

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>The project must have at least one of the following:</p> <p>(1) An endorsement from the local tourism office stating that the project has the potential to increase tourism to the area, or</p> <p>(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.</p> <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"> • What are the plans for both short- and long-term maintenance of the infrastructure? • Which entity will be responsible for the long-term maintenance of the infrastructure, including covering the annual maintenance costs? • Who accepts the legal responsibility for the built infrastructure?
<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>

continued

<input type="checkbox"/> Budget Spreadsheet (Required)	<p>(Download a template of the spreadsheet from the UORG website (business.utah.gov/outdoor/uorg). It is also included in this program guide.)</p> <p>Budget/Costs/Matching Requirements: 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>Secured Funds: 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"/> Written confirmation of donations from financial partners (If applicable)	<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"/> Timeline (Required)	<p>Download a copy of the timeline from the UORG website (business.utah.gov/outdoor/uorg). 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"/> MOU or landowner agreement (If applicable)	<p>Land Owner Agreement(s): 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"> • Private property: 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. • Public property: 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.
<input type="checkbox"/> Federal permits or a letter stating their status (If applicable)	<p>Public lands: 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>Federal permits: 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>Sensitive Wildlife Areas: All applicants must check the Utah Division of Wildlife Resources (DWR) Sage Grouse Management Area (SGMA) map at https://bit.ly/2N6cov3 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 (http://bit.ly/2ldLNET) to view information on sensitive species specific to your particular project area. Questions about this should be directed to Sarah Lindsey of DWR (sarahlindsey@utah.gov).</p> <p>Note: It can take up to two weeks to process your inquiry. Please plan accordingly.</p>