



Idaho Department of Lands
Agency Guidance Document
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Off-Highway Vehicle Fund Policy

In accordance with [Executive Order 2020-02, Transparency in Agency Guidance Documents](#), guidance documents promulgated by the department are not new laws. They represent an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

This document may reference other documents that are not currently available online. Copies of these reference documents may be obtained by filing a public records request at <https://www.idl.idaho.gov/public-records-request>.

Agency Contact

Lands Program Specialist OHV/Recreation



Department Policy No. 10
Effective date: February 21, 2014

POLICY
Version: 3.0
Revised: January 1, 2019

Off-Highway Vehicle Fund

Purpose

Idaho Code § 67-7126 established an account for \$1.00 from every off-highway vehicle (OHV) registration to be deposited into a dedicated fund, the OHV Fund. The Idaho Department of Lands (IDL) may use the OHV Fund to provide OHV opportunities and to repair damage directly related to OHV use. This policy guides the planning, reviewing, and funding of OHV Fund projects.

Scope

The OHV 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 activity.

Revisions and Revocation

Effective January 1, 2019, version 3.0 of this policy includes the OHV/Recreation Specialist as a member of the [OHV Committee](#).

Document Owner

Division Administrator, Operations

I. Policy

A. Assessing the Impacts of OHV Use

Area staff are responsible for assessing the impacts of OHV use on the lands within their supervisory area and prioritizing inspections for parcels where OHV use has historically or regularly had 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 use. If the estimated cost to address an identified issue exceeds the supervisory area's regular budget allocation, they may submit the project to the OHV Committee for consideration.

B. Submitting OHV Fund Project Requests

For projects they consider worthy of consideration, area staff must submit a [Budget Request for OHV Funds](#) form by February 1 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 OHV Committee to make informed funding decisions.

The OHV Committee will consider funding "emergency" projects outside of the OHV 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 for OHV Funds](#) form indicating on the form that the submission is an "emergency" request and stating the nature of the emergency (see Appendix).

C. OHV Committee Review Criteria

The OHV 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 opportunities
4. Expansion of OHV recreational opportunities
5. Educational opportunities
6. Other

D. OHV Fund Calendar

On-going	Area staff assess the impacts of OHV use on state endowment trust lands.
Jan. 1	The OHV Committee prompts area staff to submit OHV Fund requests.
Feb. 1	Deadline for submitting OHV Fund requests to the OHV Committee for the coming fiscal year (beginning July 1).
March 1	The OHV Committee prioritizes and funds or denies requests.
May 1	Financial officer finalizes OHV Fund allocations in IDL budget and communicates project numbers to area staff.
Aug. 1	Financial officer provides report to the OHV Committee on expenditures by project.
Sept. 1	The OHV Committee coordinates the development of the annual report with financial information, narrative information, and photographs as relevant to each project.
Oct. 1	Financial Officer submits the final OHV report to the Asset Management Steering Committee, the Legislative Services Office, the Division of Financial Management, and the IDL Support Services Division Administrator.

E. OHV Committee Members

Following are the OHV Committee members:

- Forest Management Bureau Chief
- Endowment Leasing Bureau Chief
- Regional Operations Chief North
- Regional Operations Chief South
- Financial Officer
- OHV/Recreation Program Specialist

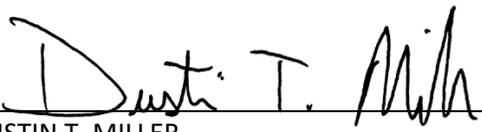
The chair of the OHV Committee is the Regional Operations Chief North.

II. Reference

Idaho Code § 67-7126 – Recreational Activities

III. Implementation

This revision (version 3.0) of this policy is effective January 1, 2019, and will remain in effect for five years unless amended, replaced, or rescinded prior to expiration.



DUSTIN T. MILLER
Director

12/21/2018

Date



Budget Request for OHV Funds

IDL Supervisory Area: _____

Project Name: _____

Request is for Fiscal Year: _____

Priority (if more than one request is submitted):

Concisely describe the proposed project:

Describe the proposed project budget and the funds requested from the OHV Committee (also identify any other available 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?

