

## **On Line Hunt Application Changes/Amendments After Application Submission**

### **BACKGROUND:**

- Hunters contacted Chairman Lent voicing an interest in being able to change (amend) their application(s) submitted on line. This topic was subsequently presented as an informational item at both the May 15 & 16 and the June 26 & 27 commission meetings. To review the information paper presented at the June 26 & 27 commission meeting, go to <http://www.ndow.org/learn/com/mtg/> and review item #14 D – “Online Hunt Application Changes/Amendments after Application Submission – Chairman Gerald A. Lent.”
- At the conclusion of the June commission meeting, Chair Lent instructed department staff to prepare a list of options for CAB consideration and commission decision anticipated to take place at the August 14 & 15 commission meeting.
- This paper addresses several options identified by the department. CABs should review these options and their recommendations for commission action should be included in the minutes of their local meetings. Public comment should be directed to local CABs.

### **CAVEATS:** A couple of points need to be made prior to addressing options.

- One opportunity presently exists which allows for an applicant to withdraw an application. NAC 502.4175, para 4 states “...an application may be withdrawn after it is received by the Department only if the applicant submits to the Department before the draw and with sufficient time for processing a written request that includes, without limitation, his client number. An application may not be withdrawn after the Department has rejected the application. The Department shall not consider a withdrawn application in the procedure for awarding tags or bonus points.”
- Options presented below apply to on-line applications ONLY. Timing makes it an untenable solution for paper applications.
- Any new fees recommended beyond the existing fees (i.e., a penalty fee) will require NRS and NAC changes. As presently written, the 6 options addressed below do NOT include any new fees.

- Fiscal note. Earlier cost estimates provided by the contractor, Systems Consultants (SCI), are as follows (note that refined costs may need to be determined once the commission selects the desired option):
  - o To program, test, document, train for the **amendment process**, the total cost estimate is **\$6,750**. This will include the web sites (session/confirmation based withdrawals, license purchase issues, ability to withdrawn individual members of groups, etc.) and back end posting/edit issues
  - o To program, test, document and train for the added **bonus point process**, SCI can use whole pieces of their Utah efforts, but will still require some customization to fit Nevada's specific draw. The total cost estimate is **\$5,400**
  - o Total Cost for both: **\$12,150**
- Potential for additional revenue. As addressed in the earlier informational paper, the department anticipates an increase in revenue for NDOW, depending on which option is selected. For example, in comparison to Utah (SCI established a similar amendment process for Utah), we anticipate the following:

	<u>UTAH</u>	<u>NEVADA</u>	<u>NEVADA REVENUE</u>
# of Applications	291,000	151,000	
# of Amendments	500	260*	\$2,600**
# of Bonus Points (post deadline)	5,000	2,594*	\$25,940
<b>ESTIMATED ANNUAL REVENUE:</b>			<b>\$28,540</b>

\* estimates for Nevada  
 \*\* \$10 applicant fee only

**OPTIONS:**

<b>Option #1.</b> Withdraw an application and resubmit a new application prior to the application deadline.	
PRO:	An error/oversight may be corrected by the applicant prior to the application deadline.
CON:	This option provides no relief to the applicant who discovered the error/oversight after the application deadline (However, NAC 502.4175, addressed above, applies). Also, with this option there is no relief for an applicant who missed the application deadline. This option may further exacerbate the application logjam at the closing hours of the application period.
FEES:	Department retains original non-refundable application fees; also retains non-refundable application fees for resubmitted application. Example:

	<ul style="list-style-type: none"> <li>- Applicant submits deer application.</li> <li>- Applicant discovers he selected incorrect unit choice. He then withdraws this application. Department retains \$10 application fee, \$3 predator fee, \$2 convenience fee (res). Total \$15</li> <li>- Applicant resubmits corrected application. Pays \$10 application fee, \$3 predator fee, \$2 convenience fee (res). Total \$15</li> </ul>
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<b>Option #2.</b> Withdraw an application after the application deadline and resubmit a bonus point-only application within 7 days after the application deadline.	
PRO:	If applicant first discovers an error/oversight in his application <u>after</u> the application deadline and decides to withdraw the application, the applicant can resubmit a bonus point-only application. This allows the applicant to at least participate in the bonus point process and prevents the potential loss of existing bonus points.
CON:	This option does not allow an applicant to amend (change) a submitted application prior to the application deadline. Also, there is no remedy for an applicant who missed the application deadline.
FEES:	<p>Department retains original non-refundable application fees; also retains non-refundable application fees resubmitted for bonus point-only application. Example:</p> <ul style="list-style-type: none"> <li>- Applicant submits Elk application.</li> <li>- After the application deadline the applicant discovers an error with the application. He then withdraws the application. Department retains \$10 application fee, \$3 predator fee, \$5 Elk Damage fee, \$2 convenience fee (res). Total \$20</li> <li>- Applicant resubmits bonus point-only application. Pays \$10 application fee and \$2 convenience fee. Total \$12</li> </ul>

<b>Option #3.</b> An applicant misses the application deadline. Allow the applicant to submit a bonus point-only application within 7 days after the application deadline.	
PRO:	In those cases were an applicant misses the application deadline, he/she can still purchase bonus points for the limited time. This allows an applicant to participate in the bonus point process and prevents the potential loss of existing bonus points.
CON:	This option only benefits the applicant who missed the application deadline. Possible objections from other applicants who submitted their applications on

	time. This option provides no relief to the applicant who desires to correct an application submitted by the application deadline.
FEES:	Department obtains non-refundable \$12 application fees resubmitted for bonus point-only application (\$10 application fee and \$2 convenience fee (res)) Total \$12.

<b>Option #4.</b> A combination of options 1 & 2. Withdraw an application and resubmit a corrected application prior to the application deadline <u>and</u> also allow for withdrawal of an application after the application deadline and resubmit a bonus point-only application within 7 days after the application deadline.	
PRO:	An error/oversight may be corrected by the applicant prior to the application deadline. If other circumstances exist, an applicant can also withdraw the application after the application deadline and can resubmit a bonus point-only application.
CON:	This option provides no relief for the applicant who misses the application deadline. SCI indicates that the programming required for this option is beyond the initial cost estimate provided.
FEES:	Department retains original non-refundable application fees, retains non-refundable application fees resubmitted application, and retains non-refundable fee for bonus point-only application. Example: <ul style="list-style-type: none"> <li>- Applicant submits Elk application.</li> <li>- Applicant discovers error in submitted application and withdraws this application prior to application deadline. Department retains \$10 application fee, \$3 predator fee, \$5 Elk Damage fee, \$2 convenience fee (res). Total \$20</li> <li>- Applicant resubmits corrected Elk application with applicable fees.</li> <li>- Applicant then withdraws application after the application deadline. Department retains \$10 application fee, \$3 predator fee, \$5 Elk Damage fee, \$2 convenience fee (res). Total \$20</li> <li>- Applicant resubmits bonus point-only application. Pays \$10 application fee and \$2 convenience fee. Total \$12</li> </ul>

<b>Option #5.</b> A combination of options 1 & 3. Withdraw an application and resubmit a corrected application prior to the application deadline. Also, for those instances where an applicant misses the application deadline, allow the applicant to submit a bonus point-only application within 7 days after the application deadline.	
PRO:	An error/oversight may be corrected by the applicant prior to the application

	deadline. Also, those who miss the deadline can still apply for bonus point for period of time after application deadline.
CON:	Possible objection by other applicants who submitted their applications on time. For those who submit an application by the application deadline and decide to withdraw the application, this option does not allow them to resubmit a bonus point-only application after the application deadline. SCI indicates that the programming required for this option is beyond the initial cost estimate provided.
FEES:	Department retains original non-refundable application fees, retains non-refundable application fees resubmitted application, and retains non-refundable fee for bonus point-only application.

<b>Option #6.</b> A combination of options 1, 2 & 3. Withdraw an application and resubmit a corrected application prior to the application deadline, allow for withdrawal of an application after the application deadline and resubmit a bonus point-only application within 7 days after the application deadline. And in those instances where an applicant misses the application deadline, this option will also allow the applicant to submit a bonus point-only application within 7 days after the application deadline. (Note that the programming cost estimated by SCI of \$12,150, identified at the beginning of this paper, applies to this option).	
PRO:	An error/oversight may be corrected by the applicant prior to the application deadline. If other circumstances exist, an applicant can also withdraw the application after the application deadline, and can be resubmit a bonus point-only application. Also, those that miss the deadline can still apply for bonus point for period of time after application deadline.
CON:	Possible objection by other applicants who submitted their applications on time.
FEES:	Department retains original non-refundable application fees, retains non-refundable application fees resubmitted application, and retains non-refundable fee for bonus point-only application.

**Department Recommendation:**

- **Option # 6 is recommended.** This option gives applicants the broadest flexibility when it comes to making corrections to submitted applications and also gives those who miss the deadline a brief opportunity to make an application for bonus point-only, thus allowing the buildup of bonus points and mitigating the risk of losing existing bonus points.