**Santa Clara County Parks and Recreation Department**

Comments submitted by the Department of Parks and Recreation (Department) Off-Highway Motor Vehicle Recreation (OHMVR) Division to individual Grant Applicants should in no way be construed as a guarantee of successful results for the Applicant within the competitive Grants process or a commitment of funding. Additionally, the lack of comments by the OHMVR Division to any specific Applicant does not ensure successful results for the Applicant within the competitive Grant process or a commitment of funding.

All final Applications will be reviewed by the OHMVR Division. The OHMVR Division may, at its sole discretion, decrease the requested amount and eliminate activities pursuant with regulation Section 4970.07.2 (f)(1-5) and for law enforcement Projects, regulation Section 4970.15.3(b)(1-5).

Failure by Applicant to respond to any OHMVR Division comment of their preliminary Application may be cause for eliminating that item from the Applicant’s Application.

If multiple proposed Projects are requesting funding for the same deliverable, and multiple projects are successful, only one project will receive funding for the deliverable.

For proposed Projects requesting Grant funding for snow and/or winter activities. Applicants must ensure the activities and/or Equipment/Heavy Equipment requested are not and/or cannot be funded by the Department’s Winter Program (commonly referred to as the Snow Grooming Program).

*For proposed Projects requesting Grant funding for the maintenance of roads and/or trails, note that only roads and/or trails that allow “green sticker” Off-Highway Vehicles are allowed to receive Grant funding.*

Applicants are reminded that no Grant funds and/or match can be expended or Project activities conducted in any land owned or managed by the Department except as allowed in the Grants and Cooperative Agreements Program regulations section 4970.09 (b)(10).

**General Evaluation Criteria**

* #1c – Applicant must provide the dates of the reference documents.
* #2 – 5 – Applicant must verify responses by final submission.
* #12a – Applicant must provide a more specific URL address where OHV related items are listed.
* #13 – Applicant must verify responses by final submission.

**Ground Operations, G21-03-19-G01**

***Project Description - Background***

* No comment.

***Project Description – Project Description***

* No comment.

***Project Description – List of Project Deliverables***

* No comment.

***Project Description – All Others***

* No comment.

***Project Cost Estimate***

* Contracts #2 “Heating and Ventilation Contractor” – An HVAC system for a building that stores equipment is an Indirect item. Applicant must move line item to the Indirect cost category.
* Materials/Supplies #6 “Road Materials/Rock Base” – Line item notes are not clear as to the need of this line item as it appears to be soil amendment materials which would be duplicative of Materials/Supplies #7. Applicant must further clarify line item.
* Equipment Use Expenses All Line items – Applicant must clarify if these items are owned by the County, purchased within the Grants Program or if they are actual rental items.
* Equipment Use Expenses #4 “Skid Steer with Attachments”– Applicant must provide additional justification that each piece of Equipment will be used 30-31 days a month to charge for the entire month. If not, Applicant must revise to only charge for the days that the piece of Equipment is actually used on the Project.

***Evaluation Criteria***

* No comment,

**Education & Safety, G21-03-19-S01**

***Project Description - Background***

* No comment.

***Project Description – Project Description***

* No comment.

***Project Description – List of Project Deliverables***

* #1 – “Classroom and/or field training” – Applicant must provide more details in regards to anticipated number of classes provided by the Project and what types of OHV vehicles are addressed in the Project.
* #2 – “Education Outreach” – Applicant must clarify how the Project activities listed for the selection relate to the scope of the Project of teaching youth how to ride OHV vehicles.

***Project Description – All Others***

* No comment.

***Project Cost Estimate***

* Staff #1 “Park Services Attendant” – The quantity of hours performed for this line items significantly increased compared to prior year’s Application (causing the total cost for the line item to increase). Applicant must provide additional information to justify the increase in hours for each of this line and provide the methodology used to determine the quantity of hours.

***Evaluation Criteria***

* #8 – Narrative only supports “Hands on learning”, “Formal class setting” and “Printed media”. Applicant must provide clearly identifiable and/or measurable elements to substantiate the other selections. Applicant must provide additional details how those selections education methods relates to the scope of the Project.

**Law Enforcement, G21-03-19-L01**

***Needs Assessment***

* No comment.

***Project Certification***

* No comment.

***Project Cost Estimate***

* No comment.