

The Nevada Commission on Off-Highway Vehicles Grant Program



Fiscal Year 2027 Grant Manual

\$1,000,000.00 Available

Applications Due May 17, 2026 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. One of the Commission's responsibilities is to award grants from OHV registration revenue, putting OHV user's registration dollars directly into OHV projects. Projects eligible for OHV grant funding include 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 relating to the use of OHVs; 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.

The Off-Highway Vehicles (OHV) Program was established in 2017 during the 79th Nevada Legislative Session. The Program is managed within the Nevada Department of Conservation and Natural Resources and is responsible for administering the OHV Grant Program, as well as promoting safe and responsible use of OHVs.

Fiscal Year 2027 Grant Timeline

Applications are due May 17, 2026, and must be submitted via Nevada Infrastructure Finance System (NIFS) prior to 11:59 PM PST. Applications that are not received by the 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 denote a tentative schedule of events, and the State reserves the right to modify these dates at any time.

- March 23, 2026 – Request for grant applications open to the public
- April 2, 2026 – MANDATORY grant training via TEAMS 10:00 AM - 11:00 AM
- April 15, 2026 – OPTIONAL office hours via TEAMS 1:00 PM – 3:00 PM
- May 5, 2026 – MANDATORY grant training via TEAMS 5:00 PM - 6:00 PM
- **May 17, 2026 – Application Deadline 11:59 PM PST** (Feedback period begins)
- June 14, 2026 – Feedback period ends and final submission of updated applications are due 11:59 PM PST
- Early July 2026 – Technical Advisory Committee review of applications
- Late July (Date TBD) 2026 – Public Commission meeting for eligible applicant presentations, Commission deliberation, and grant award decisions (Public meeting will be held in Carson City with a virtual option via TEAMS). All eligible applications will be posted on the state OHV website <https://ohv.nv.gov/>.
- August 2026 – Development and sending of notices to proceed and grant agreements

Mandatory Grant Training

All applicants must attend ONE of the two mandatory training sessions offered (April 2nd or May 5th). If you are unable to attend one of these training sessions, please reach out to the Program for alternative arrangements to ensure this requirement is met.

These sessions will cover the entire grant process, changes and updates to the process, the application, presentations, and reporting requirements. Training will be offered by the Program, and applicants will have an opportunity to ask questions during these training courses. All applicants, including returning applicants, must attend one of these training sessions for their application to be considered eligible. 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 will host one virtual office hours session, via TEAMS, on April 15, 2026. This session is available for applicants to ask questions or receive feedback from the Program. **This session is completely optional and does not count as fulfillment of the mandatory grant training requirement.** More information will be made available via email and the OHV website (<https://ohv.nv.gov/>) closer to the training.

Applicants are also welcome to contact the Program directly, at their convenience, with any questions they may have. We are here to help and want to set you up for success!

Review Period

After the application deadline on 11:59 PM PST May 17, 2026, all applications will be reviewed by the Program within five (5) business days. This review will check for completion, eligibility, and quality of the application and proposed project. Incomplete or ineligible applications will be returned to applicants with feedback. Applicants are welcome to resubmit and receive feedback multiple times during the feedback period. Applicants have until 11:59 PM PST June 14, 2026, to revise, complete and resubmit applications to the Program. Any returned applications not resubmitted by 11:59 PM PST June 14, 2026, will not be considered for funding. All complete and eligible applications will be sent to the Technical Advisory Committee (TAC) and Commission for review.

TAC and Commission Review

Applications will be provided to and reviewed by the TAC and Commission ahead of the grant presentations and award decisions. Eligible grant applications will be scored by the TAC. The Program will rank applications based on TAC input. A ranked list of eligible projects, in addition to supporting documents and scoring sheets, will be provided to the Commission.

Grant Presentations and Award Decisions

Eligible applicants will provide presentations on their proposed projects to the Commission in late July 2026 (exact date to be announced) in Carson City, NV, with a virtual option provided. Presentations will be no more than 10 minutes and will be followed by a question-and-answer period with the Commission. Applicants may include visual aids or handouts, but they are not required. These materials must be provided to the Program at least five (5) business days before the meeting. Presentations can be in-person or virtual. After presentations, the Commission will deliberate, in order of scored ranking, and determine whether, and in what amount, to award a grant to an applicant. The Commission will take into consideration the TAC scores and comments, application content, and presentation to determine grant awards during a public meeting. Applicants that receive funding will be notified by email, as well as posted on the OHV website (<https://ohv.nv.gov/>).

Notice to Proceed and Funding Agreements

Applicants who have been selected for funding will be notified by the Program with a Notice to Proceed via email and asked to confirm acceptance. The Notice to Proceed will contain the date upon which work may begin on the approved project, subject to any conditions of the funding agreement. Project work cannot begin until the date outlined in the Notice to Proceed. The Program will then prepare and send out funding agreements. The funding

agreement is a contract between the grantee and the Nevada Department of Conservation and Natural Resources that outlines the stipulations of receiving these grant funds. Unless otherwise expressly approved by the Program, Grantees must sign and return their funding agreement, in addition to any other pertinent information the Program requests, within ninety (90) days of receipt. In the event the applicant does not sign the funding agreement within ninety (90) days of receipt of the funding agreement, the Program reserves the right to withdraw the grant award.

Unless otherwise expressly approve by the Program, a grantee must show due diligence in moving forward with the project with ninety (90) days after the Notice to Proceed is provided to the grantee. If the grantee fails to demonstrate such due diligence, the Program may terminate the grant agreement after giving thirty (30) days' written notice to the grantee of its intention to do so.

Required Application Documents

All applications, including required materials, must be submitted through [Nevada Infrastructure Finance System \(NIFS\)](https://ndepifs.ndep.nv.gov/) (<https://ndepifs.ndep.nv.gov/>). The OHV Program uses NIFS to manage grant applications and grant transactions. If you have not applied for other grants through NIFS, a user account and entity (i.e. organization) will need to be created to apply. You do not need to wait until the opening of the grant round to create your user account or entity. To start that process, use the “NIFS Getting Started” instructions (see Appendix E). **Please notify the Program once your user account has been created and your entity is registered**, so that you can be given access to the OHV grant application. You will not be able to see the application until your entity is registered and the Program has turned on your permissions to view.

Any unclear, incomplete, or ineligible applications will be returned to applicants for revision during the feedback period. All application materials shall be submitted through NIFS and must include the following items:

- 1. The Nevada OHV Grant Application – Fiscal Year 2027**
- 2. Detailed 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 location), per diem (# of days at GSA rate), gas (number of miles at GSA Rate) etc.

- All travel expenses should be based on current GSA rates. Rates can be found [here or at https://www.gsa.gov/travel/plan-book/per-diem-rates](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.
- Any administration or indirect rates must be submitted as a percentage of the total State grant share (does not include Match) of the project, at a rate of up to 15%. This percentage will be used to calculate the amount of administrative fees approved of the awarded, not requested, funds.
- Attach copies of estimates and quotes to support your budget and identify what each contract will include. If a subcontractor will be hired, supply documents that show what specific service(s) and our deliverables will be provided.

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

- All projects must submit a landowner letter for the area the project will take place. If the applicant is the landowner, managing agency, or has jurisdiction over the location the project will take place, the applicant still must submit a landowner letter.
- Letter must be project specific and dated for the current application year.
- Letters **must** 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)

- **The following map types are required:**
 1. General location map (showing project area within the state or county)
 2. Detail map indicating specific project elements (e.g., location of structures, trail alignment)
- Both maps should include a legend, north arrow, scale, and map name. Topographic maps are preferred. You may include additional aerial/google maps.

5. Proof of Good Standing with the State

- If not a government agency, visit nvsliverflume.gov
- Proof must be dated from the current application year

6. 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.)

7. Recommended 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

- Make sure the entirety of the proposed project fits within the specific allowable project types as laid out in NRS 490.069.
- Have your financial staff review to ensure budget figures are mathematically correct and consistent across all documents provided.
- Spell out acronyms at initial use and eliminate jargon whenever possible.
- Do not assume reviewers are familiar with existing projects.
- Ensure that your scope of work and project narrative aligns with the proposed budget.
- Use local statistics rather than national statistics, if available.
- Unless expressly approved by the Program, projects must be substantially completed within two (2) years after the Notice to Proceed has been provided.

Eligibility Criteria

- 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.
- Per State policy, all applicants will undergo pre-award risk assessments to evaluate the capacity and eligibility of applicants to manage grant funds and comply with state requirements. These assessments help identify potential risks and determine appropriate monitoring strategies. The Program will conduct multiple risk assessments throughout the period of performance as a part of normal continual monitoring procedures.
 - Applicants will be evaluated on the following factors:
 - Financial Stability
 - Internal Controls
 - Performance History
 - Organizational Capacity
 - Specific Policies and Procedures
 - Compliance with State Requirements
- All employees, contractors, and awardees must conduct grant activities in an impartial and ethical manner. A conflict of interest arises when an individual's personal, financial, or professional interests compromise or appear to compromise their ability to act impartially in grant-related activities.
 - Examples of Conflicts:
 - Financial interest in a grant-funded organization or vendor.
 - Employment or consulting relationships with subrecipients or contractors.

- Personal relationships with individuals or entities involved in grant activities.
- Any conflicts of interest must be disclosed during the application or procurement process. To mitigate conflicts of interest, recusal from decision-making processes or termination of relationships (grant award or contracts) that create conflicts may be required.

Eligible Projects

Eligible Projects include:

- Studies or planning for trails and facilities for use by owners and operators of OHVs, including environmental assessments and environmental impacts as required pursuant to 42 U.S.C. §§ 4321 et seq.
- Mapping and signing of trails and facilities for use by owners and operators of OHVs.
- Acquisition of land for trails and facilities for use by owners and operators of OHVs.
- Enhancement and/or maintenance of OHV trails and facilities.
- Construction of OHV trails and facilities.
- Restoration of areas that have been damaged by the use of OHVs.
- The construction of trail features and features ancillary to a trail including, without limitation, a trailhead or a parking area near a trailhead, which minimize impacts to environmentally sensitive areas or important wildlife habitat areas.
- Safety training and education related to the use of OHVs.
- Efforts to improve compliance with and enforcement of OHV requirements.

Common Eligible Program Costs

- OHV Trailhead Kiosks with trail information.
- OHV registration drives.
- Training to educate the public about safe OHV use.
- Equipment for snowmobile trail grooming.
- Trail maintenance workdays.
- OHV trail wayfinding installation.
- Rerouting of an OHV trail to avoid environmentally sensitive or wildlife areas.

- Construction or improvement of OHV staging areas, including parking, restrooms and related facilities.
- Trail use studies, management plans, and trail planning for OHV trails.
- Travel costs, adhering to State policy and GSA rates, related specifically to the implementation of the approved project.
- Labor costs related specifically to the implementation of the approved project. (Timesheets showing time put towards project versus time spent on unrelated grant activities will be requested.)
- Contracts for the implementation of the project (Ex. construction). Details of work performed under contract and at what costs will be required for reimbursement.
- Cost of conducting an environmental assessment as required by the National Environmental Policy Act (NEPA).
- Supplies and materials that are necessary for project implementation.
- Construction of bridges, railings, ramps, fences, and cattleguards on OHV trails.
- Bank stabilization, re-vegetation, and erosion control to minimize environmental damage by OHV use.

Common Ineligible Program Costs

- Food and Beverage.
- Entertainment or alcohol expenses.
- Time and services associated with writing the grant application.
- Facilities that are ornamental and do not have direct benefit to OHV trail users.
- Marketing and advertising not related to project.
- Depreciation on vehicles, tools, and equipment used for the grant.
- Audit and legal services.
- Fines, penalties, or bad debt expenses.
- Costs incurred outside the period of performance.
- Supplanting of federal or state funds.
- Bonuses, gifts, or incentives.
- Membership fees or dues
- Lobbying or political activities.
- General labor costs not directly related to project.
- General outreach or advocacy.
- Purchase of materials to be used as general inventory, not tied to a specific, approved project.

- Costs covered by other funding sources.

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

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. Other projects funded via the Nevada Off-Highway Vehicles Grant Program, even from previous grant rounds, may not be used as match.
- 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 but are not guaranteed.
- 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.

Award Administration Information

Reporting Responsibilities

All grantees are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. **Reports and reimbursement requests are due no later than fifteen (15) days after the end of each quarter** for the activities conducted during the respective reporting period and shall be submitted through NIFS (<https://ndepifs.ndep.nv.gov/>).

Reporting Period	Due Date
July 1 st – September 30 th	October 15 th
October 1 st – December 31 st	January 15 th
January 1 st – March 31 st	April 15 th
April 1 st – June 30 th	July 15 th

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. Reports must include information pertaining to the progress made towards achieving project objectives, explanations for any deviations from planned activities, as well as quantitative and qualitative data on activities and outcomes. In addition to progress reports, the Program may conduct periodic site visits to evaluate project performance and internal controls of fiscal tracking.

Additional information:

- Maintain sufficient documentation for all costs charged to the grant, including:
 - Invoices, receipts, and contracts
 - Payroll records and timekeeping for personnel costs
 - Allocation methodologies for indirect costs
- 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 twenty-five (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.

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

Project Revisions

Changes to the budget, such as reallocating funds between categories, extending the period of performance, or modifying the scope of work, require prior approval from the Program. A funding agreement amendment may be required.

Amendments are required for:

- Changes to the budget or budget period.
- Adjustments to the period of performance or expiration date.
- Modifications to the scope of work or objectives.
- Changes in key personnel listed in the grant agreement.
- Increases or decreases in award amounts.
- Transfer of funds between approved budget categories or line items that exceeds 10% of the total budget.
- Transfer of funds to a cost category where \$0.00 was listed in the approved budget.

Procurement Standards

Any purchases made with grant funds must be conducted in an open, fair, and competitive manner. This policy applies to grantees using grant funds for goods, services, and contracts. Grantees should refer to the State Administrative Manual (SAM) for procurement, purchasing, and bidding.

Contract Requirements

If a contract(s) is required to complete the approved project, it must include the following:

- Clear scope of work.
- Performance timelines and deliverables.
- Payment terms tied to performance.
- Provisions for termination, compliance, and dispute resolution.

Grant Commencement and Duration

Project implementation must be initiated within ninety (90) days from the Notice to Proceed. Requests for an exception to this rule must be justified and submitted in writing within thirty (30) 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 and appropriate supporting documentation has been provided.

Documentation Standards

- Maintain records for all financial transactions, including:
 - Invoices and receipts.
 - Proof of payment (e.g., canceled checks, bank statements).
 - Contracts and purchase orders.
 - Payroll records and timekeeping documentation.
- Ensure all records are:
 - Complete and accurate.
 - Retained for at least three years after the grant's closeout.

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).

Funding Acknowledgement and Program 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.

Advertisement

Grantee will be required to prominently recognize the Program and the Department in any approved project signage, press releases, or communications when referring to the sources of the grantee's funding for the approved project. The Program and Department logos shall be included in all approved project signage. Please reach out to the Program for current logos. Grantees shall also coordinate with the Program prior to any press releases and public communication related to approved projects.

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 twenty-five (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 twenty-five (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 ninety (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.

Project Completion

A final report will be due within ninety (90) days after the scheduled expiration of the funding agreement, project completion, or as specified in the grant 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 coordinate a final inspection of the project by the Program. 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.

If the Program determines that a project has not been completed satisfactorily, the Program shall inform the grantee in writing as soon as practicable as to what must be done to achieve satisfactory completion of the project. The Program shall withhold the final payment until the project has been completed satisfactorily, including resubmitting the final reimbursement request and report to the Program.

Grant records must be maintained by the grant recipient for a minimum of three (3) years from the end of the fiscal year in which the final report is submitted. The Program shall monitor funded projects on a five (5) year cycle to ensure maintenance of the projects in accordance with the grant agreements. To meet the monitoring requirement, the Program may request the grantees to submit an independent, third-party report demonstrating how the project is being operated and maintained.

Definitions

Department: Department of Conservation and Natural Resources (DCNR). DCNR's Director is responsible for administering the Off-Highway Vehicles (OHV) Program and the Account for Off-Highway Vehicles. [NRS 490.069, NRS 232.1585]

Commission: Commission on Off-Highway Vehicles. The Commission is responsible for awarding OHV grants, determining whether, and in what amount to award to an applicant.

Program: Off-Highway Vehicles Program is administered by the Director of DCNR and provides support and technical advice to the Commission and assists in the coordination of their activities. [NRS 232.1585, NAC 490.1335]

Technical Advisory Committee (TAC): Provides input to the Commission on Off-Highway Vehicles regarding the completeness and merit of applications received for a grant from the Account for Off-Highway Vehicles. The TAC is formed by the Director of DCNR. [NRS 232.1585]

Nevada Infrastructure Finance System (NIFS): The online platform that the Program will accept grant applications through. If awarded, NIFS will also be utilized to manage all grant transactions, including progress reports and reimbursement requests.

<https://ndepifs.ndep.nv.gov/>

Off-Highway Vehicle (OHV): Defined as a motor vehicle that is designated primarily for off-highway and all-terrain use. The term includes, but is not limited to:

- All terrain motorcycles;
- Dune buggies;
- Snowmobiles; and

- Any motor vehicle used on public lands for the purpose of recreation.

It does not include:

- A motor vehicle primarily designed for use in water;
- A motor vehicle that is registered by the Department of Motor vehicles in accordance with chapter 482 of NRS;
- A low-speed vehicle as defined by NRS 484B.637; or
- Special mobile equipment, as defined in NRS 482.123. [NRS 490.060]

Project: Refers to your approved grant project as outlined by the project scope and budget detailed in your funding agreement.

Reimbursable Costs: Reimbursable costs are the approved project costs detailed in your budget as the OHV Grant or State share of the project costs. Any changes to the awarded budget must be requested and approved by the Program.

Match: A grant match, or cost-sharing, is the portion of a project's total cost not covered by the OHV grant program, requiring the recipient to contribute funds or resources from other sources such as additional grant awards, volunteer labor, or donations. OHV grant funds or items and activities paid for by OHV grant funds (even previous OHV grant rounds) cannot be used as match. Match provided cannot be used as match for other grant programs. Match should be reported with the same standard as reimbursable funds with proof of funding spent, not through proof of income from match sources. Documentation of match includes source of funds, contribution purpose, program objectives supported, and financial transactions ties to matching funds.

In-kind: An in-kind contribution is a non-monetary contribution of goods or services that provide tangible and measurable value to a project, rather than providing direct funding. Examples include the use of existing equipment or property, waiver of a program or use fee, or volunteer hours.

Administration Fee (also known as “Admin,” “Indirect Costs,” or “De Minimis”): An administration fee is funding you may be reimbursed for at a specific percentage of your reimbursed project costs. Administration fees support the indirect costs of project implementation. Administration Fees help cover indirect or overhead costs. These are expenses necessary for the general operation of an organization but cannot be easily linked to a specific project or budget line item. These expenses support the infrastructure required to conduct programs, such as utilities, rent, and administrative salaries. Indirect costs should be captured through the administration fee within your budget.

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

Scoring Breakdown

Project Match (TOTAL 5)		
0 points	1-2 Points	3-5 points
<ul style="list-style-type: none"> Project does not have a match component 	<ul style="list-style-type: none"> Project match and partnerships are vague or unclear Small amount of match is provided 	<ul style="list-style-type: none"> Project is supported by multiple partnerships and match sources are clear Project brings a substantial match amount
Project Information (TOTAL 25)		
Scope of Work		Max of 15
0-5 points	6-10 points	11-15 points
<ul style="list-style-type: none"> No goals or objectives are stated. Lasting impacts/benefits stated, but not evident. 	<ul style="list-style-type: none"> Includes moderate level of detail and describes how projects relate to OHV users. Objectives and/or deliverables are included, but they are vague and inconclusive. 	<ul style="list-style-type: none"> Includes detailed description of project. Clearly identify realistic objectives and deliverables for OHV users. Describes how the project will accomplish goals.
Deliverables and Timeline		Max of 10
0-3 points	4-7 points	8-10 points
<ul style="list-style-type: none"> The deliverables and timeline are not specific or reasonable. 	<ul style="list-style-type: none"> The deliverables and timeline are moderately specific and reasonable. 	<ul style="list-style-type: none"> Deliverables and timeline are specific and reasonable.
Priorities and Scoring Narrative (total 10)		
0-3 points	4-6 points	7-10 points
<ul style="list-style-type: none"> This project doesn't or barely reflects funding priorities dictated in NRS 490 	<ul style="list-style-type: none"> This project moderately reflects funding priorities dictated in NRS 490 	<ul style="list-style-type: none"> Project goals reflect multiple funding priorities of NRS 490 Project aligns with funding priorities set forth by the Commission
BUDGET (TOTAL 15)		
Overall Budget		Max of 15
0-5 points	6-10 points	11-15 points
Budget provides little or no description of costs; budget plan is not complete.	Provides a vague or brief description of costs; details for requested funding is limited or costs seem too high or low.	Provides a specific description of costs and how money will be spent; requested funding is detailed and reasonable.
Applicant History (Total 3)		
All first-time applicants will receive 3 points towards their 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 \$34.79)			
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 \$0.725)			
Travel Total			
Other expenses			
Be specific			
Other Expenses Total			
Grand Project Total			

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).*

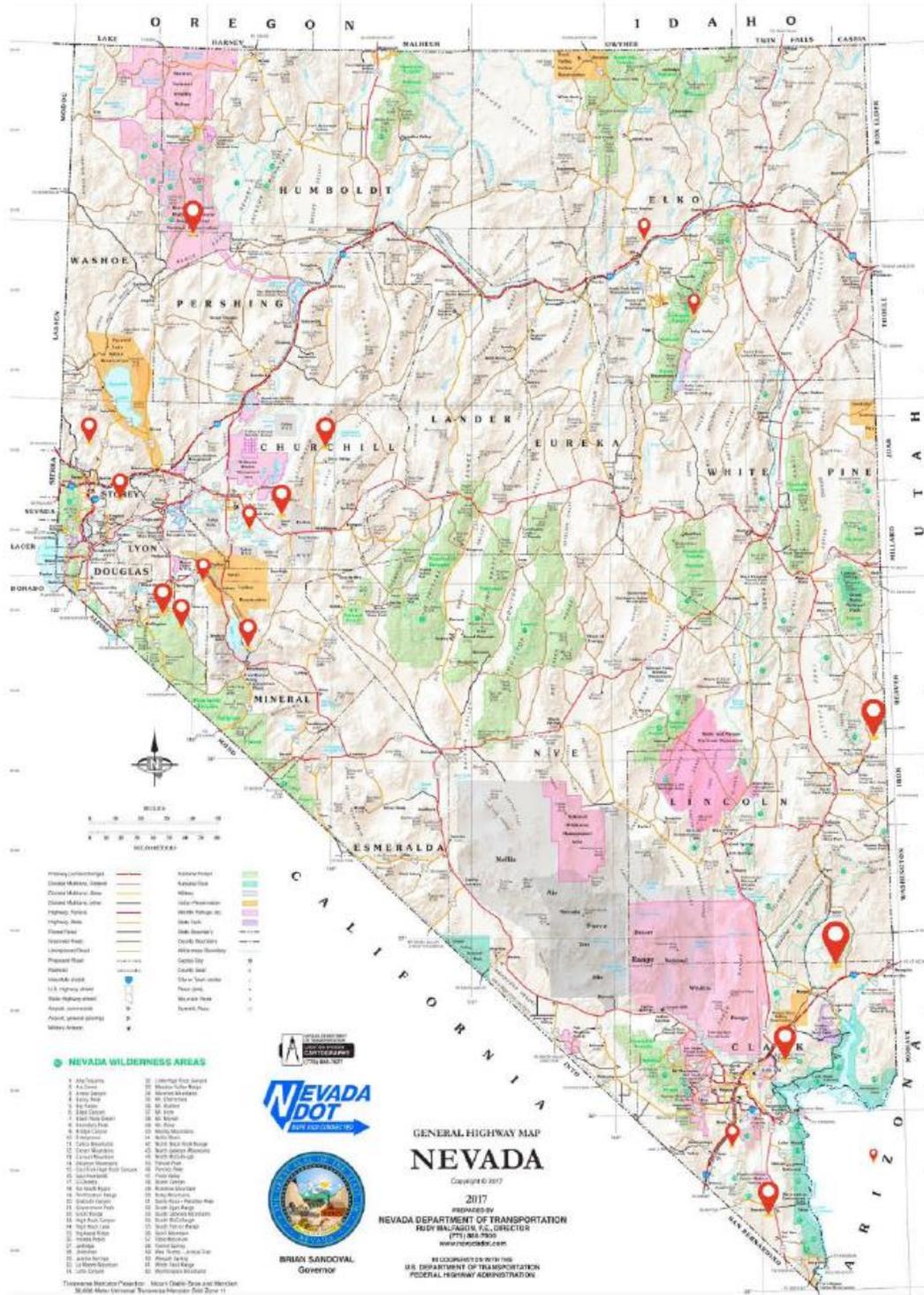
If you have any questions or concerns, please contact me at (XXX) XXX-XXXX) or by email at (XXXXXX@XX.com)

Sincerely,

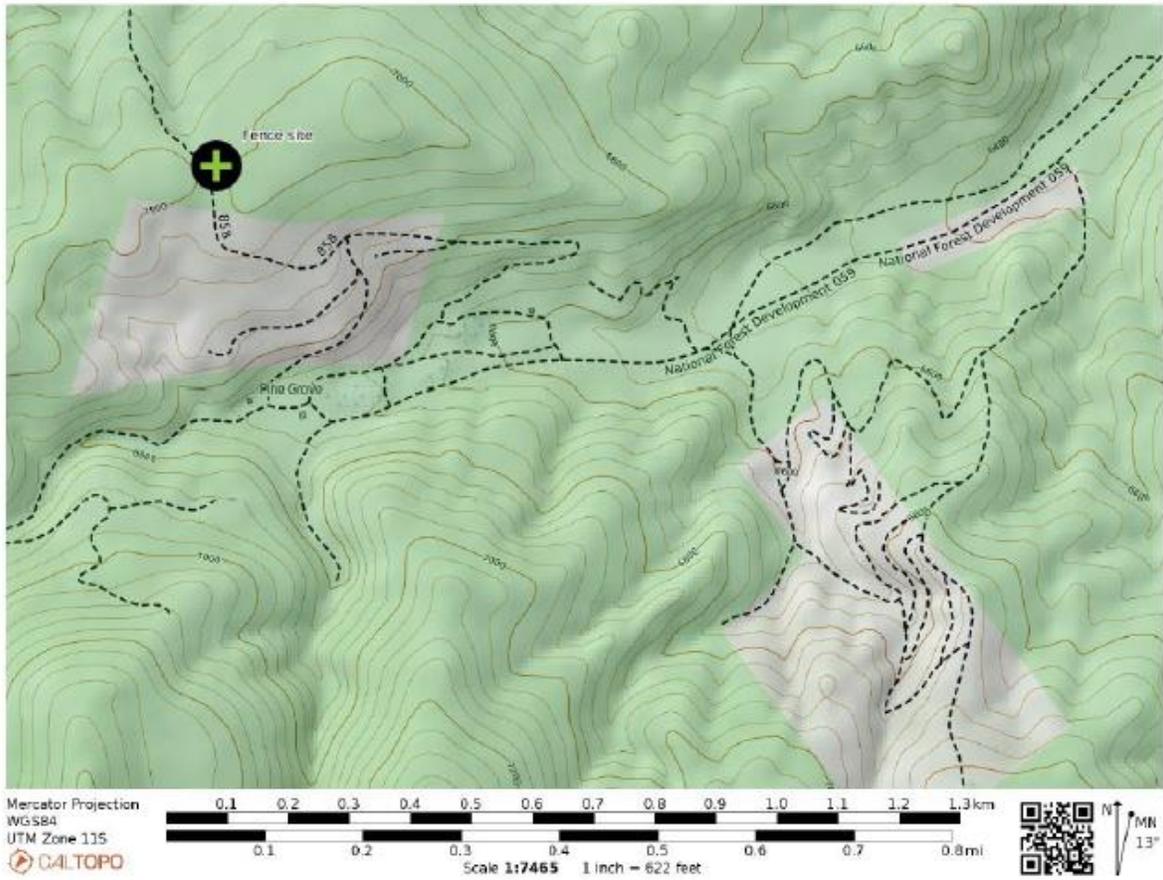
(Signature)

Approving Authority Name
Title, organization
Address & phone contact

Appendix D: Sample Maps



Appendix D: Sample Maps continued



Appendix E: NIFS Getting Started

Overview

Go to <https://ndepifs.ndep.nv.gov/> to get started. Access is granted by the Nevada Department of Conservation and Natural Resources for official use only. It is important to maintain current and active anti-virus, spyware, and malware systems while using the system.

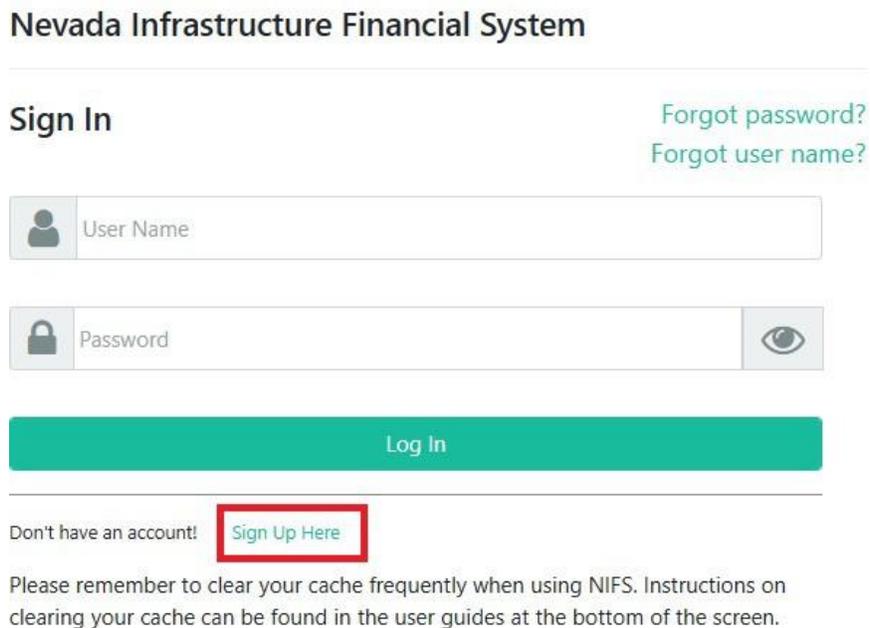
Process

Important notes

- Log out of the system when not in use or leaving your workspace.
- Do not share your passwords. This could result in termination of access.
- Clear your browser cache often.

To login for the first time:

1. From the Login page, select "Sign Up Here" in the middle of the page



Nevada Infrastructure Financial System

Sign In [Forgot password?](#)
[Forgot user name?](#)

User Name

Password

Log In

Don't have an account! [Sign Up Here](#)

Please remember to clear your cache frequently when using NIFS. Instructions on clearing your cache can be found in the user guides at the bottom of the screen.

2. This screen allows you to sign up in the system as a user. Please fill out all fields and select the box that you agree to the password policy.

Create Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
User Name	<input type="text"/>
Password	<input type="password"/> 
Confirm Password	<input type="password"/> 

Password Policy

- I agree that I will not disclose or loan these credentials to any other person, to change any password immediately if it has been disclosed (or suspected to have been disclosed) to another party
- I understand that if I share these credentials with any other person, that my account may be disabled by NIEP
- I agree to follow general practice internet security protocols while using NIFS. (See User Guides under log in for more details).

3. Select Submit at the bottom of the page.

- Must be 8 characters long
- Must include at least one (1) number and (1) special character (!, @, #, \$, %, ^, &, *, ?, <, >, |, /)
- May not contain repetitive or sequential characters (e.g. 'aaaa', '1234', 'abcd')
- May not contain context specific words such as name of the service, the user's first or last name, the username and derivatives thereof

NOTE: We encourage the use of passphrases. A passphrase is a series of words or other text strung together that hold meaning to the user but not to anyone else. When combined with the rules for complex passwords they can be very secure (Ex: MyBlu3NiS\$n, 0urD0gM@x)

Password Maintenance

- Passwords will need to be updated every 90 days. A notification will be provided within the system beginning 10 days prior to password expiration.
- Passwords cannot be re-used or rotated within ten previous password changes
- All accounts shall be locked out on the third-consecutive unsuccessful logon attempt. The system may release a locked-out account after 30 minutes has elapsed. Additionally, an authorized system administrator can unlock accounts prior to 30 minute time period expiration upon request.

Submit

4. In the Action Required box at the bottom, there is a Click here to proceed with the Entity Registration Process. If your entity is already registered, you may skip this step.
5. Fill in all the information related to the entity you are registering.
6. Once you select "Save and Finish" your contact information and entity information will be evaluated by staff. You will be notified when your contact and entity has been accepted.
7. Notify staff that you have created an account. Click on "Contact Us" in the bottom right of the screen. Once you navigate select the program you are registering for and send a message.

