

# ATV Application Attachment Checklist

## Operations & Maintenance

### Non-Federal Land

- Maps
  - Location/Vicinity Map
- SHPO Attachments (for trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
  - Google Earth KMZ file or topographic map
  - [SHPO Submittal Form](#)
  - Photos of built environment resources (recommended to combine into a single document with captions)
- [Land Manager Approval Form](#) (if area covers multiple land managing organizations, provide form for each)
- [Environmental Self-Assessment Checklist](#) (for trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
- Proof of Property Ownership
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Photos: (recommended to combine into a single document with captions)
- Bids: (if not applicable, upload Word document stating "N/A", or similar. One bid for items \$5,000 or more. If awarded, items purchased over \$10,000 must have 3 bids, with lowest bid taken. If organization has established procurement process, follow that if awarded).
- Other:
  - Other documents applicable to your project

### Federal Land

- Maps
  - Location/Vicinity Map
- Section 106 Documentation (upload under "Other". For trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
  - BLM or USFS heritage form if the project falls under SHPO's programmatic agreement, or
  - SHPO concurrence letter, if required
- NEPA Documentation (upload under "Other". For trail work that will have ground disturbing activities. Not applicable to projects only purchasing equipment)
  - Letter indicating the categorical exclusion type, or
  - Record of Decision and EA or EIS, as applicable
- [Land Manager Approval Form](#) (Signed by Forest Supervisor/District Ranger or Field Manager)
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Bids: (if not applicable, upload Word document stating "N/A", or similar. One bid for items \$5,000 or more. If awarded, items purchased over \$10,000 must have 3 bids, with lowest bid taken. If organization has established procurement process, follow that if awarded).
- Photos: (recommended to combine into a single document with captions)
- Other:
  - Other documents applicable to your project

*This list is intended as a resource. Documentation requirements may vary depending on your project.*

*For forms not required for your project, but required in the grants system, upload a document stating "not applicable," or similar.*

*Contact the ATV Grant Coordinator with questions.*

# ATV Application Attachment Checklist

## Development

<b>Non-Federal Land</b>	<b>Federal Land</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Maps                             <ul style="list-style-type: none"> <li>▪ Location/Vicinity Map/Site Design</li> </ul> </li>   <li><input type="checkbox"/> SHPO Attachments                             <ul style="list-style-type: none"> <li>▪ Google Earth KMZ file or topographic map</li> <li>▪ <a href="#">SHPO Submittal Form</a></li> <li>▪ Photos of built environment resources (recommended to combine into a single document with captions)</li> </ul> </li>   <li><input type="checkbox"/> <a href="#">Land Use Compatibility Form</a> (LUCS)</li>   <li><input type="checkbox"/> <a href="#">Environmental Self-Assessment Packet</a> (for trail work that will have ground disturbing activities)</li>   <li><input type="checkbox"/> State Agency Review Form</li>   <li><input type="checkbox"/> <a href="#">Land Manager Approval Form</a> (if area covers multiple land managing organizations, provide signed form for each)</li>   <li><input type="checkbox"/> Proof of Property Ownership</li>   <li><input type="checkbox"/> Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)</li>   <li><input type="checkbox"/> Photos: (recommended to combine into a single document with captions)</li>   <li><input type="checkbox"/> Bids: (if not applicable, upload Word document stating "N/A", or similar).</li>   <li><input type="checkbox"/> Other:                             <ul style="list-style-type: none"> <li>▪ Other documents applicable to your project</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maps                             <ul style="list-style-type: none"> <li>▪ Location/Vicinity Map/Site Design</li> </ul> </li>   <li><input type="checkbox"/> Section 106 Documentation (upload under "Other")                             <ul style="list-style-type: none"> <li>▪ BLM or USFS heritage form if the project falls under SHPO's programmatic agreement, or</li> <li>▪ SHPO concurrence letter, if required</li> </ul> </li>   <li><input type="checkbox"/> NEPA Documentation (upload under "Other")                             <ul style="list-style-type: none"> <li>▪ Letter indicating the categorical exclusion type, or</li> <li>▪ Record of Decision and EA or EIS, as applicable</li> </ul> </li>   <li><input type="checkbox"/> <a href="#">Land Manager Approval Form</a> (Signed by Forest Supervisor/District Ranger or Field Manager)</li>   <li><input type="checkbox"/> Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)</li>   <li><input type="checkbox"/> Bids: (if not applicable, upload Word document stating "N/A", or similar).</li>   <li><input type="checkbox"/> Photos: (recommended to combine into a single document with captions)</li>   <li><input type="checkbox"/> Other:                             <ul style="list-style-type: none"> <li>▪ Other documents applicable to your project</li> </ul> </li> </ul>

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# ATV Application Attachment Checklist

## Planning

### Non-Federal Land

- Maps
  - Location/Vicinity Map
- SHPO Attachments
  - Google Earth KMZ file or topographic map
  - [SHPO Submittal Form](#)
  - Photos of built environment resources (recommended to combine into a single document with captions)
- [Land Manager Approval Form](#)
- [Land Use Compatibility Form](#) (LUCS)
- Proof of Property Ownership
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Photos: (recommended to combine into a single document with captions)
- Other:
  - Other documents applicable to your project

### Federal Land

- Maps
  - Location/Vicinity Map
- Section 106 Documentation (upload under "Other")
  - BLM or USFS heritage form if the project falls under SHPO's programmatic agreement, or
  - SHPO concurrence letter, if required
- NEPA Documentation (upload under "Other")
  - Letter indicating the categorical exclusion type, or
  - Record of Decision and EA or EIS, as applicable
- [Land Manager Approval Form](#) (Signed by Forest Supervisor/District Ranger or Field Manager)
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Photos: (recommended to combine into a single document with captions)
- Other:
  - Other documents applicable to your project

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# ATV Application Attachment Checklist

## Law Enforcement

## Emergency Medical Services

### Law Enforcement

- Maps
  - Location/Vicinity Map
  - ATV Law Enforcement Map (Showing areas with LE Focus)
- ATV Safety and Enforcement Report (covering past year's LE activities-can be in form of LETS report)
- [Land Manager Approval Form](#) (if area covers multiple land managing organizations, provide signed form for each)
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Photos: (recommended to combine into a single document with captions)
- Bids: (if not applicable, upload Word document stating "N/A", or similar. One bid for items \$5,000 or more. If awarded, items purchased over \$10,000 must have 3 bids, with lowest bid taken. If organization has established procurement process, follow that if awarded).
- Officer Wages Scale: document from accounting department showing officer pay grade schedule (with benefits included)
- Other:
  - Other documents applicable to your project

### EMS Projects

- Maps
  - Location/Vicinity Map
- ATV Safety and Enforcement Report (covering past year's EMS activities)
- [Land Manager Approval Form](#) (if area covers multiple land managing organizations, provide signed form for each)
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Photos: (recommended to combine into a single document with captions)
- Bids: (if not applicable, upload Word document stating "N/A", or similar. One bid for items \$5,000 or more. If awarded, items purchased over \$10,000 must have 3 bids, with lowest bid taken. If organization has established procurement process, follow that if awarded).
- Other:
  - Other documents applicable to your project

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# ATV Application Attachment Checklist

## Land Acquisition/Safety Education

### Land Acquisition Projects

- Uniform Standards of Professional Appraisal Practice (USPAP) Appraisal
- Feasibility/Suitability Study
- Appraisal Review (desk review)
- Proof of Willing Seller
- Maps
  - Location/Vicinity Map
- SHPO Attachments
  - Google Earth KMZ file or topographic map
  - [SHPO Submittal Form](#)
  - Photos of built environment resources (recommended to combine into a single document with captions)
- [Land Use Compatibility Form](#) (LUCS)
- [Environmental Self-Assessment Packet](#)
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Photos of property: (recommended to combine into a single document with captions)
- Other:
  - Other documents applicable to your project

### Safety Education Projects

- Maps
  - Location/Vicinity Map
- Letters of Support (max 10 total, no more than 2 from agencies, recommended to combine into one attachment)
- Photos of property: (recommended to combine into a single document with captions)
- Other:  
Other documents applicable to your project

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