



Policy for Off-Highway Vehicle and Over-Snow Vehicle Funds

This guidance document is not a new law. This is an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

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1. Agency Contact

Recreation Program Manager

2. Purpose

Idaho Code established accounts for \$1.00 from every off-highway vehicle (OHV) sticker and \$1.00 from every over-snow vehicle (OSV) sticker to be deposited into separate dedicated funds (Idaho Code §§ 67-7126 and 67-7106).

Idaho Department of Lands (IDL) may use the OHV or OSV Fund to provide opportunities or repair damage directly related to the recreation activity associated with each fund. Monies in the OHV or OSV Fund shall not be expended for any purpose other than supporting or mitigating the OHV or OSV uses for which the respective funds are established.

This policy guides the planning, reviewing, and funding of OHV and OSV Fund projects.

3. Applicability

The OHV or OSV Fund may be applied to projects affecting state endowment trust lands or any other land where it is the responsibility of IDL to mitigate damage from OHV or OSV activity.

4. Associated Policies

- A. [Idaho Code § 67-7106](#): Snowmobiles — Distribution of Monies Collected
- B. [Idaho Code § 67-7126](#): Off-highway vehicles — Establishment of account — Distribution of fees

5. Definitions

None

6. Policy

A. Assessing the Impacts of OHV and OSV Use

Area Staff are responsible for assessing the impacts of OHV and OSV use on the lands within their Supervisory Area and prioritizing inspections for parcels where these uses are having an adverse impact on lands managed by IDL.

Issues identified by Area Staff may require corrective action or other efforts to mitigate the impacts of past, current, or future OHV or OSV use. To

address these concerns, the Supervisory Area may submit the project to the Recreation Committee for consideration.

B. Submitting Project Requests for OHV or OSV Funds

For projects worthy of consideration, Area Staff must submit a **Budget Request Form for OHV or OSV Funds** by February 15 of each year (see Appendix). Area Staff may submit more than one budget request but should prioritize the projects to help the committee in their decision-making.

Submissions should include a concise narrative identifying and justifying the project along with a well-defined budget. Submissions should provide all the pertinent information necessary for the Recreation Committee to make informed funding decisions.

The Recreation Committee will consider funding “emergency” projects outside of the OHV or OSV Fund Calendar when Area Staff identify situations where immediate human health/safety concerns exist, or resource damage has occurred that warrants more immediate action. Under these circumstances, Area Staff should complete and submit the Budget Request Form for OHV or OSV Funds indicating on the form that the submission is an “emergency” request and stating the nature of the emergency (see Appendix).

C. Recreation Committee Review Criteria

The Recreation Committee will review, prioritize, and fund projects based on the following ordered criteria:

1. Human health and safety
2. Resource protection
3. Planning/management of current or future OHV or OSV opportunities
4. Expansion of OHV or OSV recreational opportunities
5. Educational opportunities
6. Other

D. OHV and OSV Fund Calendar

Date	Action
Ongoing	Area Staff assess the impacts of OHV and OSV use on state endowment trust lands.
Jan. 15	The Recreation Committee prompts Area Staff to submit Fund requests.
Feb. 15	Deadline for submitting Fund requests to the Recreation Committee for the coming fiscal year (beginning July 1).

March 15	The Recreation Committee prioritizes and funds or denies requests.
May 15	The Recreation Program Manager prompts Area Staff to submit an annual narrative report. The report shall cover the prior fiscal year's funded projects, detail accomplishments, and include photographs.
June 15	Annual narrative report from Area Staff is due to the Recreation Program Manager to remain eligible for the next funding cycle.
May 1	Financial Manager finalizes Fund allocations for upcoming fiscal year in IDL budget and communicates project numbers to Area Staff.
Aug. 1	Financial Manager provides report to the Recreation Committee on expenditures by project.
Sept. 1	The Recreation Committee coordinates the development of the OHV Fund Annual Report and the OSV Fund Annual Report with financial information, narrative information, and photographs as relevant to each project.
Oct. 1	IDL Executive Assistant submits the final OHV/OSV Fund Annual Reports to the Asset Management Steering Committee, the Legislative Services Office, the Division of Financial Management, and the IDL Deputy Director for Policy and Administration.

E. Recreation Committee Members

Following are the Recreation Committee members:

- Timber Management Bureau Chief
- Real Estate Bureau Chief
- Regional Operations Chief North
- Regional Operations Chief South
- Financial Executive Officer, Designee
- Recreation Program Manager

The chair of the Recreation Committee is the Recreation Program Manager.

7. Procedures

A. **Form:** Budget Request for OHV or OSV Funds (Appendix to this policy)

8. Exception Authorization

None

9. Revision History

02/21/2014	New department policy.
05/05/2015	Version 2.0.
01/01/2019	Version 3.0, includes OHV/Recreation Specialist as a member of the committee.
01/01/2024	Version 3.1, renumbered from Policy #10 to #2210.
05/04/2026	Version 4.0, added OSV Fund to this policy. Also changed Fund calendar, committee members, and personnel titles.

10. Implementation

This policy revision is effective immediately and will remain in effect for five years unless amended, replaced, or rescinded prior to expiration.



DUSTIN T. MILLER
Director

May 4, 2026

Date



Budget Request Form for OHV or OSV Funds

IDL Supervisory Area: _____

Project Name: _____

Request is for Fiscal Year: _____

Fund (check one): Off-highway vehicle Over-snow vehicle

Priority (if more than one request is submitted for either fund): _____

Concisely describe the proposed project:

Describe the proposed project budget and the funds requested from the Recreation Committee (also identify any other available matching funding sources, e.g., grants or other agency funding):

What are the consequences if the project is not funded?

Is this an emergency funding request outside of the normal funding cycle? If yes, what justifies the immediate funding?
