



## FUNDING ANNOUNCEMENT and REQUEST FOR PROPOSAL Fiscal Year 2014 and 2015

The Nevada Commission on Off-Highway Vehicles (NCOHV) was established on July 1, 2011 to promote the responsible use of recreational off-highway vehicles. The commission administers the OHV program through its granting authority of OHV registration fee proceeds. Funding is provided to law enforcement, education and public awareness, and OHV trail management for projects in the State of Nevada. The priorities of the commission for this cycle of available funding were established in open meeting prior to this announcement and can be found in section II.

***APPLICATION DEADLINE***  
***June 30, 2015, 5:00 p.m.***

## Table of Contents

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<b>Section I</b>	Funding Description ❖ Priorities and Purpose Areas	Page 3
<b>Section II</b>	Award Information ❖ Funding Available ❖ Eligible and Ineligible Costs	Page 4
<b>Section III</b>	Eligibility Information	Page 5
<b>Section IV</b>	Application & Submission Information ❖ Project Abstract ❖ Project Narrative ❖ Budget Narrative ❖ Attachments ❖ Submission Instructions	Page 6
<b>Section V</b>	Application Review Information	Page 10
<b>Section VI</b>	Award Administration Information ❖ Grant Review and Selection Process ❖ Grant Commencement and Duration ❖ Match, Financial and Program Requirements ❖ Additional Information	Page 11
<b>Section VII</b>	Commission Contacts	Page 15
<b>Appendices</b>	 ❖ Appendix A      Example of Cover Sheet ❖ Appendix B      Example of Work Plan ❖ Appendix C      Example of Budget Narrative ❖ Appendix D      Definitions, Rules and Procedures ❖ Appendix E      Example Landowner/manager Review and Approval	

## **Section I Funding Description**

### **Program Descriptions**

Nevada Revised Statute (NRS) 490 regulates and defines the Off-Highway Vehicle (OHV) registration and grant program. NRS 490.069 details the requirements for the allocation of OHV registration funding. Fifteen percent (15%) of the funds from OHV registration is allocated to the Nevada Department of Motor Vehicles (DMV) for the registration process and collection of the fees. The remaining eighty-five percent (85%) is divided into four (4) accounts: Five percent (5%) for NCOHV administration, sixty percent (60%) for trails, twenty percent (20%) for law enforcement and fifteen percent (15%) for safety training and public education relating to OHVs.

This OHV Grant Announcement is to allocate 75% of the OHV funds for trails and safety training and public education. Specifically, for Category A and B below:

#### **A. Trails:**

As defined by NRS 490.069, the trails projects fall into 6 sub-categories:

1. Studies or planning for trails and facilities for use by owners and operators of off-highway vehicles. Money received pursuant to this sub-subparagraph may be used to prepare environmental assessments and environmental impact studies that are required pursuant to 42 U.S.C. §§ 4321 et seq.
2. The mapping and signing of those trails and facilities.
3. The acquisition of land for those trails and facilities.
4. The enhancement and maintenance of those trails and facilities.
5. The construction of those trails and facilities.
6. The restoration of areas that have been damaged by the use of off-highway vehicles.

#### **B. Public Education:**

Fifteen percent (15%) of the money must be used for safety training and education relating to off-highway vehicles.

#### **Law Enforcement:**

Twenty percent (20%) of the OHV funds received must be used for law enforcement, as recommended by the Office of Criminal Justice Assistance (OCJA) of the Department of Public Safety (DPS), or its successor. The application for consideration of OHV Law Enforcement Funds is done through the OCJA, and is not part of this grant process.

### **Purpose Areas**

This cycle of funding will provide priority funding for projects that are designed to address one of the Purpose Areas below. Purpose Areas are decided upon by the NCOHV at each cycle of grant funding.

1. INSERT FROM COMMISSIONERS
2. INSERT FROM COMMISSIONERS
3. INSERT FROM COMMISSIONERS

## **Section II Award Information**

### **Total Funding Available (FY2014 and FY2015): estimated \$800,000**

Commission funding for OHV FY 2014-6 is expected to be approximately \$800,000 dollars, this cycle. The project performance period for this cycle is from September 1, 2015 to August 31, 2016. The OHV Commission expects to award approximately 6 to 8 grants awards ranging from \$30,000 to \$80,000 per award. The OHV Commission reserves the right to determine the number of awards for each grant cycle, based on funds available, and projects selected. The application must provide information about the applicant's plan for completing the proposed project no more than two (2) years after the Notice to Proceed is issued.

### **Common Eligible Project Costs:**

- Employee services of seasonal and/or non-permanent staff hired specifically for this project for duties of on-the-ground field work.
- Permanent staff salary MUST be for project work only. This includes planning, development of project tasks and timelines, supervision and field work. Permanent staff will be required to certify activity.
- Youth programs and youth-oriented projects, specific to the criteria of the funding.
- Consultant services (not exceeding federal rate of \$650 per day).
- Supplies, materials, and tools for the project.
- Signs and interpretive aids.
- Construction, reconstruction and maintenance work on trails.
- Construction of bridges, railings, ramps, fences and retaining structures.
- Bank stabilization, re-vegetation, and erosion control.
- Rehabilitation of closed trails or damage areas.
- Trailhead development including parking lots, restrooms and related facilities.
- Education and outreach.
- Equipment for snow trail grooming.
- Safety, education, and user information programs.
- Trail planning.
- Feasibility and trail use studies, management plans for shared trails, inventory, and analysis of existing and proposed trails.
- Food for volunteers working on the project.
- Environmental reviews.

**Common Ineligible Project Costs:**

- Costs that are expended and not included in the project budget at time of application.
- Any expenditure not related to the project or defined in the project budget.
- Volunteer or program insurance.
- Expenses related to the promotion or fund-raising efforts of an organization.
- Flyers, brochures and publications.
- Printing.
- Time and services associated with writing the grant application.
- Facilities that are ornamental and do not have direct benefit to trail users.
- General overhead cost or taps (costs to support an organization, including rent, furniture, electricity, internet, or meeting space).
- Marketing and advertising.
- Postage.
- Vehicle Maintenance.
- Mileage (for governmental agencies and districts using fleet vehicles).
- Depreciation on vehicles, tools and equipment used for the grant.
- Food for banquets or alcohol.
- Team building or bonding.
- Food and Beverages.
- Audit and legal services.
- Supplanting of federal or state funds.
- Bonuses, Gifts and Incentives.
- Indirect costs and membership fees.
- Lobbying costs.

**Section III Eligibility Information****Eligible Applicants**

This program provides financial assistance to state and local units of government and Native American tribes performing law enforcement functions as decided by the Secretary of the Interior, for programs to improve the criminal justice system involving usage and sales of controlled substances and the associated violent crime, faith-based and not-for-profit agencies providing drug treatment programs, corrections and community corrections programs, prevention and education programs, prosecution and court programs. Partnerships and collaboration are strongly encouraged, so applications may support projects involving combined teams of agencies at all levels, including non-profit organizations.

- Local, county, state governments, recreation and metro districts and non-profit organizations with responsibilities over public lands are eligible.
- All applicants MUST be corporations, non-profits, clubs, etc. and must be in good standing with the Secretary of State's office and must be able to provide proof of eligibility upon request.
- No single individual may apply for a NCOHV grant.

- Any entity requesting grant funds must provide satisfactory proof that the appropriate federal, state, local or private authorities have been consulted regarding the nature of the proposed project to be funded by the grant.
- If an agency has more than one office that operates independently of another with management of another area of public lands, each unit may apply as separate applicants.
- An applicant may only apply for one (1) grant per grant cycle.
- Any applicants who have previously received a grant must have successfully completed that project before being awarded funds from another grant in a subsequent grant cycle.
- A non-profit organization is deemed to have management responsibility over public lands when a written agreement exists between the non-profit organization and a public land management agency.
- Applicants must have control and tenure to the property to be eligible and awarded grant funds, either by ownership, lease, easement, special use agreement, or long-term interest in the property at the time of submission and during the project period.
- All easements, right-of-ways, or control and tenure must be in place at the time of application submission, award approval and project period.

## **Section IV Application & Submission Information**

A comprehensive, well-written application provides all the information necessary for a complete evaluation. A complete application will include four (4) components: 1) Project Abstract; 2) Project Narrative; 3) Project Budget; and 4) Attachments. Incomplete applications will be disqualified and will not be scored for OHV Commission consideration.

### **1. Project Abstract**

The project abstract must succinctly summarize the proposed project and should include:

- A brief background of the project;
- Specific objectives and/or goals;
- Any unique features and innovation of the project;
- Collaboration and partnerships (if applicable); and
- Expected results and/or outcomes.

The project abstract must be on one (1) page and cannot exceed more than 35 lines, and must be single-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8 ½ by 11 size (letter size) paper.

## **2. Project Narrative**

The project narrative must not exceed 8 pages, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8 ½ by 11 size (letter size) paper. The following information must be contained within the Project Narrative:

### **A. Cover Sheet (example in Appendix A)**

The cover sheet must not exceed one (1) page, is not included in the 8-page narrative limitation and must contain the following information:

- **Applicant Information**  
Organization Name, Full Mailing and Physical Addresses, Phone Number, Fax Number, Federal Tax ID number, DUNS number, and Website (if applicable)
- **Project Information**  
Title, Purpose Area (Project Information must include clear definition if apply for Trails or Education funding, but cannot include both with the same project application), Brief Project Statement, County Location, Exact Location, GPS Location, and Proposed Dollar Amount
- **Project Director Information** (overall project responsibility)  
Full name, Title, Mailing and Physical Address, Day-time & Evening Phone, Email Address
- **Project Contact** (Daily project contact – if different than director)  
Full name, Title, Mailing and Physical Address, Day-time & Evening Phone, Email Address

### **B. Problem Statement**

The problem statement must provide clear and concise description of the issue(s) that need(s) to be addressed by the proposed project. The primary purpose of this statement is to focus the reviewer attention to the issue at-hand. In this section describe (i) primary problem; (ii) project location (maps, agencies responsible, etc.); (iii) why project is needed now and what will occur without funding; and (iv) historical sensitivity, cultural or wetland areas etc. as well as easement, right-of-way, control and tenure currently in place.

### **C. Scope of Work**

This component must describe your goals (what will be accomplished) in broad terms as well as listing the measurable objectives with tasks describing how each goal will be met. In this section describe (i) proposed project and how the completion will affect the identified problem; (ii) planning members in place; (iii) agencies and stakeholders consulted; (iv) design standards used for project development; and (v) any site surveys, assessments and trail rating systems conducted.

**Note:**

**Attachment 1:** Construction Plans, Drawings, Pictures etc. (Optional)

**Attachment 2:** Work Plan (example in Appendix B) (Required)

**D. Partner Support and Statement of Coordination**

Provide evidence of support for this proposed project from user groups, agencies, and local governments. Applicants must demonstrate the proposed project has broad support by affected stakeholders. Evaluation will be scored by quality of supporting evidence as opposed to quantity of letters.

In this section describe (i) level of commitment or support of each partner will provide to support this proposed project, include partner activities; (ii) list primary user groups that will be affected by proposed project and any controversy proposed project has created; (iii) any in-kind contributions that partners or user groups will contribute to proposed project.

This table must be included in this section and must be completed. If you need additional rows, please add as appropriate for your application.

Stakeholder, Partner or User Group	Description of Commitment or Support	Valuation of In-Kind (if applicable)

**Note:**

**Attachment 3:** Land Manager's Review and Approval (example in Appendix E); and Letters of Commitment (not to exceed 5 pages)

**E. Sustainment**

Describe (i) how the project will provide long term value; (ii) provisions for on-going maintenance; and (iii) future projected costs after the project period and how funds will be obtained.

**F. Organization Capacity**

Describe (i) your organizations capacity and experience to implement and accomplish proposed project; (ii) your organizations capacity and experience to properly administer awarded funds for proposed project; and (iii) key personnel with a short biography demonstrating ability to manage the project.



## **G. Evaluation**

Describe (i) what data will be collected to determine success of project; (ii) how data will be used to improve the proposed project; (iii) who and when will evaluate the project (i.e., one-time, continuous); and (iv) how results will be shared with the OHV Commission.

### **3. Budget Narrative (example provided in Appendix C)**

Applicant is required to submit (for each year of proposed funding) a budget narrative. The project must be completed within two (2) years of the NTP. The budget must demonstrate a clear and strong relationship between stated objectives, goals and activities. The budget narrative does NOT count towards the total page count of the project narrative. The budget narrative should be detailed, reasonable, and adequate, cost efficient and align with the proposed work plan. From the budget narrative the reviewer should be able to assess how the budget relates directly to the proposed project.

### **4. Attachments**

**Attachment 1:** Construction Plans, Drawings, Pictures etc. (if applicable)

**Attachment 2:** Work Plan (Required)

**Attachment 3:** Land Manager's Review and Approval letter (example in Appendix E) and Letters of Commitment (not to exceed 5) (Required)

## **Submission Instructions**

One electronic version of the entire grant application, in PDF, should be submitted to grants@admin.nv.gov by 5:00 p.m., Tuesday, June 30, 2015. The PDF should include all components of the grant: Project Abstract, Project Narrative, Budget Narrative, and Attachments. Each section inside the grant should include headings and subheadings in the narrative; and sections should not be altered.

### **Tips & Common Pitfalls to Avoid**

- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page; have your financial staff review;
- Use only whole dollar amounts;
- Observe page limits (any pages over the page limit, will not be reviewed);
- Use standard type, Times New Roman, Size 12 point font;
- Respond to all sections of the application; ensure the thread that ties the application sections together are related;
- Supplanting - Grant funds may not be used to replace federal, state or local funds that are currently being used or are forthcoming;
- Spell out acronyms at initial use. Eliminate jargon whenever possible;
- If this is a continuation project, explain what has/will change from the previous year;

- Do not assume reviewers are familiar with existing projects;
- Read the request for application (RFA) carefully; and
- Use local statistics rather than national statistics.

## **Section V Application Review Information**

Each proposed project will be evaluated for inclusive and succinctness of their application using the scoring matrix below.

<b>A. Cover (max 4 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 4pt</b>	<b>Total</b>
Completed Information				
<b>B. Problem Statement (max 16 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 4pt</b>	<b>Total</b>
<b>B(i)</b> Primary problem				
<b>B(ii)</b> Project location (maps, exact, agency)				
<b>B(iii)</b> Now / without funding				
<b>B(iv)</b> Specific conditions of location				
<b>C. Scope of Work (max 18 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 4pt</b>	<b>Total</b>
<b>C(i)</b> Effect of proposed project				
<b>C(ii)</b> Planning members				
<b>C(iii)</b> Stakeholders and agencies consulted				
<b>C(iv)</b> Design standards used				
<b>C(v)</b> Site surveys, assessments and trail ratings				
<b>Work Plan</b> (Attach 2)				
<b>D. Partner Support and Coordination (max 12 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 4pt</b>	<b>Total</b>
<b>D(i)</b> Partner support				
<b>D(ii)</b> Agencies affected and controversy				

<b>D(iii)</b> In-kind contributions				
<b>E. Sustainability (max 12 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 4pt</b>	<b>Total</b>
<b>E(i)</b> Long term value				
<b>E(ii)</b> On-going maintenance				
<b>E(iii)</b> Future costs				
<b>F. Organizational Capacity (max 12 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 4pt</b>	<b>Total</b>
<b>F(i)</b> Program capacity and experience				
<b>F(ii)</b> Fiscal capacity and experience				
<b>F(iii)</b> Key Personnel & Experience				
<b>G. Evaluation and Reporting (max 16 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 4pt</b>	<b>Total</b>
<b>G(i)</b> Data collected				
<b>G(ii)</b> Data use				
<b>G(iii)</b> Eval to occur				
<b>G(iv)</b> Results shared				
<b>Budget Narrative (max 6 points)</b>				
<b>Item</b>	<b>Incomplete 0 pt.</b>	<b>Complete 2pt</b>		<b>Total</b>
Budget(i)				
Budget(ii)				
Budget(iii)				

## **Section VI Award Administration Information**

### **Grant Review and Selection Process**

Eligible applications are reviewed, evaluated, and competitively scored by a review committee using the scoring matrix located in Section V. Scoring is provided to initially rank the applications to provide the NCOHV and is not the final determination for funding. The top scored applications (within the funding available) will have the ability to present and answer Commission questions during the open meeting scheduled to determine priority ranking and subsequent award confirmation.

Applicants and commissioners will not be permitted to engage in communication regarding application scoring. Applicants and commissioners may engage in conversation about the final selection during the open meeting, after grant awardees have been selected.

To avoid disqualification, all application areas must be concise and complete; certifications must be signed and dated; objectives must be measurable. Denial letters, with scoring disclosure, will be sent to applicant agencies which are not funded.

### **Grant Commencement and Duration**

Grants will be awarded for each grant period, with project completion, not to exceed two years. Projects must become sustainable as soon as possible. Agencies are required to reapply each year for funding. Funding beyond the first year will be determined based on performance of the sub-grantee meeting goals, reporting requirements and availability of funds.

Project implementation must be initiated within sixty days (60) from the starting date indicated on the sub-grant award. Requests for an exception to this rule must be justified and submitted in writing within thirty days of award. At the discretion of NCOHV, the sub-grantee risks losing the award if the project does not commence as required.

### **Match Requirements**

There is no requirement to report match for NCOHV grants; however, sub-grantees that have been awarded projects that have in-kind valuation must include those activities in their program and evaluation reports. However, four (4) preferential points are awarded on projects that provide a match of 10% or more. “In-Kind match” means cash, materials, volunteer labor or other methods of contribution, that an applicant provides toward offsetting the total cost of the project; and reduces the amount of the grant that will be needed from the Commission to complete the project.

### **Reimbursement Notice**

The NCOHV grant is a reimbursement grant. Sub-grantees are expected to pay for expenses upfront from their budgets and will be reimbursed for eligible expenses listed on the approved award budget after a review of the expense request form and appropriate backup.

### **Fiscal Responsibilities**

All recipients of federal funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. Accounting systems for all federal projects must ensure the following:

- Federal funds are not commingled with funds from other federal grant sources.
- Funds specifically budgeted and/or received for one project cannot be used to support another.
- All grant awards are subject to audits during and within three years after the grant award performance period has closed.
- The accounting system presents and classifies historical cost of the grant as required for budgetary and auditing purposes.
- Reporting Requirements.

- Monthly fiscal reports.
- Quarterly progress reports – includes narrative and statistics.
- Performance Measurement Tools (PMT) – The Bureau of Justice Assistance’s on-line quarterly report may include fiscal, statistics and narrative sections.
- Final evaluation reports.
- OCJA maintains the right to withhold payments if reporting requirements are not met in a timely and efficient manner.

### **Additional Information**

OHV fees are administered by the Nevada Commission on Off-Highway Vehicles. Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriate, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contracts (grant awards) will become null and void, without penalty to the State of Nevada.

All materials submitted regarding this application for OHV funds becomes the property of the State of Nevada. Upon the funding of the project, the contents of the application will become contractual obligations.

### **Appeals**

Any applicant whose application has been filed according to the rules governing the grant process, and who is aggrieved by the awards made pursuant to these rules, may request an appeal. The appeal must show that the rules governing the grant selection process were not properly applied.

Submit requests for appeal to Chair of the OHV Commission within seven working days of the notification of denial. Requests for appeal must be in writing and clearly state how the Nevada Commission of Off-Highway Vehicles erred in following the administrative rules governing the grant process or the procedure outlined in the program RFA. The review will be conducted as expeditiously as possible so all funds can be distributed in a timely fashion. Notice of the approval/denial of the appeal will be conducted by the Deputy Attorney General or their designee. This procedure concludes the review process.

### **Bidding Process**

The grantee must follow all applicable local, state and/or federal laws pertaining to the expenditure of funds. Proof of Invitation to Bid, contracts and any other pertinent documentation must be retained by the grantee. Likewise, all local, state and federal permits required for construction projects must be acquired by the grantee before grant monies can be expended.

### **Disabled Access**

The grantee shall assure that persons with disabilities are not precluded from using NVOHV grant funded facilities. Projects must meet requirements as set by the Americans with Disabilities Act.

### **Maintenance and Operation**

The grantee is responsible to see that NCOHV grant funded projects are maintained and operated in a condition equal to what existed when the project was completed, normal wear and tear is excepted. Maintenance and operations standards should be adopted upon completion of the project.

### **Signs**

Grantee shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund and the Commission upon start of the project or purchase of equipment.

### **Nondiscrimination**

Projects funded with NCOHV grant funds shall be available for public use, regardless of race, religion, gender, age, disability, or national origin.

### **Project Conversion**

The grantee must assure that no NCOHV grant funded project will be converted to uses other than those specified in the original project agreement, without prior written approval of the NCOHV Commission, within 10 years of completion.

In any instance that the grant notice, sub-award, rules, regulations and procedures are silent – prior written approval is required.

### **NEPA Requirements**

All projects must comply with applicable State statutes, regulatory requirements and policies. Projects being completed on federal land must be in compliance with the National Environmental Policy Act (NEPA) including: *threatened and endangered species in the area(s) affected by the project; Ecological, cultural, and archaeological sites in the area(s) affected by the project; Existing land use authorizations and prohibitions, land use plans, special designations and local ordinances for the area affected by the project; and Containing any compliance information provided by an appropriate federal or local government agency and any information or advice provided by any agency, group or individual.*

### **Permitting Requirements**

If awarded a grant the applicant is responsible for obtaining all applicable permits and clearances no later than 90 days after notification of the grant award. No funds will be released until all applicable permits and clearances are in place. This is the responsibility of the applicant.

Review the items listed below to assist you in determining if your project may require permits or clearances. Will the project:

- Affect any federally listed endangered or threatened species or designated critical habitat?

- Affect any recognized state natural area, prime or unique ecosystem, geologic feature, or other ecologically critical area?
- Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or development in floodplains or wetlands?
- Include use of any chemical toxicants?
- Result in any discharge which will conflict with Federal or State air or water quality regulations?
- Affect any archeological, historical, or cultural site that alters the aesthetics of the subject area.
- Impact on designated wild or scenic rivers, wilderness area, national trail, or other protective national or state designation (i.e. Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
- Have any substantial environmental impacts not addressed above, or result in cumulative impacts, which separately do not require assessment but together must be considered substantial?

## **Section VII Commission Contacts**

### **Grant Administration Contact:**

Nevada Office of Grant Procurement, Management and Coordination  
209 E Musser Dr., 2<sup>nd</sup> Floor  
Carson City, Nevada 89701  
grants@admin.nv.gov

### **Program Administration Contact:**

Nevada Commission on Off-Highway Vehicles  
550 West Plumb Ln., Ste. B, Unit 274  
Reno, Nevada 89509

*Thank your interest in applying for NCOHV funding. You will be contacted if further information is required. Do not begin your project or incur costs until you have received, signed and returned a sub-grant document with NCOHV.*

## APPENDIX A

### Example of Cover Sheet

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#### Applicant Information

Nevada's Wheeling Association  
555 ATV Drive  
Pahrump, Nevada 89555  
(775) 555-1212 Fax (775) 556-1212  
www.NWAssociation.org

Tax ID: 433434343  
DUNS: 678043608

#### Project Information

##### **Snake River Trailhead Restoration**

This restoration project will repair several (3) bridges and rehabilitate two (2) trails totaling approximately 5 miles in length that were washed out or otherwise damaged by the 2013 Carpenter Fire and subsequent flooding that took place near the base of Mt. Charleston. This location is in Nye County, Nevada (GPS XXXXXX). This proposal is in the amount of \$80,000 to be expended over the next 18 months.

#### Project Director Information

Kelvin St. James  
President, Nevada's Wheeling Association  
555 ATV Drive  
Pahrump, Nevada 89555  
(775) 236-4555 kstjames@gmail.net

#### Project Contact Information

Marty Williams  
Secretary, Nevada's Wheeling Association  
555 ATV Drive  
Pahrump, Nevada 89555  
(775) 413-7841 marty@yahoo.gov



## APPENDIX B

### Example of Work Plan

<b>Goal / Objective 1:</b> To be more organized and help department stay on budget by reconciling receipts and expenses monthly and annually.				
<b>Tasks / Activities</b>	<b>Collaboration Needed</b>	<b>Resource Needs</b>	<b>Timeframe</b>	<b>Measured Outcome</b>
<p>Create budget binder with tabs for each member of the department.</p> <p>Review expenses from last year to agree upon budget categories.</p> <p>Create a tab for each department member.</p> <p>Develop Excel spreadsheet with budget categories.</p>	<p>Each staff member gives me receipts and expense report using university and Smith School policy copies by the 3ed Tuesday of each month.</p>	<p>Binder, tabs, ruler, marker, Excel spreadsheet.</p> <p>Time during a department meeting to review the budget categories and process with staff.</p>	<p>Completed binders by 3/1/2015</p> <p>Reported monthly by 4<sup>th</sup> Tuesday of each month.</p>	<p>Effective budget controls.</p> <p>Informed staff.</p> <p>Accurately budgeted categories.</p>
<b>Goal / Objective 2:</b> Organize all communication for bi-annual conference.				
<b>Tasks / Activities</b>	<b>Collaboration Needed</b>	<b>Resource Needs</b>	<b>Timeframe</b>	<b>Measured Outcome</b>
<p>List all points of communication or various tools needed, Review list with supervisor to uncover any gaps.</p> <p>Create a timeline for getting communication written, approved, and sent out.</p> <p>Develop core list of potential applicants.</p>	<p>Confirm vendor timeframe for brainstorming, review comms plan.</p> <p>Key speakers, bio, and taglines.</p> <p>Subject communication from all members</p>	<p>Request for dept meeting agenda.</p> <p>Set-up recurring meetings with members.</p> <p>Budget signage and formal thank you notes.</p>	<p>Final points by 2/10/2015</p> <p>Meetings on-going every 2 weeks.</p>	<p>Successful bi-annual conference taking into account preferred comms style and subject interest.</p>



## APPENDIX C – Example of Budget Narrative

### NCOHV GRANT APPLICATION - BUDGET SUMMARY

Name of Applicant - \_\_\_\_\_

Title of Project - \_\_\_\_\_

	<u>Budget Category</u>	<u>Amount</u>
A.	Personnel	\$0.00
B.	Consultants/Contracts/Engineering Costs/Design/	\$0.00
C.	Travel	\$0.00
D.	Material/Supplies/Operating/Equipment Rental	\$0.00
E.	Equipment Purchases	\$0.00

Total grant amount: \$ -

Total match to be supplied (if any): \$ -

Total Project Cost: \$ -

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Budget Summary--** The totals for each category will transfer to the spaces above. The total costs and total project costs will be computed via Excel formula. Check the math in each section and on summary page. **Justification narrative is required.**

## Budget Request and Justification

Any category of expense not applicable to your budget may be deleted.

### A. Personnel

Overtime hours to be included here.

Position Title	Annual Salary or Hourly Rate	% of time working on the grant	# of Hours	Is position a New Hire (Y/N)	Total \$ Requested
	\$ -				\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Total Project Hours: 0.00

**Personnel Sub-total = \$0.00**

### Payroll Taxes & Fringe Benefits:

	Annual Cost	Hourly Rate	Rate Applied		\$ Requested
		(annual cost/2088 work hours per year)	Project Hours x Hourly Rate		
<i>Employer's FICA</i>	0.00	0	0.0000		\$0.00
<i>Retirement</i>	0.00	0	0.0000		\$0.00
<i>Uniform Allowance</i>	0.00	0	0.0000		\$0.00
<i>Health Insurance</i>	0.00	0	0.0000		\$0.00
<i>Workman's Compensation</i>	0.00	0	0.0000		\$0.00
<i>Unemployment Compensation</i>	0.00	0	0.0000		\$0.00

**Fringe Sub-total = \$0.00**

**Total Personnel = \$0.00**

### Personnel Justification-Narrative:

<div> <div> <div>B</div> <div>Consultants/</div> <div>Contracts/Design</div> </div> <div>List all consultant/contract/design/planning costs</div> </div>						
Consultants:			Computation			
Name of Consultant	Service Provided	Cost per unit	(define unit)	# Units	Cost	
					\$ -	
					\$ -	
					\$ -	
Computation						
Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	Amount Requested
			Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.565		\$0.00
Consultant Sub-total:						\$0.00
<u>Contracts:</u> Provide a description of the product or service to be procured by contract and an estimate of the cost.						
Item /Description/Vendor	Rate	Qty/hours				Amount Requested
						\$ -
						\$0.00
						\$0.00
Consultant Sub-total:						\$ -
Total Consultants/Contracts =						\$0.00
Consultant/Contracts/Design Justification -Narrative:						

**C. Travel**

Using General Service Administration (GSA) Per Diem rates.

Travel		Computation				Amount Requested
Who is traveling and Purpose of Travel	Location	# Individuals	Item	Cost	# Nights/Days or mileage	
			Airfare (roundtrip)			\$0.00
			Hotel (per night)			\$0.00
			Per Diem per day			\$0.00
			Round Trip Ground transportation			\$0.00
			Personal Vehicle Mileage R/T	\$0.565		\$0.00
		0	0	0	\$ -	\$0.00
					<b>Sub-total</b>	\$0.00
					<b>Travel =</b>	\$0.00
Travel Justification-Narrative:						

**Total Travel Costs: \$0.00**

D

**Materials/Supplies/  
Operating/Rentals**

**Office supplies:** postage, printing, copying, etc. **Project materials:** rock, paint, nails, equipment rentals, lumber etc. Rows can be added for longer lists of materials, if needed.

**Supplies**

Formula is multiplied  
by 12 for year

Item /Description		Define Unit of measure	Cost per unit	Total for year	Cost
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

**Supplies Sub-total =** \$0.00

**Operating**

Item /Description		Define Unit of measure	Cost per unit	Total for year	Cost
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

**Operating Sub-total =** \$0.00

**Supplies/Operating TOTAL: \$0.00**

**Supplies/Operating Justification- Narrative:**

## E Equipment

Equipment is defined as an item with a single purchase cost above \$5,000.

Item /Description	Qty	Item/each	Unit cost	Cost
				\$0.00
				\$0.00
				\$0.00
Equipment Total =				\$0.00

Equipment Justification:

## APPENDIX D

### NCOHV Definitions, Rules and Procedures

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The Nevada Commission on Off-Highway Vehicles (NCOHV) is authorized under NRS 490 to adopt, amend or rescind rules as may be necessary for proper administration of the Commission and its programs.

#### 010. DEFINITIONS

**Applicant:** An approved entity, that identifies a need for a project, supplies initial support data, and applies for program grant through the NCOHV.

**Commission:** The Nevada Commission on Off-Highway Vehicles

**Grantee:** An applicant who receives a grant from the Commission for a programs or funds as described in NRS 490.

**Management:** The actions taken in exercising control over, regulating the use, operation, and maintenance of facilities or programs.

**Project:** An effort to comply with Nevada statutes and rules for which grant funds shall be used to assist the grantee in achieving the objectives of a grant programs.

**Project Manager:** Any individual who has the principle responsibility for the ongoing management of a grant project.

**Public Entity:** The state, federal or local government or a subdivision thereof, or an Indian tribe.

**Staff:** Any individual employed by the Commission.

**Staff Grant Manager:** A NCOHV Staff member in charge of one or more grant programs.

#### 020. RULES

##### Expenditure of Grant Funds

Each grant cycle has a designated project period stated in the Request for Application. In addition, the date for the project period will be expressly stated on each grant award. If the grant funds are not expended within the project period, the grant shall be revoked unless the applicant requests and receives an extension of time from the Commission.

##### Requests for Extension

A written request for an extension of the project period shall be received by the Commission prior to the end of the project period. The Grant Manager shall make the final determination of extensions. No project extension shall be granted for more than one (1) year.



#### Project Completion

Upon approval of a grant application the grantee shall be obligated to complete all elements of a project as described on the approved grant application, grant agreement, or approved amendment.

#### Project Management

Upon approval of a grant application the grantee shall ensure adequate management of the project as specified in the approved grant application or grant agreement.

#### Grant Modification

Only for good cause, and upon the submission of detailed justification, shown in writing and approval by the Commission, may the terms and obligations of the grant agreement be modified.

#### Maintenance and Operation

Real property, physical facilities and equipment funded by a grant shall be maintained and operated in the condition or state equivalent to that existing when such facility was completed or property or equipment purchased, normal wear and tear excepted.

#### Public Use/Nondiscrimination

Physical facilities and real property purchased in whole or in part with grant moneys shall be available for public use regardless of race, color, religion, national origin, gender, age, or disability. Facilities constructed with grant moneys shall meet the requirements as set by the Americans with Disabilities Act Guidelines.

#### Acknowledgment of Funding Assistance

Grantee shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund and the Commission upon start of the project or purchase of equipment.

#### Project Liability

Grantees, through the signed grant award, shall assume all project liability and hold the Commission harmless.

#### Purchase and Bidding Requirements

The grantee shall follow all local, state and federal laws pertaining to the expenditure of public funds.

#### Permits

The grantee shall legally acquire all required local, state and federal permits for the construction or development of the project before grant funds shall be expended. Construction shall comply with the then current codes and standards as set by the Uniform Building Code, Uniform Plumbing Code, and the National Electrical Code.

### Failure to Comply

Failure by the grantee to comply with such terms and obligations as set forth in the approved grant application or grant agreement shall result in the immediate revocation of an approved grant or shall constitute a conversion pursuant to this guideline, as applicable.

### Project Conversions

No grant funded project shall, without the prior written approval of the Commission, be converted to uses other than for the authorized purposes specified in the original grant application or grant agreement.

### Approval of a Conversion

The Commission shall approve a conversion only when the grant funds spent on the project can be returned to the appropriate grant fund or the grantee can provide an immediate substitution of other projects of at least equal current fair market value and of reasonably equivalent recreational usefulness and location.

### Resolving a Conversion

If there is a project conversion, the grantee is responsible for repaying the appropriate grant fund an amount determined by investment amortization through use, project life expectancy, and depreciation or appreciation of the facilities or equipment.

### Conversion Requests

Project conversion requests shall be in writing by the grantee prior to any conversion attempts.

### Appraisals

A real estate appraisal is required for all real property to be acquired with grant funds. All appraisals shall be prepared according to Commission procedures. The appraisal shall be paid for by the grantee, but may be included as part of eligible project costs. The selection of the appraiser shall be approved by the Commission.

### Appraisal Review

The Commission shall review appraisals as necessary. Any appraisal report which does not meet content requirements or use correct analysis procedures shall be corrected to the satisfaction of the Commission. All costs shall be covered by the grantee.

### Negotiated Price

An approved appraisal is an acceptable estimate of property value. The negotiation between a willing seller and a willing buyer may set a price which is higher than the appraisal, and this value can be considered along with the appraised value in establishing the reasonable limits of assistance. If the grantee believes the negotiated price is a better indication of market value, yet is higher than the appraised value, a detailed statement of this difference shall be submitted to the Commission.

### Adequate Title and Public Access

The grantee shall have clear title to, or adequate control and tenure of, the real property (land, land improvement, structures, and appurtenances) to be developed. The term "adequate control

and tenure" of real property means a lease or an easement that provides the grantee sufficient control over the real property to permit the proposed development and use for a period of at least twenty-five (25) years from the date of application, unless specifically approved in writing by the Commission for a shorter term. The grantee shall list all outstanding rights or interests held by others in the real property to be developed. If access to the real property to be developed is over private property, then the grantee shall describe the provisions made to ensure adequate public access. In the event the real property becomes unusable for its intended purposes or if such use ceases, the grantee shall be responsible for conversion of the project as described in Section 350 of this chapter.

#### Limitations on Use

Property rights obtained with grant funds shall be free of all reservations or encumbrances which would limit the use of the site disproportionate to the public benefit.

### **030. PROCEDURES**

#### Disbursement of Funds

Allowable Costs: Applicable Office of Management and Budget (OMB) cost principles, program regulations, and the terms of grant agreements shall be followed in determining the reasonableness and allow ability of costs.

Except as provided herein, the Commission shall authorize disbursement of funds allocated to a project on a reimbursement basis. This means that the grantee shall initially pay all project costs and then seek reimbursement with proper source documentation through the Commission. Grantees shall use only the request for reimbursement form specified in the grant award.

Documentation and System of Internal Controls: The grantee shall maintain a system of internal controls in order to identify the source and disbursement of funds provided for all project costs and matches by grant or 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.

Accounting Basis: Each grantee shall report program outlays and program income on a cash or accrual basis pursuant to Generally Accepted Accounting Principles.

#### Match

Match is the donation of cash, product or service used to complete the grant project as approved. The following types of match may be used:

- Force account labor and equipment, i.e., the use of the grantees staff (labor) and equipment costs. Documentation of force account shall include: the name of each worker, dates worked, hourly rate of pay, number of hours worked, and the total cost by each person. Documentation of equipment costs shall include the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost.

- Donated material that is used as match shall be reasonable and cannot exceed the costs of the materials to the donor or the market price at the time they are charged to the project, whichever is less. A detailed invoice marked "donation" or a letter from the donor shall be used as documentation of donated material.
- Donated Contract Labor. When an employer, other than the grantee, furnishes the services of an employee, these services are valued at the employee's regular rate of pay (not including fringe benefits and overhead costs). These services shall be for the same skill for which the employee is normally paid. Documentation shall include the employee's name, dates worked, hourly rate, number of hours worked, and total cost.
- Rates for Volunteers. Skilled and unskilled shall be consistent with the rate regularly paid by the grantee for similar work or shall be consistent with those paid for similar work in the grantee's labor market. If the volunteer is professionally skilled and employed in the work he is performing on the project, the grantee may use the individual's normal wage rate. If the volunteer is unskilled and not professionally employed in the work he is performing the grantee shall value the donated labor at the national minimum wage rate. Documentation shall include the volunteer's name, date worked, hourly rate, number of hours worked, and total cost.

#### Reporting

Each grantee receiving grant funds shall remit a complete activities report upon submission of each reimbursement request to the Commission. Annually, and no later than January 31 of each year, grantee is responsible to report project report of activities, obstacles, and percentage of completion. Failure to report or poor performance indicated by the report may disqualify grantee from future grant application.

#### Grant Closeouts

Within forty-five (45) days after the completion of the project, the grantee shall submit a final program and reimbursement report and immediately refund to the Commission any balance of unobligated cash advanced and interest earned.

#### Record Retention

The grantee 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 final grant payment, unless any litigation or audit concerning the project has been started or announced.

#### Audit Authority

The Commission shall have the right of access to any pertinent books, documents, papers, or other records of grantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. An audit of the award may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due the Commission.

**APPENDIX E**  
**Landowner / manager Review and Approval Letter**

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(Date)

Nevada Commission on Off-Highway Vehicles  
Greg McKay, Chairperson  
550 West Plumb Ln., Ste. B, Unit 274  
Reno, Nevada 89509

RE: (Name and Location of Project for Grant Application)

Dear Commissioner/s:

The above stated off-highway project has my approval as of (date).

The project is located on (federal/state/local public OR private land) and is in conformance with the appropriate land management permits, licenses, clearances, and environmental analyses documentation necessary to comply with local, state and/or federal laws and specifically, NRS 490.069.

If you have any questions or concerns, please contact me at (XXX) XXX-XXXX) or by email at (XXXXXXX@XX.com)

Sincerely,

(signature)

Approving Authority Name  
Title, organization  
Address & phone contact