



## TRAIL AMBASSADOR PROGRAM

### 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: Trail Ambassador Program
2. Project Dates: *Expected Start:* 01/01/2021 *Expected Completion:* 12/31/2021
3. Applicant Name: NOHVIS Group Inc.

Mailing address: 1539 N. 33<sup>rd</sup> Place, Suite A

Sheboygan, WI 53081

Phone: 920-783-6728

Email: comcenter@trailambassador.com

**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).*

***See attached proof of good standing with the State of Wisconsin.***

Applicant Signature  
(Chairperson/President/Authorized Official)

11/12/2020

Date

5. Project Manager: Randy Harden

Mailing address: 1539 N. 33<sup>rd</sup> Place, Suite A

Sheboygan, WI 53081

Phone: 920-694-1885

Email: randy.harden@nohvis.com

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: N/A

Mailing address: N/A

Phone: N/A

Email: N/A

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:     **\$184,300 per year**

Other Funds:                     **\$45,000 per year**

Total Project Amount         **\$229,300 per year**     100%

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

☐ Federal ☐ Private ☒ In-kind ☐ City/County ☐ Other

Type here: Divisional labor in-kind forecasted at 20 hours per week at \$1,500 per month.

Regional coordinator labor in-kind forecasted at 20 hours per week at \$750 per month. Forecasting a total of in-kind funds of \$45,000. For additional information, please see attached proposed budget and the budget implementation plan.

Please describe additional funding source(s):

**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   |
| • Single track motorcycle                | • Snowmobiling                              | <input type="checkbox"/> Snowshoe/ski |
| • ATV quads                              | <input type="checkbox"/> Dune buggy         | • UTV Side by side                    |
| <input type="checkbox"/> Race Course     | • Skills riding course                      |                                       |

Please explain how you intend to manage user interactions:

The Trail Ambassador program is a training platform using classroom curriculum that integrates with hands on field training, both designed to instill the volunteer ambassador team members with confidence when engaging in interactions with other outdoor recreationalists while performing their duties.

Emphasis and focus within the training program, clearly defines the boundaries that specify what role the ambassador plays when communicating with riders, as well as stressing what actions fall outside of their roles.

The divisional or regional coordinator, eventually with assistance from club coordinators, mentor the new applicants using the operating values of the Ambassador program. Updates and continued training on an ongoing basis are also part of the Ambassador system, designed to keep the ambassador teams on a path that strives to improve the image of the sport.

Our Trail Ambassadors are also trained to recognize interactions and situations they should walk/ride away from, at the same time being observant of sufficient details to provide sufficient details to public safety officials. The program criteria require a minimum of two certified ambassadors while engaged in their trail duties, which provides a teamwork approach when engaged in communicating with the public.

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).

Type here:

The trail ambassador program will work on the following projects: Promote safe, responsible and ethical riding strategies to the general public; Promote and establishing working relationships with public land management agencies; Provide support to establish and grow off-highway vehicle clubs; Locate, recruit and train additional off-highway vehicle safety instructors in partnership with Nevada Outdoor School; Promote family friendly participation in off-highway vehicle operation; Collect off-highway vehicle operation data relating to trails / routes; Create outreach programs in cooperation with Nevada Tourism and Cultural Affairs / Travel Nevada to promote economic growth in tourism via the off-highway vehicle sport; Improve and establish working relationships with tourism, dealerships and manufacturers in Nevada; Recruit, train and provide support for a corps of volunteer trail ambassadors; Update training curriculum based on the Nevada off-highway vehicle program.

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: Trail Ambassador Standard Operating Guidelines (see attached)

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

- No   ☐ Yes

Number of projects funded: \_\_\_\_\_

Amount of funding Received: \$ \_\_\_\_\_

Number of projects Completed: \_\_\_\_\_

## **SECTION II – LOCATION, MAPS, PHOTOS**

**Project Location: State of Nevada**

County: N/A

Nearest Municipality/Town/City: N/A

Center of project: Latitude: N/A Longitude: N/A

**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: \_\_\_\_\_ Range: \_\_\_\_\_ Sections \_\_\_\_\_
- ☐ 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 aeriels help the scoring committee to understand the location, depth and breadth of your project.)*

### **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.***

**See attached budget proposal and budget implementation plan.**

## **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:**

The trail ambassador program will work with local clubs throughout Nevada on establishing a corps of volunteers that will schedule coordinated safety trainings and registration workshops during 2021. Along with promoting safe and ethical riding practices, this strategy will also encourage growth within the club as it promotes club activities. The safety training will be in partnership with the Nevada Outdoor School, local land management agencies and local clubs. The registration workshops will be in cooperation with local clubs and public land management agencies. These events will increase onsite registration applications of OHVs for Nevada. During these events, our volunteers will also participate in conducting volunteer vehicle safety checks on OHV riders and their machines.

The NOHVIS Group Inc. will work with local public safety and law enforcement agencies to include them in any training programs. We will also invite and encourage them to participate during any registration drives or public events that we will hold.

The corps of local club volunteer trail ambassadors will work with the Nevada Outdoor School for promoting and assisting with their safety training programs regarding OHVs in Nevada. We will provide support and tools for local clubs to schedule and promote safety training events, as well as other safety and responsible riding outreach programs. As the Nevada GBI mapping collaborative matures, it is our goal to include reported trail deficits to be included in the appropriate communications to the database maintainers. We will also, if applicable, transmit that information to the local clubs who should eventually be in position to assist with the maintenance of the trails throughout Nevada.

The trail ambassador program in Wisconsin has logged over 60,000 volunteer hours since 2002. We are excited to bring this type of involvement to the clubs of Nevada with the help of our local coordinators and partnerships within the state.

#### **2. Enhancement or Maintenance of existing trails and facilities:**

The volunteers of the trail ambassador program are trained to document and report any maintenance issues of existing trails. The reports are transmitted to the trail ambassador communication center where they are checked for accuracy and proper documentation, then forwarded to the appropriate public land managers. The reports are kept in a central database for the communication center.



Our coordinators will work with local clubs on scheduling trail events in their area throughout the year.

### **3. Training:**

The trail ambassador program will be working with local clubs to promote and schedule safety training courses by the Nevada Outdoor Schools.

The divisional and regional coordinators will also work with clubs to complete the necessary applications and permits to allow for the scheduling of public outreach events on the trails that promotes our welcome centers. During these events, the volunteer trail ambassadors will promote safe and ethical riding practices, as well as promoting the growth of the sport and their club.

Training of our ambassadors will utilize the NOHVIS Group Inc. curriculum that offers three types of classroom education (in person, virtual meeting or online self-paced) and a hands-on field day. The training includes use of the trail ambassador textbook and supporting materials.

### **4. Trail mapping and signing of existing trails and facilities: *N/A***

### **5. Connectivity/Loops: *N/A***

### **6. Planning, Environmental Studies, Conservation:**

The trail ambassador program will aid in conservation by training our volunteers to properly document and report invasive species, trail damages, maintenance needs or law enforcement concerns. The reports will be given to the proper land management agencies and clubs in attempt to quickly mitigate any situation reported.

### **7. Access:**

Self-policing and public awareness are a key component to the trail ambassador program. Our volunteer trail ambassadors' function as additional eyes on the ground for the land managers and their staff, providing insight and details to rangers. This helps mitigate issues that would otherwise jeopardize future access of a trail.

It is our intent and desire to establish positive working relationships with land managers and local clubs. This should increase our leverage on any opponents and their oppositions to motorized recreations.

### **8. Partnering and Leverage:**

The NOHVIS Group Inc. has established a relationship with a few clubs within Nevada, as well as the Nevada Outdoor School. Our goal would be to establish other partnerships with public land managers as the program continues to grow. These partnerships include but are not limited to local clubs, federal land managers, tourism & commerce, dealerships, and

public land managers.

**9. Economic Integration:**

By creating a volunteer corps of trail ambassadors, encouraging local level club growth, promoting events throughout Nevada and working with public land managers, our goal is to improve the overall OHV program in the state. By encouraging off-highway vehicle recreation (including assistance in registration), local and state economies will be positively impacted. Facilitating the growth of local clubs and the promoting a positive image within the communities of Nevada, we can help create a positive image for the sport. Local leaders will be more open to allowing further access within their communities. This type of additional access will encourage more visitors in communities and spur economic growth.

**10. Demand for New Facilities: *N/A***

The trail ambassador program has operated in Wisconsin since 2002. During that time, our leadership team has successfully managed a budget program to ensure the program continues and grows. During the startup of the Nevada Trail Ambassador Division, our divisional coordinator, Mathew Giltner, will work with our administrative team to develop and refine a budget for the Nevada division based on available funding.

There are three options of funding for the proposal.

1. **Option 1:** This allows for a full coverage of the State of Nevada, which includes one divisional coordinator and three regional coordinators as well as the use of the trail ambassador curriculum and support services from the NOHVIS Group Inc. The divisional coordinator would work with our administrative staff to identify the three regions to start the roll out of the program.

Other funds / in-kind per year: \$45,000 (~20%)

**OHV Grant Request: \$184,300 per year (~80%)**

Project Total: \$229,300 (~100%)

2. **Option 2:** This allows for a partial coverage of the State of Nevada, which includes one divisional coordinator and two regional coordinators as well as the use of the trail ambassador curriculum and support services from the NOHVIS Group Inc. The divisional coordinator would work with our administrative staff to identify the top two regions to start the roll out of the program.

Other funds / in-kind per year: \$36,000 (~18%)

**OHV Grant Request: \$165,700 per year (~82%)**

Project Total: \$201,700 (100%)

3. **Option 3:** This allows for a minimal coverage of the State of Nevada, which includes one divisional coordinator and one regional coordinator as well as the use of the trail ambassador curriculum and support services from the NOHVIS Group Inc.. The divisional coordinator would work with our administrative staff to identify the top region to start the roll out of the program.

Other funds / in-kind per year: \$27,000 (~15%)

**OHV Grant Request: \$147,100 per year (~85%)**

Project Total: \$183,700 (~100%)

Option 1: Option 1 allows for a full coverage of the State of Nevada, which includes one divisional coordinator and three regional coordinators. The divisional coordinator would work with our administrative staff to identify the three regions to start the roll out of the program. Forecasted travel includes fuel reimbursement, lodging and incidentals.

Management and use of our copyrighted curriculum, as well as our support services (which include tracking, updates, background checks for our volunteers, meetings / strategy sessions & facilitation of events / rides.					\$91,000 / yr
Equipment & projects budget. This includes welcome centers, communication devices, meeting & event costs.					\$7,500 / yr
Divisional Coordinator Position - Mathew Giltner					
\$1,500 per month for stipend at 20 hours per week	\$1,500 per month for in-kind hours	\$800 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$2,500 per month in total	
\$18,000 / yr	\$18,000 / yr	\$9,600 / yr	\$2,400 / yr		\$30,000 / yr
Regional Coordinator 1 Position - TBD					
\$750 per month for stipend at 10 hours per week	\$750 per month for in-kind hours	\$600 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$1,550 per month in total	
\$9,000 / yr	\$9,000 / yr	\$7,200 / yr	\$2,400 / yr		\$18,600 / yr
Regional Coordinator 2 Position - TBD					
\$750 per month for stipend	\$750 per month for in-kind hours	\$600 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$1,550 per month in total	
\$9,000 / yr	\$9,000 / yr	\$7,200 / yr	\$2,400 / yr		\$18,600 / yr
Regional Coordinator 3 Position - TBD					
\$750 per month for stipend	\$750 per month for in-kind hours	\$600 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$1,550 per month in total	
\$9,000 / yr	\$9,000 / yr	\$7,200 / yr	\$2,400 / yr		\$18,600 / yr
Other funds / in-kind per year: \$45,000 (~20%)					
OHV Grant Request: \$184,300 per year (~80%)					
Project Total: \$229,300 (~100%)					

Option 2: This allows for a partial coverage of the State of Nevada, which includes one divisional coordinator and two regional coordinators as well as the use of the trail ambassador curriculum and support services from the NOHVIS Group Inc. The divisional coordinator would work with our administrative staff to identify the top two regions to start the roll out of the program. Forecasted travel includes fuel reimbursement, lodging and incidentals.

Management and use of our copyrighted curriculum, as well as our support services (which include tracking, updates, background checks for our volunteers, meetings / strategy sessions & facilitation of events / rides.					\$91,000 / yr
Equipment & projects budget. This includes welcome centers, communication devices, meeting & event costs.					\$7,500 / yr
Divisional Coordinator Position - Mathew Giltner					
\$1,500 per month for stipend at 20 hours per week	\$1,500 per month for in-kind hours	\$800 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$2,500 per month in total	
\$18,000 / yr	\$18,000 / yr	\$9,600 / yr	\$2,400 / yr		\$30,000 / yr
Regional Coordinator 1 Position - TBD					
\$750 per month for stipend at 10 hours per week	\$750 per month for in-kind hours	\$600 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$1,550 per month in total	
\$9,000 / yr	\$9,000 / yr	\$7,200 / yr	\$2,400 / yr		\$18,600 / yr
Regional Coordinator 2 Position - TBD					
\$750 per month for stipend	\$750 per month for in-kind hours	\$600 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$1,550 per month in total	
\$9,000 / yr	\$9,000 / yr	\$7,200 / yr	\$2,400 / yr		\$18,600 / yr
Other funds / in-kind per year: \$36,000 (~18%)					
OHV Grant Request: \$165,700 per year (~82%)					
Project Total: \$201,700 (100%)					

Option 3: This allows for a minimal coverage of the State of Nevada, which includes one divisional coordinator and one regional coordinator as well as the use of the trail ambassador curriculum and support services from the NOHVIS Group Inc.. The divisional coordinator would work with our administrative staff to identify the top region to start the roll out of the program. Forecasted travel includes fuel reimbursement, lodging and incidentals.

Management and use of our copyrighted curriculum, as well as our support services (which include tracking, updates, background checks for our volunteers, meetings / strategy sessions & facilitation of events / rides.					\$91,000 / yr
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Divisional Coordinator Position - Mathew Giltner					
\$1,500 per month for stipend at 20 hours per week	\$1,500 per month for in-kind hours	\$800 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$2,500 per month in total	
\$18,000 / yr	\$18,000 / yr	\$9,600 / yr	\$2,400 / yr		\$30,000 / yr
Regional Coordinator 1 Position - TBD					
\$750 per month for stipend at 10 hours per week	\$750 per month for in-kind hours	\$600 forecasted for travel, lodging and incidentals	\$200 per month for overages / unplanned costs	\$1,550 per month in total	
\$9,000 / yr	\$9,000 / yr	\$7,200 / yr	\$2,400 / yr		\$18,600 / yr
Other funds / in-kind per year: \$27,000 (~15%)					
OHV Grant Request: \$147,100 per year (~85%)					
Project Total: \$183,700 (~100%)					

## **DRAFT**

### Trail Ambassador Budget Implementation Plan for Nevada in 2021.

- A. Promote the public operation of off-highway vehicles in a manner that is safe and responsible and in such a way that it does not harm the environment, conflict with the laws, rules and policies that relate to the operation of off-highway vehicles.
- B. Promote and establish working relationships with public land management agencies to encourage safety education and enforcement of Nevada state laws.
- C. Provide support to establish and grow off-highway vehicle clubs. This includes hosting meetings, assisting with paperwork, establishing a presence in the community and encouraging safety education through community outreach programs.
- D. Locate, recruit and train additional off-highway vehicle instructors in partnership with the Nevada Outdoor School's upcoming Nevada off-highway vehicle safety course.
- E. Increase participation by current and future off-highway vehicle operators and owners involved in the program by promoting a family friendly sport that encourages operators to experience the outdoor resources of Nevada.
- F. Collect off-highway vehicle operation data related to trail and road operation. This includes demographics and economical impacts to local communities and the State of Nevada as needed.
- G. Assist the Nevada Tourism and Cultural Affairs / Travel Nevada campaign by creating an outreach program to inform local communities or appropriate off-highway vehicle uses in their communities. Also to promote the economic benefits that may be gained from promoting tourism to attract off-highway vehicle operators to Nevada.
- H. Improve and maintain OHV relationships with the Nevada Tourism and Cultural Affairs / Travel Nevada, off-highway vehicle dealers, off-highway vehicle manufacturers.
- I. Recruit, train and provide support to a corps of volunteers (Trail Ambassadors) that will assist in providing instruction on the safe, responsible and ethical operation of off-highway vehicles that is given in the field to off-road vehicle operators.
- J. Update the training curriculum used to train volunteers (Trail Ambassadors) in monitoring the recreational operation of off-highway vehicles for safety issues and other issues that relate to the responsible operation of off-highway vehicles in Nevada.



314 E Pine St, New London, WI 54961

Tel. 920-460-5705

<https://ruralroadsatv.org>

## ATV and UTV Riders Enjoying Rural Roads in Wisconsin

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November 3, 2020

To Whom it May Concern,

Rural Roads ATV Club wholeheartedly supports the Trail Ambassador program. The training was an excellent way of preparing for the opening of new atv routes in our area. We have seen a positive impact of this program by creating awareness of safety and educating riders.

Our city officials including the mayor, the police chief and our county sheriff have been very impressed by the role that the Trail Ambassadors can play in being an example to riders and a partner in promoting safe practices. Our club just celebrated its first anniversary, but we have gained a very positive reputation as a result of our relationship with the Trail Ambassador program and partnership with the NOHVIS Group.

We highly recommend the Trail Ambassador program for the quality of the training and learning materials, the professionalism of the trainers and the positive relationships that are built as a result of participating in this program.

Yours sincerely,

Ellen Krabbe  
President



**Tony Evers, Governor**  
**Preston D. Cole, Secretary**  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
November 4, 2020  
810 W. Maple Street  
Spooner WI 54801

Attn: Nevada Commission on Off-Highway Vehicles  
Nevada Department of Conservation and Natural Resources  
901 S. Stewart St., Ste. 1003  
Carson City, NV 89701

Subject: OHV Grant Funding Recommendation Letter

Dear Commissioners:

On behalf of the Wisconsin Department of Natural Resources, please accept this letter in recommendation of the NOHVIS Group Inc. and their trail ambassador program for the state of Nevada.

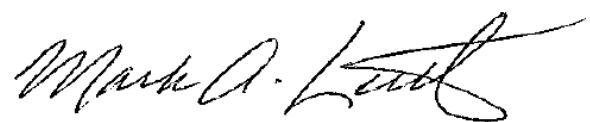
I have served as a law enforcement officer for just over 30 years and over the last 20 years have worked within the Wisconsin Department of Natural Resources' Bureau of Law Enforcement first as a field warden and now as recreation warden. I specialize in OHV related topics, crash and hunting incident investigation, local ordinance development, educational efforts, and law enforcement and partner training efforts.

My first exposure to the NOHVIS Group came as a chance meeting with two trail ambassadors and Wisconsin ATV Association (WATVA) members on a remote trail system in 2002. Immediately, I recognized the huge benefit this program offered to off-road enthusiasts across the state. When I was promoted in 2011 to my specialist position, I further sought to develop this partnership in my 12-county administrative area and attended state-wide and regional events several times a year. The NOHVIS Group has become an invaluable partner and cooperator within the Department; No other recreational group in the state has worked more closely or transparently with us. The perspective they bring has helped us to develop publications, strengthened our enforcement efforts, and supported needed legislative changes. I have provided instructor certification training to many members of the trail ambassador program who selflessly conduct required student safety courses. The professionalism by which this group is run and their adherence to responsible riding practices are unmatched by other associations within the state. Their foundation is built to focus on fun riding while being safe, responsible, and ethically aware. Their trail ambassadors also have been trained to work with law enforcement and provide eyes and ears in a time when our agency resources are stretched for manpower and money.

ATV riding opportunities within Wisconsin have exploded over recent years. If it were not for the strength and convictions of the NOHVIS Group and the trail ambassador program, we would surely see unparalleled crash rates, fatalities, and violations in the field. Recreational safety and education depends on the positive spirit and cooperation of partner groups such as this. Wisconsin citizens and the law enforcement community have greatly benefitted from their commitment to providing an enjoyable outdoor experience.

I could continue to provide more outstanding examples of the NOHVIS Group's dedication and vision if desired, but I believe you can see the role they have had and continue to have in shaping ATV riding in Wisconsin. Please contact me at 715-492-1047 or by email at [mark.little@wisconsin.gov](mailto:mark.little@wisconsin.gov) if you have any questions or need further information. After December 23, 2020, I will have retired from the Department so please use 608-387-4242 and [alwaysoutside67@gmail.com](mailto:alwaysoutside67@gmail.com) thereafter. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, reading "Mark A. Little". The signature is fluid and cursive, with a long, sweeping horizontal line extending from the end of the name.

Mark A. Little  
Recreation Warden  
Wisconsin Department of Natural Resources

November 11, 2020

Nevada Dept. of Conservation and Natural Resources  
Off-Highway Vehicles Program  
Attn: Nikhil Narkhede  
901 S. Stewart Street, Suite 1001  
Carson City, NV 89701

Dear Commissioners,

On behalf of the Nevada Outdoor School, please accept this letter in recommendation of the NOHVIS Group Inc. and their Trail Ambassador program for the state of Nevada.

The NOHVIS Group Inc. has met with our organization to establish a working relationship with their program on promoting Nevada Outdoor School's OHV Safety Education programs within the state. This partnership will help grow both Nevada Outdoor School's safety program and the trail ambassador program within the off-highway vehicle community. It is their intent to train their own Trail Ambassadors on becoming advocates for our program.

This working partnership will help increase the number of safety training classes held each year, bring awareness to responsible and ethical OHV use in Nevada and help increase registrations or use stickers among OHV owners. This type of partnership is critical to our cause as it brings together the local clubs with our safety education program.

We look forward to working with the NOHVIS Group Inc. and the partnerships they will bring to us including local clubs, state entities and public land managers.

Sincerely,

A handwritten signature in blue ink that reads "Melanie Erquiaga". Below the signature, the name "Melanie Erquiaga" and the title "Executive Director" are printed in a black, sans-serif font.

Melanie Erquiaga  
Executive Director



## Corporations Bureau

### Form 5-Domestic Non-Stock Corporation Annual Report

#### Name of Entity

Search by Entity Name or ID: THE NATIONAL OHV INSURANCE AND  
SERVICES GROUP, INC.  
Entity ID: N026787

Formed under the laws of: Wisconsin

#### Registered Agent

Registered Agent Individual: RANDY HARDEN

Name of Entity:

Address: 4422 N 50TH STREET

Address 2:

City: SHEBOYGAN

State: WI

Zip Code: 53083

#### Principal Office

Address: 1539 N 33RD PLACE STE A

Address 2:

City: SHEBOYGAN

State: WI

Zip Code: 53081

#### Directors

Name: Robert McConnell

Post Office Address: 635 Pine Street

City: Reedsburg

State: WI

Zip Code: 53959

Name: Greg Olson

Post Office Address: 1191 200th Street

City: Baldwin

State: WI

Zip Code: 54002

Name: Henry Wozniel

Post Office Address: 668 Ridgewood Knoll

City: Hubertus

State: WI

Zip Code: 53033

**Officers**

Name:	RANDY HARDEN
Street Address:	4422 N 50TH STREET
City:	SHEBOYGAN
State:	WI
Zip Code:	53083
Name:	Adam Harden
Street Address:	W 1843 Revere Court
City:	Sheboygan
State:	Wi
Zip Code:	53083
Name:	Ann Harden
Street Address:	4422 N 50th Street
City:	Sheboygan
State:	WI
Zip Code:	53083

**Statements**

<i>Does the entity have members?</i>	No
<b>Brief description of the nature of business:</b>	Providing education services for outdoor recreation in Wisconsin.
<i>Has the entity entered into any contract, combination in the form of a trust or otherwise, or conspiracy in restraint of trade or commerce?</i>	No

**Signature**

Title:	Officer
Date:	02/14/2020
<b>I understand that checking this box constitutes a legal signature:</b>	Yes
Signatory's Name:	Randy Harden

**Contact Information (Optional)**

Name:	
Address:	1539 N 33RD PLACE STE A
City:	SHEBOYGAN
State:	WI
Zip Code:	53081
Phone Number:	9206941881
Email Address:	randy.harden@nohvis.com

**Endorsement**

	FILED
Received Date:	02/14/2020

## **National OHV Insurance & Services Group, Inc. (NOHVIS)**

### **Article 1**

Vision: To provide a platform for off-highway vehicle enthusiasts, their organizations, business interests and advocates of the sport/industry where each may share their needs and wants, providing opportunities that maintain a positive future for OHV recreation.

### **Article 2**

Mission: Establish and maintain a network clearinghouse, through which providers of specialized products, services and talents, will improve the effectiveness of the OHV industry, the grass roots organizations and assist individuals wanting to be part of a proactive movement pertaining to the OHV recreation into the future.

### **Article 3**

Purpose:

- 1) Discover and implement technologies that educate and promote a positive public image of the OHV sport with land managers, government officials, related businesses and the general public.
- 2) Locate, train and/or support providers of services and products that serve to communicate, educate, provide public outreach, community action, volunteer development and to improve resources for OHV organizations and businesses that serve the OHV public.
- 3) Provide partnership opportunities with entities concerned with effectively and responsibly providing for future generations of off-highway vehicle riding opportunities.
- 4) Recognize the needs, both present and future, of the OHV groups, land managers and businesses that will provide support resources to ensure a sustained future of the sport/industry.

Values we honor: Off-highway vehicle recreation.....

is a social experience which strengthens family relationships as kids and adults alike share their enthusiasm for the sport.

is an opportunity for outdoor experiences that respect the many unique environments.

provides a setting in which all types of people may participate in a healthy and enjoyable activity.

creates and allows a variety of challenges that provide an escape from the daily pressures of everyday living.



### **Article 3**

Membership: The corporate structure does *not* allow for members. However, whenever possible, the NOHVIS management team will strive to involve affected and interested parties in an advisory or review team system. Generally this effort will be comprised of riders or advocates who enjoy or work with off-highway vehicles/ATVs, persons actively concerned with the future of ATVs/OHV's and/or ATV/OHV enthusiasts. Review team status in this organization shall be determined on a nondiscriminatory basis, without regard for age, sex, race, color, religion, or national origin. All review team persons shall have an equal stake in the discussion and input of NOHVIS activities. Review Team status shall be ongoing, subject to termination for good cause, as determined by the Executive Committee of Officers and the established policies of the NOHVIS association.

### **Article 4**

Structure: The direction, action, and business of this organization shall be primarily affected through the Executive Committee of Officers with input from Review Team groups as may apply at the discretion of the Executive Officers and 3 board of directors.

### **Executive Committee of Officers**

The Executive Officers & Board of Directors shall have the ultimate authority for the direction and activities of this company. The Executive Committee shall be comprised of the following:

- a) The President
- b) The Vice-President
- c) The Secretary
- d) The Treasurer

e) Three members at large designated as Board of Directors. The Directors shall be elected each year at the annual meeting by the 4 Executive Officers. If sufficient Directors are not elected, the President can appoint the position or positions. Directors shall be knowledgeable about the OHV industry and at least 18 years of age. 4 members shall constitute a quorum of the Executive Committee.

### **Article 5**

Duties:

The President shall have primary responsibility for the legal and financial affairs of this organization. The President shall preside at meetings of the association and the Executive Committee. The President shall appoint ad-hoc committees as deemed necessary. The duties shall include assisting officers and directors as well as review team members to promote interest on the part of each person in NOHVIS activities. The President shall vote only in the event that the Executive Committee shall need a tie breaker.

The Vice-President shall perform all the duties of the President in the absence of the President. It is the responsibility of the Vice-President to keep current on the affairs of the association, to fill in for the President, and assist with the duties of President when asked to.

The Secretary shall keep a record of the meetings of the association in a minutes book provided for that purpose. The secretary shall be responsible for the legal records of this association and perform other duties as generally fall to that office.

The Treasurer shall have primary responsibility for the financial records of the association. The Treasurer shall oversee and record income and all other money due the association. The duties also include, in a timely fashion, to pay lawful expenses authorized by the Executive Committee. This shall include presenting the board with a financial report at each meeting and to the general members at an annual meeting. At the discretion of the Executive Committee, the Treasurer's books shall be subject to an annual audit by a committee appointed by the President consisting of Non-Executive Committee members.

The duties of the 3 Advisors shall be as determined and supervised by the Executive Committee of Officers (President, Vice-President, Secretary, and Treasurer) on an ongoing basis.

## **Article 6**

The Executive Committee shall meet at any time deemed appropriate by the President or 3 members of the Executive Committee. The committee meetings may involve assembling the members in one location or by telephone conference call.

## **Article 7**

All actions of this association shall be decided by consensus of the Executive Committee. Should consensus not be achieved on any such action or consensus is disputed, 2/3 of those present may call for a formal vote to be taken on such actions. All such formal votes shall be as provided for in Roberts Rules of Order.

## **Article 8**

From time to time matters may arise that call for immediate action. In such cases the President shall poll the Executive Committee and take action on the matter as directed by a majority of the members on the Executive Committee.

## **Article 9**

Through the Executive Committee, the NOHVIS Group may hire or contract as well as terminate, for outside staff support services including an Executive Director/Secretary, full or part time, paid or otherwise compensated by this organization or on loan or by grant from other organizations. This staff shall act under the direction of the Executive Committee through the guidance of the President.



#### **Article 10**

The fiscal year of this organization shall be July 1<sup>st</sup> to June 30<sup>th</sup> of the calendar year. An annual meeting shall be held in the first half of the calendar year.

#### **Article 11**

These by-laws may be amended by a two-thirds vote of those Executive Committee members present at a regular annual meeting. The proposed changes have to be posted in advance either through a direct mailing or e-mail notification with a verified receipt provided to all Executive Committee members or via the NOHVIS web page.

#### **Article 12**

This organization may be disbanded and dissolved by 2/3 majority vote of the Executive Committee of Officers upon determination that the organization is no longer viable or effective in achieving its vision, mission, or purpose. Upon dissolution and after satisfying all legal and financial obligations and liabilities, the Executive Committee shall donate all remaining assets of this organization to an organization of similar mission and purpose.

\*Revised and approved 1/29/98