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IDAPA 26
TITLE 01
CHAPTER 24

26.01.24 - RULES GOVERNING THE ADMINISTRATION OF THE SAWTOOTH NATIONAL RECREATION AREA SPECIAL LICENSE PLATE FUNDS

000. LEGAL AUTHORITY.
The Idaho Park and Recreation Board is authorized under Section 67-4223(a), Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the Department and its programs. (4-5-00)

001. TITLE AND SCOPE.

01. Title. The title of this chapter shall be cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.24, "Rules Governing the Administration of the Sawtooth National Recreation Area Special License Plate Funds." (4-5-00)

02. Scope. This chapter establishes procedures for the administration of the Sawtooth National Recreation Area special plate funds, received pursuant to Section 49-419A, Idaho Code, including requirements for project application, eligibility, review, award and management. (4-5-00)

002. WRITTEN INTERPRETATIONS.
This agency has written interpretations of these rules, in the form of explanatory comments accompanying the notice of proposed rule-making that originally proposed the rules, or documentation of compliance with IDAPA 26.01.01, "Rules of Administrative Procedure of the Idaho Park and Recreation Board," Section 150. (4-5-00)

003. APPEALS.
Any person who may be adversely affected by a final decision, ruling, or direction of the director or board may appeal such final decision, ruling, or direction as outlined in IDAPA 26.01.01, "Rules of Administrative Procedure of the Idaho Park and Recreation Board," Section 250. (4-5-00)

004. PUBLIC RECORDS.
The records relative to any grant project are public record, and are to be controlled as outlined under 26.01.01, "Rules of Administrative Procedure of the Idaho Park and Recreation Board," Section 300. (4-5-00)

005. CITATION.
The official citation of this chapter is IDAPA 26.01.24.000. et seq. For example, the citation for this section is IDAPA 26.01.24.005. (4-5-00)

006. -- 009. (RESERVED)

010. DEFINITIONS.

01. Applicant. A public entity, user group, organization, or individual that identifies a need for a project and applies for a sawtooth national recreation area special license plate fund grant through the Department. (4-5-00)

02. Board. The Idaho Park and Recreation Board, a bipartisan, six (6) member board, appointed by the governor. (4-5-00)

03. Department. The Idaho Department of Parks and Recreation. (4-5-00)

04. Director. The director and chief administrator of the Department or the designee of the director. (4-5-00)

05. Park and Recreation Fund. That fund created in Section 67-4225, Idaho Code. (4-5-00)

06. Project. Any effort in compliance with applicable rules and policies governing the use of Sawtooth National Recreation Area special license plate funds. (4-5-00)

07. Sawtooth National Recreation Area (SNRA) Special License Plate Funds. Those funds derived from the sale and purchase of Sawtooth National Recreation Area special license plates pursuant to Section 49-419A, Idaho Code. (4-5-00)

011. -- 049. (RESERVED)

050. ELIGIBLE APPLICANTS FOR SAWTOOTH NATIONAL RECREATION AREA SPECIAL LICENSE PLATE FUNDS.
Any public entity or private group, organization or individual which provides evidence of its ability to implement or operate and maintain the project following the completion of the project. (4-5-00)

051. -- 099. (RESERVED)

100. ELIGIBLE PROJECTS.

01. Determination of Eligibility. The director shall determine eligibility of projects in accordance with Section 49-419A, Idaho Code, and this chapter. (4-5-00)

02. Eligible Projects. Eligible projects shall be limited to planning, design, development, construction, repair and maintenance of: (4-5-00)

a. Motorized and non-motorized trails; (4-5-00)

b. Camping facilities; (4-5-00)

c. Bridges located on a motorized or non-motorized trail; (4-5-00)

d. Restrooms used primarily by recreationists; (4-5-00)

e. Parking areas used primarily to access outdoor recreation facilities; (4-5-00)

f. Boat launch facilities; (4-5-00)

g. Boat docks; (4-5-00)

h. Interpretive centers, facilities and services for recreationists including informational and directional signs; (4-5-00)

i. Emergency medical facilities and services for recreationists; and (4-5-00)

j. Unpaved roads leading to recreation areas. (4-5-00)

03. Location of Eligible Projects. All eligible projects shall be located within the SNRA and shall be open to the public regardless of race, color, religion, national origin, gender, age or disability. (4-5-00)

101. -- 149. (RESERVED)

150. APPLICATION PROCEDURES.
To be considered for a grant, an applicant must file with the Department a memorandum of understanding in a form prescribed by the director and bearing original signatures no later than January 1 of each year. (4-5-00)

151. -- 199. (RESERVED)

200. DISBURSEMENT OF FUNDS.
The Department shall remit to the applicant at least eighty-five percent (85%) of all moneys collected pursuant to Section 49-419A, Idaho Code, not later than January 25, April 25, July 25 and October 25 of each year. The Department shall retain up to fifteen percent (15%) to cover costs related to the administration of this chapter. (4-5-00)

201. -- 249. (RESERVED)

250. EXPENDITURE OF FUNDS.
The applicant shall expend all funds received pursuant to this chapter within two (2) years of receipt. (4-5-00)

251. -- 299. (RESERVED)

300. RETURN OF FUNDS.
Any funds required by these rules to be returned from the applicant to the Department shall be credited to the park and recreation account and disbursed on or before the dates provided in Section 150 of this chapter. (4-5-00)

301. -- 349. (RESERVED)

350. DOCUMENTATION.

01. Allowable Costs. Applicable Office of Management and Budget (OMB) cost principles shall be followed in determining reasonable and allowable costs. (4-5-00)

02. Documentation and System of Internal Controls. The applicant shall maintain a system of internal controls in order to identify the source and disbursement of funds provided for all project costs by project. Accounting records shall be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms. (4-5-00)

03. Record Retention. The applicant shall retain all financial information referenced in these rules regarding a project for a time period of three (3) years from the date of the receipt of funds, or until the satisfactory completion of any litigation or audit concerning the project, whichever date is later. (4-5-00)

04. Audit Authority. The Department shall have the right of access to any pertinent books, documents, papers, or other records of applicant which are pertinent to these rules, in order to make audits, examinations, excerpts, and transcripts. An audit may result in the disallowance of costs incurred by the applicant and the establishment of a debt (account receivable) due the Department. (4-5-00)

351. -- 399. (RESERVED)

400. MAINTENANCE STANDARDS.
The applicant shall ensure facilities developed, constructed or repaired with SNRA special license plate funds are maintained and operated in a condition equivalent to that existing when it was funded, normal wear and tear excepted. Maintenance standards shall be adopted by the applicant during the application phase of the grant. (4-5-00)

401. -- 449. (RESERVED)

450. PROJECT CONVERSIONS.
No project funded by SNRA special license plate funds shall, without prior approval of the Department, be converted to uses other than for the authorized purpose of the original grant. The Department shall approve a conversion only when the SNRA special license plate funds expended on the project can be returned to the Department, or the applicant can provide an immediate substitution of other projects of at least equal current fair market value and of reasonable equivalent usefulness and location. (4-5-00)

451. -- 499. (RESERVED)

500. PURCHASE AND BIDDING REQUIREMENTS.
All local, state and federal laws pertaining to the expenditure of SNRA special license plate funds shall be followed by the applicant. (4-5-00)

501. -- 999. (RESERVED)

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