



**Nevada Off-Highway Vehicles Program  
Request for Grant Applications *NRS 490, NAC 490***

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***State Fiscal Year 2019***

**Approximate Funding Available - \$950,000**

**APPLICATION DEADLINE**

**November 1, 2018, 4:00 p.m.**

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The Nevada Commission on Off-Highway Vehicles (Commission) was created on July 1, 2011, to promote responsible off-highway vehicle (OHV) recreation in the State of Nevada. The Commission uses OHV registration proceeds to award grants for the following types of projects relating to OHV trails and facilities in the State of Nevada: (1) trail and facility studies or planning; (2) mapping and signing; (3) acquisition of land; (4) enhancement or maintenance; (5) construction; (6) restoration of areas damaged by OHV use, (7) construction of features to minimize impacts to environmentally sensitive or important wildlife habitat areas; (8) safety training and education; and (9) OHV compliance and enforcement.

The Commission's current funding priorities were established on June 12, 2018, in an open meeting, and can be found in Section V of the Grant Application, which is attached as Appendix A.

Appendix B: Example of Landowner Review and Approval letter.

Appendix C: Example of Law Enforcement Strategy Application.

Appendix D: Grant Agreement example/template

# Grant Application Timeline

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**Applications are due November 1, 2018, and must be received in the State Office prior to 4:00 pm. Regardless of postmark, applications that are not received prior to 4:00 pm on November 1, 2018, will be deemed untimely, and will not be accepted for consideration. Please refer to the application Appendix A for specifics on application deadlines and other requirements.**

The following represents the proposed timeline for this project. These dates represent a tentative schedule of events, and the State reserves the right to modify these dates at any time. The State also reserves the right to require applicant presentations as part of the evaluation process.

- July 1, 2018 – Request for Grant Applications Released to Public
- November 1, 2018 – Application Deadline
- Staff review of applications (All applications will be posted on the State OHV website <http://ohv.nv.gov/grant-program> )
- December 11, 2018 – Commission Meeting to vote on final awards
- January and February of 2019 – Development of Grant Agreements and Notices to Proceed

## Eligible Applicants – Who Can Apply?

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- Any entity requesting grant funds must provide satisfactory proof that the appropriate federal, state, local, or private authority has been consulted and has approved the proposed project. NAC 490.137
- Prior to application, an applicant that proposes grant activities to be carried out on public land must have a written agreement to use the land with any governmental entity having jurisdiction over that land NAC 490.135
- All projects must comply with applicable State statutes, regulatory requirements, and policies. Projects to be completed on federal land or with Federal funds must comply with the National Environmental Policy Act (NEPA) and other required Federal laws. NRS 490.068(3)(a)(2); NAC 490.137(2)
- An applicant must have an interest in the real property on which the proposed project will be carried out. The interest in the real property, whether by way of ownership, lease, rental, easement, right-of-way, written agreement, or other legal instrument, must be sufficient in scope and authority to allow the applicant to complete the proposed project and to operate and maintain the proposed project after its completion. NAC 490.1355
- An applicant that is a corporate or legal entity must provide proof of good standing in the state in which it is registered. NAC 490.1345

- To avoid disqualification, all application areas must be complete and concise, and certifications must be signed and dated.
- Denied applications: correspondence will be sent to the applicant by email describing the reason for declaring an application incomplete.

## Funding Description

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NRS 490 and NAC 490 define and regulate the Off-Highway Vehicles Program and the Commission on Off-Highway Vehicles, and set forth the OHV projects for which grants may be awarded.

**Nevada motorized off-highway vehicle users MUST be the overwhelming beneficiaries of any grant award.** The Commission reserves the right to determine the number of awards for each grant cycle, based on funds available and projects selected by the Commission at an open meeting.

- Matching funds are NOT REQUIRED, but leveraged dollars and partnerships receive higher points. Grantees that have been awarded grants that have in-kind valuation must include those activities in their quarterly 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, reducing the amount of the grant that will be needed from the State to complete the project.
- All grant agreements will have a deadline and are generally for two years. Longer grant periods and extensions may be applied for with justification to the State.
- If awarded, grant projects may begin ONLY after a “Notice to Proceed” is issued by the State.
- All projects funded under the Nevada Off-Highway Vehicles Program 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. Grantees should refer to the State Administrative Manual (SAM) for procurement, purchasing, and bidding.

<http://budget.nv.gov/uploadedFiles/budgetnv.gov/content/Governance/SAM.pdf>

## Eligible Projects

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### **Eligible Projects include:**

- Studies or planning for trails and facilities.
- Environmental assessments and environmental impact studies.
- Acquisition of land for trails and facilities.
- Mapping and signing of trails and facilities.
- Enhancement or maintenance or both 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.
- Compliance and enforcement of OHV registration.

## Commission Priorities, Grant Review, and Selection Process

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### Common Eligible Project Costs:

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- Employee services of seasonal and/or non-permanent staff hired specifically for the project for duties of on-the-ground field work. (Operations and management, and the purchase or lease of equipment are eligible if directly related to the project.)
- 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.
- 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.
- Registration outreach events.
- Public 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.
- Environmental reviews.
- Maps and mapping.
- Travel and per-diem costs must adhere to current State allowances, which follow federal GSA Rates:
  - Hotel: <https://www.gsa.gov/portal/category/100120#perdiem-footnotes-5>
  - Per-Diem: <https://gsa.gov/portal/content/101518>
  - Mileage costs must follow current State allowance, FY2018: \$00.545 per mile.

# Common Ineligible Direct Project Costs:

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- Expenses related to the promotion or fund-raising efforts of an organization.
- Time and services associated with writing the grant application.
- Facilities that are ornamental and do not have direct benefit to trail users.
- Marketing and advertising not related to project.
- Depreciation on vehicles, tools, and equipment used for the grant.
- Alcohol.
- Audit and legal services.
- Supplanting of federal or state funds.
- Bonuses, gifts, or incentives.
- Indirect costs over 10%.
- Membership fees or dues, and Lobbying costs.

## Award Administration Information

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### **Grant Commencement and Duration**

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

### **Reimbursement**

OHV grants are reimbursement grants. Grantees are expected to pay for expenses upfront. Grantees will be reimbursed for eligible expenses listed on the approved award budget after a review and approval of the expense request form and appropriate supporting documentation.

There may be opportunity for advances as allowed by State contract regulations and as negotiated with the State. Any requested advance must be indicated during the application process. Please contact the State prior to submittal to discuss this opportunity, providing justification as requested.

### **Reporting Responsibilities**

All grantees are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. Accounting systems for all projects must ensure that costs applied to the grant are recorded in a manner to allow for budgetary and auditing purposes:

- Quarterly reimbursement requests/fiscal reports (or more frequently as agreed).
- Quarterly progress reports – includes narrative and statistics.

- Funds cannot be commingled with funds from other grant sources, unless specifically stated in the budget and agreement.
- Funds specifically budgeted and/or received for one project cannot be used to support another project.
- All grant awards are subject to audits by the State during the grant and for three years after the grant award performance period has closed.
- The State maintains the right to enter the project area for inspections after application is received, during the project implementation, and for 25 years after the project has been completed.
- The State maintains the right to withhold payments if reporting requirements are not met in a timely and efficient manner.
- All materials submitted regarding the application for OHV funds become the property of the State of Nevada and are open to the public. Upon the funding of a project, the contents of the application will become contractual obligations.

### **Funding Acknowledgment and Registration Signs**

Grantee shall post and maintain appropriate permanent signs or decals upon project sites and equipment acknowledging funding assistance from the Nevada Off-Highway Vehicles Program upon the commencement of the project or the purchase of equipment. All signs or decals must be approved by the State. Stickers and/or artwork for signs will be made available to Grantees by the State. Cost for these signs is an eligible cost.

### **Maintenance and Operation**

The grantee is responsible to see that Nevada Off-Highways Vehicle Program projects are maintained and operated in a condition equal to that which existed when the project was completed, for a period of 25 years or for the normal life of the facility, excepting normal wear and tear. Maintenance and operations standards must be addressed during the landowner/manager approval negotiation and adopted upon completion of the project through the grant agreement.

### **Project Conversion**

Upon completion of the grant agreement, said agreement will hold the grantee responsible; that no Nevada Off-Highway Vehicles Program grant funded project will be converted to non-motorized use and that such projects will provide open access to the motorized public for 25 years after project completion.

### **Permitting Requirements**

If awarded a grant, the applicant is responsible for obtaining all applicable permits and clearances no later than 90 days after the grant agreement is entered into, unless otherwise described in the grant agreement with the State. This is the responsibility of the applicant.

## **Applying for a Grant**

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**SEE Appendix A – Application form** - A comprehensive, well-written application provides all the information necessary for a complete evaluation. Please be sure to attach all documents/letters required. As of the filing deadline, incomplete applications will be disqualified and will not be scored for the Commission's consideration.

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

- Have your financial staff review to ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page.
- Use only WHOLE dollar amounts.
- Observe page limits (any pages over the page limit, will not be reviewed).
- Respond to all sections of the application.
- Spell out acronyms at initial use and eliminate jargon whenever possible.
- Do not assume reviewers are familiar with existing projects.
- Read this request for grants applications (RFGA) carefully.
- Use local statistics rather than national statistics, if available.

## Contact:

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Jenny Scanland, Executive Secretary  
Nevada Off-Highway Vehicles Program  
Department of Conservation and Natural Resources  
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Carson City, Nevada 89701  
[jscanland@ohv.nv.gov](mailto:jscanland@ohv.nv.gov) (775) 684-2794

*Thank you for your interest in applying for a Nevada Off-Highway Vehicle Program grant. 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 grant award document, and received formal Notice to Proceed.*