

Arizona State Parks

OHV Ambassador Program Expansion Grant

2012 Grant Application Manual

Application Deadline

Applications must be received at:

Arizona State Parks
Partnership Division
Grants Section
1300 W. Washington
Phoenix, AZ 85007

No later than:

Friday, March 9, 2012

By 5:00 p.m.



This manual supersedes all previous manuals.



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This publication was prepared under the authority of the Arizona State Parks Board. It is available in alternative format by contacting the ADA Coordinator at (602) 542-4174.

January 2012

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Arizona Off-Highway Vehicle Recreation Program Mission Statement:

The mission of the Arizona Off-Highway Vehicle Recreation Program is to develop and enhance statewide off-highway vehicle recreation opportunities, and develop educational programs that promote resource protection, social responsibility, and interagency cooperation.

Arizona OHV Ambassador Program Mission Statement:

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

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INTRODUCTION

This manual is provided to assist applicants in completing the 2012 OHV Ambassador Program Expansion Grant application. It is our desire to make this process as efficient as possible. We have attempted to make this manual as informative, useful, and well organized as possible. The Arizona State Parks grant administration staff is available to provide assistance throughout the application process. Contacting staff will save time and result in a more comprehensive application.

Arizona State Parks Grants Coordinator – Robert Baldwin
602.542.7130 – rbb2@azstateparks.gov

OHV AMBASSADOR PROGRAM INFORMATION

“A partnership of agencies and volunteers dedicated to enhancing motorized recreation opportunities and management in Arizona”.

The Statewide OHV Ambassador Program (OHVA Program) was conceived through joint efforts of Arizona State Parks (ASP), Arizona Game & Fish Department (AGFD), Bureau of Land Management (BLM), Tonto National Forest (FS), and interested OHV user groups. The OHVA Program received initial funding from the Arizona State Parks Board at the recommendation of the Off-Highway Vehicle Advisory Group (OHVAG) in September 2006. An Intergovernmental Agreement between ASP and BLM – State Office allows ASP to provide funds from the state Off-highway Vehicle Recreation Fund and the federal Recreational Trails Program for materials and program coordination support.

A Memorandum of Understanding has been signed by Arizona State Parks, the Bureau of Land Management-Arizona State Office, Arizona Game & Fish Department, and the United States Department of Agriculture Forest Service Region 3 to document the cooperation between the parties to identify the governing structure for the OHVA Program, acknowledge the overarching principles established for the OHVA Program, and outline each party’s participation. It creates a governing Council to oversee the principles and direction of the OHVA Program. The general operation of the OHVA Program is guided by the OHVA Planning Team that consists of members of the participating agencies, ambassadors, and other parties interested in the success of the OHVA Program.

The “Foundation Unit” consists of the original partners in the program, Bureau of Land Management-Hassayampa District Office, Tonto National Forest-Cave Creek Ranger District, and Arizona Game and Fish Department. BLM houses the Statewide OHV Ambassador Coordinator (OHVA Coordinator) in the Phoenix District Office and funds a contracted OHVA Program Administrator (OHVA Administrator). The BLM-Hassayampa Field Office, the Cave Creek Ranger District, and AGFD each provide an Agency Lead who assists with coordination of events within their management areas. The Foundation Unit is supported by approximately seventy (70) trained Ambassadors who were recruited from the Phoenix metropolitan area.

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.
- Goal 4:** Assist resource management agencies in monitoring, maintaining, mitigating and improving OHV routes and facilities.

New OHV Ambassador Units will be comprised of a team including the grantee organization's chosen Unit Coordinator, the partner Sponsor Agency's selected Agency Lead, and a core group of volunteers ready to take the Ambassador training. This OHVA Unit will receive support from the Statewide OHVA Coordinator, Program Administrator and Planning Team. The OHVA Unit will cooperate to:

- Maintain motorized opportunities and access for the continued enjoyment of motorized routes and areas on public lands.
- Promote a positive image of OHV recreation on all lands, and promote land stewardship.
- Strengthen cooperation between user groups and OHV management agencies, and allow for cross-jurisdictional partnerships.
- Promote responsible recreation use in Arizona by modeling appropriate OHV safety and behavior.
- Channel high levels of knowledge about responsible OHV use and agency policies to casual OHV users.
- Increase responsible recreation knowledge to reduce the need for law enforcement.
- Provide a recognizable presence on motorized routes and facilities used by the public.
- Assist land management agencies in monitoring the areas, road, trails, and facilities used by the public.
- Participate in public outreach events and site improvements.

SOURCE OF FUNDS

STATE OF ARIZONA

Off-Highway Vehicle Recreation Fund

The Off-Highway Vehicle Recreation Fund (Fund) (A.R.S. §28-1176) has been in existence since 1991. The Arizona Legislature appropriated .55% of state's annual vehicle gas tax revenue to support the Fund. In 2009 new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development. All vehicles weighing less than 1800 pounds and designed primarily for travel over unimproved terrain are required to display an indicia (sticker) distributed through the Department of Motor Vehicles. The \$25 cost of the

sticker is added to the OHV Recreation Fund. State Parks receives 60% of the money in the Fund and the State Parks Board is required to examine applications for eligible projects and determine the amount of funding, if any, for each project.

The OHVA Program is eligible to receive support from this Fund under the following requirements of the OHV legislation:

A.R.S. §28-1176 (E): The Arizona State Parks Board shall spend sixty percent of the monies in the off-highway vehicle recreation fund for the following purposes:

3. To designate, construct, maintain, renovate, repair or connect off-highway vehicle routes and trails;
5. For Off-Highway Vehicle Related Informational and Environmental Education Programs. Information, signage, maps and responsible use programs.
6. For the mitigation of damages to land, revegetation and the prevention and restoration of damages to natural and cultural resources.....

(See full legislation at: <http://azstateparks.com/OHV/index.html>)

GRANT FUNDING TIMELINE

March 9, 2012 – Grant applications and required documents must be delivered to the State Parks office by 5pm. The applications will be reviewed for completeness and within one week applicants will receive notice of the status of the application. The applications will be evaluated and scored by a review team. Applications scoring at least 80% (12 acceptable responses to the 15 criteria) will be recommended for funding. Funding is available to approve up to four (4) applicants. State Parks staff will provide the individual OHV Ambassador member application forms to the Statewide OHV Ambassador Program Coordinator to review for eligibility.

March 2012 – State Parks staff will review and score the grants, then present their funding recommendation to the Off-Highway Vehicle Advisory Group for their approval.

April 2012 – State Parks staff will send a Participant Agreement to each successful applicant. This is a legal contract between the grantee and State Parks identifying the conditions upon which the funds are being given to the grantee. The grantee should have the agreement reviewed by legal counsel. Changes to the agreement may be negotiated.

May 2012 – The grantee must return two signed originals and the Request for Reimbursement (advance of funds) not later than this date. The agreement will be executed by State Parks and advance funds will be disbursed to the grantee.

The Statewide OHV Ambassador Coordinator and the Program Administrator (OHVA Coordinator/ Program Administrator) will have training classes organized and the approved individual OHV Ambassador applicants can begin the training process at any time after the grant application is reviewed and approved. The new OHV Ambassador Units will have a proposed schedule of events that was submitted with the grant application and should begin finalizing those events.

The new OHV Ambassador Unit will receive a wrapped trailer with the OHV Ambassador logo and the grantee organization logo. Once the grant funds are received the OHVA Unit coordinator should purchase other equipment identified in the grant application as soon as possible to be available for the first scheduled event.

The grants coordinator is available to discuss the application process and forms and establish a continuing relationship with the applicants to assist them through the application process.

ELIGIBILITY

Eligible Applicants

Organizations, clubs, businesses, and any groups (hereafter referred to as “organizations”) that can meet the terms of the grant are eligible applicants.

Applicants must provide the following at the time of application:

- Authority to Apply - this is a statement from the governing body of the organization stating the organization has met and discussed operation of the OHV Ambassador Program in a properly scheduled meeting and the organization supports the mission and goal of the OHVA Program and has authorized the organization to apply for this grant.
- A non-OHV organization must include a letter from an OHV organization endorsing their application.
- Organization By-Laws and/or Statements of goals and objectives of the applicant organization.
- Previous two year’s operating budgets or records of income and expenditures and a recent bank statement verifying reasonable funds available to meet budget needs.
- Articles of Incorporation, 501c(3) certification, if appropriate
- IRS determination letter evidencing tax status as of March 31, 2011, if applicable.
- Two most recent annual reports to the Arizona Corporation Commission, or equivalent tribal commission report(s) if incorporated under tribal law, if appropriate.

Agreement with Resource or Land Managing Agency

Prior to operating the OHV Ambassador Program, the grant recipients will have an agreement in place with a resource or land managing agency to promote the mission of the Program, support the goals of the Program, and follow the guidelines established in the OHV Ambassador Program Agency Manual revised October 2010.

The OHV Ambassador Program (OHVA Program) is designed to provide valuable assistance to the resource or land manager in managing a volunteer corps dedicated to serving the OHV recreating public and land manager needs. The success of the OHVA Program depends on the strong communication and organization skills of the OHV Ambassador Unit Coordinator (Unit Coordinator). The Unit Coordinator will be tasked with the majority of the work in conducting OHVA Program events. The Agency Lead must coordinate any safety concerns including the support of agency law enforcement staff and give the approval for the event at the selected site within their management area. These responsibilities must be clearly identified by both parties in a “Cooperative Agreement” approved and signed by the partners in the OHVA Program.

The application must include:

- A DRAFT Cooperative Agreement with a sponsoring resource or land management agency stating the responsibilities of the applicant organization and the Sponsor Agency as detailed in the sample agreement provided in this manual. (See pages 24-26)

- The completed and signed Cooperative Agreement delegating the responsibilities as specified in the sample agreement must be received before the advance funds will be provided by State Parks.

Program Requirements for OHVA Unit

The grantee / OHVA Unit is required to conduct at least eight (8) OHVA Program events per year for at least three (3) years, keep statistics on the approved OHVA Program forms, and report those statistics to the Statewide OHVA Coordinator (and copy to the State Parks grants coordinator) in a timely manner. Events identified in the OHV Ambassador Lead Manual as “meet & greet” and “monitoring/patrol” count. A “meet & greet” may be conducted at a user site within the management area of the Sponsor Agency, at a remote site with the authorization of that managing agency, or at a public event like a fair, exposition, or sporting event. If a “meet & greet” and “monitor/patrol” events are scheduled at the same site on the same day, they are considered to be one (1) event.

The grantee / OHVA Unit must also develop a “dealer/community education” program as detailed in the OHV Ambassador Lead Manual and report those statistics on the approved OHVA Program forms. The Statewide OHV Ambassador Coordinator and the Program Administrator will assist the OHVA Unit in establishing this program and provide training.

“Core teams” and other special projects are encouraged at the discretion of the Agency Lead. Guests may participate in these events with the authorization of the Agency Lead if the grantee insurance policy or Agency regulations allow it.

Available Funds

The Arizona State Parks (ASP) Board has allocated \$60,000 from the available and accruing 2012 Off-Highway Vehicle Recreation Fund monies for four \$15,000 grants. The grant and OHV Ambassador Program partnership will provide:

1. Funds for equipment and materials to assist the new OHVA Unit in conducting a minimum of eight (8) sanctioned OHV Ambassador Program events per year including the cost of liability insurance.
2. An OHVA wrapped trailer on loan from ASP for the extent of an active OHVA Program.
3. Initial OHV Ambassador Lead/Agency Lead and OHV Ambassador volunteer training coordinated through the Statewide OHV Ambassador Coordinator and the Program Administrator and OHVA Program Planning Team.
4. On-going support and training for the Unit Coordinator and Agency Lead.
5. Continuing “best practices” support from the OHVA Program Planning Team.
6. Specialized training as available or requested.
7. Support and assistance in recruiting OHV Ambassadors including the costs for screening, when applicable.
8. Educational materials.
9. Cash to meet the operational needs of the OHVA Unit.

Program Matching Requirement

The grantee / OHVA Unit will not be required to provide any cash expenditures for normal operation of the Program. Volunteer time provided by the Unit Coordinator and Ambassadors will be credited as match for the OHVA Program.

Funding for the OHVA Unit

Upon execution of the Participant Agreement, State Parks will advance \$7,000 of the \$15,000 grant award to the grantee/OHVA Unit. These funds will be expended on the required equipment and other allowable operational costs. After the OHVA Unit has conducted five (5) sanctioned OHVA Program events and reported the required statistics, the Unit Coordinator may submit a revised budget for the remainder of the first year and document expenditures to date. The Unit Coordinator must also submit a schedule of events and proposed budget for the second year and may request a second advance of up to \$5,000.

The balance of funds will be advanced to the OHVA Unit after all events scheduled for the second year (at least the minimum required) have been conducted and reported. The Unit Coordinator must provide documentation for all expenditures since the first report, a budget for the third year, and proposed schedule of events.

NOTE: It is important that the grantee organization keep the OHVA Unit activities and finances completely separate from other organization activities and finances. Not all members of the grantee organization are expected to be certified Ambassadors and general members cannot participate in sanctioned OHVA Program events. Also, certified OHV Ambassadors must not operate in that capacity at events designed for the general membership. The OHVA Unit should recruit potential Ambassadors from the general public and not require membership in the organization as a condition of consideration. Conversely, membership in the organization should not be used to guarantee acceptance as an OHV Ambassador. The Statewide OHV Ambassador Coordinator/ Program Administrator and OHVA Program Planning Team reserve final approval of all Ambassador candidates. Certified OHV Ambassadors from other organizations should be allowed to participate in sanctioned OHVA Program events if the sponsor OHVA Unit can cover them under their event insurance coverage and if the guest Ambassador has signed the volunteer forms required by the Sponsor Agency.

Eligible Program Work

The goal of the OHV Ambassador Program Expansion Grant program is to establish an OHV Ambassador Unit (OHVA Unit) and provide the coordination to effectively operate OHV Ambassador events as prescribed in the OHV Ambassador Lead manual. A minimum of fifteen (15) Ambassador candidates must be identified with the application who can complete the introductory training required of all certified Ambassadors within three (3) months of the grant award. It is recommended that the OHVA Unit recruit, train, and maintain at least 20 active members. The grantee / OHVA Unit will focus on

conducting “Meet & Greet” events, “Monitoring Patrols”, and other work projects in conjunction with and under the authority of the sponsor agency for at least a three-year period. The OHVA Unit will be responsible for recruiting new Ambassadors and coordinating introductory and on-going training through the OHVA Program Coordinator/ Program Administrator as required by the Program and any training prescribed by the Sponsor Agency.

Eligible Program Costs

Grant funds are being provided to help the grantee to succeed in accomplishing the goals of the OHV Ambassador Program. The funds provided should enable the new OHV Ambassador Unit (OHVA Unit) to operate for at least three years. The source of funding for this program is continually under the scrutiny of the State Legislature and funds to support the program may not be available beyond the three years of this initial program. The need for this program is not expected to diminish. Therefore, it is important that the OHV Ambassador Unit (OHVA Unit) maintain their equipment. Funds provided with the grant should be more than sufficient to provide the new OHVA Unit with all the materials needed. The grantee is encouraged to seek sources for on-going funding of the OHVA Unit.

The grant funds are not intended to support or subsidize any members of the grantee organization supporting the OHVA Unit. They may be used to pay for specific services provided to the grantee for support of the OHVA Unit, such as web service providers. Any services provided to the grantee organization and shared with the OHVA Unit must be prorated accordingly.

The following list of materials represents the basic needs of an OHVA Unit. An individual OHVA Unit may identify additional equipment that will improve the efficiency and effective operation of their OHVA Unit.

SUGGESTED EQUIPMENT / SUPPLIES:

- 10x10 Pop Up Tent / 3-6 folding chairs / 6' folding table
- 6-8 helmet skins-used and returned after each event
- 30 jerseys-distributed to each OHVA at their first event
- Event Trail Logs/pens in pouches for each team
- Lantern, glow sticks, 2 wheel chocks, vehicle tie down straps
- Ice chest & water cooler with spigot / cups
- Handi-wipes, paper towels, disinfectant cleaner, hand sanitizer
- Trailer storage containers—clear plastic tubs with lids that will fit compartments
- Pamphlet display racks that can be hung on trailer walls for storage and removed for table use
- Flash light, first aid kit, fire extinguisher, tool kit, communication devices
- Coffee maker—optional, camp stove—optional
- Any other equipment or materials identified as essential to the program.

The OHVA Unit will be allowed to purchase most of these items from a local vendor. Some of the items will be provided through the OHVA Program Coordinator/ Program Administrator and billing will be coordinated. The graphics of the OHVA logo for the pop-up will be provided. The OHVA Unit is encouraged to customize the interior of the

trailer with storage and counter space. Grant funds can be used to subsidize equipment cost overruns and savings from the purchase of the required equipment may be used for other eligible OHVA Unit costs.

In addition to the cost of the equipment, grant funds can be used for the following activities (other desired uses must be cleared through the State Parks grants coordinator):

1. Maintenance of trailer and equipment including covered storage costs.
2. The cost of liability insurance to the extent required by the Sponsor Agency to cover certified Ambassadors during sanctioned OHVA Program events.
3. General office costs (phones, printing, etc.) associated with coordinating and tracking OHVA Unit activities.
4. Costs for educational materials not provided through the OHVA Program such as Tread Lightly! and National Off-Highway Vehicle Conservation Council (NOHVCC) materials.
5. Website design and maintenance costs to facilitate communication within the OHVA Unit and to provide information to the public on OHVA Program events and recruitment.
6. Pre-approved travel expenses (per State requirements to be provided) for the Unit Coordinator and Ambassadors.
7. Communication devices/radios per agency standard for contact with agency and law enforcement communication centers.
8. Costs associated with securing law enforcement support from sources other than the Sponsor Agency or AZ Game and Fish Department.
9. GPS equipment and camera sufficient to provide useful data to agency standards.
10. Tools and small equipment needed for "core team" projects identified and coordinated through the Agency Lead.
11. Gas for certified Ambassador's equipment used during sanctioned OHVA Program events.
12. Costs associated with recruitment and retention of Ambassadors including background checks.
13. Costs associated with trainings provided by the Sponsor Agency and other providers when approved by the grants coordinator.
14. Costs incidental to coordinating and conducting a sanctioned OHVA Program event.

NOTE: The grants coordinator will provide the grantee/OHVA Unit with state procurement guidelines when appropriate and the grantee MUST OBSERVE those guidelines.

NOTE: Grant funds may not be used to purchase motorized OHV equipment and Ambassadors are responsible for the maintenance of their personal equipment and the cost of registration, OHV Decal, and insurance.

Disposal of Property Purchased with State Funds

The equipment purchased under the Participant Agreement shall be used for the originally authorized purposes as long as needed for that purpose. When no longer needed for the originally authorized purpose, State Parks reserves the right to claim the property.

COMPLETING THE APPLICATION PROCESS

The grant application process consists of two parts. Both parts are equally important and must be completed accurately to insure that the application will be eligible and considered for funding.

Part I consists of the forms required to make the application eligible.

Part II includes the responses to the rating criteria. The OHV Ambassador Program Expansion grant process is competitive. Applications will be considered according to the number of points received, where the highest number of points will be considered for funding first. Applicants must demonstrate a thorough comprehension of and compatibility with the goals of the OHV Ambassador Program as identified in the OHV Ambassador Lead Manual revised October 2010 and the state OHV statute A.R.S. §28-1167. The responses to the criteria will determine the score for the application. It is important to carefully read the instructions to understand what is expected in the responses.

PART I: Required Forms for Eligibility

Following is a list of the application forms with requirements to meet eligibility. The **Required Forms Checklist and blank forms begin on page 17**. You may copy the forms from the appendix and complete them manually. OR, forms will be emailed to you in Word format by request to the grants coordinator, Robert Baldwin, rbb2@azstateparks.gov.

State Parks staff is available to coach applicants through the process and will comment on draft responses if provided sufficiently prior to the due date. You may email the grants coordinator, Robert Baldwin at rbb2@azstateparks.gov.

A. Certified Grant Application Form (p. 18)

An individual authorized by the applicant organization must sign the grant application.

B. Endorsement Letter from an OHV Organization/Club

An organization whose primary purpose for existence does not involve promoting OHV recreation must present a letter from an OHV organization endorsing their application.

C. Authority to Apply (p. 21-23)

The applicant must provide a statement from the governing body of the organization stating the organization has met and discussed operation of the OHV Ambassador Program in a properly scheduled meeting and the organization supports the mission and goal of the OHVA Program and has authorized the organization to apply for this grant. Evidence (minutes from relevant meeting) must be provided that the organization has reviewed the requirements of the OHV Ambassador Program and has endorsed the application.

D. Legal Status of Organization

This information will be used to determine the integrity of the organization. It may include Articles of Incorporation, organization by-laws or charter, or 501(c)3 certification.

E. Statements of Goals and Objectives of the Applicant Organization, This may include any kind of mission or vision statement, strategic plan, or guidance document.

F. Previous Two Year's Operating Budget or Records of Income and Expenditure, including a recent Bank Statement Verifying Reasonable Funds Available to Meet Budget Needs - This information should be available to the applicant.

G. IRS Determination Letter Evidencing Tax Status as of March 31, 2011

This information should be available to the applicant.

H. Last TWO Annual Reports Submitted to the Arizona Corporation Commission, or Equivalent Tribal Commission report(s) if Incorporated Under Tribal Law

This information should be available to the applicant.

I. Cooperative Agreement (draft is acceptable, see below) with Sponsor Agency (p. 24-26)

The agreement must include the required statements identified in the sample agreement and further state the responsibilities of the Applicant and the Sponsor Agency as they pertain to the operation of the OHVA Program.

The completed and signed Cooperative Agreement with the Sponsor Agency incorporating the responsibilities as identified in the sample agreement (at a minimum) must be received before the Grant Participant Agreement can be executed with State Parks.

J. A Minimum of Fifteen (15) OHV Ambassador Applications Completed and Signed by the Prospective Ambassador (p. 27-31)

This Application form can be copied from this manual or the grants coordinator will send the applicant a document package with all of the application documents in MSWord format. Please send all applications for anyone planning to attend training within three (3) months.

K. Americans with Disabilities Act (ADA) Certification (p. 20)

This form MUST be signed and dated by an individual authorized to act on behalf of the applicant organization conducting all official business related to the grantee. It is the applicant's statement that they comply with all tenets of Title II of the ADA. It does not require all aspects of an OHVA Program to be ADA compliant.

PART II: Required Project Description Forms

L. Proposed Event Schedule

The grantee / OHVA Unit is required to conduct a minimum of eight (8) sanctioned OHVA Program events per year for at least three (3) years. The applicant must provide a proposed schedule of events for a twelve-month period beginning June 1, 2012 or before. A description of the event, proposed location, and date must be provided for each event. (The actual date and location of events may change.)

M. Estimated Cost Sheet

The applicant must also provide an estimate of the costs that will be incurred during the first year of operation as an OHV Ambassador Unit. The estimate will include the costs for all anticipated equipment purchases and the costs to coordinate and conduct the proposed events and report data to the Statewide OHVA Coordinator/ Program Administrator.

N. Responses to Grant Rating Criteria

These are the written responses to rating criteria A-H and supporting documentation. The applicant is not allowed to alter or amend the project narrative or add documentation once the application deadline has passed.

COMPLETING THE GRANT RATING CRITERIA

The criteria for rating OHV Ambassador Program grant applications are based on the directives of the Senate Bill 1167 [specifically A.R.S. §28-1176 Section 4 (H)(4,5,6)], the Arizona Trails 2010: A Statewide Motorized & Non-Motorized Trails Plan, the OHV Ambassador Lead Manual (revised Oct. 2010), and the Applicant's organizational goals. Supporting documentation may include: Articles of Incorporation, charter, organization by-laws, or guidance document.

You must request a copy of the OHV Ambassador Lead Manual from the State Parks grants coordinator when you determine you are interested in pursuing a grant. The most recent trails plan was approved by the Arizona State Parks Board (Board) in November 2009 and is available on the State Parks website at: http://www.azstateparks.com/publications/index.html#Trails_2010.

GOALS OF THE OHV AMBASSADOR PROGRAM EXPANSION

The goal of the Arizona State Parks OHV Ambassador Program Expansion grant is to award funding to organizations that can meet the requirements of the OHV Ambassador Program and have formed a working relationship with a resource or land managing agency. The successful applicant (OHVA Unit) will provide a valuable service to the land/resource manager and together they will further the goals of the OHV Ambassador Program. The relationship between the OHVA Unit and the land/resource manager is key to the success of the program. In this section the applicant must establish that the relationship is compatible with the goals of each partner and based on a firm commitment.

Applicant Organization

MAXIMUM 9 POINTS

In this section the applicant must establish that the goals and planned events of the new OHVA Unit support the goals of the OHV Ambassador Program as identified in the OHV Ambassador Lead Manual. A relevant response will explain how participating in a specific approved OHV Ambassador Program event will accomplish that goal. The applicant will then identify one of their organization goals that would also be accomplished.

The applicant will receive ONE POINT for a relevant response and ONE POINT for each organization goal identified and accomplished with the same activity.

ONE EXTRA POINT will be awarded for using more than two different OHV Ambassador events in responding to the four questions.

The application will be scored based on the relevance of the written response to each criterion and documentation provided. Responses should be brief (100 words or less) and to the point. **To be considered “relevant” a response must clearly and directly address the OHV Ambassador Program goal and the organization goal and the proposed event being described and provide the requested documentation.**

Arrange your responses in the following order and attach referenced documents at the end of this section. Be sure documents are labeled with the letter of the criterion they apply to, i.e., “A”, “B”, “C”, or “D”.

- A. 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.

Briefly describe an OHV Ambassador event that accomplishes this goal and how the goal is accomplished by that event. Identify one of the applicant’s documented goals (included in the required documentation provided with the application) that would also be accomplished and explain how.

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

Briefly describe an OHV Ambassador event that accomplishes this goal and how the goal is accomplished by that event. Identify one of the applicant's documented goals (included in the required documentation provided with the application) that would also be accomplished and explain how.

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

Briefly describe an OHV Ambassador event that accomplishes this goal and how the goal is accomplished by that event. Identify one of the applicant's documented goals (included in the required documentation provided with the application) that would also be accomplished and explain how.

- D. Goal 4:** Assist resource management agencies in monitoring, maintaining, mitigating and improving OHV routes and facilities.

Briefly describe an OHV Ambassador event that accomplishes this goal and how the goal is accomplished by that event. Identify one of the applicant's documented goals (included in the required documentation provided with the application) that would also be accomplished and explain how.

Cooperative Agreement

MAXIMUM 6 POINTS

In this section the applicant must identify the commitments between the organization/prospective new OHVA Unit and the sponsor agency that exist in the (draft) cooperative agreement provided with the application. Responses in this section will clarify the applicant's expectations of their participation in the OHVA Program and also their expectation of the Sponsor Agency/Agency Lead.

The applicant will receive ONE POINT for a relevant response to each commitment identified.

The application will be scored based on the relevance of the written response to each criterion and documentation provided. Responses should be brief (100 words or less) and to the point. **To be considered "relevant" a response must clearly and directly address the criterion and a commitment in the volunteer agreement provided with the application.**

Arrange your responses in the following order and attach referenced documents at the end of this section. Be sure documents are labeled with the letter of the criterion they apply to, i.e., "E", or "F".

- E.** List three (3) of the commitments your organization has made to the Sponsor Agency in the (draft) cooperative agreement and describe what your organization plans to do to honor each commitment.
- F.** List three (3) of the commitments the Sponsor Agency has made to your organization in the (draft) cooperative agreement and describe what actions the Sponsor Agency should take to honor each commitment.

GENERAL COMPLIANCE

Application Deadline

Arizona State Parks Grants Section must receive completed applications no later than **5:00 p.m. on Friday, March 9, 2012**. This is not a postmark deadline; applications must be received by the grant deadline. It is recommended that you submit your application early so staff can notify you if any additional items are needed to make the application complete. Every application will be evaluated based upon the merit of the proposed application and the criteria set forth in this manual.

When accepting a grant award from the Arizona State Parks Board, the recipient must sign a Participant Agreement. This agreement is a contract identifying the terms and conditions of the grant award. A copy of this agreement and the general provisions is provided at the end of this manual. Please have an appropriate legal representative review this agreement to ensure that it will be acceptable. Revisions may be negotiated prior to acceptance.

All recipients of funds through the OHV Ambassador Program Expansion Grant must comply with applicable State laws, regulations, and Executive Orders.

Notice of Eligibility

Within 15 working days of the application deadline, each applicant will receive a letter indicating the status of the application. State Parks will make a determination of eligibility based on whether or not the application has met the basic requirements outlined in this manual. Applications may be deemed eligible, yet have deficiencies that must be corrected by the date indicated in the letter. If the deficiencies are not corrected by the indicated date or if the signed participant agreement is not received by the due date, the application will be deemed ineligible.

Disagreement Process

Disagreements with any decision or action which are not resolved with staff to the satisfaction of the participant may be addressed in the following manner within thirty (30) working days of receiving notice of staff's decision:

- A. The applicant may submit a written request for review to the Assistant Director of the Partnerships Division of Arizona State Parks. The Assistant Director will address the matter and respond in writing within thirty (30) working days of receiving the request from the participant.
- B. If the disagreement is not resolved with the Assistant Director's intervention, the applicant may submit a written request for review and consideration to the Executive Director of Arizona State Parks. The Executive Director will respond within thirty (30) working days of receiving the request.

REQUIRED FORMS / CHECKLIST

To be eligible for funding consideration, each application must include all numbered items below and any supporting documents that are pertinent to the project. A detailed explanation of eligibility is provided for each item.

All documents requiring the applicant's signature must be signed by the agent authorized by the applicant organization to execute and submit documents on behalf of the applying entity. The authorized agent must submit a written list of any other persons who will be signing and submitting documents during the period of the project.

**DO NOT STAPLE OR BIND THE APPLICATION OR COPIES.
CLIPPING IS SUFFICIENT.
ONE ORIGINAL AND FOUR (4) COPIES ARE REQUIRED.**

Label each of the required documents listed below by letter and title and submit in the order listed.

- A. Certified Grant Application Form** – Must be completed and signed by authorized individual. (p. 19)
- B. Endorsement Letter from an OHV Organization/Club** - An organization whose primary purpose for existence does not involve promoting OHV recreation must present a letter from an OHV organization endorsing their application.
- C. Authority to Apply** – Applicant must provide the form and evidence that the governing authority for the organization has reviewed the requirements of the OHVA Program and approved the application. (p. 21-23)
- D. Legal Status of Organization**
- E. Statement of Goals and Objectives of the Grantee**
- F. Previous Two Year's Operating Budgets or Records of Income and Expenditures, including a recent Bank Statement**
- G. IRS Determination Letter Evidencing Tax Status as of March 31, 2011**
- H. Last Two Annual Reports to Corporation Commission**
- I. Cooperative Agreement with Sponsor Agency (draft at minimum) (p. 24-26)**
- J. Completed and Signed Ambassador Applications (15 minimum) (p. 30-32)**
- K. Americans with Disabilities Act (ADA) certification (p. 20)**
- L. Proposed Event Schedule**
- M. Estimated Cost Sheet**
- N. Responses to Criteria**

Completing the Grant Application Form

All information must be typed. Questions regarding form completion are to be directed to the Grants Coordinator, Arizona State Parks.

1. **Applicant Name/Grantee:** Enter the organization name of the eligible organization submitting the grant application.
2. **Applicant Address:** Enter the official mailing address of the applicant organization.
3. **Applicant Contact/Unit Coordinator:** Enter the name, title, telephone number, and e-mail address of the individual who has been/will be identified in the final cooperative agreement as the OHVA Unit Coordinator.
4. **Sponsor Agency:** This is the cooperating agency to be identified in the final cooperative agreement.
5. **Sponsor Agency Address:** Provide the official address for Sponsor Agency.
6. **Agency Lead:** Enter the name, title, telephone number, and e-mail address of the person identified in the final cooperative agreement who will have the day-to-day agency responsibility for the OHVA Program.
7. **Project Title:** The project title may be the organization name with OHVA UNIT or the Sponsor Agency OHVA UNIT. Limit the title to 40 characters or less.
8. **U.S. Congressional District:** Enter the number of the U.S. Congressional district(s) in which the OHVA Unit will operate most often.
9. **State Legislative District:** Enter the number of the State Legislative District(s) in which the OHVA Unit will operate most often.
10. **County:** Enter the name of the county(s) in which the OHVA Unit will operate most often.
11. **Describe the Events Proposed and Locations Where the OHVA Unit Will Operate Most Often:** List the type of events and locations where the OHVA Unit will focus its attention.
12. **Project Funding:** These fields are PRE-FILLED and should not be changed.
13. **Certification & Authorized Signature:** The certified application form MUST be signed and dated by an individual authorized by the applicant organization to act on behalf of the organization in conducting all official business related to this application. Please type the signer's name and title below the signature.

FY 2012 OHV AMBASSADOR PROGRAM EXPANSION GRANT CERTIFIED GRANT APPLICATION FORM

Participant Information

1. Applicant Name / Grantee	4. Sponsor Agency
2. Applicant Address	5. Sponsor Agency Address
3. Applicant Contact / Unit Coordinator: Name Title Telephone E-mail	6. Agency Lead: Name Title Telephone E-mail

Project Information

7. Project Title i.e., ABC OHV Ambassador Unit	8. Congressional District #	9. AZ Legislative District #	10. County
----------------------------------------------------------	------------------------------------	-------------------------------------	-------------------

11. Brief Description of Applicant Organization's Proposed Events and Their Locations

12. Project Funding Amount		
Grant Request (100%)	Applicant Match (0%)	Total Project Cost (100%)
\$15,000	\$ NA	\$15,000

13. Certification (This form must be signed for the application to be considered complete.)
I hereby certify that the information in this application is true and correct to the best of my knowledge.

Authorized Agent _____ **Date** _____

Typed Name and Title: _____

**Arizona State Parks Board
ASSURANCE OF COMPLIANCE
Title II, Americans with Disabilities Act of 1990
P.L. 101-336, 42 U.S.C. Chapter 126**

(Name of Applicant-Recipient)

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title II, of the Americans with Disabilities Act, ("ADA") and federal department regulations on its implementation.

It is understood that recipients of Recreational Trails Program (RTP) funds are required to comply with Title II of the ADA and those regulations of federal departments and agencies on its implementation. The ADA and federal department regulations mandate that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35.

This assurance is effective as of the date of state approval of funds and throughout the period during which real or personal property is used.

Signature of Authorized Agent

Date

Applicant-Recipient

Applicant-Recipient's Mailing Address

**NON-PROFIT CERTIFICATION STATEMENT / AUTHORITY TO APPLY
(501c3 applicants only)**

I, _____, being duly sworn, depose, state and certify as follows:

1. I am the _____ of _____, a non profit corporation duly organized under the laws of the State of _____ (“Corporation”);
2. The Corporation is a valid, existing Non-Profit corporation in good standing under the laws of the State of Arizona;
3. The Corporation has the full authority to enter into the foregoing OHV Ambassador Program Expansion Grant Application (the “Application”);
4. The Corporation has undertaken all actions necessary to enter into the Application and any and all contracts or obligations related thereto;
5. The Corporation is currently a tax exempt entity under the terms of the Section 501(c)(3) of the United States Internal Revenue Code;
6. The Corporation intends to maintain its status as a tax exempt entity under the terms of the Section 501(c)(3) of the United States Internal Revenue Code and shall take all actions necessary to maintain that status;
7. All materials, exhibits, attachments, forms, statements, certifications, question responses, answers and all other documents provided by the Corporation in the Application are true and correct;
8. The Corporation, if awarded a Grant, intends to comply with all terms and conditions of the Application and the contracts and obligations related thereto; and
9. I am executing this Certification under oath and voluntarily submitting the materials, documents, question responses and any and all other information with the knowledge that false or incomplete materials, documents, question responses or other information could result in criminal prosecution, denial or subsequent revocation of a Grant.

STATE OF ARIZONA)
County of _____)

THE FOREGOING CERTIFICATION was subscribed and sworn before me this _____ day of _____, 20__, by _____, the _____ of _____, a non-profit corporation, on behalf of that corporation.

Notary Public
My Commission Expires:

I, the undersigned, _____, being the duly appointed and qualified as _____ (Office Held) of _____ (Applicant Organization), certify that the authority to apply for this grant was approved by majority vote at a regular meeting of _____ (Applicant Organization), held on _____ (month), _____ (day), _____ (year) at which a quorum was present.

Signed by:

Date

Approved As To Form:

Attorney (if appropriate):

Date

COOPERATIVE AGREEMENT

Between ABCD ORGANIZATION
(Grantee / OHV Ambassador Unit)
And
XYZ Agency, a federal land managing agency (Sponsor Agency)
For
Coordination and Operation of
an Off-Highway Vehicle Ambassador Program Unit

Whereas, the Off-Highway Vehicle Ambassador Program (OHVA Program) was conceived and developed through the joint efforts of Arizona State Parks (ASP), Arizona Game and Fish Department (AGFD), the Bureau of Land Management (BLM), Tonto National Forest (FS), and many concerned off-highway vehicle (OHV) users. The Arizona State Parks Board (ASPB) approved the program concept and appropriated funds from the Off-Highway Vehicle Recreation Fund to purchase the initial supplies, fund a Statewide OHV Ambassador Program Coordinator and a Program Administrator, and meet initial training costs. The BLM and AGFD have provided additional funding for program support personnel, training costs, and educational materials.

And, Arizona State Parks, Arizona Game and Fish Department, Bureau of Land Management-Arizona State Office, and United States Department of Agriculture Forest Service Region 3 have signed a Memorandum of Understanding recognizing the importance of the OHV Ambassador Program in providing trained volunteers to assist resource and land managers in promoting safe, responsible OHV use and preserving resources.

Whereas, the mission of the OHVA Program is: *“A partnership of agencies and volunteers dedicated to enhancing motorized recreation opportunities and management in Arizona”*.

Whereas, the goals of the OHVA Program are:

- 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.
- Goal 4:** Assist resource management agencies in monitoring, maintaining, mitigating and improving OHV routes and facilities.

Whereas, Off-Highway Vehicle Ambassadors (OHVAs) are trained volunteers that help enhance OHV riding opportunities by working cooperatively with Arizona resource and land managers to:

- Maintain motorized areas, roads, trails, and facilities;
- Provide a recognizable presence on public and state lands;
- Model appropriate riding behavior; and
- Provide educational and informative materials to the public.

Whereas, the partners will cooperate to:

- Maintain motorized opportunities and access for the continued enjoyment of motorized routes and areas on public lands.
- Promote a positive image of OHV recreation on all lands, and promote land stewardship.
- Strengthen cooperation between user groups and OHV management agencies, and allow for cross-jurisdictional partnerships.
- Promote responsible recreation use in Arizona by modeling appropriate OHV safety and behavior.
- Channel high levels of knowledge about responsible OHV use and agency policies to casual OHV users.
- Increase responsible recreation knowledge to reduce the need for law enforcement.
- Provide a recognizable presence on motorized routes and facilities used by the public.
- Assist land management agencies in monitoring the areas, road, trails, and facilities used by the public.
- Participate in public outreach events and site improvements.

And, the purpose of this document is:

- to identify the duties and responsibilities of the sponsor agency,
- to identify the duties and responsibilities of the grantee ,
- and for both partners to commit sufficient resources and cooperation in the operation of this OHV Ambassador Program Unit.

NOW, THEREFORE, the Grantee and Sponsor Agency agree as follows:

A. The ABCD Organization recognizes that the Off-Highway Vehicle Ambassador Program (Program) effectively assists resource and land managing agencies in promoting safe, responsible OHV use and resource protection and that goals and objectives of our organization are consistent with the mission and goals of the Program, therefore, shall:

1. Identify a Program Unit Coordinator who will coordinate directly with the Agency Lead and keep this position filled at all times during the term of this agreement;
2. Ensure that the OHV Ambassador Unit Coordinator and all OHV Ambassadors have attended the initial core OHV Ambassador training and receive all training necessary and appropriate for conducting Program activities within the Sponsor Agency's management area;
3. Ensure that all OHV Ambassador events and any activities involving OHV Ambassadors are coordinated and sanctioned through the Agency Lead;
4. Provide liability insurance in the limits required by the Sponsor Agency for all OHV Ambassadors participating in a sanctioned OHV Ambassador event or activity;
5. Provide Ambassadors and equipment necessary to conduct sanctioned events;
6. Ensure that appropriate agency required documents that allow the OHV Ambassadors to operate where the Sponsor Agency has authority are properly executed; and,
7. Ensure that OHV Ambassadors abide by the goals, objectives, and code of conduct in the OHV Ambassador Lead and Participant Manuals.

B. The Sponsor Agency recognizes that the Off-Highway Vehicle Ambassador Program effectively assists resource and land managing agencies in promoting safe, responsible OHV use and resource protection and that the (USDA Forest Service Region 3, BLM, or AZ Game & Fish Department) has signed a Memorandum of Understanding with the other sponsoring agencies to support the OHV Ambassador Program, therefore, shall:

1. Provide a staff member to be identified as the Agency Lead who will coordinate directly with the Grantee (Unit Coordinator) and keep this position filled at all times during the term of this agreement;
2. Commit the Agency Lead to attend OHVA Agency Lead Training and maintain communication with the OHVA Planning Team;
3. Commit resources as available and appropriate to the continued administration and operation of the Program;
4. Provide law enforcement officers as available and appropriate to interact with Unit groups within their management area;
5. Provide printed materials for distribution to the public through the OHV Ambassador Unit;
6. Provide staff and facilities as available and appropriate for training OHV Ambassadors;
7. Insure that field staff are available to support the OHV Ambassador Unit during operations within their management area;
8. Insure that OHV Ambassadors receive all training necessary and appropriate for conducting OHVA Program activities within their management area; and,
9. Insure that appropriate volunteer agreements or other agency required documents that allow the OHV Ambassador Unit to operate on (Forest Service, BLM, AZ Game & Fish) property are properly executed.

ADDITIONAL SECTIONS OF THIS AGREEMENT WILL MEET THE SPONSOR AGENCY (FS, BLM, AGFD) REQUIREMENTS. AUTHORIZED PARTIES FOR EACH OF THE PARTNERS MUST SIGN THE AGREEMENT.

IN WITNESS WHEREOF, the following Grantee and Sponsor Agency have executed this agreement on the dates shown:

Authorized Rep of Grantee	Date	

Legal Counsel (if appropriate)	

Authorized Representative for Sponsor Agency (Applicable for Forest Service ONLY)	Date

The authority and format of this instrument have been reviewed and approved for signature.

U.S. Forest Service Grants & Agreements Specialist	Date



OFF-HIGHWAY VEHICLE AMBASSADOR POSITION DESCRIPTION



PROGRAM OVERVIEW

The Arizona OHV Ambassador Program is a volunteer program that provides a means for private citizens to work with a variety of federal, state, and local land managers and public safety officials in Arizona to promote responsible off-highway vehicle (OHV) recreation on public, state, and private lands. These volunteers contribute their time, experience, and local knowledge of OHV areas in Arizona by monitoring public lands in groups of two or more on motorcycles, all-terrain vehicles (ATVs), utility vehicles (UTVs), or 4x4 vehicles. Through these monitoring efforts volunteers provide a positive image of their recreation activity, identify and record road, trail, and other resource issues, report misuse of lands, and participate in special projects to enhance OHV areas in Arizona. OHV Ambassadors receive extensive training from professional training representatives and serve as a point of contact for other OHV users to obtain helpful and informative information about the trails they ride.

AMBASSADOR QUALIFICATIONS

OHV Ambassadors Must:

- Be at least 18 years old.
- Possess a valid driver's license.
- Be able to operate an OHV responsibly and safely.
- Be an experienced rider who is able to navigate roads and trails of varying difficulty level and length.
- Own a maintained, "street legal" (highway legal/ licensed/**OHV Decal**) vehicle suitable for OHV roads and trails.
- Complete and keep current all required Ambassador training.
- Be able to walk over uneven terrain.
- Be able to lift at least 30 pounds.
- Wear personal protective equipment as required by the Land Management Agencies. Including full faced helmets on all ATV's, Motorcycles and UTV's.
- Agree **NOT to carry** any sort of Firearm during an Ambassador event.

BASIC OHV AMBASSADOR ROLES AND RESPONSIBILITIES

- Promote responsible recreation use in Arizona by modeling appropriate OHV safety and behavior.
- Assist land management agencies in monitoring the areas, roads, trails, and facilities used by the public.
- Provide a recognizable presence on motorized routes and at OHV facilities used by the public.
- Protect the privilege of enjoying motorized recreation opportunities on public lands by promoting a positive image of OHV recreation on public lands.
- Promote land stewardship by participating in site improvements and small projects. Projects may include installing kiosks, trail maintenance/restoration/rehab, trash clean up's, etc.
- Distribute and communicate information about responsible OHV use and agency policies to casual OHV users at high-profile public outreach events and on monitoring patrols.

PATROL AREAS

- Lake Pleasant Area - includes the Bradshaw Foothills area and Table Mesa road, west of the I-17 freeway.
- North Scottsdale Area - includes southwestern portions of the Tonto National Forest (Cave Creek District).
- Florence Junction Area - includes Desert Wells Multi-Use Area and the BLM portion of the Middle Gila Canyons area.
- **Other Areas as Assigned- the Ambassador Program is in the process of going State Wide. New sites will be brought into the program in the near future. (Please check appropriate boxes on Application.)**

EXPERIENCE

Anyone who is an avid OHV user or simply an interested member of the public, and who is able to provide their own transportation, can volunteer as an OHV Ambassador, provided they are willing to abide by the OHV Ambassador Code of Conduct. OHV Ambassador volunteers will be recruited and selected without regard to race, creed, religion, age, sex, color, national origin or disability.



OFF-HIGHWAY VEHICLE AMBASSADOR APPLICATION



OFF-HIGHWAY VEHICLE AMBASSADOR APPLICATION:

Name: _____ DOB: _____

Driver's License # _____ State of Issue _____ Expiration Date: _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Occupation _____ E-mail: _____

What type of OHV do you own? (check all that apply): 4x4 ATV Motorcycle UTV

Other (please specify): _____

Is your OHV "street legal" (highway legal/ licensed/OHV Decal)? Y N

If no, are you willing to make it legal? Y N

Are you a member of an OHV Club? Y N (list club(s) below):

TRAINING

Please check the appropriate boxes below, indicating what current training you have.

First Aid Certification: Y N CPR: Y N

ASI ATV Certification: Y N (ATV Ambassadors Only)

MSF Dirt Bike Certification: Y N (Motorcycle Ambassadors Only)

EXPERIENCE

Please answer the following questions. Attach additional pages if necessary.

1. Reason(s) for interest in the OHV Ambassador Program:



OFF-HIGHWAY VEHICLE AMBASSADOR APPLICATION



2. Describe your experience in working with the public and/or making public contacts (can be from non-OHV experiences such as work or school).

3. Can you perform the basic OHV Ambassador functions as listed in the position description?
 Y N (please describe any limitations below).

AVAILABILITY

1. How many days during the three seasons listed below are you available to patrol?

September – December	January – April	May – August
<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> more than 6	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> more than 6	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> more than 6

2. What days of the week are you available?

- Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

3. What is your preferred patrol area? (check all that apply).

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Lake Pleasant Area
<input type="checkbox"/> North Scottsdale Area
<input type="checkbox"/> A-S NF – Lakeside Area
<input type="checkbox"/> Prescott NF/Red Rock RD Area
<input type="checkbox"/> Coconino NF / Kaibab NF Area
<input type="checkbox"/> Kingman/Lake Havasu BLM Areas
<input type="checkbox"/> Other _____ | <input type="checkbox"/> North Tucson/Marana Areas
<input type="checkbox"/> Florence Junction/ Middle Gila BLM Area
<input type="checkbox"/> Yuma/Quartzite – Colorado River Area
<input type="checkbox"/> Tonto NF – Globe, Tonto Basin Area
<input type="checkbox"/> Coronado NF Reddington/Rosemont Areas
<input type="checkbox"/> Tonto NF – Payson/Pleasant Valley Areas |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Are you a year round Arizona resident? Y N (list unavailable months/dates:)



OFF-HIGHWAY VEHICLE AMBASSADOR APPLICATION



CERTIFICATION AND SIGNATURE

- I certify that all statements contained herein are true and complete whether made by me or by others at my request.
- I authorize Arizona State Parks or a partnering agency to verify education and training information provided on this application.
- I authorize the State of Arizona to check my driving record and proof of insurance.
- I understand that this application is subject to a criminal violation and record check.
- I release the State of Arizona and all providers of information from any liability as a result of furnishing and receiving any information related to the State Parks OHV Ambassador Program selection process.
- I understand that as an Ambassador I will NOT carry a FIREARM at any OHV Ambassador events.
- I will wear appropriate safety gear as required by the Land Management Agencies.

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application, attached materials, or made in the course of any related process, can result in rejection of my application, denial of volunteer service, or dismissal from volunteer service if discovered after volunteer service begins.

Applicant
Signature: _____

Date: _____

RETURN TO:
Bureau of Land Management
Attn: OHV Ambassador Coordinator
21605 N. 7th Ave
Phoenix, AZ 85027
T 623.580.5512 | F 623.580.5580
cgamage@blm.gov

OFFICE USE ONLY

Received _____

Contacted _____

Action Taken _____

Applications are accepted on an ongoing basis. Trainings will be scheduled once we receive enough volunteers interested in becoming OHV Ambassadors.



OFF-HIGHWAY VEHICLE AMBASSADOR CODE OF CONDUCT



ARIZONA OHV AMBASSADOR CODE OF CONDUCT

As volunteers of land management agencies, OHV Ambassadors operate under volunteer agreements with governmental agencies on whose lands they are participating in volunteer activities. It is essential that OHV Ambassadors, as representatives of land management agencies and responsible OHV users, be guided by a responsible use and conservation ethic.

AN OHV AMBASSADOR SHALL:

- 1. BE PROFESSIONAL.** An OHV Ambassador shall maintain high standards of honesty, integrity, courtesy, impartiality, and professionalism. It is suggested that an OHV Ambassador remove his/her helmet when making a public contact.
- 2. RESPECT THE PUBLIC.** As a representative of the State and Federal agencies that participate in the Program, an OHV Ambassador shall be courteous and informative on public lands and respectful of private property.
- 3. AVOID CONFLICTS OF INTEREST.** An OHV Ambassador shall not engage in activities or accept positions that represent conflicts of interest with the goals and aims of the OHV Ambassador Program.
- 4. MODEL APPROPRIATE OHV SAFETY AND BEHAVIOR.** An OHV Ambassador sets the example for other recreationists and visitors to follow, therefore, an Ambassador will wear proper OHV Ambassador insignia in order to be easily recognized by the public. An OHV Ambassador will also properly maintain his/her vehicle and equipment in good working order, removing any insignia or equipment that will misrepresent the OHV Ambassador Program.
- 5. REPORT VIOLATIONS.** An OHV Ambassador shall give information about suspected violators of local, State, and Federal laws only to the appropriate law enforcement or compliance officer and to the land manager with the authority responsible for administering the lands involved.
- 6. AVOID NEGATIVE CONFRONTATIONS.** An OHV Ambassador will not contact or become involved with any individuals that are participating in illegal activities such as illegal shooting, unsafe driving, or physical abuse. Instead, the Ambassador should discreetly contact a law enforcement or compliance officer immediately.
- 7. MAINTAIN PERSONAL SAFETY.** An OHV Ambassador must consider his/her own safety first.
- 8. OBEY ALL FEDERAL, STATE, AND LOCAL LAWS.** An OHV Ambassador will adhere to all federal laws, state statutes, agency regulations, local ordinances, or any other type of regulation.

GRANT PARTICIPANT AGREEMENT

Arizona State Parks
1300 W. Washington, Phoenix Arizona 85007

OHV AMBASSADOR PROGRAM EXPANSION GRANT AGREEMENT

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and XYZ (PROGRAM SPONSOR) and becomes effective on the date of signature by the authorized representative of Arizona State Parks.

PROJECT TITLE: OHV AMBASSADOR PROGRAM			PROJECT NUMBER: 571000		
THIRD PARTY PARTICIPANT'S NAME:			FY OF REVENUE: 2011		
PROJECT PERIOD: From date of last authorized signature: 3 years					
GRANT PROGRAM: Off-Highway Vehicle Recreation Fund	GRANT AMOUNT: \$15,000	100%	PARTICIPANT MATCH: \$0.00	0%	TOTAL PROJECT COST: \$15,000
APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS:			Attachment A		
AUTHORITIES TO ENTER INTO THIS AGREEMENT: (statute, resolution, minutes, etc.) STATUTE: A.R.S. §41-511.26 RESOLUTION: NA					
AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD:					
Signature Bill Feldmeier Interim Executive Director			Date		
ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PROGRAM SPONSOR'S SIGNATURE BELOW.			PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROGRAM SPONSOR.		
Participant's Signature			Attorney's Signature		
Name (Typed)			Name (Typed)		
Title		Date		Title	
				Date	

General Provisions for OHV Ambassador Program dated 3/2011 are attached and are part of this Participant Agreement.

Arizona State Parks

OHV AMBASSADOR PROGRAM EXPANSION GRANT AGREEMENT

Attachment A

Approved Project Scope and Special Conditions

PARTICIPANT:

PROJECT TITLE:

PROJECT NUMBER: 571000

APPROVED PROJECT SCOPE:

Recruit OHV Ambassador Program volunteer
Coordinate training for OHV Ambassador volunteers
Work with sponsor agency lead to schedule, coordinate, and conduct events as
identified in the OHV Ambassador Program Agency Manual (rev 10/2010)
Purchase and maintain equipment and materials to operate the OHV Ambassador
Program
Compile statistics and provide reports as requested
Keep complete and accurate financial records

SPECIAL CONDITIONS:

Special projects conducted on lands managed by the sponsor agency must be sanctioned by the agency lead. Any required permits or clearances are the responsibility of the sponsor agency.

OTHER CONDITIONS

**GENERAL PROVISIONS
FOR OHV AMBASSADOR PROGRAM EXPANSION GRANT**

The **PROGRAM SPONSOR** and Arizona State Parks Board are entering into this Agreement to facilitate operation of the Arizona OHV Ambassador Program (OHVA Program) according to the goals and objectives of the OHVA Program as identified in the Arizona OHV Ambassador Program Agency Manual (10/2010) and OHV Ambassador Training Handbook (OHVA Manual) and the conditions of the 2010 OHV Ambassador Program Expansion Grant Application Manual (Grant Manual).

PART I - DEFINITIONS

For purposes of this Agreement,

- A. **BOARD** means the Arizona State Parks BOARD, which is the governing body of Arizona State Parks.
- B. **Eligible Costs** mean direct costs chargeable to the operation of the OHVA Program such as 1) compensation of hired employees for the time and efforts devoted specifically to the execution of the OHVA Program; 2) cost of materials acquired, consumed, or expended specifically for the purposes of the OHVA Program; 3) equipment and other capital expenditures identified as essential to the operation of the OHVA Program; 4) other items of expense incurred specifically to carry out the OHVA Program; 5) direct services furnished specifically for the OHVA Program by other agencies.
- C. **Equipment** includes the Ambassador trailer, computers, generators, pop-up shades, chairs, folding tables, fire extinguishers, hand tools, first aid kit, coolers, GPS units, support software for the GPS units, safety and protective gear, trail maintenance tools, and other tools, supplies, or equipment determined by Staff as essential to the operation of the OHVA Program.
- D. **Fund** means the Off-Highway Vehicle Recreation Fund OR the federal Recreational Trails Program as specified.
- E. **Governing Council** consists of an individual identified by each of the four supporting agencies in the Memorandum of Understanding for OHV Ambassador Program Oversight, two representatives from the OHVA Program, and one member of the Off-Highway Vehicle Advisory Group who provide oversight for the operation of the Arizona OHV Ambassador Program.
- F. **Guidelines** mean program directives adopted by the BOARD and/or Governing Council.
- G. **Ineligible Costs** are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives of the OHVA Program.
- H. **Match** includes cash, in-kind contributions, or donations including volunteer time or materials contributed to the OHVA Program with no intention of reimbursement.
- I. **OHVA Planning Team** means a group of OHVA Program participants who meet regularly to: support PROGRAM SPONSORS, coordinate OHVA Program training, gather and review OHVA Program statistics and accomplishments, and ensure consistent application of OHVA Program practices.
- J. **PROGRAM SPONSOR** means an eligible applicant that has been awarded a grant to operate the OHVA Program.
- K. **Project** means an activity, or a series of related activities, as described in the OHVA Manual that produces a specific result.
- L. **Project Period** means the period of time during which all approved work and related expenditures associated with operation of the OHVA Program are to be completed by the PROGRAM SPONSOR.

- M. **Repayment** means returning grant money to the Fund in the event the PROGRAM SPONSOR expends advanced funds for ineligible costs or fails to expend the advanced funds for eligible OHVA Program costs during the term of this grant
- N. **Staff** means employees of Arizona State Parks and other individuals paid or contracted by the Bureau of Land Management-Arizona State Office with funds provided by Arizona State Parks to coordinate the OHVA Program.
- O. **Sub-contract** means a direct contract between the PROGRAM SPONSOR and another contractor party whereby labor is supplied or work is performed in furtherance of the PROGRAM SPONSOR'S responsibilities under this Agreement.

PART II - PERFORMANCE

A. ADMINISTRATION

- 1. **Conditions** - This Agreement is subject to the availability of grant funds and appropriate approvals, and shall be subject to the Constitution of the State of Arizona, the Arizona Revised Statutes, other acts of the Arizona Legislature, executive orders of the Governor, and policies of the BOARD.
- 2. **Incorporation of Application, Grant Manual, and OHVA Manual** - The PROGRAM SPONSOR'S application for grant funds, the Grant Manual issued to solicit applications for expansion of the OHVA Program, and the OHVA Manual provided to the PROGRAM SPONSOR and as updated periodically to provide guidance for operation of the OHVA Program identify the purpose for the award of grant funds and are incorporated by reference as part of this Agreement; however, the terms of this Agreement shall take precedence in the event of conflict or ambiguity.
- 3. **Use of Grant Funds** - Awarded grant funds shall be used solely for eligible purposes of the funding program as defined by statute and as approved by the BOARD.
- 4. **Transfer of Grant Funds** - Awarded grant funds shall be transferred to the PROGRAM SPONSOR according to the terms of this Agreement. The process is identified in the Grant Manual page 5 – Funding for the OHVA Unit. NOTE: The original grant amount and first advance are reduced by the amounts allocated for the trailer and trailer wrap.
- 5. **Grant Accountability** - Grant funds shall be managed separately within the PROGRAM SPONSOR'S accounting system that identifies the OHVA Program. The funds shall be expended only as authorized under the terms of this Agreement.
- 7. **Operation of OHV Ambassador Program** - The OHV Ambassador Program shall be operated according to the terms of this Agreement and applicable State laws.
- 8. **Amendments** - This Agreement may be amended in writing by the parties of the Agreement upon written request of the PROGRAM SPONSOR and good cause shown, to adjust the project period, funding amount, or other specified adjustments to the Agreement.

B. RELATIONSHIP OF PROJECT COSTS TO THE PROJECT PERIOD

Eligible costs incurred during the initial OHV Ambassador Program training and those costs associated with approved program operations incurred during the project period shall be eligible according to the terms of this Agreement.

C. PROCUREMENT AND DEVELOPMENT

Procurement transactions, including those involving professional services, materials, and construction, that exceed \$5,000 shall be accomplished according to the State of Arizona procurement standards.

D. CARE AND DISPOSITION OF EQUIPMENT

Equipment purchased with grant funds to operate the OHVA Program may remain in the possession of the PROGRAM SPONSOR for as long as the PROGRAM SPONSOR is operating the OHVA Program in compliance with procedures established and as updated in the OHVA Manual. State Parks reserves the right to claim equipment purchased under this Agreement when it is no longer needed for operation of the OHVA Program. State Parks will provide an OHVA Program trailer for use by the PROGRAM SPONSOR for as long as it is needed for operation of the OHVA Program. The PROGRAM SPONSOR will: (1) use the trailer solely for the purpose of conducting approved OHVA Program events; (2) store the trailer in a safe place that protects it from exposure to elements that might diminish the appearance or use of the trailer; (3) provide all maintenance to keep the trailer in its original operating condition and appearance; and (4) maintain insurance to cover the PROGRAM SPONSOR and State Parks in the event of a liability incurred by use of the trailer.

E. SUB-CONTRACTS

1. Sub-contracts awarded to accomplish approved work supporting the operation of the OHV Ambassador Program shall incorporate, by reference, in each sub-contract the provisions of this Agreement. The PROGRAM SPONSOR shall bear full responsibility for acceptable performance under each sub-contract.
2. The PROGRAM SPONSOR shall pay any claim of a sub-contractor or other employed individual performing the approved work for services pursuant to this Agreement when due. If the PROGRAM SPONSOR is subject to A.R.S §34-221, payment is due when required pursuant to A.R.S. §34-221.
3. The PROGRAM SPONSOR shall indemnify and hold the State of Arizona and the BOARD harmless from any claim for services pursuant to this Agreement, or damages relating thereto, of a sub-contractor or other employed individual performing the approved work.
4. Any sub-contract for employment by the PROGRAM SPONSOR shall be in writing and shall contain a provision whereby a person so employed or with whom a sub-contract has been entered, acknowledges that the State of Arizona and the BOARD shall not be liable for any costs, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

F. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

The PROGRAM SPONSOR agrees to submit OHVA Program reports and event forms as required by the Statewide OHV Ambassador Program Coordinator and as identified in the OHV Ambassador Program Agency Manual. Failure to submit the reports will result in delays in grant reimbursement or advance processing. The PROGRAM SPONSOR further agrees to consult with Staff, as needed, to review progress of the OHVA Program. The Staff reserves the right to review the progress of the program and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period to assure compliance with the terms of this Agreement.

G. EARNED INTEREST ON ADVANCED FUNDS

Interest generated from funds advanced to the PROGRAM SPONSOR during the project period shall be used to further the purposes of the OHVA Program. Funds advanced, but not spent to complete the project, shall be returned to the BOARD at the completion of the project. Pursuant to Part II, Paragraph H of this Agreement, the PROGRAM SPONSOR shall own all rights in the materials produced with grant funds.

H. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

The PROGRAM SPONSOR shall have ownership of products or publishable matter produced with grant assistance with the understanding that the BOARD reserves nonexclusive license to use and reproduce, without payment, such materials. This paragraph is not applicable to architectural or engineering plans produced with grant assistance.

I. FUND SOURCE RECOGNITION

The **PROGRAM SPONSOR** agrees to permanently and publicly acknowledge grant program(s) that assisted project accomplishments (including, but not limited to, final documents, audio-visual recordings, photographs, plans, drawings, publications, advertisements and project plaques). At a minimum, this acknowledgment shall include the following: "This program was financed in part (or in full) by a grant from the **Off-Highway Vehicle Recreation Fund** administered by the **Arizona State Parks Board.**"

J. PROJECT COST VERIFICATION

The **PROGRAM SPONSOR** agrees to submit project expenditure documents to Staff for verification or audit purposes upon request.

PART III - COMPLIANCE

A. ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by purchaser. Therefore, the **PROGRAM SPONSOR** hereby assigns to **BOARD** any and all claims for such overcharges.

B. ARBITRATION

To the extent required pursuant to A.R.S. § 12-1518 and any successor statute, the parties agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of this Agreement.

C. INDEMNIFICATIONS AND CLAIMS AGAINST THE STATE

The PROGRAM SPONSOR shall indemnify, save and hold harmless the BOARD, and the State of Arizona, its agents, departments, officers and employees from all claims, losses, damages, liabilities, expenses, costs, and charges incident to or resulting in any way from any injuries or damage to any person or any damage to any property caused by or resulting from the issuance of or the performance of services rendered as a part of this Agreement, except those claims, losses, damages, liabilities, expenses, costs, and charges arising from the sole negligence of the BOARD, the OHVAG, or the State of Arizona, its agents, departments, officers, or employees.

D. NON-DISCRIMINATION -- EMPLOYMENT

The **PROGRAM SPONSOR** agrees to comply with Executive Order Number 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulation, including the Americans with Disabilities Act. The **PROGRAM SPONSOR** shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

E. ARIZONANS WITH DISABILITIES ACT OF 1992 AND AMERICANS WITH DISABILITIES ACT

The **PROGRAM SPONSOR** shall comply with all applicable provisions of the Arizonans with Disabilities Act of 1992, A.R.S. §41-1492, et. seq. and the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. §225 and 611), and applicable state rules and federal regulations under the Acts (28 CFR Parts 35 and 36).

F. RECORDS RETENTION AND AUDITS

1. Complete financial records and all other documents pertinent to this Agreement shall be retained by the **PROGRAM SPONSOR** and made available to the Staff, if requested, for review and/or audit purposes for a period of five (5) years after this Agreement expires.

2. The PROGRAM SPONSOR may substitute microfilm copies in place of original records, but only after project costs have been verified.

G. STATE CONTRACT CANCELLATION

1. The State or its political subdivisions or any department or agency of either may cancel this Agreement, without penalty or further obligation pursuant to A.R.S. §38-511.
2. Every payment obligation of the BOARD under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated or appropriated for the continuance of this Agreement, this Agreement may be terminated by the BOARD at the end of the period for which the funds are available. No liability shall accrue to the BOARD or the State of Arizona in the event this provision is exercised, and the BOARD shall not be obligated or liable for any future payments or for any damages resulting as a result of termination under this paragraph.

H. REMEDIES

1. The BOARD may temporarily suspend grant assistance obligated to the PROGRAM SPONSOR for the operation of the OHVA Program pending required corrective action by the PROGRAM SPONSOR or pending a decision to terminate the grant by the BOARD.
2. The PROGRAM SPONSOR may unilaterally terminate this Agreement at any time before the first payment is made. After the initial payment, this Agreement may be terminated, modified, or amended by the PROGRAM SPONSOR only by written mutual agreement of the parties.
3. The BOARD may terminate this Agreement in whole, or in part, at any time before the date of completion, whenever it is determined that the PROGRAM SPONSOR has failed to comply with the terms or conditions of the grant. The BOARD will promptly notify the PROGRAM SPONSOR in writing of the determination and the reasons for the termination, including the effective date. All payments made to the PROGRAM SPONSOR shall be recoverable by the BOARD when this Agreement is terminated for cause.
4. The BOARD or PROGRAM SPONSOR may terminate this Agreement in whole, or in part, at any time before the date of completion, when both parties agree that the continuation of the OHVA Program would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The PROGRAM SPONSOR shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The BOARD may allow full credit to the PROGRAM SPONSOR for the grant share of obligations properly incurred before the effective termination date and which cannot be canceled.
5. The BOARD may require specific performance of the terms of this Agreement or take legal steps necessary to recover the funds granted if the PROGRAM SPONSOR fails to comply with the terms of the grant or breaches any condition or special condition of this Agreement.
6. The BOARD may request repayment of funds advanced under this agreement in conjunction with the remedies in this section.
7. The remedies expressed in this Agreement are not intended to limit the rights of the BOARD. This Agreement shall not in any way abridge, defer, or limit the BOARD'S right to any right or remedy under law or equity that might otherwise be available to the BOARD.

I. CULTURAL RESOURCES

The PARTICIPANT agrees to meet the requirements of the State Historic Preservation Act (ARS §41-861 to 41-864) before project initiation.

J. COMPLIANCE WITH FEDERAL IMMIGRATION LAWS AND REGULATIONS RELATING TO THE HIRING OF UNAUTHORIZED WORKERS.

The PROGRAM SPONSOR agrees to meet the compliance requirements for A.R.S. § 41-4401 , Government Procurement: E-Verify Requirement.

1. The PROGRAM SPONSOR and anyone contracted by the PROGRAM SPONSOR warrant compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31,2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
2. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
3. Failure to comply with a State audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
4. The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under paragraph J-1.

Acceptance of all terms and conditions of this Agreement and its attachments is acknowledged by the signature on the cover sheet of this Agreement by an authorized agent of the PROGRAM SPONSOR.