



**FUNDING ANNOUNCEMENT and
REQUEST FOR PROPOSAL for
LAW ENFORCEMENT ACTIVITIES
RELATED TO OFF-HIGHWAY VEHICLES
2016**

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 Nevada Department of Public Safety, Office of Criminal Justice Assistance (OCJA), per Nevada Revised Statute (NRS) 490.069 3(b) will make recommendations to the NCOHV regarding law enforcement funding related to off-highway vehicle laws and regulations.

Law enforcement agencies conducting enforcement activities related to off-highway vehicle laws and regulations including NRS Chapter 490, may apply for Nevada Commission on Off-Highway Vehicles (NCOHV) project funding through this application to OCJA.

**APPLICATION DEADLINE
February 26, 2016, 5:00 p.m.**

Nevada Department of Public Safety
Office of Criminal Justice Assistance
1535 Old Hot Springs Road #10
Carson City, NV 89706
(775) 687-3700
www.ocj.nv.gov



Award Information

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: Five percent (5%) for NCOHV administration, sixty percent (60%) for trails, twenty percent (20%) for law enforcement and fifteen percent (15%) for public education, outreach, and training relating to OHVs.

This Request for Proposal is specifically for the twenty percent (20%) of funds set aside for law enforcement. Money in the (OHV) Fund as of January 1 of each year that is not used pursuant to paragraph (a) (of NRS 490.069 3 must be used for law enforcement, as recommended by the Office of Criminal Justice Assistance of the Department of Public Safety, or its successor. The Office of Criminal Justice Assistance (OCJA) will accept, review, and score proposal applications from law enforcement agencies for these available funds. OCJA will make recommendations to NCOHV for funding proposed projects. The NCOHV, or their designee, will be responsible for making project awards, fiscal reimbursements of funds and timelines of such.

Commission funding available for the law enforcement portion of the OHV FY2015/2016 allocation is approximately \$ 483,000.

No Match Requirement

There is no requirement to report match for the NCOHV law enforcement projects. However, agencies that have been awarded projects that provide in-kind contributions should include those activities in their program and evaluation reports. “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 award that will be needed from the Commission to complete the project.

Eligible Applicants

Law enforcement agencies conducting enforcement activities related to off-highway vehicle laws and regulations including Nevada Revised Statute (NRS) Chapter 490 may apply for funding. Law enforcement agencies may partner with non-profits, or other agencies on public education and search and rescue efforts, however, awards will be made to the law enforcement agencies directly.

Competitive Priorities

The commission’s priorities for law enforcement activities are:

- 1 – Enforcement of NRS CHAPTER 490 vehicle laws.
- 2 – Conducting public education and outreach on Nevada laws and regulations as they pertain to off-highway vehicles.
- 3 – Search and rescue efforts.

Other activities may be eligible; however, these are the top three priorities as they relate to law enforcement of OHV laws.



Common Eligible Project Costs:

- Overtime for OHV law enforcement activities
- Employee salary costs directly related to OHV law enforcement activities only
- Equipment, tools and supplies*
- Vehicles and trailers *
- Public education and outreach expenses: paper, brochures, advertising, etc.

*Funding for maintenance of vehicles and equipment may be available for one year. Agencies MUST provide language stating how future maintenance costs will be covered by the agency.

Common Ineligible Project Costs:

- Costs that are expended and not included in the project budget at the time of application.
- Any expenditure not related to the project or defined in the project budget. Volunteer or program insurance.
- Flyers, brochures, and publications not related to education or outreach.
- Printing not related to education or outreach.
- Administrative time associated with writing application or managing project.
- Facilities that are ornamental and do not have direct benefit to trail users.
- Marketing and advertising not related to education or outreach.
- Depreciation on vehicles, tools, and equipment used for the project.
- Alcohol or drugs.
- Team building or bonding.
- Audit and legal services.
- Lobbying costs.

Collaboration

Projects which demonstrate collaboration with other agencies and/or user groups are encouraged. Details of collaboration plan should be listed under the statement of coordination section. Evidence of collaboration or support should be attached, i.e., letter, MOU, interlocal agreement, etc.

Timeline

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. The OCJA reserves the right to modify these dates at any time.

Deadline for application submission (Applications mailed with a posted date of 2/26/16 will be accepted as long as the electronic version is received by OCJA by 5:00 p.m. 2/26/16.)	5:00 p.m. February 26, 2016
Evaluation period by OCJA (approximate time frame)	February 29 – March 18, 2016
Meeting with NCOHV Subcommittee to discuss recommendations	- TBD
Final recommendations to NCOHV – (next NCOHV meeting)	- TBD



Application Review

OCJA has administered federal grants funds and private donations to state and local units of government and tribes to improve the criminal justice system since 1987. Eligible applications are reviewed, evaluated, and competitively scored by OCJA staff. OCJA may rely on law enforcement personnel or subject matter experts for opinions and scoring of proposals. Measures are taken to obtain opinion and scoring of reviewers who do not have a conflict of interest with the applying agencies. Outside reviewers are required to sign a non-conflict of interest form prior to reviewing applications and any group discussions. OCJA also reserves the right to require applicant presentations as part of the evaluation process, although there is no intention at the time of this RFP issuance to hold presentations.

Application Information

A comprehensive, well-written application provides all the information necessary for a complete evaluation. A complete application will include the following components: 1) Title Page 2) Narrative Sections: Project Abstract; General Overview; Problem Statement Goals and Objectives; Tasks/Methods of Accomplishment; Project Evaluation; Sustainment of Project; Statement of Coordination; IT Statement; 3) Project Budget (with justifications); and 4) Any attachments. Incomplete applications as of the filing deadline will be disqualified and will not be scored for OHV Commission consideration. NOTE: Narrative justifications should be very clear to reviewers as to why item is needed and how it will be utilized.

As many Nevada law enforcement agencies are familiar with the OCJA grant application forms, these forms are the template for this Request for Proposal application. Please contact OCJA with any questions.

Forms to Obtain

An application package consists of title page, narrative section and budget sheets. RFP forms can be found at OCJA's website: http://ocj.nv.gov/programs/ALL/Grant_Applications/. Download the following forms for completion and submission:

- OHV Request for Funding Form (this form)
- OHV Budget Sheet

Completion and Submission:

- The application must be stapled in the top left-hand corner.
- Do not bind applications in notebooks, plastic bindings or printed covers.
- Use 12 point- Times New Roman font when preparing the application.
- Do not alter the order of the sections.
- Applications may be printed double sided in order to save paper.



Submit original application forms and three paper copies to:

Office of Criminal Justice Assistance
1535 Old Hot Springs Road, #10
Carson City, NV 89706

AND an electronic version of application; title page, narrative sections and budget in PDF format must be sent to ocja@dps.state.nv.us.

Paper and electronic submittals are
due no later than 5:00 p.m. – February 26, 2016

Questions regarding the RFP may be directed to ocja@dps.state.nv.us.

Tips and Common Pitfalls to Avoid

- Ensure complete justification statements are made regarding the request.
- 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;
- Spell out acronyms at initial use. Eliminate jargon whenever possible;
- Do not assume reviewers are familiar with existing projects;
- Read the request for Proposal (RFP) carefully; and
- Use local statistics rather than national statistics.

Project Commencement and Duration

Projects will be awarded for each grant period, with project completion not to exceed two (2) years. Projects must become sustainable as soon as possible. Funding is based on performance of grantee goals and activities, reporting requirements, and availability of funds; NCOHV reserves the right to terminate an award demonstrating poor performance.

Project implementation must be initiated within ninety days (90) from the starting date indicated on the project award. Requests for an exception to this rule must be justified and submitted in writing within thirty days of award and approved by the NCOHV. At the discretion of NCOHV, the agency risks losing the award if the project does not commence as required.

Travel

Travel expenses will be reimbursed at the Federal General Services Administration (GSA) rates. Go to <http://www.gsa.gov/portal/content/104877> to find travel rates.



Reimbursement Notice

The NCOHV project is a reimbursement project. Agencies 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. Advance payments may be granted upon pre-approval of Commission. An expected advance must be indicated during the application process, utilizing the appropriate area of the Budget justification.

Fiscal Responsibilities

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

- Funds are not commingled with funds from other sources.
- Funds specifically budgeted and/or received for one project cannot be used to support another.
- All project awards are subject to audits during and within three years after the project 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.
- Quarterly fiscal reports (or more frequent as agreed).
- Quarterly progress reports – includes narrative and statistics.
- Final evaluation reports.
- NCOHV 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 NCOHV. Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contracts (project 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.

Reconsiderations

Any applicant whose application has been filed according to the rules governing the award process and who is aggrieved by the awards made pursuant to these rules may request reconsideration.

Submit requests for reconsideration to the NCOHV within ten (10) days of the posting of the project awards on the NCOHV Internet website. Requests for reconsideration must be in writing and clearly state how the Nevada Commission of Off-Highway Vehicles erred in following the administrative rules governing the award process or the procedure outlined in the program RFP. The NCOHV will schedule a public meeting to hear the reconsideration as expeditiously as possible so all funds can be distributed in a timely fashion, and a final decision will be rendered within 30 days subsequent to such meeting and posted to NCOHV's website. This procedure concludes the review process.



Procurement Process

Procurement procedures should demonstrate obtaining supplies and equipment at the most reasonable cost to the taxpayer, to supply the agency within reasonable timelines, and to afford vendors competitive opportunity. All procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and fair competition. Award recipients shall be alert to actual or potential conflicts of interest.

*Note: The NCOHV expects agencies to purchase the proper equipment to conduct the job, while being cognizant of pricing. Requests to purchase high end equipment when mid-level equipment can do the job just as well will not be approved without good justification.

Maintenance and Operation

The agency is responsible to see that NCOHV funded projects and equipment are maintained and operated in a condition equal to what existed when the project was completed; normal wear and tear is accepted. A sustainment statement is required in the application.

Signs

The agency shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the NCOHV upon start of the project or purchase of equipment.

Nondiscrimination

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

Request for Proposal Contact:

Nevada Department of Public Safety
Office of Criminal Justice Assistance
1535 Old Hot Springs Rd, # 10
Carson City, NV 89706
ocja@dps.state.nv.us
(775) 687-3700

Project Administration Contact:

Nevada Commission on Off-Highway Vehicles
6015 S Virginia Street, Ste. E, Box 163
Reno, Nevada 89502
<http://nvohv.com/contact/>



Title Page

- A. Applicant Agency:** enter the official name of the agency submitting the application. The address refers to the physical and mailing address of the applicant agency.
- B. Contact Person:** refers to the person with direct responsibility for the administration of the proposed project.
- C. Project Title:** Use descriptive title for project.
- D. Funding Amount Requested:** Enter the total funding amount requested for law enforcement activities.
- E. Project Summary:** Summary of project (1/2 page limit).
- F. Certification by Authorized Official:** The sheriff, police chief, division chief, agency head or other official ultimately responsible for this project/program and budgetary obligations. Signature must be in **BLUE** ink.

Narrative Section - Each field is assigned different value in points.

<i>Field Name</i>	<i>Scoring Points</i>	<i>Page Limit</i>	<i>Narrative provides:</i>
1. Title Page	3	Complete sections	Complete sections (summary ½ page only).
2. Project Abstract	2	½ page	Abstract should succinctly summarize the proposed project and include: specific goals, any unique features, collaboration, expected results.
3. General Overview	5	1	Establish what the applicant agency is and does. What the proposed project is and how funding will be utilized.
4. Problem Statement	10	1	Describe the primary problem, the need, the urgency and what will occur without funding. Use statistics/data if available.
5. Goals and Objectives	15	1 ½	How, who, where and when the project (solution to problem stated above) will be accomplished (scope of work). Should be 1-3 general goals with 1-3+ measurable objectives for each goal.
6. Methods of Accomplishment	20	2	List the tasks/steps to succeed in completing the proposed project. Include timeline of benchmarks.
7. Project Evaluation	15	1	Describe: what data will be collected to determine the success of project; how data will be used to improve the project; who will evaluate the project and when; how results will be shared with the NCOHV.
8. Sustainment of the Project	10	1	Describe how maintenance of project/equipment, including costs will be accomplished in the future.



<i>Field Name</i>	<i>Scoring Points</i>	<i>Page Limit</i>	<i>Narrative provides:</i>
9. Statement of Coordination	5	1	Partnerships, coordination, resources that will support the applicant agency in the completion of this project. Describe how tasks will be distributed among partners. Include evidence of support/coordination of other agencies (letter, MOU, etc.)
10. Budget Section	15	Complete section	Excel format downloaded separately. Justification fields must be completed as well as line item listings.

Begin application on the next page.



Title Section

A. Applicant Agency

Agency Name:		
Mailing Address		
Physical Address		
City		NV
Zip	-	
County		
Federal Tax ID #:	- (xx-xxxxxxx)	
DUNS #		

B. Contact Person

Name:		
Telephone (Daytime, Cell, Fax)		
E-mail Address		
Mailing Address		
City		NV
Zip	-	

C. Project Title

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D. Funding Amount Requested

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E. Brief Project Summary – (½ page limit)



F. Certification by Agency Authorized Official

As the authorized official for the applying agency, I certify that all the information contained in the application is correct; that this agency agrees to comply with all provisions of the applicable funding program (NCOHV), including the reporting requirements; that the use of these funds will be for the purposes stated in this document. (Sign in **BLUE** ink)

Authorized Official's

Name (type/print):

Phone: () -

Title:

eMail: @

Signature:

Date:



Narrative Section

Begin typing below each field header. Be sure to download, complete and submit the Budget section in Excel as well.

ABSTRACT

GENERAL OVERVIEW

PROBLEM STATEMENT

GOALS AND OBJECTIVES

METHODS OF ACCOMPLISHMENT/TASKS

PROJECT EVALUATION

SUSTAINMENT OF THE PROJECT

STATEMENT OF COORDINATION

STATEMENT OF TECHNOLOGY – If funds are to be used for any type of technology, please provide a written statement from the technology department that the project has been reviewed and the agency is capable of completing the project.

Download and complete the budget forms separately to complete the application.

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 the award document with NCOHV.