

NEVADA OFF-HIGHWAY VEHICLES PROGRAM
2021 GRANT APPLICATION
Nevada Commission on Off-Highway Vehicles
Nevada Department of Conservation and Natural Resources

This application has FIVE sections which are all REQUIRED to be filled out in full. To avoid disqualification, all application areas must be concise and complete; certifications must be signed and dated. Denied applications: correspondence will be sent to applicant by email describing the reason for declaring the application incomplete.

SECTION I - PROJECT AND APPLICANT INFORMATION

1. Project Name: Tahoe Meadows Snowmobile Outreach, Monitoring, and Mapping
2. Project Dates: *Expected Start:* January 2021, *Expected Completion:* April 2022
3. Applicant Name: Friends of Nevada Wilderness

Mailing address: P.O. Box 9754, Reno, NV 89507

Phone: 775-324-7667

Email: stewardship@nevadawilderness.org

4. Classification of Applicant: *(check one)*

- ☐ Federal ☐ State ☐ County ☐ Local/Municipal ☐ Other: _____
- ☐ Partnership ☒ **Non-profit** ☐ for Profit ☐ Individual

If the applicant is a corporate or legal entity, proof of good standing in the entity's state of incorporation is required. NAC 490.1345 (Note: grantees must have the capacity to implement and accomplish proposed project and properly administer awarded funds).

Shaaron Netherton
Applicant Signature
(Shaaron Netherton – Executive Director)

11/13/2020
Date

5. Project Manager: Chris Cutshaw

Mailing address: P.O. Box 9754, Reno, NV 89507

Phone: 775-324-7667

Email: stewardship@nevadawilderness.org

6. Classification of Land Control: *(check all that apply)*

☒ Federally managed public land ☐ Private Land ☐ County ☐ City

☐ Other: _____

☐ Lease; Attach copy of lease with expiration date.

☐ R&PP; Attach copy of lease with expiration date.

If the proposed project is to be carried out on public land, attach any applicable written agreement with any government entity having jurisdiction over that land, including permits, leases, easements, and rights-of-way. NAC 490.135

7. Landowner:

United States Forest Service, Humboldt-Toiyabe National Forest, Carson Ranger District

Mailing address: 1536 South Carson Street, Carson City, NV 89701

Phone: 775-882-2766

Email: brian.c.hansen@usda.gov

8. THE LANDOWNER MUST PROVIDE A LETTER STATING THAT:

(See example Appendix B)

- a) Landowner has read the Request for Grant Application package.
- b) Landowner agrees with the application and the terms of the grant.
- c) Landowner holds an interest in the subject land that is sufficient in scope and authority to allow the applicant to complete the proposed project and operate and maintain the proposed project after its completion.
- d) Landowner is legally committing to maintain the trail/facility and will allow public motorized access to such trail/facilities for 25 years or the normal life of the project; and
- e) Landowner agrees to provide any match or other tasks in the application that are assigned to Landowner.

The State may require the landowner/agency to be co-grantee on the grant agreement/contract.

9. Project Costs: *(Please do not submit match not directly related to the project)*

State OHV Grant Request: \$16,371

Other Funds: \$4,061

Total Project Amount: \$20,431 100%

What are the sources or Partners for your leveraged (other) funds?

☐ Federal **X Private X In-kind** ☐ City/County ☐ Other

Please describe additional funding source(s):

Type here: Funding to support staff time will be supplemented with funding from the John Ben Snow Memorial Trust. This grant funding source has already been secured by Friends of Nevada Wilderness. In addition, volunteer time is valued at the national rate and supplied as an in-kind donation.

10. LETTERS OF SUPPORT FROM PARTNERS are required:

- a) Confirming they agree to the terms of the grant; and
- b) That they are committed to providing match/cash or other tasks in the application that are assigned to them.

Other letters of support are limited to three (3). Please attach them to the application.

11. Project Type(s) (NRS 490.069 Sec.2c) check all that apply:

- ☐ Studies or planning for trails and facilities;
 - Environmental Assessments and Environmental Impact Studies.
 - Other studies _____
- ☐ Acquisition of land for trails and facilities
- ✓ Mapping and signing of trails and facilities
- ☐ Reconstruction, enhancement or maintenance of existing trails and facilities
- ☐ Construction of new trails and facilities
- ☐ Restoration of areas that have been damaged by the use of off-highway vehicles.
- ☐ The construction of trail features, trailheads, parking, or other ancillary facilities which minimize impacts to environmentally sensitive areas or important wildlife habitat areas.
- ✓ Safety training and education related to the use of off highway vehicles and registration
- ☐ Compliance and enforcement (See Appendix C, Enforcement Strategy example)

Note: Operations & management, and purchase or lease of equipment associated directly with a project are eligible.

12. All Trail USERS: (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Mountain Biking | <input type="checkbox"/> Hiking/Backpacking | <input type="checkbox"/> Equestrian |
| <input type="checkbox"/> Single track motorcycle | X Snowmobiling | X Snowshoe/ski |
| <input type="checkbox"/> ATV quads | <input type="checkbox"/> Dune buggy | <input type="checkbox"/> UTV Side by side |

☐ Race Course

☐ Skills riding course

Please explain how you intend to manage user interactions:

User conflicts, unfortunately, do occur in the Tahoe Meadows area. The area sees lots of visitor use during the winter and parking is usually overflowing on weekends and holidays. Recreation uses in the Tahoe Meadows include: snowmobiling, backcountry skiing, cross country skiing, snowshoeing, sledding, and snow play. With so many conflicting uses and confusing/poorly marked boundaries, and the lack of a user friendly map of the area, there are many opportunities for user conflicts to arise. Of importance, this issue is not limited to the motorized community, in fact, there have been issues of snowmobilers recreating in legal areas and being pestered by poorly-informed non-motorized users. This program seeks to improve user interactions in this area through outreach & education, boundary monitoring & signing, and the production of a user-friendly map that can be easily accessed from a smartphone using GPS technology. In addition, outreach will include teaching backcountry ethics using materials from Tread Lightly! as a foundation for responsible recreation. Education and outreach, performed in partnership with members of the snowmobiling community, will be an effective way to improve user interactions in this popular recreation area.

13. **Scope of Work:** Please describe *exactly* what work will be completed. Programs, planning, NEPA, surveys, mapping, include miles of trail, trail type and other quantitative goals including a timeline for completing the work. NAC 490.1375. If purchase of equipment is included, please explain where/how it will be housed and maintained. (In order to avoid duplication, **do not include** justification or narrative in this section; refer to Section V, Scoring Narrative).

Work completed for this two year program includes direct outreach and education, boundary monitoring and signing, and the production of a user-friendly map to be made available to the OSV community in a printed and digital format. Outreach and education includes 4 weekend-days (2 annually) of direct outreach and education to OSV users in the Tahoe Meadows area of the Humboldt-Toiyabe National Forest. This includes the distribution of printed maps, Tread Lightly! material specific to snowmobiling and outdoor ethics, and a downloadable map to be used with mapping apps such as Avenza. This map will also be made available for the web mapping application found on

OHV.NV.GOV. The outreach and education component includes partnering with the Lake Tahoe Snowmobilers for the recruitment of outreach volunteers from the snowmobiling community and making the map available on their website. The boundary monitoring and signing component includes 8 days (4 annually) monitoring the boundary of the Mt Rose Wilderness and motorized use areas to place and repair boundary signs and perform in-the-field outreach. Additionally, the Lake Tahoe Basin Management Area is currently in the process of creating a new Winter Travel Management Plan. If this plan goes into effect before the end of this grant, work will also include the distribution of updated maps and education on the new areas, and days, open for motorized travel. Volunteers will assist with outreach work and/or boundary signing. Work will take place January 2021-April 2021 and January 2022-April 2022.

14. Standards/Guidelines that will be applied to your project:

- ☐ Universal Access to Outdoor Recreation - A Design Guide
- ☐ USFS Standard Specifications for Construction & Maintenance of Trails
- ☐ BLM Handbook 9114-1 Trails
- ☐ NOHVCC Handbooks

Other: Outreach focused on outdoor ethics will be based on Tread Lightly! material for snowmobiles.

15. Has the applicant received funding from the OHV Program in the past?

- ☐ No ☒ Yes

Number of projects funded: 2

Amount of funding Received: \$74,812 total

Number of projects Completed: 1 – 2nd project to be completed 2021

SECTION II – LOCATION, MAPS, PHOTOS

Project Location: Tahoe Meadows (Sometimes referred to as Mt. Rose Meadows) –

Humboldt-Toiyabe National Forest, Carson Ranger District

County: Washoe

Nearest Municipality/Town/City: Incline Village, NV

Center of project: Latitude: 39.301867 Longitude: -119.919002

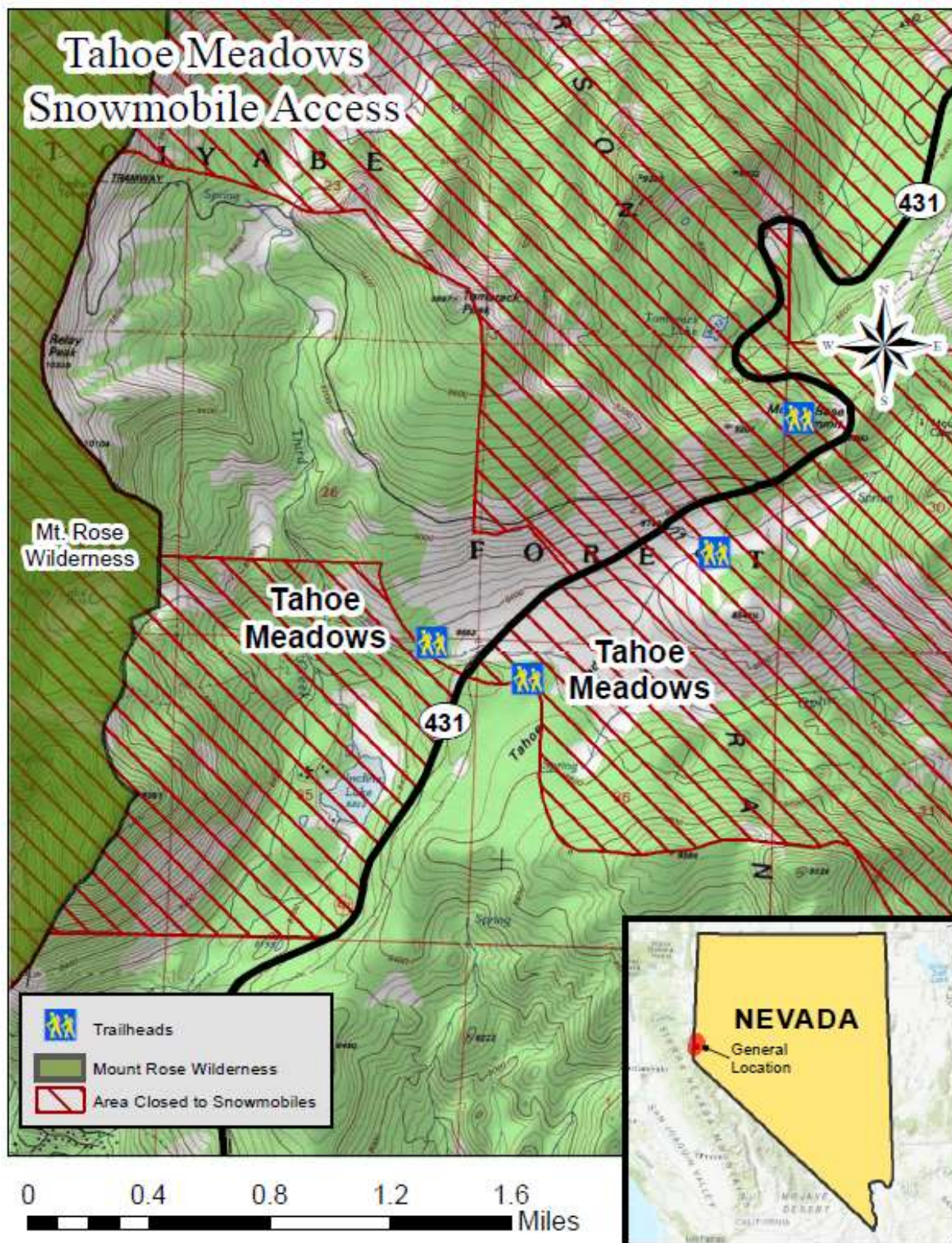
If the shape-files for the trail system are available, please submit them in the e-file. The shape-files of the trail will be required at project end. Program will assist in the collection of the data if needed.

**MAPS ARE A VERY IMPORTANT PART OF THE APPLICATION. THEY ARE
REQUIRED AND CONSIDERED PART OF THE FINAL AGREEMENT IF FUNDED.
PLEASE PROVIDE READABLE, PROFICIENT MAPS.**

Required Maps: for all maps please include a legend, north arrow, scale, and map name.

Topographic maps preferred. You may include *additional* aerial/google maps.

- ☐ General location map (showing project area within the state or county)
- ☐ Topographic map (7.5 minute series quadrangle, 1:24,000 scale) with project boundary and map name Township: T17N Range: R18E Sections: 25
- ☐ Detail map indicating specific project elements (e.g., structures, trail alignment)
 - Maps larger than 11x17 will not be accepted



Please attach the following photographs:

- ☐ *At least two (2) overviews of the project area from different angles and distances. (Good photographs at trail level and google aerials help the scoring committee to understand the location, depth and breadth of your project.)*

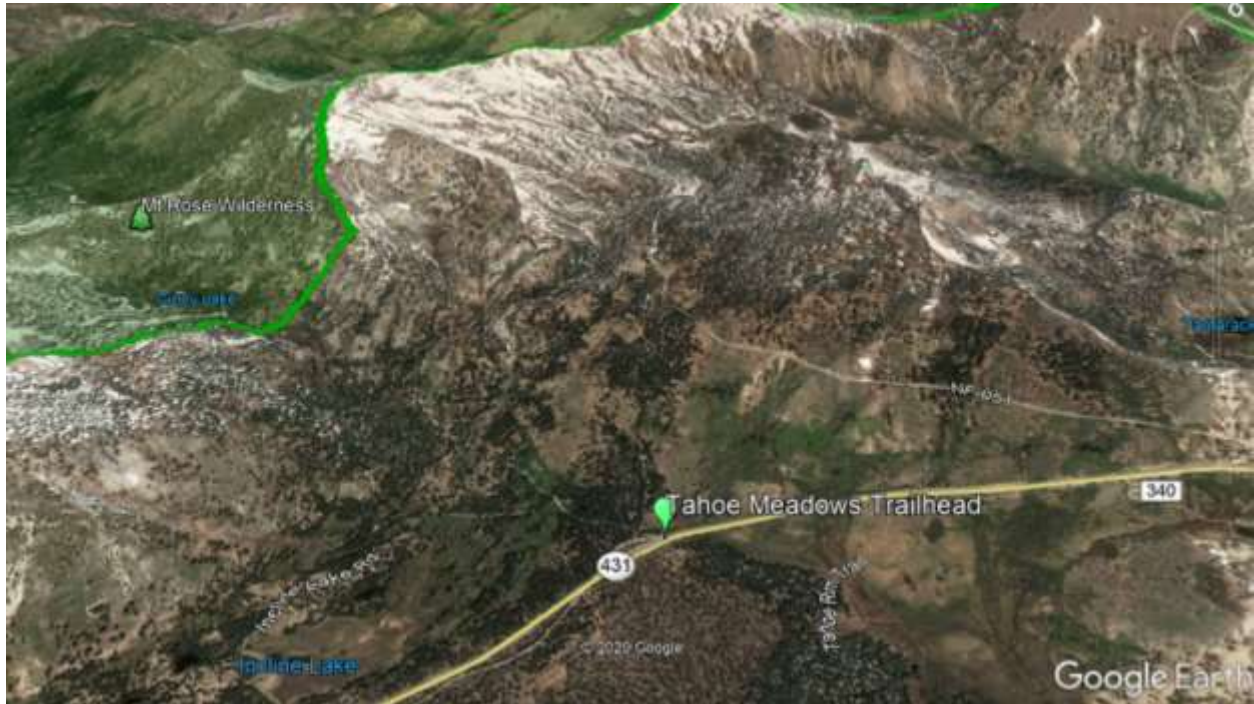


Photo 1: Tahoe Meadows Area - does not include OSV area boundaries



Photo 2: Tread Lightly! brochures to be distributed during outreach efforts

SECTION III - Federal Lands or Other

Federal Environmental Compliance

A. If Federal funds or Land are a part of the project and NEPA was completed, indicate which document was produced, and **please attach the decision document to this application:**

- ☐ Record of Decision (ROD)
- ☐ Finding of No Significant Impact (FONSI)
- ☐ Categorical Exclusion (CX)
- ☐ SHPO 106 compliance/concurrence letter.
- ☐ Other compliance documents already completed. (do not attached the EA or EIS)
- ☒ Not applicable

If NEPA or planning is a part of the project describe the steps in the Scope Section I, #13.

SECTION IV - BUDGET

Proposed Budget: Provide your budget details to include at a minimum the items in the following table. You may create your own spreadsheet.

- Your budget must align clearly with your scope of work from #13. Be specific, as your application will rate higher.
- Reminder: Include all sources of funds for the completion of the project including federal, in-kind, private/city/county and state funds.
- **It is recommended that you attach copies of estimates to support your budget, and identify what each contract will include.**

	<u>Item Description</u>					<u>OHV Application</u>	<u>Match</u>	
		# of Units	Unit Type	Unit Cost	unit subtotal			subtotal
Direct Labor (Salaries or Actual)								
	Stewardship Manager/Coordinator	360		32.65	11754	9795	1959	11754
	GIS Coordinator	32		32.5	1040	1040	0	1040
	Program Director	16		44.25	708	708	0	708
	Grant Management	16		44.25	708	708	0	708
					0		0	0
	<i>subtotal</i>				14210	12251	1959	14210
Labor (Volunteer or Donated)								
	Volunteer In-Kind Labor (2020 Rate: 27.20 per hour)	48		27.2	1306	0	1306	1306
	Equipment In-Kind (Use of personal gear/equipment such as snowmobile, skis, snowshoes, etc)				600	0	600	600
								0
		0		0	0	0	0	0
	<i>subtotal</i>				1906	0	1906	1906
Training								
	Avalanche Basic Training	1000		1	1000	1000	0	1000
		0		0	0	0	0	0
		0		0	0	0	0	0
		0		0	0	0	0	0
	<i>subtotal</i>				1000	1000	0	1000
Materials								
	Avalanche Safety Gear	1		450	450	450	0	450
	Map Printing / Lamination	300		1	300	300	0	300
	Tread Lightly! Materials	300		0.2	60	60	0	60
	Outreach Material Printing / Reproduction	300		0.45	135	135	0	135
	<i>subtotal</i>				945	945	0	945
Fuel & Maintenance (2020 = .575/mile)								
	Mileage	720		0.575	414	414	0	414
		0		0	0	0	0	0

	Truck Safety Kit (winter gear)	125		1	125	125	0	125
					0	0	0	0
	<i>subtotal</i>				539	539	0	539
Other Expenses (admin, ICAP, etc.)								
	Volunteer Food and Support	4		60	240	240	0	240
		0		0	0	0	0	0
	Indirect Costs	0.1		13960	1396	1396	196	1592
		0		0	0	0	0	0
	<i>subtotal</i>				1636	1636	196	1832
	TOTAL					\$16,371	\$4,061	\$20,432
	PERCENTAGE					80%	20%	100%

SECTION V – PRIORITIES AND SCORING NARRATIVE

THE SCORING CRITERIA ARE LISTED IN ORDER OF PRIORITY.

Address the following Ten (10) criteria in the order listed below.

- Please tell us how your project/program meets each criteria.
- Be specific and concise with your answers.
- **Please submit no more than five (5) double-sided pages for your Narrative.**
- **If attached additional pages, ensure the question being answered is referenced.** (If not applicable, answer N/A.)

1. **Law Enforcement Strategy that addresses registration enforcement, including Public Education & Outreach aimed at increasing renewals and new registrations:** *Please describe how your project will increase the number of OHV registrations on the district. How will the equipment and time be used to increase OHV safety and awareness? What is your department's history of patrolling for safe OHV Recreation?*

This program will provide education and information for informed use of OSV access and motorized use zones through trailhead outreach and on-the-ground interactions. A printed and downloadable map will give real-time GIS information to snowmobilers. Friends of Nevada Wilderness has a robust mapping and GIS program as well as years of experience in outreach and public awareness programs.

2. **Enhancement or Maintenance of existing trails and facilities:** *Describe the maintenance intervals for your project. How will maintenance needs be prioritized and how often will your project hold a maintenance/ trails enhancement event? HOW will your project be maintained and WHO has committed to the ongoing maintenance of the facility or trail.(note: a minimum of 2 maintenance/ trail events are required per year)*

N/A

- 3. Training:** *Please describe the goals and objectives of your public training program, i.e., Public Education, Rider Classes, Safety, Trail Building, or Outdoor Ethics. Number of people trained, contacts made, etc.*

During public outreach and education efforts in high-use areas, FNW staff will distribute Tread Lightly! information with tips on how to recreate safely and responsibly. Trail maps will be provided to users as well as GPS mapping information, and general information about the area. Results will be measured in terms of number of people reached and number of flyers / maps distributed.

Staff will be trained in avalanche safety and equipped with appropriate gear while monitoring on-the-ground.

- 4. Trail mapping and signing of existing trails and facilities:** *If a mapping component is included in the grant, please describe how it will be integrated with the current web mapping application found on OHV.NV.GOV*

Currently, there are no user friendly maps available for the motorized use area of the Tahoe Meadows. Friends of Nevada Wilderness' staff will be able to create a printed and downloadable map AND provide the OHV Commission with shape files for the OHV.NV.GOV mapping application, indicating wilderness areas, and motorized use areas. These updates will provide winter recreationists with a more comprehensive tool which will in turn help users plan ahead and prepare for their trip

Additionally, during monitoring trips, staff will repair and replace existing signing of wilderness or motorized use boundaries where needed to help motorized users avoid unintentionally entering non-motorized areas. Signing is an important piece of maintaining motorized use areas and encouraging respectful use.

- 5. Connectivity/Loops:** *Please describe the increase in connectivity between trails, facilities and other locations that your project/program would provide or enhance when completed. Attach maps if necessary, i.e., towns, parks, areas, trails, etc.*

N/A

- 6. Planning, Environmental Studies, Conservation:** *Describe how the environmental studies, conservation and/or planning will mitigate resources impacted by OHV recreation. How will your project contribute to the conservation of our natural resources?*

Our program will help mitigate the impact of snowmobile recreation on non-motorized areas of the Tahoe Meadows through the distribution of Tread Lightly! information and accurate mapping.

- 7. Access:** *Please describe how your project/program ensures protection of access. Explain what access/opportunities would be lost or restricted if the project doesn't occur.*

Snowmobiling has long been a favorite wintertime activity of the Tahoe Meadows area, yet, the actions of a select few who, often unintentionally, violate the motorized use boundaries can tarnish the reputation of users that enjoy these opportunities. This has led to increased user conflicts in the area, numerous complaints to the Forest Service, and a deterioration of trust between the motorized and non-motorized users of this area. While these negative actions are perpetrated by the minority of users, they have a big impact on the entire snowmobile community and could negatively affect future access.

In our experience, the majority of motorized users are respectful of non-motorized areas. The most common cause of issues is simply a lack of accurate information, maps, or proper signage. This goes both ways, and often non-motorized recreationists have misinformation about where OSV's are permitted, leading to even more confusion and tension. Our hope is that by making these resources more readily available we will have a big impact in ensuring the continued access of snowmobilers and reduce the conflicts between user groups.

Minimizing and discouraging inappropriate motorized use will lessen impacts to resources, prevent conflict between various types of users, and continue to keep motorized access open. Land management agencies, by legal mandate, must take action to stop irresponsible use. This can include road closures and loss of access to motorized users. As most visitors know, responsible use leads to keeping areas open.

8. Partnering and Leverage: *Please describe coordination that has occurred with stakeholders, partners and the public in which all interests have had an opportunity to be heard related directly to this project/program.*

Our main partners on this project are the U.S. Forest Service (USFS), Carson Ranger District and the Lake Tahoe Basin Management Unit (LTBMU). These two districts are the land managers responsible for the Over the Snow Vehicle Use Map and recreation planning for the Tahoe Meadows. The USFS is guiding our program priorities, and we will work closely with them to develop a downloadable map that works with popular GPS apps, as well as a QR code for people to download in the field. Snowmobile outreach in the Tahoe Meadows is a priority of the Forest Service and we are happy to be partnering with them on this program. A letter of support from the USFS land managers is attached.

We are also partnering with the Lake Tahoe Snowmobilers. A snowmobile enthusiast group whose mission is: "A nonprofit organization with a commitment to educate and organize over snow vehicle enthusiasts throughout the greater Tahoe region. We strive to promote positive experiences throughout the community and educate the public about land use, Avalanche protocol, and snowmobile safety and etiquette." They will be assisting with the recruitment of volunteers to help with outreach efforts and/or boundary signing/monitoring. In addition, they will be invaluable for advice and input from the perspective of the snowmobile community. A letter of support from the Lake Tahoe Snowmobilers is attached.

9. Economic Integration: *Please describe how your project/program increasing Off Highway Motorized recreation in the develops outdoor recreation opportunities that help local, regional, or state economies grow (e.g., economic impact, additional OHV funding sources, improved user or business group participation, Road use resolutions and OHV friendly Communities.)*

N/A

10. Demand for New Facilities: *Please provide justification for NEW facility/program development: restrooms, trails, signs, and other amenities.*

N/A



File Code: 1580

Date: November 9, 2020

Nevada Off Highway Vehicles Program
Department of Conservation and Natural Resources
901 S. Stewart Street, Ste 1000
Carson City, Nevada 89701

To Whom It May Concern,

I am writing on behalf of the U.S. Forest Service Carson Ranger District in support of Friends of Nevada Wilderness' request for funding which will be used to enhance outreach efforts to snowmobile users in the Mt. Rose Meadows area.

While the Carson Ranger District staff highly values the opportunity to make contact with snowmobile users, the reality is that the district is large and the staff are few. With on-the-ground support from partners like Friends of Nevada Wilderness, we are able to gain a better understanding of use patterns and can help snowmobilers navigate motorized use areas without accidentally trespassing into wilderness or other non-motorized areas. Through the use of QR codes (to download maps on apps such as Avenza) and detailed mapping, Friends of Nevada Wilderness will be able to provide useful information to snowmobile recreationists in real-time. Outreach and education efforts such as these encourage respectful access, can reduce negative interactions between user groups, and will aid in the Forest Service's management of winter recreation in Mt Rose Meadows.

Friends of Nevada Wilderness hosts a robust stewardship program, and their knowledge of the land and experience in community outreach will be a welcome resource as part of our management effort. We are grateful for the work that Friends of Nevada Wilderness has put into the Humboldt-Toiyabe National Forest for the past 30 years, and wholeheartedly support their request for funding for this worthwhile cause.

Thank you for your consideration of their continued work on public lands here in Nevada.

Sincerely,

MATTHEW D. ZUMSTEIN
District Ranger



November 16, 2020

Nevada Off Highway Vehicles Program
Department of Conservation and Natural Resources
901 S. Stewart Street, Ste 1000
Carson City, Nevada 89701


RE: Mt. Rose Snowmobile Education and Outreach

To Whom It May Concern,

I am writing on behalf of the "Lake Tahoe Snowmobilers" in support of Friends of Nevada Wilderness' request for funding which will be used to enhance outreach efforts to snowmobile users in the Tahoe Meadows area.

In support of this program, we will assist in recruitment of volunteers from the snowmobile community to help with outreach and boundary signing activities. Lake Tahoe Snowmobilers was founded in 2019 and our mission is as follows: "A nonprofit organization with a commitment to educate and organize over snow vehicle enthusiasts throughout the greater Tahoe region. We strive to promote positive experiences throughout the community and educate the public about land use, Avalanche protocol, and snowmobile safety and etiquette." We look forward to promoting responsible recreation in the Tahoe Meadows area and partnering with Friends of Nevada Wilderness and the Forest Service.

Sincerely,

DocuSigned by:

E2E0E14D5AB84CE...

Certificate Of Completion

Envelope Id: A7EFA517A81A445CACE5C4834E2E43F3	Status: Completed
Subject: Please DocuSign: Letter of Support - Lake Tahoe Snowmobilers.docx	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Nina Clifton
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	570 Lakeshore Blvd.
	Incline Village, NV 89451
	NinaClifton@gmail.com
	IP Address: 75.111.68.181

Record Tracking

Status: Original	Holder: Nina Clifton	Location: DocuSign
11/13/2020 8:22:14 AM	NinaClifton@gmail.com	

Signer Events

TAYLOR DOLPH
taylor_dolph@yahoo.com

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

E2E0E14D5AB84CE...

Signature Adoption: Pre-selected Style
Using IP Address: 174.222.11.88
Signed using mobile

Timestamp

Sent: 11/13/2020 8:23:01 AM
Viewed: 11/13/2020 8:25:50 AM
Signed: 11/13/2020 8:26:18 AM

Electronic Record and Signature Disclosure:
Accepted: 11/13/2020 8:25:50 AM
ID: 7085e391-9ff5-42dd-85e4-8e4f42222873

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/13/2020 8:23:01 AM
Certified Delivered	Security Checked	11/13/2020 8:25:50 AM
Signing Complete	Security Checked	11/13/2020 8:26:18 AM
Completed	Security Checked	11/13/2020 8:26:18 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Sierra Sotheby's International Realty (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Sierra Sotheby's International Realty:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: susanyourcoordinator@gmail.com

To advise Sierra Sotheby's International Realty of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at susanyourcoordinator@gmail.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Sierra Sotheby's International Realty

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to susanyourcoordinator@gmail.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Sierra Sotheby's International Realty

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to susanyourcoordinator@gmail.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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