

**PC/D (OHV Form J) - Questions and Answers**

QUESTIONS	ANSWERS
<p>1. If an agency has a grant program that will cost \$100,000 then I understand the agency has to contribute a 25% (\$25,000) match and the grant will fund \$75,000. What if the agency estimates that it will contribute the \$25,000 match in-kind as follows:            \$10,000 in-kind salaries            \$5,000 in equipment repairs            \$10,000 in training            Now, What if at the end of the grant period the actual in-kind matching expenditures were:            \$15,000 in-kind salaries            \$0 in equipment repairs            \$0 in training            \$10,000 in equipment purchases If the agency failed to provide contributions in "equipment repairs" and in "training" is it still acceptable that the agency provided the match in "equipment purchases" as long as the agency provided documentation that the total amount of their matching contribution totaled at least 25% (\$25,000) of the total grant program cost?</p>	<p><b>Date: 8/9/2007</b>            If the applicant is subject to the match requirement and applies for a project with an estimated total cost of \$100,000, the match amount would be \$25,000 and the grant amount would be \$75,000.</p> <p>The data input by the applicant onto the PC/D (OHV Form J, Part 2 Project Cost Estimates) is understood to be estimates. This was done in part to allow for the flexibility in the matching requirement identified in the question.</p> <p>It is acceptable for the match to come from in-kind "equipment purchases" as opposed to the "equipment repair" and "training" identified on the PC/D. If the "equipment purchase" cost items were not identified on the original PC/D the applicant would need to request a project amendment from the Division.</p>
<p>2. Can the OHMVR estimate the project agreement dates (performance period) for grants awarded in the 2007-2008 cycle? It would be very useful in determining the dates for completion of PCDs and "Timelines" required in both Trails Maintenance and Restoration project types.</p>	<p><b>Date: 8/7/2007</b>            The start date for the project performance period is dependent upon the date(s) the Commission reviews and approves the issuance of Project Agreements. Currently, the Commission meeting is scheduled for December. The project type will determine the project performance end date.</p>

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<p><b>3.</b> I'm trying to figure out how to show an agency contribution = to 13% of the requested grant amount. Agency policy (established nationally) is to charge an administrative burden rate (FY07 = 13%) to other agencies when we receive funds from them to do work. We are currently "waiving" that requirement relative to the Calif State OHV program and should be entitled to show it as a contribution.</p> <p>I currently have 5 seperate deliverables listed for my conservation grant and am attaching the ENTIRE BURDEN RATE AMOUNT to deliverable #1, and showing it as agency contribution. Is this the correct way to show this or???</p> <p>How should I show this contribution? As a separate deliverable?</p>	<p><b>Date: 8/9/2007</b></p> <p>If the Agency Contribution is a specific tangible outcome achieved through the project, then this would be an appropriate deliverable and could be shown as a separate deliverable.</p>
<p><b>4.</b> I need to delete a deliverable. The wizard only allows me to add or modify....how do I get rid of it or do I just ignore it (it obviously won't be expensed or show up on either part of the PCD form)...</p>	<p><b>Date: 8/9/2007</b></p> <p>The Grant Application Wizard will not display the deliverable unless the deliverable has been selected to an expense item. If the deliverable is not selected it will not be displayed on the PCD form. Therefore the deliverable can be ignored.</p>
<p><b>5.</b> A federal applicant plans to submit two types of planning grant projects and two types of restoration grant projects in separate areas on the Forest. How should these separate projects will be described, the PCDs, and our response to the evaluation criteria, etc. be prepared?</p>	<p><b>Date: 8/10/2007</b></p> <p>In the "Projects" section of the Grant Application Wizard after you've clicked "Add" you'll be prompted to select a project type. Once you selected a project type you'll want to enter a site name in the "Specify site for project" field if you're submitting more than one project of the same type. The Grant Application Wizard will prompt you through the steps to complete the PC/D and evaluation criteria for each</p>

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	project.
<p>6. We are requesting funding for a pop-up tent, table, two chairs, display boards (2), and all weather banners to use at festivals and events. Would these items be considered equipment and or supplies?</p>	<p><b>Date: 8/10/2007</b> Equipment consists of vehicles, tools, instruments, or apparatus which are not expendable. The items mentioned: pop-up tent, table, chairs, and display boards would be considered equipment. Items which are expendable, such as first aid kit refill supplies, personal safety gear, and tires are considered supplies.</p>
<p>7. In the training session in Sacramento, our notes state that Division staff mentioned an accompanying spreadsheet for Part II. Was that omitted on the CD? All we have is a Part II word document.</p>	<p><b>Date: 8/10/2007</b> The Grant Application Wizard includes OHV Form J, Part 2, which is the Project Cost Estimate part of the Project Costs/Deliverables (PC/D) form. You may view this form in the "Form View" section of the Grant Application Wizard.</p>
<p>8. The Caltrans 2005-2006 Equipment Rental Rates, Division of Equipment booklet does not list the daily rate for renting a John Deer 550 dozer with transport. I need this cost estimate to compare it with Forest rental rates.</p>	<p><b>Date: 8/13/2007</b> The CalTrans booklet does not list rates for combinations of equipment (dozer with transport) nor by brand name. Each component of the equipment will have to be identified individually, the dozer, the trailer and the truck. The cost estimate would consist of the three components.</p>
<p>9. The web address for caltrans rental rates listed on page 7, chapter 3 of the grant manual does not work. I was able to find a copy of equipment rental rates effective 4/1/07 through 3/31/08 at <a href="http://www.dot.ca.gov/hq/constuc/Book_2007.pdf">www.dot.ca.gov/hq/constuc/Book_2007.pdf</a> Is this the reference I should use? If so, perhaps you could post the correct web address.</p>	<p><b>Date: 8/16/2007</b> The equipment rental rates listed in the Caltrans Division of Equipment are the required rates to use. State agencies are in various stages of recreating their websites to comply with a State mandate. This process has resulted in some changes to various website addresses. If you're unable to access the Caltrans Division of Equipment, Equipment Rental Rates at the following web address: <a href="http://www.caltrans.ca.gov/hq/eqsc/rentalrates/RentalRate.htm">www.caltrans.ca.gov/hq/eqsc/rentalrates/RentalRate.htm</a>, then try: <a href="http://www.dot.ca.gov/hq/eqsc/rentalrates/RentalRate.htm">www.dot.ca.gov/hq/eqsc/rentalrates/RentalRate.htm</a>. If neither web address allows you access to this document,</p>

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	the security settings on the web browser may need to be adjusted to allow access.
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