

November 16, 2005

MEMORANDUM

To: Board of Wildlife Commissioners
County Advisory Boards to Manage Wildlife
Sportsmens' Groups
Department of Wildlife Employees
Interested Agencies, Organizations and Individuals

From: Gabe A. Pincolini, Accountant Tech III

RE: Wildlife Heritage Trust Account Projects

The Board of Wildlife Commissioners is seeking project proposals for state fiscal year 2006 – 2007, which begins July 1, 2006. The objective of the Wildlife Heritage Program is to provide short-term funding to projects or activities that enhance the protection, propagation, restoration, transplantation, introduction and management of any game mammal, game bird, game fish, or furbearing mammal and the management and control of predatory wildlife in this state.

Account status and fiscal year expenditure authority will be reported to the Wildlife Commission at the February 2006 Commission meeting. Project proposals will be summarized and provided to the County Wildlife Advisory Boards and the public for review by April 15, 2006. The Commission will conduct a public review and approval of project funding at the May 2006 Commission meeting. It is requested that applicants send a representative, empowered to answer any questions and represent the applicant before the Commission to the May 2006 Commission meeting. Successful applicants will be required to sign a binding contract, to be presented to the State Board of Examiners (BOE), subsequent to the conclusion of the May 2006 Commission meeting.

Attached is a copy of the Heritage Project Proposal Timeline and the Wildlife Heritage Trust Account Project Proposal Process which all provide information on the Nevada Wildlife Heritage Account program. Also included in this packet is a Heritage Project Proposal Form, Heritage Project Completion Report Form, and a sample Board of Examiners contract. Please feel free to contact me if you have any questions or comments at (775) 688-1571.

Attachments

pc: Sherry Fenison, Dave Hansen

Heritage Project Proposal Timeline

- November Application notification mailing to all interested parties.
- March 1 Project proposals submitted to the Secretary of Commission (project proposals must be submitted between January 1 and March 1 of each year).
- April 15 Full proposals submitted to the Heritage Trust Fund Committee for review.
- Summaries of all proposals submitted to the Board of Wildlife Commissioners, the public and the County Wildlife Advisory Boards.
- April/May Heritage Trust Fund Committee reviews proposals and prepares recommendations to the Wildlife Commission.
- May Wildlife Commission reviews recommendations of Heritage Trust Fund Committee and makes final approval.
1. All parties notified of Commission's decision.
2. Successful parties receive, sign, and submit 4 copies of the State Board of Examiners contract to the Secretary of Commission within 15 working days of notification.
3. All signed contracts are submitted to the State's Budget Office for review and forwarding to the State Board of Examiners.
- June State Board of Examiners meet. Successful parties receive a copy of their approved contract.
- July 1 Work can begin on projects approved by the Commission, unless notified by the Secretary of the Commission due to unforeseen events.

Parties requesting advanced payment, based on the criterion established by the Commission, must submit an original invoice to the Secretary of the Commission no less than one month prior to the date the check is needed

For questions/further information contact:

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SAMPLE CONTRACT

Attached is a sample contract. This contract is required to be completed for all successful applicants.