



**2012-2013 NM Off-Highway Vehicle Program  
Off-Highway Vehicle Law Enforcement Grant  
Instructions/Application**

**New Mexico Department of Game and Fish**  
One Wildlife Way  
Santa Fe, New Mexico 87507

**Department Contact:**  
OHV Law Enforcement Coordinator  
[Desi Ortiz](#)

**Telephone:** 505-321-0858  
**E-mail:** [desi.ortiz@state.nm.us](mailto:desi.ortiz@state.nm.us)

## **NEW MEXICO OFF-HIGHWAY VEHICLE LAW ENFORCEMENT ONLY 2012-2013 GRANT APPLICATION**

The New Mexico Off-Highway Vehicle Program (OHV), under the direction of The Department of Game and Fish (“Department”) is accepting grant proposals that will be distributed from the Off-Highway Vehicle Trail Safety Fund, hereinafter referred to as (“Fund”). Successful funding of grant proposals will result in agreements for OHV specific Law Enforcement/Education patrols in furtherance of the provisions of the NM Off-Highway Vehicle Program as outlined in section 66-3-1001 NMSA. Respondents to this request must utilize the appropriate Grant Application Form issued by the Department. The Grant Application Form is available on the Department’s website [www.B4uRide.com](http://www.B4uRide.com) or by contacting **Desi Ortiz** at 505-321-0858 or via e-mail at [desi.ortiz@state.nm.us](mailto:desi.ortiz@state.nm.us).

The OHV Grant Program provides funding to federal, state, local, and tribal law enforcement agencies to conduct OHV specific enforcement on public land. Grants will be for law enforcement patrol related to off-highway vehicles (OHV) and OHV safety. If the project includes OHV areas or trails, they must be on lands open to the public. OHVs include off-highway motorcycles, all-terrain vehicles, recreational utility vehicles, and snowmobiles. The program encourages efforts that maximize statewide and regional/geographic benefit. The program operates on a reimbursement basis. Please see the definition section of this Grant Request Proposal for detailed descriptions of the reimbursement process.

The program intends to award funds and enter into agreements with more than one eligible applying entity. Awarded entities will be subject to interim evaluations and review during the agreement period and will have the Law Enforcement Coordinator work in conjunction with the entity.

**Funding for the OHV Grant Program is derived from the Trail Safety Fund Fee included as part of the OHV registration fees collected in the State of New Mexico and is contingent upon budgetary approval made by the NM State Legislature.**

### **STATUTORY REQUIREMENTS FOR GRANT APPLICATIONS**

- **All participants must have completed the 3 hour DPS OHV Training;**
- Applicant’s Financial and Legal Status ( NM Tax ID, Vendor ID, W9);
- Applicant’s management plan including Law Enforcement Operational Plan with map of patrol areas, Man Hours:

### **LEGAL STATUS**

- **ELIGIBLE**  
Federal, state, local and tribal law enforcement agencies.

• **NOT ELIGIBLE:**

Private-sector or for-profit entities.

In the event an agency is awarded funding but is either not in compliance with the requirement that it has received a tax-exempt designation from the Internal Revenue Service, or it becomes non-compliant after an award is made, the organization shall immediately meet compliance, or it shall return all awarded funds immediately upon written request from the Department.

**A proposal will not be considered if the awarded funds will result in a private benefit which is a direct violation of the Constitution of the State of New Mexico (anti-donation).**

## **FUNDING**

Funding for the OHV LE grants is available from the Trail Safety Fund and budgetary authority granted by the New Mexico State Legislature.

- The maximum grant amount that can be requested by any sole applicant is **\$ 5,000 dollars** for the 2012-2013 Law Enforcement Grant.
- Maximum allowable amount to request is **\$ 5,000 dollars**. Several factors are used in determining the award amount to each applicant; not all proposals will be funded. Factors include but are not limited to: available funding, number of applicants, high problem area, and the evaluation score of the proposal submitted, future enforcement efforts by awarded agency.
- Any awarded funds may have a match requirement based upon the enforcement proposal. Please see the definitions for “Match” and “Leverage” outlined on this application.

## **AGREEMENT EFFECTIVE AND TERMINATION DATES**

The intent of the Department in managing the OHV LE Grant Program is to have all agreements effective July 1, 2012 and terminate June 30, 2013.

Commitments for your project must occur after the effective date and prior to the termination of the agreement in order to be eligible for reimbursement.

**DUE DATE: POSTMARKED ON OR BEFORE April 15, 2012.**

## **REQUIREMENTS**

To apply for this grant, please read, complete, and submit the appropriate Grant Application Form along with the requested information defined below. The form is available on the Department website [www.B4uRide.com](http://www.B4uRide.com) or by contacting **Desi Ortiz** at 505-331-9504 or via e-mail at [desi.ortiz@state.nm.us](mailto:desi.ortiz@state.nm.us)

**SUBMIT ALL OF THE FOLLOWING:**

Provide 4 Original Sets of the completed Grant Application

- OHV LE Grant Application Form
- Maps of the project area
- NM Tax ID form
- IRS Letter designating non-profit status
- Completed W9 form

**Applications submitted without the required items above will be considered Non-Compliant and will be returned.**

Please submit your completed LE Grant Application clearly marked:

### **OHV GRANT APPLICATION**

**REMIT TO:**

NEW MEXICO DEPARTMENT OF GAME AND FISH  
Attention: Desi Ortiz, OHV LE Coordinator  
One Wildlife Way  
Santa Fe, NM 87507

#### **DELIVERY SPECIFICATIONS**

- Proposals sent via mail or certified courier must be postmarked by **April 15, 2012** or earlier.
- Hand delivered proposals must be received at the Santa Fe Game and Fish Office **on or before 5:00 PM, April 15, 2012.**
- Please retain proof of delivery for verification that the deadline has been met.

#### **UNACCEPTABLE PROPOSAL SUBMISSION**

- Fax or e-mail Proposal-Application Forms will not be accepted.
- Applications postmarked or received after the deadline will be returned to sender.

**Applications missing required documents will be deemed NON-COMPLIANT and returned.**

#### **DEFINITIONS**

The following definitions are only for the purpose of this request for proposal.

**DEPARTMENT**

The New Mexico Department of Game and Fish.

**CONSORTIUM**

A complementing effort between two or more entities, all of whom are considered Eligible as defined under the "Eligibility" section of this request for proposal; within a geographic area/region, industry or theme agreeing to cooperatively advertise, market, or promote OHV safety programs, enforcement, and trail or staging area development and/or maintenance, and/or restoration.

**ELIGIBLE COSTS**

Man hours only, no equipment allowance, no hiring of temporary workers for purposes of enforcement. Please contact the Department of Game and Fish OHV Program if clarification is needed.

**ENTITY**

Non-profit / 501 (c), federal, state, local and tribal governments located in New Mexico

- Legal non-profit organizations; as designated by the IRS.
- Proof of this designation is required by providing a copy of the status letter from the IRS with the submitted application.

**FULLY EXECUTED AGREEMENT**

One which has been signed by the New Mexico Department of Game and Fish, and the agreement is fully in effect and binding to the terms and conditions indicated within.

**MANAGEMENT PLAN**

A plan which identifies the mission, goals and objectives of the applying project. The plan also specifies an implementation plan, timelines, and desired outcome on how the project will advance the provisions of the OHV Act.

**MATCH REQUIREMENT**

Depending on an applicants "project budget," the ratio of matching funds from the Department will vary.

- If an awarded entity receives a grant with no match required (100%), the Department will reimburse 100% of expended eligible costs, up to the amount awarded. For example, if this entity is awarded \$5,000 and the entity expends \$5,000 in defined eligible costs, the Department will reimburse the entity \$5,000.
- If an awarded entity receives a grant with a 50% matching funds requirement, the department will reimburse 50% of the expended eligible costs, up to the amount awarded. For example, if this entity is awarded \$5,000 the entity agrees to expend a minimum of \$10,000 in defined eligible costs.

## **OHV**

### Off-Highway Motor Vehicle

- Off-Highway Motorcycle (Dirt Bike), All Terrain Vehicle (ATV), Off-road vehicles (ORV, RUV) and Snowmobile.

## **OHV GRANT APPLICATION FORM**

The Grant Application Form is available on the Department website [www.B4uRide.com](http://www.B4uRide.com) or by contacting Desi Ortiz at 505-476-8171 or via e-mail at [desi.ortiz@state.nm.us](mailto:desi.ortiz@state.nm.us). Proposals submitted in another format will NOT be considered.

## **REIMBURSEMENT BASED GRANT**

The following is an example of the reimbursement and grant process: an entity submits a completed Grant Application Form. The application is reviewed, evaluated and scored by the Department. A decision is made by the Department to award funds. The applicant is informed and if funds are awarded, the process of entering into agreement begins. The agreement period will be from **July 1, 2012 through June 30, 2013**.

During this time the awarded entity must expend funds on Law Enforcement focused activities as defined in the original Grant Application Form, and as defined in the agreement. These expenses must be paid and have cleared the bank, prior to requesting reimbursement, from the State. **REQUESTS ARE DUE NO LATER THAN JUNE 17, 2013**. See the "request for payment" section for instructions.

## **SPONSORED ENTITY**

A sponsored entity is one who is responding to this request through the use of a fiscal agent; utilizing their non-profit status.

## **TOTAL PROJECT COSTS**

The project budget should be completed on the provided Project Cost Worksheet.

## **OHV GRANT APPLICATION FORM**

- Complete the OHV Grant Application Form in its entirety.
- All parties must sign & date the form
- The appropriate OHV Grant Application Form must be used for responding applicants. Additional pages should be added if needed. The Form must be physically submitted to the Department; faxed or e-mail applications will NOT be accepted.

## **PROJECT BUDGET / FINANCIAL CAPABILITY**

- Provide a Project cost worksheet on the form provided with the application.
- Provide information supporting your applicant's financial capability to complete the proposed project.
  - An applicant must have the financial capability to incur the entire costs of implementing the project. The invoices must be paid in full then reimbursement can be requested up to the awarded amount. A request for payment submitted in any quarter, **no later than JUNE 17, 2013**, must provide itemized documentation indicating the expense has been paid, is appropriate, and "cleared" the bank. Reimbursement will be made at the match percentage level, if applicable. See "match requirement" for details.

## **MAPS/SITE PLANS**

- Provide one map of the project vicinity and one of the project itself.
  - For Law Enforcement activities, the application should include a map or Site Plan at 1:24,000 scale or smaller (i.e. more detailed) with planned area highlighted. Show clearly roads, trails, management area boundaries. (If the 1:24,000 scale is excessively large or costly, you may provide only one copy.)

## **REQUEST FOR PAYMENT IS DUE QUARTERLY**

After funds are awarded and agreements are fully executed, invoices for payments are due on a quarterly basis, **no later than JUNE 17, 2013**. Requests not submitted on or before the established deadline may be declined.

Each invoice must include the following

- Completed invoices for Payment forms, must have original signature
- Proof of work performed (Law Enforcement Activity Report)
- Proof of Payment

## **ELIGIBLE COSTS VS. NON-ELIGIBLE COSTS FOR REIMBURSEMENT**

### **ELIGIBLE FOR FUNDING**

- Federal, state, local, and tribal law enforcement agencies.
- Man hours only for certified law enforcement officers

### **NOT ELIGIBLE FOR FUNDING**

- Projects that displace fish and wildlife species or reduce habitat.
- Trail projects on routes not approved by the appropriate land management agency or private landowner.
- Fulfillment costs - Envelopes and supplies
- Communication - Telephone expenses
- Administration - Salaries, Per Diem (travel expenses, mileage, gasoline meals or lodging), over-run, entertainment, supplies, taxes, and other categories not specifically allowed in eligible costs.
- Items for sale - Promotional items produced for sale such as Video/CD's/DVD's, brochures, t-shirts, posters, calendars, etc.
- Equipment - Any purchase of equipment and or furnishings, where rental opportunities can accommodate.
- Trail construction or improvements that exclude OHV use.
- **Anything contrary to state or federal law**

## **GRANT APPLICATION CHECK LIST FOR ELIGIBILITY AND COMPLETENESS**

### **Application Form**

\_\_\_\_\_ Is application form included and complete?

\_\_\_\_\_ Is NM Taxpayer ID Number Verification form included and complete?

### **Copies**

\_\_\_\_\_ Are there 4 copies of the application form, budget, criteria, and support materials?

### **Maps/Site Plan**

\_\_\_\_\_ Is a project vicinity map or site plan included?

\_\_\_\_\_ Is a 1:24,000 or larger map included?

### **Application format**

\_\_\_\_\_ Are there 4 copies of your application and are they in the following order?

- NM OHV LE Grant Application
- NM Taxpayer ID Number Verification
- Maps/site plan

## NEW MEXICO OHV LAW ENFORCEMENT ONLY GRANT APPLICATION 2012-2013

Applicant Information	
<b>Law Enforcement Agency:</b>	<b>NM Vendor ID:</b>
	<b>NM Tax ID:</b>
	<b>Reimbursement Contact:</b>
<b>Address:</b>	<b>Telephone number:</b>
	<b>Email:</b>
<b>City, State, Zip:</b>	<b>City, State, Zip:</b>
<b>County of Project Location:</b>	<b>Name of Additional Location(s)</b>
<b>SPONSER'S AUTHORIZED REPRESENTATIVE AND CONTACT PERSON(S):</b>	
<b>Authorized Representative:</b>	<b>Project Administrator (and/or Project Contact person)</b>
<b>Title:</b>	<b>Title:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Email:</b>
Project information	
<b>Project Title:</b>	
<b>Detailed Project Scope ( attach separate sheet if more space is needed):</b>	
<b>Specific Project Term Dates:</b>	

GRANT AMOUNT REQUESTED	
<b>Amount of Grant Funds requested:</b>	<b>\$</b>
<b>If you receive the grant do you have the funds in place to spend the money and wait for reimbursement?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>What if any type of OHV will be utilized by your department? / How many of each?</b>	<b>ATV?</b>	<b>Motorcycle?</b>	<b>Snowmobile?</b>
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**NEW MEXICO OHV LAW ENFORCEMENT ONLY GRANT APPLICATION  
2012-2013 ACTIVITY REPORT**

**For Grant Period Beginning:** \_\_\_\_\_ **End** \_\_\_\_\_

<b>Law Enforcement Agency:</b>
<b>Street Address or P.O. Box</b>
<b>City, State, Zip</b>

PATROL SUMMARY COUNTY RD, FOREST RD RECREATION AREA	PATROL HOURS	OHV CONTACTS	OHV CITATIONS	OHV WARNINGS	NON-OHV CITATIONS WHILE ON OHV PATROL
<b>TOTALS:</b>					

**OFFICER PRINT AND SIGN IN (Include LE certification number)**

<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>4.</b>	<b>5.</b>	<b>6.</b>

<b>Prepared by:</b>	<b>Approved by:</b>																
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**Upon Completion Send Activity report:**

Desi Ortiz  
Law Enforcement Coordinator  
NM Dept. of Game and Fish  
One Wildlife Way  
Santa Fe, New Mexico 87507  
(505) 321-0858



## INSTRUCTIONS FOR COMPLETING THIS FORM

### Taxpayer Identification Number (TIN)

Provide Only One: Social Security Number or Federal Employee Identification Number (FEIN)

If you do not have a TIN, apply for one immediately.

Individuals use federal form SS- 5 which can be obtained from your local Social Security Administration Office.

Businesses and all other entities use federal form SS- 4 which can be obtained from your local Internal Revenue Service Office.

### Legal Name As registered with the IRS or Social Security Administration (SSA)

Individuals: Enter your Last Name, First Name, MI

Sole Proprietorships: Enter Last Name, First Name, MI

All Others: Enter Legal Name of Business

### Limited Liability Company (LLC)

Enter owner's name here, enter the LLC name on trade name line. Check the LLC box, and select the appropriate filing status.

### Trade Name

Individuals: Leave Blank

Sole Proprietorship: Enter Doing Business As (D/B/A) Name

All Others: Complete only if Business Name is different than Legal Name

### Primary Address

Address where correspondence, payment(s), purchase order(s) or 1099's should be sent.

### Remittance Address

Address where payment(s) should be sent if different from primary address.

### Business Designation

Check ONE box which describes the type of business entity. If the business designation is either a corporation or organization exempt from Tax under Section 501 (a)(c)(d), you must indicate if you are engaged in the business of providing medical services by checking "yes" or "no"; this does not include providing health insurance coverage for employees.

### Certification

The person signing this document should be; a partner in the partnership; an officer of the corporation; or the individual or sole proprietor noted under Legal Name above.

By signing this document you are certifying that all information provided is accurate and complete.

You are also certifying that you have not been notified by the IRS that you are subject to backup withholding because:

- A. You are exempt from backup withholding; or
- B. You are not subject to backup withholding as a result of a failure to all interest or dividends; or
- C. That the IRS has notified you that you are no longer subject to such backup withholding.

### Penalties

If you fail to furnish your correct Taxpayer Identification Number (TIN) to a requester, you are subject to an IRS penalty of \$50 for each failure unless your failure is due to reasonable cause and not to willful neglect.

If you make a false statement without a reasonable basis that results in no backup withholding, you are subject to an IRS penalty of \$500.

Willfully falsifying certification or affirmations may subject you to criminal penalties including fines and/or imprisonment.

If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

### Privacy Act Notice

Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to and IRA. The IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.