



NEVADA OFF-HIGHWAY
VEHICLES PROGRAM



Nevada Off-Highway Vehicles Program: Grant Reporting Workshop

Nikhil Narkhede

OHV Program Manager

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July 21, 2020

ohv.nv.gov



Nikhil Narkhede
*Program
Manager*

Bradley Crowell
Director



Content

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Before you Start...

1. **Vendor Number:** Ensure your organization is registered with the State Controller's Office:
<http://controller.nv.gov/VendorDB/VendorRegistrationReq/>
2. **Signed Agreement:** Ensure you have a copy of the Nevada OHV Grant Agreement signed by both parties.

STATE OF NEVADA
Office of the State Controller

Vendor Document Inquiry Report - Transaction Detail

Vendor Number: T40266700C
Vendor Name: BOULDER CITY, CITY OF
Vendor Alternative Name: BOULDER CITY POLICE DEPT
Agency: 703
Budget FY: ALL
Trans Code: ALL

Transaction Detail Date Range: ALL - ALL



Reporting Timelines

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Quarterly Reporting:

Q1: Jan 1 – March 31 – Due **April 15**

Q2: April 1 – June 30 – Due **July 15**

Q3: July 1 – Sept 30 – Due **Oct 15**

Q4: Oct 1 – Dec 31 – Due **Jan 15**

Reimbursements must exceed \$1000 or be requested quarterly

2 year grant periods

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STATE OF NEVADA OFF-HIGHWAY VEHICLES PROGRAM
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
PROJECT FUNDING AGREEMENT

GRANTEE: Reno Area Dirt Riders

Project Number: NVOHV 20-02

Project Title: Peavine Maze Trail Maintenance

Period Covered By This Agreement: March 1, 2020 – December 31, 2021

Project Cost:

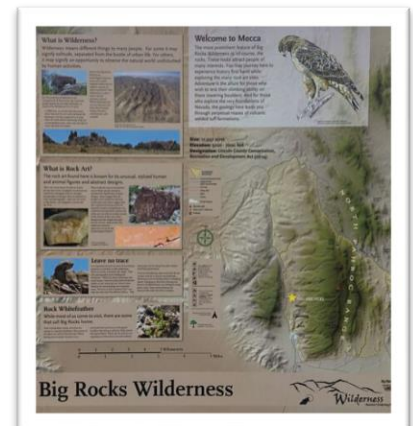
A. Estimated Total Project Cost	\$	37,089.00
B. Local Share of Project Cost	\$	3,621.00
C. State Share of Project Cost (including indirect costs)	\$	33,468.00



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Required Documents

1. Grant Agreement and Application
2. Quarterly Reporting Form: [Click here](#)
3. Request For Reimbursement Form: [Click here](#)
4. Expense Reports and Receipts ***must be paid***
5. Timecards / Volunteer Log



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Quarterly Reports

Tasks: May not be completed in order. May be seasonally affected. Estimate percent complete.


Narrative: Provide a report of what was completed during the last quarter. What challenges were encountered? How were public users affected? Can the report be referenced?

Pictures: Worth 1000 words!

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Requests for Reimbursement



Verify Grantee Information

1. Billing Address
2. Vendor Number
3. Grant Project name/number
 - Consider multiple grant phases for one project
4. Dates for Reimbursement
 - Avoid overlapping dates



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Grantee Reimbursement Request



Nevada Commission on Off-Highway Vehicle
901 S. Stewart Street, Suite 1003, Carson City, NV 89701
Nnarkhede@ohv.nv.gov (775) 684-2794

Quarter STARTING month, day & year	Quarter ENDING month, day & year
April 1, 2020	June 30, 2020

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Grantee Organization:	RENO AREA DIRTRIDERS		
Address:	[REDACTED]		
	[REDACTED] NEVADA 89434		
PROJECT NAME:	PEAVINE MAZE TRAIL MAINTENANCE		
Project Manager:	LACEY [REDACTED]	Phone:	[REDACTED]
Fiscal Agent:	LACEY [REDACTED]	email and phone:	[REDACTED]

NVOHV PROJECT #	NVOHV 20-02
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Populate Budget & Match Categories

1. Use Grant Application Section 4: Budget
2. Complete values in Column E
3. Verify totals match grant funding awarded

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BUDGET, EXPENDITURES & COMMITMENTS BY CATEGORY						
Category	Grant Funds Awarded (E)	Previously Claimed To Date (A)	Claimed This Period (B)		Total Claimed To Date (C)	Committed But Not Spent (G)
USFS Personnel	\$ 4,363.00	\$ -	\$ -	=	\$ -	\$ 4,363.00
Professional Trail Builder	\$ 23,000.00	\$ -	\$ 23,000.00	=	\$ 23,000.00	\$ -
Trail Signage	\$ 1,200.00	\$ -	\$ -	=	\$ -	\$ 1,200.00
PPE	\$ 600.00	\$ 977.56	\$ 381.09	=	\$ 1,358.65	\$ (758.65)
Equipment	\$ 1,000.00	\$ -	\$ 1,293.42	=	\$ 1,293.42	\$ (293.42)
Disposal Fees	\$ 878.00	\$ 45.30	\$ -	=	\$ 45.30	\$ 832.70
7% of costs (grant admin.)	\$ 2,427.00	\$ 71.58	\$ 1,727.22	=	\$ 1,798.80	\$ 628.20
	\$ -		\$ -	=	\$ -	\$ -
COLUMN TOTALS	\$ 33,468.00	\$ 1,094.44	\$ 26,401.73	=	\$ 27,496.17	\$ 5,971.83

MATCH Category	Match Funding Required (E)	Previously Submitted To Date (A)	Submitted This Period (B)		Total Submitted To Date (C)	Committed But Not Submitted (G)
USFS Personnel	\$ -		\$ -	=	\$ -	\$ -
Professional Trail Builder	\$ -		\$ -	=	\$ -	\$ -
Trail Signage	\$ -		\$ -	=	\$ -	\$ -
PPE	\$ -		\$ -	=	\$ -	\$ -
Equipment	\$ -		\$ -	=	\$ -	\$ -
Disposal Fees*	\$ -	\$ 439.00		=	\$ 439.00	\$ -
Inkind volunteers	\$ 3,621.00	\$ 11,225.10	\$ 6,276.40	=	\$ 17,501.50	
Other	\$ -			=	\$ -	\$ -
COLUMN TOTALS	\$ 3,621.00	\$ 11,664.10	\$ 6,276.40	=	\$ 17,940.50	\$ -

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Section 4: Budget

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.

Description	Total Cost	Cost Allocation	
		OHV Grant Funding	Reno Area Dirtriders
Labor			
Sierra Trail Works <i>Professional trail maintenance - see attached quote</i>	\$ 23,000.00	\$ 23,000.00	\$ -
Volunteer Labor <i>150 volunteer hours @ \$24.14 per hour</i>	\$ 3,621.00	\$ -	\$ 3,621.00
Forest Service Labor <i>Recreational Staff Officers (5 days - \$2,130.00) OHV Manager (5 days - \$1,540.00) OHV Tech Seasonal (5 days - \$693.00)</i>	\$ 4,363.00	\$ 4,363.00	
Grant Administration and Facilitation <i>7% of total labor and costs</i>	\$ 2,426.34	\$ 2,426.34	\$ -
Costs and Materials			
Trail sign posts and stickers	\$ 1,000.00	\$ 1,000.00	\$ -
Trail adoption sign	\$ 200.00	\$ 200.00	
Waste Management dumpster rental <i>2 clean-up events - \$439 per rental</i>	\$ 878.00	\$ 878.00	\$ -
Personal Protection Equipment for volunteers <i>Hard hats, safety vests, gloves, dust masks, etc.</i>	\$ 600.00	\$ 600.00	\$ -
Equipment <i>Shovels, axes, electric saws, hand tools, etc.</i>	\$ 1,000.00	\$ 1,000.00	\$ -
TOTALS:	\$ 37,088.34	\$ 33,467.34	\$ 3,621.00
Percentage:	100%	90%	10%

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Supporting Documents

Supporting Documents must verify Reimbursement Request

- Timecards/ receipts/ per diem
- GSA Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Travel Logs

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Order received

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:
30321	May 9, 2020	RADmins@renoareadirtiders.com	\$298.85
PAYMENT METHOD:			
Credit Card			

Order details

Product	Total
70HR - 7" Hoe/Rake x 3 Handle Length: 48" Handle Type: Fiberglass	\$239.85
Subtotal:	\$239.85
Shipping:	\$51.50 via Table Rate
Shipping Carrier Length Surcharge (tools 48" or longer):	\$7.50
Payment method:	Credit Card
Total:	\$298.85

juehoe.com/checkout/order-received/30321/?key=wc_order_mfTfirUns3SpC

Claimed This Period (B)

\$	-	=
\$	23,000.00	=
\$	-	=
\$	381.09	=
\$	1,293.42	=
\$	-	=
\$	1,727.22	=
\$	-	=
\$	26,401.73	=

Submitted This Period (B)

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	6,276.40	
\$	-	
\$	6,276.40	=

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Nevada Commission on Off-Highway Vehicles
901 S. Stewart Street, Suite 1003
Carson City, NV 89701

Documenting Match

Volunteer Time and Activity Report

Grantee: **RENO AREA DIRTRIDERS**
Address: **350 Harbour Cove Drive #143
Sparks, Nevada 89434**
Contact: **LACEY BARNETT, Director**
Phone: **518.951.9096**
Email: **laceyabarnett@gmail.com**

Grant Name: **PEAVINE MAZE PROJECT**
Grant No.: **NVOHV 20-02**
Award Amount: **\$33,486.00**
Grant Period: **01.01.2020 – 12.31.2020**



Progress Report # 2

First Quarter ☐ January 1 – March 31 Second Quarter ☒ April 1 – June 30 Third Quarter ☐ July 1 – September 30 Fourth Quarter ☐ October 1 – December 31

Date of Activity: **May 5, 2020**
Qty. Volunteers: **5 volunteers**
Total Volunteer Hours: **10 hours** (5 volunteers X 2 hours each)
Hourly Rate: **\$24.14 per hour**
Total Volunteer Matching: **\$241.40**
Activity Summary: **Volunteers assisted professional trail builder with tour of the project area and identified solutions for specific problem areas.**

Date of Activity: **May 16, 2020**
Qty. Volunteers: **6 volunteers**
Total Volunteer Hours: **24 hours** (6 volunteers X 4 hours each)
Hourly Rate: **\$24.14 per hour**
Total Volunteer Matching: **\$579.36**
Activity Summary: **Volunteers pruned overgrown shrubbery interfering with trail areas.**

Date of Activity: **May 23, 2020**
Qty. Volunteers: **4 volunteers**
Total Volunteer Hours: **16 hours** (4 volunteers X 4 hours each)
Hourly Rate: **\$24.14 per hour**
Total Volunteer Matching: **\$386.24**
Activity Summary: **Volunteers pruned overgrown shrubbery interfering with trail areas.**



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Common Mistakes

- Receipts do not account for entire reimbursement request
- Basic arithmetic
- Overlapping reimbursement periods
- Inaccurate grant balances

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TO-DATE CUMULATIVE TOTALS			NOTES & ADJUSTMENTS	
A.	Total Expenses Previously Claimed	\$ 1,094.44		
B.	Total Expenses Claimed This Period	\$ 26,401.73		
C.	Total Expenses Claimed To Date (Lines A+B)	\$ 27,496.17		
D.	Total Grant Funds Awarded	\$ 33,486.00		
E.	Balance of Grant Funds	\$ 5,971.83		
F.	Total match required	\$ 3,621.00		
G.	Match previously submitted	\$ 11,664.10		
H.	Match submitted this period	\$ 6,276.40		
	Total Match submitted	\$ 17,940.50		
I.	Total match remaining to submit	\$ (14,319.50)		

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Trail Signage	\$ -	\$ -	\$ -	\$ -	\$ -
PPE	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Disposal Fees*	\$ -	\$ 439.00	\$ -	\$ 439.00	\$ -
in-kind volunteers	\$ 3,621.00	\$ 11,225.10	\$ 6,276.40	\$ 17,501.50	\$ -
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Questions?

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