

The Nevada Commission on Off-Highway Vehicles Grant Program



2024 Grant Manual

\$750,000 Available

Applications Due November 17, 2024 at 11:59 PM

This manual supersedes all previous manuals and guidelines

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Introduction

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. [NRS 490.069]

The Commission's current funding priorities were established on September 7, 2021, in an open meeting. These grant priorities were renewed during a public meeting on October 12, 2022. These priorities are reflected by a weight in Appendix A: Grant Scoring Criteria. Grant submissions will be scored based on input from a Technical Advisory Committee, project presentations, and completion of the grant application. After the OHV program scores and ranks applications, the commission will vote on the final grant awards. New notices to proceed and grant agreements will be issued by staff after the public meeting.

2024 Winter Timeline

Applications are due November 17, 2024 and must be received by email to kbarmore@ohv.nv.gov or by hardcopy delivered to the office prior to 11:59 PM. Applications that are not received by due date, will be deemed late, and will not be accepted for consideration.

The following represents the proposed timeline for this grant round. 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.

- September 30, 2024 – Request for Grant Applications Open to the public
- **October 22, 2024 – MANDATORY GRANT TRAINING VIA TEAMS 5:00 PM – 6:30 PM**
- October 30, 2024 – **Optional** office hours via Teams 1:00 PM – 3:00 PM
- **November 7, 2024 – MANDATORY GRANT TRAINING VIA TEAMS 10:00 AM – 11:30 AM**
- **November 17, 2024 – Application Deadline 11:59 PM** (Review period begins)
- December 1, 2024 – Feedback period deadline 11:59 PM

- Early December, 2024 – Technical Advisory Committee review of applications (All applications will be posted on the state OHV website <https://ohv.nv.gov/>)
- December 13, 2024 – Commission deliberation, project presentations, and grant award decisions (Public meeting will be held in Las Vegas. Location TBD)
- December 16-20, 2024 – Development of notices to proceed and grant agreements

Mandatory Grant Training

All applicants must attend ONE of the two offered mandatory training sessions. These sessions will cover the entire grant process, changes and updates to the process, the application, presentations, and reporting requirements. Trainings will be offered by the Program Manager and applicants will have an opportunity to ask questions during these trainings. All applicants, including returning applicants must attend one of these trainings for their application to be considered by the Commission. More information will be made available via email and the OHV website (<https://ohv.nv.gov/>) closer to the training.

Optional Office Hours

The Program Manager will host one office hours via Teams on October 30, 2024. This session is available for applicants to attend virtually and ask questions or receive feedback from the Program Manager. **This session is completely optional and does not count as a mandatory grant training.** More information will be made available via email and the OHV website (<https://ohv.nv.gov/>) closer to the training.

Review Period

After the application deadline on 11:59 PM November 17, 2024 all applications will be reviewed by the Program Manager within 3 working days. This review will check for completion of the application and all required materials. All complete applications will be sent to the Commission for review. Incomplete applications will be returned to applicants with feedback on missing materials. Applicants have until 11:59 PM December 1, 2024, to revise, complete and resubmit applications to the Program Manager. Any returned applications not resubmitted by 11:59 December 1, 2024, will not be considered for funding.

Grant Presentations and Awarding

Applicants will provide a presentation on the project to the Commission on December 13, 2024. This presentation will be no more than 10 minutes and will be followed by questions from the Commission. Applicants may include a visual presentation or handouts, but they are not required. These materials must be provided to the Program manager at least 3 working days before the meeting. Presentations can be in-person or virtual. After presentations the commission will deliberate and decide funding awards for applicants. Applicants that receive

funding will be notified by email, as well as posted on the OHV website (<https://ohv.nv.gov/>) by the next business day.

Post Award

Applicants who have been selected for funding will be notified and asked to confirm acceptance. The Program Manager will then prepare and send out a funding agreement. Applicants are required to sign and return their funding agreement within fourteen (14) days. In the event the applicant does not sign the funding agreement within fourteen (14) days from receipt of the award notification, the Nevada Off-Highway Vehicles Program reserves the right to withdraw the grant award.

Once the notice to proceed has been received, the applicants, now grantees, may begin their projects, per the terms of the project agreements.

Each funding agreement will be written and monitored for compliance by the Program Manager. All funding will be provided through reimbursement only after backup documentation, such as paid invoices have been received. The final funding is contingent upon inspection of the completed project.

Awardees will only receive reimbursement funds up to the amount the awardee spends (i.e., if you were originally awarded \$15,000 and only spent \$12,000 in qualifying expenses, awardees will only be reimbursed \$12,000).

Reporting Responsibilities

All grantees are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. **Reports and reimbursement forms are due no later than 15 days after the end of the quarter.** Quarterly progress reports are due even if no work has taken place during that quarter. 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.
- Reporting dates: April 15, July 15, October 15, January 15

Project Completion

A final report will be due no later than two (2) weeks before the scheduled culmination of the funding agreement. Please note that final reimbursements may not be made until the satisfactory completion of the final report.

At the completion of each project and before the final reimbursement, the grantee will request the Program Manager to conduct an on-site inspection of the project. The inspection will verify the project was completed per the approved Project Agreement, and all funded items are accounted for. The grantee may be asked to submit a final report and photos demonstrating how the grant deliverables have been met.

Award Administration Information

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.

Funding Acknowledgement and Registration Signs

Grantee shall post and maintain appropriate permanent signs or decals upon project sites, materials, 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 ensure 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 grantee 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 grantee.

Required Documents

All documents must be submitted to the Program Manager as a single PDF by the stated deadline. Any unclear or incomplete applications will be returned to applicants for revision during the feedback period. The application packet must include the following items in order.

- 1. The Nevada OHV Grant Application – Winter 2024**

2. Project Budget (see Appendix B: Sample Budget)

- Your budget must align clearly with your Scope of Work.
- Be specific. Each section needs to be broken down into individual line items and costs. For example, a lump sum for “travel” should be broken down into items such as lodging (# of nights at GSA rate), per diem(# of days at GSA rate), gas (number of miles at GSA Rate) etc.
- All travel expenses should be based off current GSA rates. Rates can be found [here](https://www.gsa.gov/travel/plan-book/per-diem-rates) or at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Reminder: Include all sources of funds for the completion of the project including federal, in-kind, private/city/county and state funds.
- Attach copies of estimates to support your budget and identify what each contract will include.

3. Landowner Letter (see Appendix C: Sample Landowner letter)

- **Landowner letters are not required for non-ground disturbing projects such as education and outreach**
- Letters should reflect:
 - Landowner has read the Request for Grant Application package.
 - Landowner agrees with the application and the terms of the grant.
 - 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.
 - 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
 - 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.**

4. Maps (see Appendix D: Sample Maps)

- All maps must include a legend, north arrow, scale, and map name. Topographic maps are preferred. You may include *additional* aerial/google maps.
- **The following map types are required:**
 - General location map (showing project area within the state or county)
 - Detail map indicating specific project elements (e.g., structures, trail alignment)
 - Maps larger than 11x17 will not be accepted

5. Photos

- 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.)

6. Additional Materials

- These materials are not required for submission but are recommended
 - Letters of support (limit 3)
 - Shapefiles of trail projects
 - If the shapefiles for the trail system are available, please submit them in the e-file. The shapefiles of the trail will be required at project end. Contact the Program for assistance in the collection of the data if needed.

Application 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.
- Spell out acronyms at initial use and eliminate jargon whenever possible.
- Do not assume reviewers are familiar with existing projects.
- Use local statistics rather than national statistics, if available

Eligible Applicants – Who can Apply?

- 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.

Eligible Projects

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.

Common Eligible Program Costs

- Employee services of seasonal and/or non-permanent staff hired specifically for the 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.
- 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 training, 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.

Common Ineligible Program Costs

- Food and Beverage.
- 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.
- Audit and legal services.
- Supplanting of federal or state funds.
- Bonuses, gifts, or incentives.
- Membership fees or due, and lobbying costs

All ineligible program costs will be removed from the budget. Applicants will need to resubmit an updated budget with the omission of ineligible items.

Funding Description

NRS 490 and NAC 490 define and regulate the Off-Highway Vehicles Program and the Commission on Off-Highway Vehicles. They also 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. Changes in grant timelines should be reflected in application.
- 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.

Contact Information

Kaden Barmore, Program Manager
Nevada Off-Highway Vehicles Program
Department of Conservation and Natural Resources
901 S. Stewart Street, Suite 1003
Carson City, Nevada 89701
Kbarmore@ohv.nv.gov (775) 684-2794

Thank you for your interest in the Nevada Commission of Off-Highway Vehicles Grant Program

Appendix A: Grant Scoring Criteria

January 2024 OHV Grant Scoring Priorities	Score (1-10)	Weight	Total
1. Law Enforcement Strategy that addresses registration enforcement, including Public Education & Outreach aimed at increasing renewals and new registrations: <i>How will your project increase the number of OHV registrations on the district. How will the equipment and time be used to increase OHV safety and awareness? Please reference the Law Enforcement Statistics reporting form.</i>		20	
2. Enhancement or Maintenance of existing trails and facilities: <i>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).</i>		15	
3. Training: <i>Please describe the goals and objectives of your public safety training program. Is it a nationally recognized certification? What sets your safety training program apart from the others?</i>		15	
4. Trail mapping and signing of existing trails and facilities: <i>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</i>		8	
5. Connectivity/Loops: <i>How will the project impact connectivity of OHV trails, facilities, and local communities? Please include maps of areas impacted by your project and describe those impacts.</i>		8	
8. Partnering and Leverage: <i>Who else is involved in this project? Please describe outreach with stakeholders, partners and local governments, that you have communicated with in planning this project.</i>		8	
6. Planning, Environmental Studies, Conservation: <i>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, while enhancing OHV opportunities?</i>		8	
7. Access: <i>Please describe how your project improves OHV access in the project area. Explain what access/opportunities would be lost or restricted if the project does not occur.</i>		7	
9. Economic Integration: <i>How will this project improve OHV recreation opportunities that help local, regional, or state economies grow?</i>		5	
10. Demand for New Facilities: <i>Please provide justification for NEW facility/program development: restrooms, trails, signs, and other amenities .</i>		4	
Average total score			

Appendix B: Sample Budget

Item Description	OHV Grant Request	Matching Funds	Total Cost
Contracts			
Environmental Studies			
Project Design			
Engineering and construction			
Contracts Total			
Labor			
Volunteer or Donated Labor (# hours at \$33.49)			
Wages (# of employees at hourly rate)			
FICA			
Unemployment Compensation			
Workmen's Comp			
Insurance			
Labor Total			
Equipment and Materials			
Rental Equipment (Price at #of days)			
Purchased Equipment (be specific)			
Materials			
Equipment and Materials Total			
Travel			
Lodging (# of nights at GSA standard rate)			
Per Diem (# of days at GSA standard rate)			
Mileage (estimated # of miles at \$0.67)			
Travel Total			
Other expenses			
Be specific			
Other Expenses Total			
Project Totals			

Appendix C: Sample Landowner Letter

Example of Landowner / Manager Review and Approval Letter

Letterhead

(Date)

Nevada Off-Highway Vehicles Program
Department of Conservation and Natural Resources
901 S. Stewart Street, Ste 1003
Carson City, Nevada 89701

RE: (Name of Project for Grant Application)

Dear Commissioner's:

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

I have read the Request for Grant Application package and attachments, I agree with the application and the terms of the grant. I am committed to maintaining the facility and will allow for motorized access to those facilities for 25 years or the normal life of the project, whichever is greater. I agree to provide any match or other tasks in the application that are assigned to me.

I hold 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. (Describe the authority.)

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 Federal environmental analyses documentation necessary to comply with local, state and/or federal laws specifically, NRS 490.069.

(Reference here the federal NEPA document CE or EA, or pertinent local/state/federal regulation or law). (Attach copy of federal decision letter/document or letter categorically excluding the project from federal NEPA if there is one and any Section 106 documents SHPO).

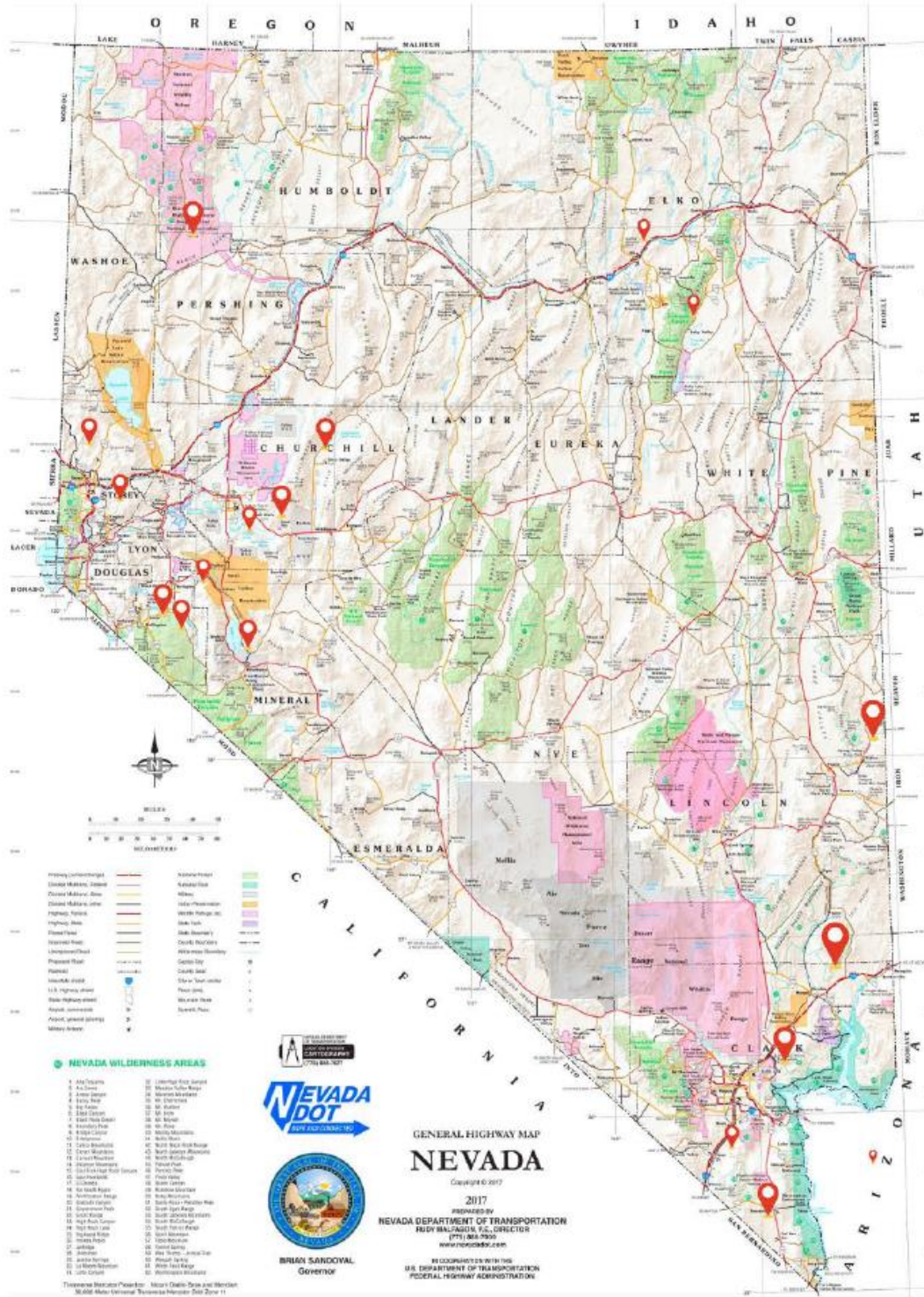
If you have any questions or concerns, please contact me at (XXX) XXX-XXXX) or by email at (XXXXXX@XX.com)

Sincerely,

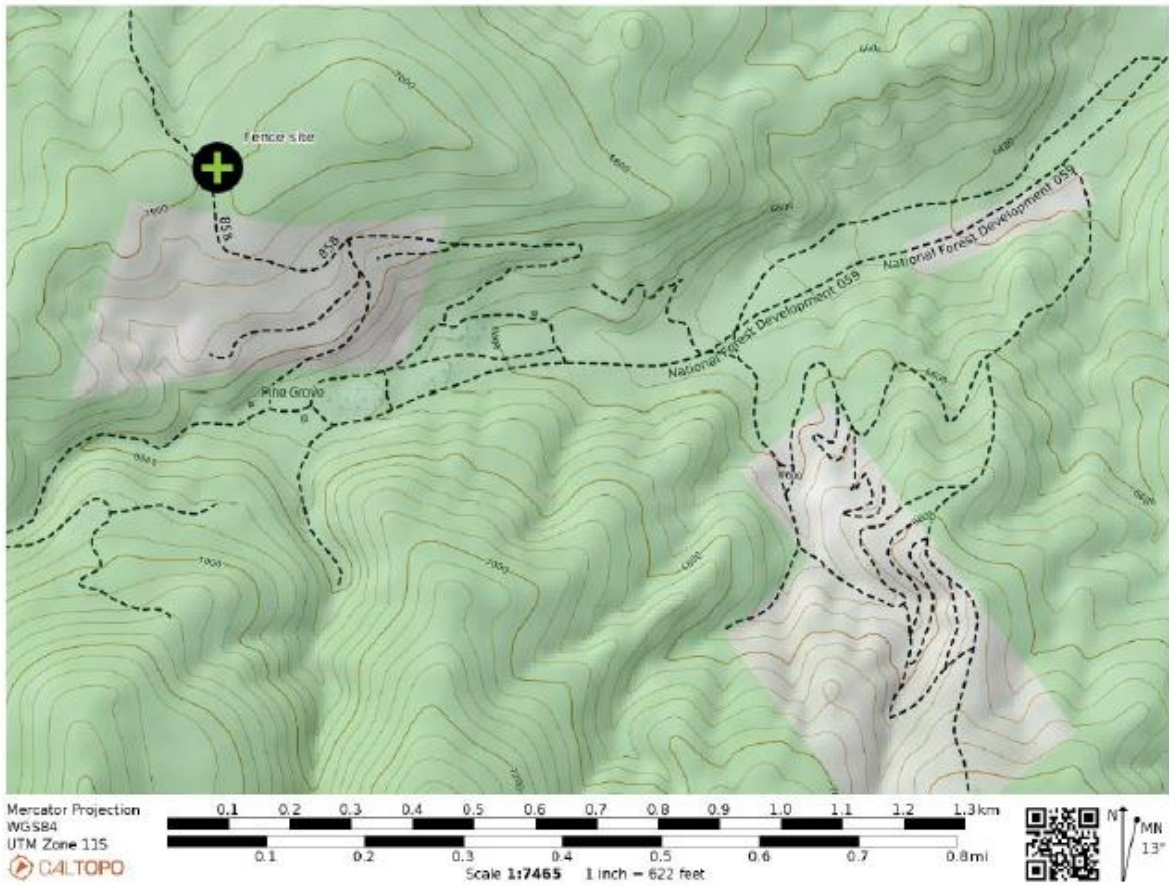
(Signature)

Approving Authority Name
Title, organization
Address & phone contact

Appendix D: Sample Maps



Appendix D: Sample Maps Continued



Appendix E: Law Enforcement Strategy Example

Listed below is the Scope of Work for the Silver County Sheriff's office

The Sheriff's Office will provide education and enforcement of laws involving the registration and operation of off-highway vehicles (OHV) in Clark County. There will be search and rescue of stranded, injured and lost OHV operators, and, specifically, efforts will be concentrated in, and around Moapa Valley, the Logandale Trails System, and Gold Butte National Monument.

The Vehicle identification number (VIN) inspection/registration events will be conducted by officers who will stage to conduct OHV VIN inspections for off-highway vehicle owners. One event will be hosted in 2018 at the Las Vegas Motor Speedway for residents of the Las Vegas valley. This will likely coincide with a heavy use weekend at the Nellis Dunes.

There will be proactive enforcement of OHV registration violations in the Logandale Trails System, Gold Butte National Monument, and Moapa Valley. Offenders will be stopped, cited, and given a complete VIN inspection at the time of the patrol stop, along with other necessary documentation to complete the registration process.

Purchase of an off-highway vehicle that will be housed in the existing Silver County substation connex box. The accompanying trailer will be stored in the Substation parking lot.

Specific Objectives, Goals and Timeline:

- 1) The Sheriff's office will purchase an OHV side-by-side along with trailer.
- 2) Outfit the OHV side-by-side with police markings, police lighting package, and radio system.
- 3) Conduct at a minimum of four public VIN inspection event in the Moapa Valley region per calendar year.
- 4) Conduct OHV patrol in the Logandale Trails System, Gold Butte National Monument, and Moapa during a heavy use weekends such as Presidents Day, Spring Break, Memorial Day, Hump-n-Bump or Thanksgiving weekend.
 - a) Educate the public through consensual and non-consensual police contacts in the trail areas located in the North East Area Command (NEAC).
 - b) Provide literature and/or education to the public regarding Nevada Revised Statue (NRS) 490 and 484.
 - c) Cite operators of unregistered OHVs, as well as, conduct VIN inspection during the stop in order to assist the owner so he/she may complete the OHV registration process.
 - d) Record all probable cause OHV stops via citation or warning citation to assist in the grant tracking compliance of OHV owners and operators in regards to registration and moving violations. This will be accomplished via the current computer-aided dispatch (CAD) reporting systems and through manual tracking by a law enforcement support technician (LEST) assigned to the NEAC Resident Section.

5) Quarterly Progress Reports and Reimbursement (financial report) Request will be sent to the OHV Commission with the following information:

- a) Number of contacts regarding OHV registration
- b) Number of OHV related citations issued
- c) Number of instances of OHV provided education on OHV laws and safety to include:
 - i) Number of VIN inspections conducted
 - ii) Number of hours the equipment was utilized, as well as, man hours worked on OHV activities/enforcement.
 - iii) Total number of calls for service received wherein equipment was utilized
 - iv) Number of search and rescue/medical calls for service wherein equipment was utilized.
 - v) Notation of summary analysis of calls for service to identify problem areas/activities.

Appendix F: Law Enforcement Statistics Sheet

OHV Enforcement Patrol Statistics Form

Deputy _____ Activity Date _____

Hours Worked _____ Were these hours overtime? Yes / No

Type	# of Citations	# of Warnings	Type	# of Citations	# of Warnings
OHV	_____	_____	Street legal	_____	_____
DUI	_____	_____	Susp/Rev DL	_____	_____
Seatbelt	_____	_____	Other DL	_____	_____
Child seat	_____	_____	Registration	_____	_____
Speed	_____	_____	Equipment	_____	_____
Helmet	_____	_____	Eye protection	_____	_____
Insurance	_____	_____	Reckless	_____	_____
Cell Phone	_____	_____	Stolen veh.	_____	_____
Fail to Yield	_____	_____	# of Crashes	_____	_____
Other	_____	_____			

of Felony Arrests _____

of Misc. Arrests _____

Total # of stops _____

Total # of Citations _____

Comments _____

Deputy Signature _____

Date _____