

All-Terrain Vehicle (ATV) and Snowmobile Projects

This section provides grant application information and guidance for planning, acquisition of land, development, rehabilitation, maintenance, purchase of equipment for maintenance and construction, and development of educational programs related to **ATV and/or snowmobile trails and facilities**.

Definitions:

- *ATV and/or snowmobile trails and facilities:* A designated route or plot of land with public access intended to be used primarily for ATV and/or snowmobile recreation.
- *Trailhead:* An access point to a trail or trail system often accompanied by various public facilities; parking areas, restrooms, pavilions, concessions, directional and informational signs, etc.
- *Trail Amenities:* Elements used to enhance the user's experience and comfort along a trail or at a trailhead; interpretive signs, benches, kiosks, tables, etc.

For DCNR grant application purposes, ATV or Snowmobile projects must involve a trail or facility that is primarily used for ATV or snowmobile activities.

Grant opportunities are available for the following ATV/Snowmobile Project types:

- Planning
- Land Acquisition
- Development (including Rehabilitation & Maintenance)
- Equipment Purchase
- Educational Programs

For each ATV/Snowmobile Project type, this guidance provides:

- *Ready-To-Go Checklist* – Applicants should use the appropriate Project type checklist to determine if the project is “Ready-to-Go”. Applicants should contact their DCNR Regional Advisor to discuss the elements outlined on the checklist before submitting an application for funding.
- *General Information and Funding Conditions* – Applicants should carefully review the general information for the appropriate Project type and contact their DCNR Regional Advisor to discuss the funding conditions and requirements.
- *Project Types & Sample Project Descriptions* – ATV/Snowmobile projects fall into several categories and can be funded with various state and federal funding sources. This section briefly outlines ATV/Snowmobile Project categories and provides corresponding sample project descriptions that the applicant is required to provide in their application. The brief project description is a summary of the scope of work that will be developed if selected for funding.
- *Guidance Documents & Bureau Policies* – A list of guidance documents and Bureau policies with webpage links is provided to help applicants develop their ATV/Snowmobile Project application.

ATV/SNOWMOBILE PLANNING Projects

ATV/Snowmobile Planning Projects examine the feasibility of developing trails and facilities for ATV or Snowmobile activities. A thorough study will provide local decision-makers with enough information to help them decide whether or not to pursue project development.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Planning Project is “Ready-To-Go”. The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

Yes	Item
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> For a Trail Study containing preliminary designs: Applicant owns or controls project site through a lease or easement (minimum 25 years)
	<input type="checkbox"/> If match is provided, is it secure?
	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget included
*	<input type="checkbox"/> Clear, concise and detailed scope of work included
	<input type="checkbox"/> For a Trail Study containing preliminary designs: PA Natural Diversity Inventory (PNDI) Receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded (if applicable)
	<input type="checkbox"/> County/Municipal Notification Letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Planning Project Timeline and agree that the project can be completed within 3 years from date of grant award.
	<input type="checkbox"/> Copy of lease or easement uploaded (if applicable)
	<input type="checkbox"/> Properly completed Resolution Page uploaded

ATV/Snowmobile Planning: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance [DCNR goals](#) and [priorities](#).
2. All facilities/sites must be open for use by the general public.
3. In most cases, a plan or study must be completed and approved by DCNR before DCNR will consider grant requests for land acquisition, rehabilitation, maintenance, development, purchase of equipment or other types of support.
4. Applicants may submit more than one application per funding period. A separate application must be submitted for each planning project unless the projects are substantially related.
5. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.
6. Match is not required for projects using Snowmobile or ATV funding. However, if an applicant provides match, it may be cash, non-cash, or a land donation value.
7. The Bureau requires that planning project consultants be selected using a competitive Request for Proposals (RFP) process.
8. Consideration of green/sustainable practices and energy saving technologies and are encouraged in all planning projects.
9. For planning projects that include preliminary designs, the applicant must control the property through fee simple ownership, permanent easement, or long-term lease agreement (minimum of 25 years).
10. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all planning projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).

General Information

Planning projects generally entail the use of specialized consultants and expert professionals to work with local citizens and organizations to develop a community or regional-based plan and planning study report.

The Bureau requires that the planning project or process includes substantial public participation, that project consultants are selected using a competitive request for proposal (RFP) process and that at least two public meetings are held.

Municipalities and non-profit organizations are encouraged to work together to form partnerships to develop regional plans. The Bureau places a greater priority for funding on regional projects than on a planning project for one municipality. County and local planning entities must be invited to participate in the planning process through, for example, work on study committees.

ATV/Snowmobile Planning: Project Types

1. Trail Study

Trail planning efforts investigate the feasibility of developing a specific linear corridor, trail network within a specific property or trail network within a specified region of open space that may have been identified in a greenways, trails, and open space network plan or other local/regional planning effort. It may include a plan to create trail-based greenways, convert an abandoned rail corridor to a trail, or develop a motorized trail facility.

All trail studies begin with assessing the feasibility of developing and maintaining a trail or trail network, as well as determining public support. The degree of effort required to determine the feasibility is dictated by the specific needs and ownership status of the trail. Once determined feasible, effort will be spent determining the physical layout of the trail and the necessary steps to develop and maintain the trail.

Successful trail studies include relevant physical data, background research, a robust public input process, analysis, and provide an implementation strategy to effectively develop a sustainable trail for motorized activities. Establishing ownership patterns and support of landowners is a key work task. The plan should recommend protection options, roles, potential cost estimates, and how best to acquire, develop, and maintain the trail corridor or system.

Sample Project Descriptions:

Prepare a feasibility study to connect ATV trails in Elk County. Work to include an electronic written report.

Prepare a trail study to explore the feasibility of a 235-acre ATV and OHV facility in Slippery Rock Township, Lawrence County and Muddy Creek Township, Butler County. Work to include an electronic written report.

Prepare a trail study for the development of approximately 13 miles of the former Ontario & Western Railroad corridor for ATV use in Susquehanna and Wayne counties. Work to include an electronic written report.

2. Master Site Development Plan

For recreation sites such as Off-Highway Vehicle (OHV) Parks, a Master Site Development Plan (MSDP) is required. The planning process includes a research and public input and analysis process that leads to a size, type, and location plan for the full development or redevelopment of a site. The plan should meet all generally accepted design standards and identified recreation and/or conservation needs and priorities of the community to the extent possible. There must be enough detail developed during the process and provided in the plan narrative report and on the Site Development Drawing(s) to ensure that the facilities meet all applicable standards, can be built on the site while protecting and/or enhancing the natural resources, and that development costs can be accurately estimated.

Sample Project Description:

Prepare a master site development plan for the development of approximately 750 acres of the Indian Creek Valley ATV Club in Saltlick Township, Fayette County. Work to include a written, bound report.

3. Design Only (Design & Engineering without Construction)

Includes preparation of preliminary engineering, final design, specifications, bid documents and permitting in order to prepare projects for bidding a construction project.

Sample Project Description:

Design for the development of approximately 1 mile of the Whiskey Springs to Bloody Skillet ATV Connector Trail in Renovo Borough and Chapman Township, Clinton County from Brewery Run Road in Renovo Borough to Sproul State Forest in Chapman Township. Work to include drawings, specifications and related documents.

ATV/Snowmobile Planning: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Planning Documents:

- Consultant Qualifications – Planning Grant Projects
- Scope of Work Guidelines for Trail Study
- Scope of Work Guidelines for Master Site Development Plan
- Planning Grant Administrative Instructions & Process
- Public Participation Guide
- Sample Estimated Planning Project Timeline
- RFP Guidelines
- RFP Template

Other Resources:

- [Pennsylvania Trail Design & Development Principles](#)
- [Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles](#)
- [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- National Off-Highway Vehicle Conservation Council <https://nohvcc.org/>
- Rails-to-Trails Conservancy <http://www.railstotrails.org>
- American Trails <http://americantrails.org/>
- Federal Highway Administration Bicycle & Pedestrian Publications http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies <http://www.dirtandgravel.psu.edu/>

Bureau Policies:

- ADA Policy
- Competitive Bidding/Purchasing Procedures Policy
- Funding OHV Facilities Policy
- Greening Policy
- Ownership and Control Policy
- Planning Eligible and Ineligible Grant Project Activities/Costs Policy
- Planning Grant Administrative Instructions and Process Policy
- Design Only Project Management Process - TRAILS
- PNDI Policy
- Waiver for Retroactivity Policy

ATV/Snowmobile LAND ACQUISITION Projects

ATV/Snowmobile Land Acquisition Projects involve the purchase of fee simple title or perpetual easement to real property for subsequent development of ATV or snowmobile trails and facilities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Land Acquisition Project is “Ready-To-Go”. The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

Yes	Item
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
<input type="checkbox"/>	Property has no known environmental hazards
<input type="checkbox"/>	If match is provided, is it secure?
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
<input type="checkbox"/>	Realistic, accurate and detailed cost estimate/budget
<input type="checkbox"/>	Clear, concise and detailed project scope of work
<input type="checkbox"/>	Description of negotiations your organization has had with the land owner
<input type="checkbox"/>	PA Natural Diversity Inventory (PNDI) Receipt uploaded
<input type="checkbox"/>	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
<input type="checkbox"/>	Copy of current deed(s) for the property(ies) uploaded
<input type="checkbox"/>	Draft sales agreement or letter of acknowledgment from land owner uploaded
<input type="checkbox"/>	Draft easement agreement uploaded (if applicable)
<input type="checkbox"/>	County/Municipal Notification Letter(s) uploaded
<input type="checkbox"/>	Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
<input type="checkbox"/>	Full Appraisal Report by a state certified General Real Estate Appraiser for the land defined in the project scope, including any donated parcels. Appraisal must be ordered by and prepared for the applicant. Review the DCNR Requirements for Property Appraisals for more information.
<input type="checkbox"/>	When circumstances warrant a “Waiver for Retroactivity” - the applicant has submitted a formal written request to the DCNR Central Office
<input type="checkbox"/>	Properly completed Resolution Page uploaded
<input type="checkbox"/>	Reviewed the Sample Land Acquisition Project Timeline and agree that the project can be completed within 3 years from date of grant award.

ATV/Snowmobile Land Acquisition: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance [DCNR goals](#) and [priorities](#).
2. Applicants may submit more than one application per funding period. A separate application must be submitted for each acquisition project unless the projects are substantially related.
3. Match is not required for projects using Snowmobile or ATV funding. However, if an applicant provides match, it may be cash, non-cash, or a land donation value.
4. Grants may be used for purchase of **fee simple title** to real property or a less than fee interest such as a **perpetual easement**. Applicants need to clearly indicate the interests/rights proposed for Land Acquisition. If some interests/rights will reside with another party post-acquisition, the applicant must disclose this. *Please note: If any rights have or will be severed, this information must be disclosed to the appraiser and addressed in the appraisal report.*
5. Appraisals must be performed by a **state certified General Real Estate Appraiser** and must comply with the [Acquisition Policy: Requirements for Property Appraisals](#). These guidelines should be provided to the appraiser preparing your report.
6. All deeds or easement agreements acquired with DCNR grant funding will be required to contain a clause restricting the transfer and change of use of the property as per the Grant Agreement. The DCNR required restriction should not be included in a deed or easement until a grant has been awarded for the project and purchase of the property or easement has been approved by the Bureau.
7. All sales agreements and deeds must be reviewed by the Bureau before being executed.
8. All trail easement agreements must be reviewed and approved by the Bureau before being executed. [WeConservePA's Model Trail Easement Agreement](#) can serve as a template.
9. Copies of all current existing leases shall be submitted with the grant application.
10. Title search/insurance will be required prior to project completion and closeout.
11. Land or an interest in land (such as an easement) acquired with grant assistance is restricted solely to those uses permitted by the statute under which the grant funding is awarded.
12. When assisting with the acquisition of an easement, DCNR is seeking as much public value as possible, while retaining flexibility to address special site conditions and respond to local needs on a case-by-case basis. This often translates into significant public access to the property; however, this public access is balanced against environmental, historical, cultural, safety, water quality and other considerations to arrive at an optimal solution.
 - The need to protect critical habitat can override the interest in providing public access.
 - Public access should be considered in a multi-dimensional fashion involving various portions of the property, for various activities at various times and levels.
 - Reasonable restrictions on the time and manner of public access, as well as temporary limitations on public access for protecting or restoring the land, are acceptable.
 - The Department reserves the right to determine the percentage of participation in an easement project at its sole discretion.
13. Grants are awarded to assist with projects to be undertaken **after** the award of the grant, rather than to retroactively pay (reimburse) for projects already begun or completed before

the award of the grant. Therefore, grant funds generally may not be applied to project costs incurred before the date of the grant award.

- In special situations, the Bureau may permit grant funds to be applied to project costs incurred **before** the date of the grant award. Refer to the [Bureau Policy- "Waiver for Retroactivity"](#).
14. Grant applications from Non-Municipal applicants must include evidence that the municipality(ies) and county where the property is being acquired have had the opportunity to comment on the project proposal. *As a general policy, the Department **will not** approve grant funding in areas where local elected officials have expressed opposition to the proposed project.*

ATV/Snowmobile Land Acquisition: Project Types

1. Fee Simple

Grants are awarded for the purchase of fee simple title to real property for subsequent development of ATV or snowmobile trails and facilities. Fee simple purchase of a parcel(s) of land transfers full ownership of the property, including the underlying title, to another party.

Sample Project Descriptions:

Payment toward the acquisition of approximately 101.12 acres in New Beaver and Wampum boroughs, Lawrence County for the expansion of Mines and Meadows ATV Park.

Payment toward the acquisition of two parcels totaling approximately 200 acres in Coal, East Cameron, and West Cameron townships, Northumberland County to provide additional trails for the further development of the Anthracite Outdoor Adventure Area.

Payment toward the fee simple acquisition of approximately 1,243 acres off of Route 1030 in Pine and Boggs townships, Armstrong County for the development of an Off-Highway Vehicle Park.

2. Trail Easement

Grants are also awarded for the purchase of perpetual trail easements for subsequent development of ATV/Snowmobile trails and facilities on private property. A trail easement allows a landowner to provide access to their land for a public trail without losing ownership or control of the land.

Sample Project Description:

Payment toward the acquisition of a trail easement on approximately 8.9 miles of the Turtle Creek Industrial Railroad corridor in Trafford Borough in Allegheny and Westmoreland counties, Murrysburg Borough and Penn Township in Westmoreland County, and Municipality of Monroeville in Allegheny County.

ATV/Snowmobile Land Acquisition: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

[Bureau Policies:](#)

- Acquisition Grant Administrative Instructions and Process Policy
- Acquisition Eligible and Ineligible Grant Project Activities/Costs Policy

- Funding OHV Facilities Policy
- Ownership and Control Policy
- Pennsylvania Natural Diversity Inventory (PNDI)
- Public Value and Use Policy
- Requirements for Boundary Surveys and Title Work
- Requirements for Property Appraisals
- Sign Policy

Other Resources:

- [Pennsylvania Trail Design & Development Principles](#)
- [Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- National Off-Highway Vehicle Conservation Council <https://nohvcc.org/>

ATV/Snowmobile DEVELOPMENT Projects

ATV/Snowmobile Development Projects construct new and rehabilitate and maintain existing ATV or snowmobile trails and facilities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Development Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

Yes	Item
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> Applicant owns or controls project site through a lease or easement (minimum 25 years)
	<input type="checkbox"/> Project site is open to the public
	<input type="checkbox"/> Property has no known environmental hazards
	<input type="checkbox"/> If match is provided, is it secure?
*	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
	<input type="checkbox"/> Trail Development Drawing(s) by a licensed design professional and consistent with the DCNR Trail Development Drawing (TDD) Checklist uploaded
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget uploaded
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> PNDI receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded
	<input type="checkbox"/> County/Municipal Notification Letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Development Project Timeline and agree that the project can be completed within 4 years from date of grant award.
	<input type="checkbox"/> Copies of lease or easement uploaded (if applicable)
	<input type="checkbox"/> Properly completed Resolution Page uploaded

ATV/Snowmobile Development: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance [DCNR goals](#) and [priorities](#).
2. All facilities/sites must be open for use by the general public.
3. Applicants may submit more than one application per funding period. A separate application must be submitted for each development project unless the projects are substantially related.
4. Match is not required for projects using Snowmobile or ATV funding. However, if an applicant provides match, it may be cash, non-cash, or a land donation value.
5. Grant applications must include evidence that the municipality(ies) and county in which the project is located have had the opportunity to comment on the project proposal. As a general policy, the Bureau will not approve grant funding where local elected officials have expressed opposition to the proposed project.
6. Property that is not owned in fee simple must be controlled through a permanent easement or long term lease agreement (minimum 25 years) with terms and provisions acceptable to the Bureau. If the property is currently leased, a copy of all leases shall be included with the grant application. If the property will be leased, the applicant should discuss DCNR requirements with the Regional Advisor. If available, a draft lease should be included with the grant application for review and approval by the Bureau.
7. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990 as amended and 2010 ADA Standards for Accessible Design. The 2010 ADA Standards can be accessed by using the hyperlink available at the end of this section. In addition, Bureau staff is available to discuss any concerns you may have relative to your project complying with these regulations.
8. All facilities renovated or developed with DCNR funding must comply with the Pennsylvania Construction Code Act (Act 45 of 1999, as amended) (35 P.S. Sections 7210.101 et seq.), as implemented by the Pennsylvania Department of Labor and Industry Regulations, 34 Pa. Code Chapters 401-405.
9. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all development projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).
10. Construction contracts, material purchases, and construction equipment rental must be publicly advertised, bid, and awarded in compliance with applicable laws. All construction projects with an established project cost of \$25,000 or more must include prevailing wages in accordance with regulations of the Department of Labor and Industry.
11. Upon project completion, the design professional(s) for the project will be required to submit a letter to the Bureau certifying that the final construction was completed in accordance with the approved drawings and specifications. Construction observation or inspection should be included in the design professional's contracted scope of work.
12. The Bureau may permit some or all of the project work to be completed by municipal work force account/in-house services and volunteers rather than by competitive bidding and independent contracting. Additionally, upon Bureau approval, construction equipment owned by the applicant and donations of professional construction services, materials, and equipment may also be deemed eligible as match for the project.
13. The proposed project scope of work must be comprehensive enough to result in a complete and useable facility.

14. All facilities developed or rehabilitated under this program must comply with generally accepted construction practices. Incorporation of green/sustainable practices and energy saving technologies are a Bureau priority and are encouraged in all development projects.
15. The Department is actively seeking opportunities to expand motorized recreation on lands not owned by the Commonwealth by fostering public and private partners in strategic locations.

ATV/Snowmobile Development: Project Types

1. New Construction and Rehabilitation

Grants are awarded to construct new and rehabilitate existing ATV or snowmobile trails and facilities. Rehabilitation work must be for existing facilities that have safety concerns or have deteriorated due to age and/or use; not as a result of a lack of maintenance on the part of the applicant.

Sample Project Description:

Development of the AOAA in Coal Township, Northumberland County. Work to include development of approximately 4 miles of trail on the Western Reserve; ADA access, landscaping, project sign and other related site improvements.

Development of Round Top Park in Athens Township, Bradford County. Work to include rehabilitation of approximately 4 miles of ATV trails and a trailhead, construction of a pavilion and comfort station; ADA access, landscaping, project sign, signage and other related site improvements.

2. Maintenance

Maintenance includes non-construction activities such as vegetation management, access control, cleaning of drainage structures, grooming snowmobile trails, etc.

Sample Project Descriptions:

Trail maintenance of Owen Snowmobile/All-Terrain Vehicle Trail in Somerset Township, Somerset County. Work to include maintenance of approximately 5.0 miles of trail; ADA access; project sign and related site improvements.

ATV/Snowmobile Development: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

[Guidance Development Documents:](#)

- Design Consultant Selection for Development Projects
- (PRD) Preparation of Final Construction Drawings and Specifications
- Sample Estimated Development Project Timeline
- Sample Worksheet – Non-Cash Match Values
- Trail Development Drawing (TDD) Checklist

Other Resources:

- [Pennsylvania Trail Design & Development Principles](#)
- [Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles](#)

- [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- National Off-Highway Vehicle Conservation Council <https://nohvcc.org/>
- Rails-to-Trails Conservancy <http://www.railstotrails.org>
- American Trails <http://americantrails.org/>
- Federal Highway Administration Bicycle & Pedestrian Publications
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies
<http://www.dirtandgravel.psu.edu/>
- Americans with Disabilities Act
 - Regulations: US Dept. of Justice 2010 ADA Standards for Accessible Design: <http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>
 - Accessibility Guidelines for Outdoor Developed Areas: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas>
 - [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
 - Standards for Accessible and Usable Buildings and Facilities: [ANSI A117.1 \(2009\), Standard for Accessible and Usable Buildings and Facilities](#)

Bureau Policies:

- ADA Policy
- Appraisal Policy
- Conversion Policy
- Development Eligible and Ineligible Grant Project Activities/Costs Policy
- Funding OHV Facilities Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Trail Development Project Management Process Policy
- Waiver for Retroactivity Policy

ATV/Snowmobile EQUIPMENT PURCHASE Projects

Equipment Purchase Projects involve the purchase or lease of equipment to be used exclusively for the maintenance or construction of ATV or snowmobile trails and facilities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Equipment Purchase Project is “Ready-To-Go”. The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

Yes	Items
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> Project site is open to the public
	<input type="checkbox"/> If match is provided, is it secure?
	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match included
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget included (should be based on current price quotes)
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> Accurate project site location map(s) uploaded
	<input type="checkbox"/> Properly completed Resolution Page uploaded

ATV/Snowmobile Equipment Purchase: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance [DCNR goals](#) and [priorities](#).
2. All facilities/sites must be open for use by the general public.
3. Applicants may submit more than one application per funding period. A separate application must be submitted for each project unless the projects are substantially related.
4. Cash match contributions provided by other organizations should be transferred to the applicant/grantee.
5. Equipment that is acquired with DCNR funding is not permitted to be used for purposes other than ATV or snowmobile trail and facility construction and maintenance. No change of use and no transfer of ownership, control, or interest in the equipment may occur; and no encumbrance may be placed on the equipment, without the written consent of DCNR. Every two years during the useful life of the equipment, the grantee is required to provide evidence that the equipment is still in place and being used for its intended purpose.

ATV/Snowmobile Equipment Purchase: Project Types

Grants are awarded for the purchase or lease of equipment for maintenance or construction of ATV or snowmobile trails and facilities.

Sample Project Descriptions:

Purchase a snowmobile trail groomer to groom 230 miles of snowmobile trails in Lackawanna, Susquehanna and Wayne counties.

Purchase of equipment to construct and maintain approximately 85 miles of ATV trails at the Mines and Meadows ATV Park in New Beaver Borough, Lawrence County.

ATV/Snowmobile Equipment Purchase: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

- [Equipment Purchase Policy and Tracking Form](#)
- [ATV/Snowmobile Equipment Purchase Administration Policy](#)

ATV/Snowmobile EDUCATIONAL PROGRAMS Projects

ATV/Snowmobile Educational Program Projects involve the development and operation of educational programs that promote safety and environmental protection as those objectives relate to the use of ATVs or snowmobiles.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Educational Program Project is “Ready-To-Go”. The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

Yes	Item
<input type="checkbox"/>	Contacted appropriate DCNR Regional or Partnerships Division Staff
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Eligible scope of work activities
<input type="checkbox"/>	If match is provided, is it secure?
<input type="checkbox"/>	The applicant does not have any open expired DCNR grant agreements.
<input type="checkbox"/>	Clear & concise work plan with detailed scope of work items that contain accurate cost estimates
<input type="checkbox"/>	Detailed account of eligible cash and/or non-cash match
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
<input type="checkbox"/>	Properly completed Resolution Page uploaded

ATV/Snowmobile Educational Programs: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance [DCNR goals](#) and [priorities](#).
2. Applicants may submit more than one application per funding period. A separate application must be submitted for each project unless the projects are substantially related.
3. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

ATV/Snowmobile Educational Programs: Project Types

Grants are awarded to projects that develop, promote, and/or conduct training or educational programs including conferences and workshops; prepare and distribute technical assistance or educational materials, brochures or videos and/or otherwise provide for the training and education of professionals and/or the general public on a local, county, regional or statewide basis. These projects promote safety and environmental protection as those objectives relate to the use of ATVs or snowmobiles.

Sample Project Descriptions:

Coordinate up to 4 groomer operator trainings and up to 40 youth snowmobile safety trainings. Work to include a written summary report.

Coordinate the Sensible, Courteous, Off-Road Enthusiasts (S.C.O.R.E.) Rules of the Trail Dirt Bike Simulator Training Program. Work to include a written summary report.

ATV/Snowmobile Educational Programs: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

- [Partnerships Eligible and Ineligible Grant Project Activities, Costs, and Match](#)