

2012 OHV Ambassador Program Expansion Grant: Fact Sheet

1. What's the OHV Ambassador Program?

The OHV Ambassador Program is a partnership of agencies and volunteers dedicated to enhancing motorized recreation opportunities and management in Arizona.

The goals of the OHVA Program include:

Goal 1: As a recognizable presence on OHV routes:

- a. Model appropriate OHV safety and behavior to create a positive image of OHV recreation, and
- b. Promote responsible motorized recreation use and land stewardship.

Goal 2: Support cooperation between OHV users and OHV management agencies.

Goal 3: Provide OHV information about where to ride, riding safety, etiquette, rules, and regulations.

2. Who can apply?

Any club, business, or civic organization that can meet the requirements of the grant and establish a formal cooperative agreement with a land/resource management agency. A non-OHV club applicant must provide a support letter from an OHV club at the time of application.

Requirements:

- Provide a unit coordinator to manage grant funds, recruit, supervise and coordinate volunteers at OHVA work events. This may be a shared responsibility.
- Maintain/develop a good working relationship with resource agency partner.
- Must provide comprehensive liability insurance to cover volunteers working on OHVA projects.
- Assist agency partner with developing and managing projects.
- Track work assignments and accomplishments.
- Ensure training, policy, procedures and safety practices are followed.
- Maintain OHVA trailer, materials and equipment and ensure all are in good working order.
- Must complete Lead and OHVA training.
- Attend planning team meetings.
- Provide reports as requested or required.

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3. Benefits to Grantee

- A wrapped and personalized trailer and cash for other necessary equipment and liability insurance to conduct Ambassador events.
- Assistance from Statewide Program Coordinator and Administrator to get the program up and running and coordinate ongoing training.
- A group of highly trained and motivated volunteers to:
 - a. Conduct OHV related work (trail rehab, sign/kiosk installation, resource monitoring, etc)
 - b. Educate the public about OHV laws, where to ride and safety.
- Specialized training for volunteers to conduct OHV related work (trail rehab, sign/kiosk installation, resource monitoring, etc.).
- Insight into OHV land management and resource issues through direct involvement with agency staff.
- Involvement in a stewardship program that brings direct benefits to the OHV community and helps protect riding opportunities.

4. Resource Agency Requirements

- Commit an agency OHVA Lead to:
 - Identify priority projects/sites where the volunteers will work
 - Supervise volunteers
 - Plan work events with the unit coordinator
 - Assist with required forms and procedures
 - Ensure safety and appropriate training of volunteers
 - Ensure OHVA policies and procedures are followed
 - Assist with Ambassador recruitment
 - Assure appropriate volunteer agreements or other agency required paperwork is properly in place
 - Assist unit coordinator with required documentation to the OHVA program coordinator
 - Identify LEO's who can work with the volunteers

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5. Steps to complete the OHVA Expansion Grant application process

- a. The potential applicant and the partner agency must request/download a copy of the OHVA Program Manual, review it thoroughly, and agree that they wish to participate.
- b. The potential applicant and the partner agency must discuss the required Cooperative Agreement and identify with the agency grants and agreements specialist what type of agreement will work best for them. This process takes some time to completed and needs to get started immediately. The applicant will need to submit a draft of the cooperative agreement with the application and will not receive funding until the final signed document is provided.
- c. Read the application manual thoroughly. Clarify questions with Bob Baldwin, 602-542-7130 / rbb2@azstateparks.gov.
- d. Attend the grant workshop on February 9th at the State Parks office.
- e. Select a person from each partner who will manage coordination and collection of documents.
- f. Select a Unit Coordinator and Agency Lead to manage the OHVA program — see responsibilities in the Lead Manual.
- g. Develop a proposed schedule for 8 events required with application and necessary to complete the grant application — OHVA Program Administrator and Coordinator can assist.
- h. Select a person from the applicant partner who will write the grant and ensure the grant package is complete.
- i. Download the Grant Manual Forms in .doc format from the State Parks website.
- j. Create a grant application timeline using the Required Forms Checklist that allows for pre-submittal and review by Bob Baldwin.
- k. Develop and implement a strategy to recruit 15 Ambassador candidates and have them complete the OHVA application — OHVA Program Administrator and Coordinator can assist.
- l. Have the application reviewed for completeness and correctness prior to submittal.

6. Additional information about the OHV Ambassador Program

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