of all proper and complete documentation showing monies spent by the grant recipient on the infrastructure project as described in the application.

Awardees will only receive reimbursement funds up to the amount the awardee actually spends (e.g., if you were initially awarded \$10,000, but only spent \$8,000, you will only be reimbursed \$8,000)

**Example:**

Project Name:	<b>Crooked River Mountain Bike Trail Loop</b>		
Contract Number:	<b>12345</b>		
Date Submitting for Reimbursement:	<b>7/4/2021</b>		
Grant Recipient (Organization):	<b>Awesome Town</b>		
Mailing Address for check:	<b>350 State Street, Awesome Town, UT 84403</b>		
Legal Status of Grant Recipient (select one):	<input checked="" type="checkbox"/> Governmental agency or <input type="checkbox"/> Non-Profit Corporation		
Reimbursement Requested:	\$60,000		
Payment type requested (select one):	<input type="checkbox"/> Partial (1st payment) <input type="checkbox"/> Final (2nd payment)* <input checked="" type="checkbox"/> Final (only payment)*		
Total amount spent for project construction or total amount to date:	<b>\$152,800</b>	If 2nd UORG payment, total amount previously received:	<b>0.00</b>
Grant Recipient's Match (partial or full match as appropriate to request, including match of financial partners):	<b>\$92,800</b>		

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**Briefly describe what was accomplished with these funds:**  
 ACME Construction, Inc., a certified trail builder in our area, was hired to build the entire scope of the trails project. The company provided all materials, insurance, labor and equipment for the fully functional, finished trails. A map and photos of the finished trail are attached.



# Appendix E continued

### With this request, is the project now complete?

- Yes. The site visit has been scheduled for: **8/1/2021**
- No

### If the project is now complete, have you erected Utah Outdoor Recreation Grant attribution signage?

- Yes, UORG attribution signage is at the site.
- No, UORG attribution signage is not at the site yet but will be by [date].

Please attach a ledger of your expenses plus copies of all invoices as well as proof of matching funds received and spent. As noted in the application and contract, eligible expenses for reimbursement may be a combination of cash and in-kind donations, with in-kind donations not to exceed 50 % of the total maximum grant amount to be reimbursed (i.e., 25% of the entire project). Acceptable in-kind donations are non-cash donations in the form of equipment, supplies, services, and other expendable property. All expenses to be reimbursed must have been spent on the Project as defined in the contractor’s Utah Outdoor Recreation Grant Application.

**Sales Tax Exemption:** As noted in the contract (*Amendment A, item 14*), the State will provide the contractor with its sales tax exemption number. The State will not reimburse the contractor for funds spent on sales tax.

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### For Office of Outdoor Recreation Use ONLY

Director, OOR	Date
Director, Compliance, GOED	Date
Finance Approval, GOED	Date



# Appendix F

## Reimbursement Documentation: In-Kind

It is imperative that you adequately document in-kind professional services or in-kind donations of material, especially if it is part of your match.

### What counts as an in-kind match?

The in-kind contribution must be necessary to accomplish the scope of work for the project described in the UORG contract. The in-kind contribution must meet all the requirements of allowable costs as described in this Program Guide.

- **Materials and supplies** are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials or supplies at the time used. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.
- **Services** are considered donated when they are provided by a third party-organization at a reduced cost or for free. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.
- **The value of volunteers or donated labor** is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits, and overtime.

### Donations:

- Are third-party contributions
- Are provided at no cost
- Must be allowable within the program scope
- Cannot be reimbursed
- Cannot be reported on more than one grant
- Must be backed up with a detailed log or otherwise verified as a third party donation

### Valid documentation includes:

- A description of the goods or services contributed toward the construction of the project.
- The purpose of the goods or services as related to the completion of the project.
- Timesheets for volunteer personnel services (*see below*).
- The basis for determining the value of the services or goods (*e.g., the hourly rate of the volunteers was determined by the rate for typical hourly wages of skilled or unskilled labor in the area, or the value of the good was determined by its retail value*).
- Any additional documentation necessary for authentication of the transaction.

Example of a Timesheet for Donated Labor Project Name \_\_\_\_\_

Date(s) of service	Location	Project	Name of Volunteer	Crew Leader/Project Lead Name	Hours	Rate	Total In-Kind Match	NOTES	Crew Leader Signature
1/1/2019	Ashley NF	Trail flagging for new Old Town Road Trail	Nick Jonas	Montero Hill	4	\$ 24.99	\$ 99.96	10 Volunteers spent 4 hours naming historic artifacts and cataloging	

Example of a Timesheet for Donated Equipment Project Name \_\_\_\_\_

Date of Contribution	Description of Contributed Item or Service	Purpose for which contribution was made	Real or Approximate Value of Contribution	How was Value Determined? (i.e. Actual, appraisal, fair market value)	Who Made This Value Determination?
1/1/2019	Use of Dump Truck	To haul gravel to trailwork site	\$ 660	\$165/hr donated for 4 hrs	Owner of Dump truck

I certify that all labor and equipment donations were properly supervised and used productively on this project. I further certify that equipment was used by qualified operators and all figures shown above are true and accurate.

Supervisor's Signature \_\_\_\_\_



**Thank you to the groups that  
helped supply photos for this guide:**

City of Helper

City of North Salt Lake

City of Ogden

Friends of Indian Creek

National Ability Center

Salt Lake Climbers Alliance

Salt Lake Trails & Natural Lands

Uintah County Travel and Tourism

U.S. Forest Service

Utah Office of Tourism

Utah State Parks

**Contact Information**

Program Manager: Tara McKee

Email: [tmckee@utah.gov](mailto:tmckee@utah.gov)

Phone: (801) 538-8686

Program Assistant: India Nielsen

Email: [indianielsen@utah.gov](mailto:indianielsen@utah.gov)

Phone: (801) 538-8705



Utah Governor's Office *of*  
Economic Development  
OFFICE OF OUTDOOR RECREATION