

Nevada Board of Wildlife Commissioners

WILDLIFE HERITAGE PROGRAM

GRANT MANUAL



Administered by the
Nevada Department of Wildlife



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STATE OF NEVADA

**BOARD OF WILDLIFE
COMMISSIONERS**

Commission Policy Number 11

Number: P-11
Title: Wildlife Heritage Grants
References: NRS 502.3575,
NAC 501.300-340
Effective Date: July 1, 2012
Amended Date: September 23, 2016

PURPOSE

To inform the public and guide the Nevada Department of Wildlife (Department) in actions relating to the Board of Wildlife Commissioners' review and approval of expenditures from the Wildlife Heritage Account in accordance with NRS 501.3575.

POLICY

It is the policy of the Board of Wildlife Commissioners (Commission) to make awards from the Wildlife Heritage Account to project proposals in conformance with NAC 501.300-340. Furthermore, all awards shall be made in the form of grant awards as prescribed by the Department's Heritage Program Grant Manual. As a condition for accepting any award, project proponents must agree to the terms and conditions of the Heritage Program Grant Manual.

PROCEDURE

The Department shall administer the Heritage Program Grant Manual and ensure its compliance with all applicable state rules and regulations. Furthermore, the Manual shall be posted on the Department's website as part of the Wildlife Heritage Program and shall otherwise be made available for public inspection.

This policy shall remain in effect until amended, repealed, or superseded by the Commission.

BY ORDER OF THE BOARD OF WILDLIFE COMMISSIONERS IN REGULAR SESSION,
September 23, 2016.

Grant Wallace, Chairman Board of Wildlife
Commissioners

Commission Policy 11

SECTION I: WILDLIFE HERITAGE PROGRAM

INTRODUCTION AND OVERVIEW



History and Legislation

In 1994, the Nevada Department of Wildlife's (Department's) Director, along with the Idea Team, put together the Wildlife Heritage Account concept. The intent was to gather funds from various sources and create a Grant program for projects, not covered by license dollars, which would benefit wildlife in Nevada. The idea was blessed by the County Game Boards (now referred to as County Advisory Boards for Managing Wildlife or CABMWs) and supported by Governor Bob Miller. It was formalized and submitted to the Nevada Legislature. In 1996, NRS 501.3575 made it official. The amount allowed for granting that year was \$16,539. Due to the generosity of its participants over the years, the account has now grown to over \$9 million. For State fiscal year (FY) 2022 a record amount of Wildlife Heritage funds in the amount of \$1,452,971 were awarded to new projects.

Related rules and regulations have evolved since its inception but the original concept remains the same: to award grant money to projects “*for the protection, propagation, restoration, transplantation, introduction, and management of any game fish, game mammal, game bird or fur-bearing mammal and the management and control of predatory wildlife in this state.*” (NRS 501.3575)

Examples of some of the various projects that have been funded include:

- big game capture, transplant, and disease monitoring
- wildfire-related habitat restoration
- development and maintenance of water guzzlers
- habitat enhancement that benefits a wide variety of game and non-game wildlife species
- Operation Game Thief educational materials
- upland game bird population studies
- Sage grouse and bighorn sheep genetics studies
- other scientific data collection and analysis, including the purchase and deployment of GPS collars for tracking the movement of wildlife
- protection and restoration of springs and riparian corridors
- providing the state match portion of the funding used to purchase two helicopters

The Wildlife Heritage Program is authorized by NRS 501.3575 and is administered by the Board of Wildlife Commissioners and the Wildlife Heritage Committee, which is composed of five Wildlife Commissioners and two at-large members that are Chairmen and/or members of CABMWs. Department employees, other agencies, sportsmen's groups, other non-profit organizations and interested individuals are encouraged to apply for Heritage grant dollars.

Funding

The Wildlife Heritage Account obtains funds from the receipts of auctions of special hunting tags, and from gifts of money made by any group or individuals.

The major funding source for the program is the Heritage Tag program. Special tags offering a unique hunting opportunity are issued to Commission-approved vendors for auction during fundraising events. Tags are issued for game animals such as mule deer, antelope, elk, bighorn sheep, and wild turkey. NRS 502.250 authorizes the Wildlife Commission to designate the number of Wildlife Heritage game tags to be auctioned each year. The average amount received during auctions for a Heritage Tag has been around \$50,000, with some desirable elk and bighorn sheep tags going for more than \$100,000 each.

The Heritage Fund also gets funding from the Partnership in Wildlife (PIW) program. Conducted pursuant to NRS 502.250, it is a voluntary and optional participation program that offers special hunting opportunities to hunters by offering a limited number of statewide big game tags. Those who are unsuccessful in obtaining a tag in the regular drawing can apply to be involved in the special PIW tag drawing for the amount of \$10. Funds donated through the PIW program are placed in the Wildlife Heritage Account.

Another funding source is the Silver State Tag, a program that started in 2011 and is being touted as the "Silver State Hunt of a lifetime." It is similar to the Heritage Tag but without the auction or auction prices. Applicants pay a nonrefundable fee of \$25 to \$30, depending on species, to be submitted into the draw. The Silver State Tag draw is open to both resident and non-resident hunters who are eligible to hunt big game.

The Heritage Project Year runs on the same year as the State of Nevada fiscal year, July 1 through June 30. The amount of funds available for granting to approved projects vary from year to year due to the amount of funds deposited each year and the interest earned on the account annually. NRS 501.3575 states, "the Department may annually expend from the Wildlife Heritage Account an amount of money not greater than 75 percent of the money deposited in the Account during the previous year and the total amount of interest earned on the money in the Account during the previous year. In addition, the Department may, at any time, expend from the Account any portion of the amount of money in the Account which exceeds \$5,000,000." In the event that the annual authorized funding allowed per fiscal year is not utilized for projects, the unused portion will revert to the principal of the account.

Example:

SFY 2000 total deposits \$100,000 x .75 = \$75,000

Total Interest Earned 5,000

Amount available for SFY 2001 Projects \$80,000

The annual amount of funds awarded from the Wildlife Heritage Account since 2007 is summarized below.

State Fiscal Year	Heritage Funds Awarded
2007	\$580,836
2008	\$678,319
2009	\$658,640
2010	\$631,379
2011	\$447,318
2012	\$403,078
2013	\$525,796
2014	\$477,741
2015	\$558,628
2016	\$708,029
2017	\$688,231
2018	\$727,672
2019	\$887,474
2020	\$979,703
2021	\$1,268,277
2022	\$1,452,971

The total available funding for Heritage projects during the upcoming State fiscal year is calculated and made public during the February Wildlife Commission meeting. Additional information on annual funding can be obtained by visiting the Heritage Program's web page at <https://www.ndow.org/blog/wildlife-heritage-tag/>

In order to properly manage and award Heritage funds, the Board of Wildlife Commissioners has established a project proposal (or application) submittal and review process. The process consists of submissions of project proposals, proposal reviews by the Department, reviews by the Wildlife Heritage Committee of the Commission, and final approval/denial of the proposals by the full Wildlife Commission. Additional information regarding this process is found in the sections below. The program's annual proposal timeline is summarized below.

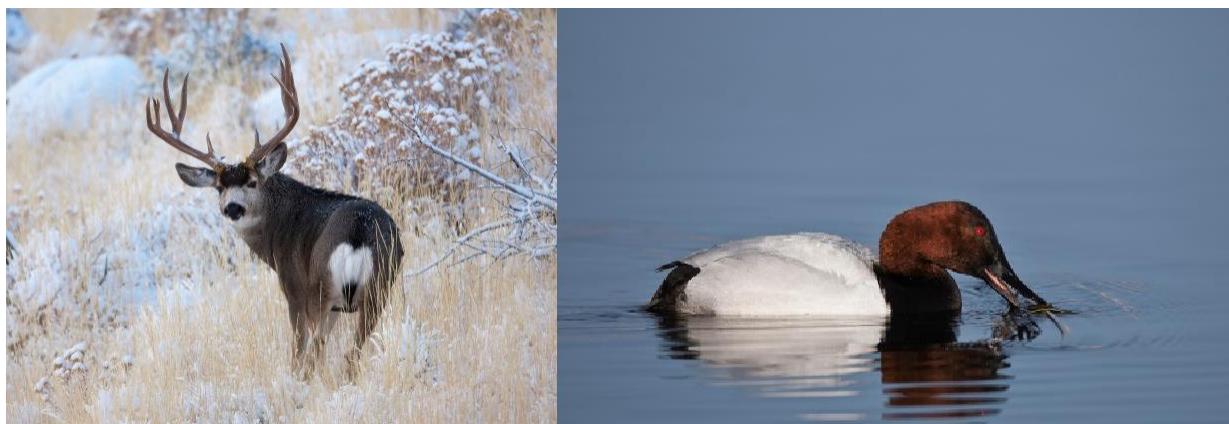
Annual Wildlife Heritage Proposal Timeline

- November 1 A funding availability notice and web link to the Heritage project proposal form and related guidelines is emailed to the non-profit organizations, sportsmen groups, interested individuals, Department employees, and others on the Department's Heritage Program email list.
- January 1 to March 1 Project proposals can be submitted as early as January and no later than March 1. They are then reviewed by Department staff and assembled for Commission, Committee and CABMW review.
- April 15 A package of the new project proposals, program financial information, and project completion and status reports is sent to the Committee, Commission, and each CABMW for review.
- May During their May meeting, the Wildlife Heritage Committee reviews and comments on the new project proposals and develops preliminary

recommendations regarding project approvals and funding allocations. These preliminary recommendations are provided to the Commission at their May meeting, which is usually held the next day. Authors of the project proposals are encouraged to attend the May Committee meeting so they can provide a brief overview of their project and be available to answer questions.

June	The Wildlife Heritage Committee usually meets again the night before, or the morning of, the first day of the June Commissioners meeting. At this meeting, the Committee addresses extension requests from the managers of existing Heritage projects, considers the reallocation of funds from projects that do not need all of their awarded funds (if any), and may make adjustments to their new project funding recommendations for the Commission. The Commission then reviews the recommendations of the Committee at their June meeting and formally acts on each of the recommendations. All parties that have submitted project proposals will be notified of the Commission's decisions. Successful parties are required to complete and enter into a Heritage Program Grant Agreement with the assistance of Department staff.
Late June to Early July	The Department's management approves the Heritage Program Grant Agreements for new projects and, absent any unforeseen events, project work can commence in July.

In an effort to meet generally accepted accounting practices, an organization or individual receiving Heritage funding must comply with provisions Nevada's State Administrative Manual, which is a compilation of policy statements concerning internal operations of State government.



SECTION II: ELIGIBILITY

Heritage conservation project proposals will be accepted from Department employees, CABMWs, other agencies, sportsmen groups and other non-profit organizations, and private individuals. The Wildlife Heritage Account Project Proposal Form and related guidelines may be downloaded from the Wildlife Heritage Program's web page at:

<https://www.ndow.org/blog/wildlife-heritage-tag/>

All proposals must be submitted on an approved Wildlife Heritage Project Proposal form. If additional space is required for any information, additional pages may be attached. Those submitting requests are encouraged to provide as much information as possible so that their project will receive appropriate consideration.

Funding priority will be given to applicants who have obtained outside funding sources as partial support for the project. Additional priority will be given for projects of habitat restoration and improvement of a long term or permanent nature and projects that demonstrate in writing a need for money to fund the project. It is important that all of a project's funding sources are appropriately coordinated and documented. Additional information concerning the criteria the Department uses while reviewing Heritage proposals is provided in Section IV below.

SECTION III: APPLICATION PROCESS

1. In order to apply for Heritage account funds, each applicant must complete the Wildlife Heritage Project Proposal Form. Forms can be found on the Heritage Program's web page cited above or by contacting the Department. Those submitting proposals are encouraged to provide as much information as possible so that their project will receive appropriate consideration by the Commission. If additional space is required for any information, additional pages may be attached to the application.
2. All projects that have a specific location/area must submit a location map. The proposal may be rejected if staff/and or the Commission cannot locate the project area with the information provided.

More than one map may be submitted if necessary and additional information may be provided for clarification. The location map must define the location explicitly. Include any street, access roads, trails, or other terms of locations (Section, Township, and Range). The map must include the title of the project, a scale of the map, the date the map was created or modified and a north arrow.

A legal description of the area or property on which the proposed project is to be located is required. The legal description should include the address of the property or location of the project area, any access roads, township, range and section. The proposal may be

rejected if the Committee and/or the Commission cannot locate the project proposal area with the information provided.

3. A site development plan should also be submitted if one is associated with the proposed project. This should be as specific as possible and include any information relative to planting, seeding or building or other structure construction.
4. A breakdown of the estimated funding sources is required. Identify all the costs required to complete your entire project. Besides identifying the Heritage funds, identify any other funding sources, whether they are cash contributions or “in-kind” contributions (donated staff or volunteer time, materials, equipment and mileage). **IT IS IMPORTANT TO NOTE THAT INDIRECT COSTS CANNOT BE CHARGED ON HERITAGE PROJECTS.**
5. On the project proposal form, the final funding amount from all sources combined and the final estimated project cost total should be the same amount, thus confirming that you have enough funding to cover the entire project costs.

SECTION IV: PROPOSAL REVIEW AND APPROVAL PROCESS

Upon receipt of the project proposal, the Department will complete their portion of the forms and a full copy of each project proposal will be posted on the Heritage Program’s web page no later than April 15 of each year. The Committee will review the requests, listen to public comment and make their funding recommendations to the Commission at its annual May Commission meeting. The Commission shall make their final decisions for funding the projects at its annual June Commission meeting. All organizations/individuals submitting projects will be notified as soon as practical after the Commission action as to the approval or denial of their requests.

The criteria to be used by Department staff, the Heritage Committee and Wildlife Commission while reviewing Heritage proposals are described below.

1ST LEVEL REVIEW - THRESHOLD CRITERIA: If any project does not meet the Threshold Criteria, it will not be given further consideration. (All criteria will be specified in proposal solicitations).

1. Consistent with Heritage Program Intent (as defined in NRS 501.3575) - Projects must address one of the following:

- The protection, propagation, restoration, transplantation, introduction, and management of any game fish, game mammal, game bird, or fur-bearing mammal and,
- The management and control of predatory wildlife in the state of Nevada.

- 2. Consistent with Intent of NDOW Programs and Policies** – The project must be within the scope of, and consistent with, the intent of the Department's plans and policies, as well as suitable in the habitat in which the project will be conducted.
- 3. Technically Feasible** - The project must be technically and procedurally sound. Consideration will be given to the level of uncertainty and the degree of success of similar projects in the past.

2ND LEVEL REVIEW - SCREENING CRITERIA: Projects that meet the Threshold Criteria shall be further evaluated using the screening criteria below. These screening criteria shall be used to distinguish between preferred and non-preferred projects.

- 1. Likelihood of Success** - Consider the potential for successful completion and successful outcomes of the proposed project. This includes the capability/experience of individuals or organizations expected to conduct the work or implement the project.
- 2. Additional Program Funding** - Funding priority will be given to applicants who have obtained outside funding sources as partial support for the project. Consider availability of matching or supplemental funding. In order for outside funding sources to be accepted by each Committee, a letter from the outside group, organization or individual needs to be attached to your proposal.
- 3. Habitat Restoration or Improvement of a Long Term Nature** – Priority will be given for projects of habitat restoration and improvement of a long term or permanent nature.
- 4. Programmatic Merit** – Determine how well the proposal will meet the intent of the Wildlife Heritage Program, as defined under Threshold Criterion number 1 above.
- 5. Cost-Effectiveness** - Consider the relationship of expected project costs to expected results and the relevance of those results to Heritage Program goals. Seek the least costly approach to deliver an equivalent or greater benefit.
- 6. Total Cost and Accuracy of Cost Estimate** - The total cost estimate should include money to complete the project. Validity of the estimate is determined by the completeness, accuracy, and reliability of methods used to estimate costs, as well as the credibility of the person submitting the estimate.
- 7. Originality/Not Duplicative** - Projects should be independent in nature and not duplicate other projects. Projects should be innovative and unique.
- 8. Timely Completion** – Projects that have already obtained any necessary permits, and do not require, or have already had related National Environmental Policy Act (NEPA)-related compliance completed, will be preferred to projects that have not received necessary permits or projects that require NEPA compliance and such compliance will not be completed before the beginning of the State fiscal year for which funding would be awarded.

SECTION V: PROJECT MANAGER RESPONSIBILITIES

A person who is responsible for managing a Wildlife Heritage conservation project that is approved by the Commission shall:

- complete a copy of the Heritage Grant Agreement for the project. A copy of this agreement is found in the Heritage Program Grant Manual referenced above. Once a project is approved, the project's manager fills out a grant agreement with the assistance of Zeida Albert of the Department's Fiscal Services Section. Nancy can be reached at zalbert@ndow.org or 775-688-1014 if you have any questions.
- comply with all local, state and federal laws when executing the project,
- coordinate all of the project's relevant funding sources,
- submit written requests for money in accordance with the policy of the Department before receiving a payment from the account, and
- upon request of the Commission, allow the Commission or a representative of the Commission who has been designated for such purpose, to observe any activity related to the project.

Other Requirements

A Heritage conservation project that receives money from the Heritage Account must be completed by the end of the fiscal year for which the money is awarded, unless, before that date, a person who is responsible for managing the project demonstrates that unusual circumstances exist which require an extension of time and the Commission approves their extension request.

All equipment/supplies purchased with Heritage Account funds, and remain after the completion of the project, will be returned to the Department.

As noted above, *indirect costs cannot be charged on Heritage projects.*

All travel costs for per diem and mileage will be paid at the current State of Nevada approved rates.

Consistent with the Department's fiscal policies, the Department will not pay invoices/requests for Heritage funds received from outside organizations or individuals until the project's monitor (a Department employee identified in the project proposal) has confirmed that the work was completed by the organization or individual in a satisfactory manner. Requests for final payment/final invoices after a project is completed must also be accompanied with a 30 Day Project Completion Report that has been reviewed by the project's monitor. The form for this report is found on the program's web page at

<https://www.ndow.org/blog/wildlife-heritage-tag/>

For all Department employees submitting Heritage project proposals with additional funding sources, a letter of intent from a donating group, agency, organization or individual will need to be attached to your proposal to verify funding commitments. Department employees are not allowed to include Department personnel or travel costs in their Heritage project proposals.

The project year is on a fiscal year basis (starting July 1 and ending June 30).

If a person who is responsible for managing a project fails to meet any of the above criteria, the Commission may cancel funding of the project and disqualify the project from any future funding.

Before applying for these funds, please review all potential tax and insurance issues that might occur if your project is approved.

Deadlines

All proposals must be submitted by first filling out the Microsoft Word version of the WildlifeHeritage Project Proposal Form found on the Heritage Program's web page at: <https://www.ndow.org/blog/wildlife-heritage-tag/>

Proposals must be submitted between January 1 and March 1 of each calendar year and the preferred submittal method is to email the completed Word proposal form to Mark Freese at markfreese@ndow.org. A PDF version of the proposal may also be submitted but, at a minimum, project proponents must email the Department a Word version of the proposal. Mark can be reached at 775-688-1542 if you have any questions.

Upon receipt of the project proposal, the Department will complete their portion of the forms and a copy of each project proposal will be posted on the Department's Heritage web page no later than April 15 of each year. The Department will then send the proposals to each of the Department's Commissioners and each County Advisory Board to Manage Wildlife (CABMW). The Wildlife Heritage Committee and CABMW will review the proposals, listen to public comments, ask questions of the authors of the proposals, and make their recommendations to the Commission after holding its annual May meeting (usually held on a Thursday evening the night before the May Board of Wildlife Commission meeting). Authors of the proposals are encouraged to attend the May Committee meeting in order to provide a brief overview of their projects and to answer any questions. At the June Committee meeting, usually the night before or morning of the June Commission meeting, the Committee revisits their preliminary funding recommendations and finalizes their recommendations. Their final recommendations are considered and acted upon by the Commission at their June Commission meeting. All organizations and individuals submitting projects will be notified as soon as practical after the Commission action as to whether their requests were approved or denied, and if approved, how much funding was awarded to their project.

All approved projects require a completion report to be prepared for their project within 30 days after completion of the project. All completion reports are required to be submitted to the Department no later than July 30 of each year.

If, at any other time of the year, the Commission determines that money is available to fund additional projects, the Commission may do one or more of the following: request, accept and approve applications at such time for Heritage conservation projects which are urgent and which present unique opportunities.

SECTION VI: ACCOUNTING AND REPORTING

Department grants are subject to inspection and audit by representatives of the Department, the State Department of Administration, the Audit Department of the Legislative Counsel Bureau or other appropriate state or federal agencies to verify financial transactions, ascertain all policies, plans and procedures are being followed and to determine the reliability of financial aspects and conduct of the project.

A grantee must use an adequate accounting system that meets the following criteria:

- A. Funds cannot be obligated until the date the Funding Agreement begins.
- B. Provide cost and property control to ensure optimal use of funds, including a tracking system for property records of all equipment.
- C. Control funds and other resources to assure expenditure of funds and property use are in conformance with any general or special conditions that apply to the recipient;
- D. Meet the prescribed requirement for periodic financial reporting of operations;
- E. Provide financial data for planning, control, measurement, and evaluation costs;
- F. Maintain all required records for three years from the date of the final report or until all questions arising from an audit have been resolved.

All information associated with Heritage projects is potentially publicly accessible.

The project year is based on the State of Nevada's fiscal year of July 1 through June 30. Request for payment should be done no later than 15 days after the end of the fiscal year.

Before applying for these funds, please review all potential tax and insurance issues that might occur if your project is approved.

Grantees must be willing and able to register as a Vendor with the State of Nevada in order to establish a Vendor Number. Payments cannot be made through the State accounting system without vendor numbers.

Payments are made on a reimbursement basis. Payments will be made only upon receipt of official invoices. Invoices must be approved by the Project Manager, and if the Project Manager is not a Department employee, by the Department employee that has been assigned to the project as its monitor. Invoices must include detailed documentation like timesheets, mileage reports, or documented receipts of charges as described in the Project Proposal as Attachment AA of the Grant Agreement.

All equipment/supplies purchased with Heritage funds that remain after the completion of the project, will be returned to the Department. No indirect costs can be charged on Heritage projects. All travel costs for per diem and mileage will be paid at the current State of Nevada approved rates.

For a list of operational conditions and assurances see: APPENDIX A - ASSURANCES

Final Reporting

Upon completion of the project, all managers of projects other than Department employees, must ask their Department monitor to complete an inspection of their project. (As required on the project proposal form, all project managers that are not Department employees must designate a Department monitor who is familiar with their project.)

The 30 Day Heritage Project Completion Report form can be downloaded from the Heritage web page at <https://www.ndow.org/blog/wildlife-heritage-tag/> and must be submitted to Lee Davis at markfreese@ndow.org no later than 30 days after completion of the project. Projects completed by early March, must submit their completion reports no later than March 15. For projects not completed prior to early March, the project manager must submit a one paragraph project status report no later than March 15 and it must include a brief summary of the project's status, project accomplishments thus far, remaining tasks to be completed, and its estimated completion date. The completion and status reports will be reviewed by staff and forwarded to the Heritage Committee, Wildlife Commission and each CABMW by April 15. The completion report should contain color photographs of the project "before" and "after" if possible. Any publicity articles or other photographs should also be attached. If technical reports, journal articles, etc. are prepared for the project, related references to these items should be included in the completion report.

Any additional information that would be useful to the Commission and/or the Department is also requested. Your recommendations and comments will be used to help improve and expand the program in future years.

Your continued support for the Heritage program is appreciated. It is through your efforts that the account and program is growing, and it's also through your efforts that the wildlife of the State of Nevada will continue to benefit.

Staff Assistance and Information Sources

Department staff is available to provide advice on funding eligibility for potential projects and to provide assistance in developing the proposal. In addition, members of the Wildlife Commission may be contacted for assistance. Additional information regarding the Heritage Program is found on the program's web page at: <https://www.ndow.org/blog/wildlife-heritage-tag/>

If you have any questions regarding the Heritage Program or its proposal process, or the duties of a Heritage project manager, please do not hesitate to contact:

Mark Freese, NDOW Wildlife Staff
SpecialistNevada Department of Wildlife
6980 Sierra Center Parkway, Suite 120
Reno, Nevada 89511
(775) 688-1542 or markfreese@ndow.org

Questions related to the Heritage Grant Agreement or State Administrative Manual and their related requirements should be directed to:

Zeida Albert, NDOW Fiscal Services Section
Nevada Department of Wildlife
6980 Sierra Center Parkway, Suite 120
Reno, Nevada 89511
(775) 688-1014 or zalbert@ndow.org

APPENDIX A

HERITAGE GRANTEE ASSURANCES

As a condition of receiving granted funds from the Nevada Department of Wildlife, the Grantee agrees to the following conditions:

1. Grantee agrees grant funds may not be used for other than the awarded purpose. In the event Grantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Nevada Department of Wildlife.
2. Grantee agrees to submit reimbursement requests only for expenditures approved in the spending plan. Any additional expenditure beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Nevada Department of Wildlife, may result in denial of reimbursement.
3. Approval of grant budget by the Nevada Department of Wildlife constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Nevada Department of Wildlife is not allowed under the terms of this grant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of grants are required to maintain grant accounting records, identifiable by grant number. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer III of the Nevada Department of Wildlife. Records may be destroyed by the Grantee five (5) calendar years after the final financial and narrative reports have been submitted to the Nevada Department of Wildlife.
 - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual grants.

Grant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this Grant Award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the grant activity.

5. Grantee agrees to disclose any existing or potential conflicts of interest relative to the performance of services resulting from this grant award. The Nevada Department of Wildlife reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
6. Grantee agrees to comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. Grantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
8. Grantee certifies, by signing this grant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp.19150-19211). This provision shall be required of every Grantee receiving any payment in whole or in part from federal funds.
9. Grantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this grant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. any federal, state, county or local agency, legislature, commission, council, or board;
 - b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.
10. Nevada Department of Wildlife grants are subject to inspection and audit by representatives of the Nevada Department of Wildlife, the State Department of Administration, the Audit Department of the Legislative Counsel Bureau or other appropriate state or federal agencies to
 - a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;

- b. ascertain whether policies, plans and procedures are being followed;
 - c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
 - d. determine reliability of financial aspects of the conduct of the project.
11. Any audit of Grantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of grant funds. It is the policy of the Nevada Department of Wildlife (as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 [Revised June 27th, 2003]) that each grantee annually expending \$500,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE NEVADA DEPARTMENT OF WILDLIFE, ATTN: ADMINISTRATIVE SERVICES OFFICER II, 6980 SIERRA CENTER PARKWAY, STE 120, RENO, NEVADA 89502- within nine (9) months of the close of the Grantee's fiscal year. **To ensure this requirement is met, Section C of this grant must be filled out and signed.**



APPENDIX B

Wildlife Heritage Account Project Proposal Form

APPLICANT INFORMATION

Person Submitting Proposal/Project Manager: _____

Organization/Agency: _____

Date: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Cell: _____ Phone: _____

Email: _____ Fax: _____

NDOW Monitor (if the project would be managed by someone other than a NDOW employee):

PROJECT INFORMATION

Project Title:

State Fiscal Year(s) Wildlife Heritage Account Funds are Needed:

Project Location:

Amount of Funds Requested from Heritage Account:

Is a Project Map Attached? Yes No

(a map must include the project title, map scale, date map was created, and a north arrow; Note that we will need project spatial information in the future if funded)

Project Partners/Organizations and Roles (Implementation Lead, Agency Cooperator, Non-Agency Cooperator, Private Landowner):

Define Priority Resources (Big Game, Diversity, Fish, General Habitat Improvement, Waterfowl, Upland Game):

Select Priority Species (e.g. Sage-grouse, mule deer, etc.):



BOARD OF WILDLIFE COMMISSIONERS

Is this Project related to an Project Initiatives (e.g. NDOW Mule Deer Enhancement Program, Sagebrush Ecosystem Program, Shared Stewardship, NRCS Sage-grouse Initiative, NV Biodiversity Initiative, Sagebrush Conservation Initiative, Monitoring and Research, etc.):

Project Activities (e.g. Conifer Removal, Fire Rehabilitation, Fuels Management, Riparian Enhancement, Acquisition, Population Monitoring or Research, etc.)

Does the Project benefit Greater Sage-grouse or their Habitat (Yes/No):

Purpose of the Project:

Detailed Description of Project and Rationale (include any development plans such as vegetation removal, planting, seeding, or installation of structures; also include the schedule for obtaining any necessary permits, completing NEPA compliance, etc.):



BOARD OF WILDLIFE COMMISSIONERS

How Would this Project Help with “the protection, propagation, restoration, transplantation, introduction and management of any game fish, game mammal, game bird or fur-bearing mammal in this State; or the management and control of predatory wildlife in this State”? (See NRS 501.3575)

Project Schedule (describe key milestones for project implementation):

Does this Project have a Monitoring Plan and if so, please describe:

Legal Description of the Property on Which the Proposed Project is to be Located (must include the property address, access roads, township, range and section):

Does this Project Have Additional Funding Sources Other than Your Wildlife Heritage Account Request? Yes No

Does this Project Involve Habitat Restoration and Improvement of a Long-term or Permanent Nature?
Yes No

Please Describe in Detail the Reason Why You Need Wildlife Heritage Account Funding to Fund this Project:



BOARD OF WILDLIFE COMMISSIONERS

Project Duration: one year two years three years more

Estimated Start Date:_____

Estimated End Date:_____



BOARD OF WILDLIFE COMMISSIONERS

PROJECT FUNDING

The funding breakdown below should cover the total funding needs of the project. While projects may be extended beyond the fiscal year for which money was awarded, such an extension must be due to unusual circumstances and be approved by the Wildlife Commission (see NAC 501.340). Double click on the table to activate the embedded spreadsheet.

1. Amount of Heritage Account Funds Being Requested			
2. Other Cash Funding Sources for this Project			
a.			
b.			
c.			
d.			
e. Total Other Cash Funding Sources (lines a - d)	\$	-	
3. In-kind Services for this Project			
a. Volunteer Time			
b. Equipment			
c. Materials			
d.			
e.			
f.			
g.			
h. Total Donations/In-kind Services (lines a - g)	\$	-	
4. Total Project Funding	\$	-	

**BOARD OF WILDLIFE COMMISSIONERS****PROJECT COSTS**

The cost breakdown below should cover the total costs of the project you are seeking funding for. NOTE: THE HERITAGE ACCOUNT CANNOT BE USED TO PAY INDIRECT COSTS. Double click on the table to activate the embedded spreadsheet.

	Heritage Costs	All Other Costs
1. Land Acquisition		
2. Personnel (NDOW employee costs can't be included in the Heritage column)		
3. Travel (NDOW travel costs can't be included in the Heritage column)		
a. Per diem		
b. Mileage		
c. Total Travel Costs (lines a & b)	\$ -	\$ -
4. Equipment Items		
a.		
b.		
c.		
d. Total Equipment Costs (line a - c)	\$ -	\$ -
5. Materials		
a.		
b.		
c.		
d.		\$ -
e. Total Material Costs (lines a - d)	\$ -	\$ -
6. Miscellaneous Costs		
a.		
b.		
c.		
d.		
e. Total Miscellaneous Costs (lines a - d)	\$ -	\$ -
7. Total Heritage Costs Only (add lines 1, 2, 3c, 4d, 5e, 6e)	\$ -	
8. Total All Other Costs (add lines 1, 2, 3c, 4e, 5e, 6e)		\$ -
9. Total Project Costs (add lines 7 & 8)	\$ -	
(Note: total project funding from previous table must match total project costs)		



BOARD OF WILDLIFE COMMISSIONERS

Budget Narrative:

Are There Going to be Any Ongoing Costs for This Project? Yes No

If There are Ongoing Costs Associated with This Project, is There an Anticipated Funding Source for These Costs?

Yes No

Do You Anticipate Needing Additional Wildlife Heritage Account Funds Beyond the Upcoming Fiscal Year? If So, Please Describe What You Think Your Funding Requirements will be and for What Purposes (As noted above, extensions beyond the first fiscal year must be due to unusual circumstances and approved by the Wildlife Commission.):

How Will You Give Credit to the Wildlife Heritage Account and Other Funding Sources?

Authorizing Signature: _____

Review Date: _____

APPENDIX C

EXAMPLE OF A HERITAGE GRANT AGREEMENT

The Heritage Grant Agreement in this appendix is representative of the agreement to be completed with the assistance of the Department's Fiscal Services Section staff. Department staff will help each of the new Project Managers fill out an agreement template that is very similar to the document in this appendix.



STATE OF NEVADA
DEPARTMENT OF WILDLIFE

Brian Sandoval
Governor

6980 Sierra Center Parkway, Ste 120
Reno, NV 89511
(775) 688-1500 • Fax (775) 688-1595

TONY WASLEY
Director

JACK ROBB
Deputy Director

LIZ O'BRIEN
Deputy Director

Mr. /Mrs. / Dr. X
Entity/Organization
Street Address, Phone Number
City, State, Zip code

Subject: Notice of Nevada Department of Wildlife's Wildlife Heritage Trust Account Grant Award.

Dear Mr. /Mrs. / Dr. X:

Entity X has been awarded a Grant award XXXXXX (Agency Number) from the Department's Wildlife Heritage Trust Account in the amount of \$XXX,XXX for the time period of XX/XX/XXXX to XX/XX/XXXX.

1. *The purpose of this award is to fund Heritage Project number, XXXXX as proposed by the Project Manager, Mr./Mrs. / XXXXXXXXXXXX to carry out the work agreed to in the agreement signed between NDOW and XXXXXXXXXXXXXXX.*
2. *Terms:*
In accepting these funds it is understood that:
 - a. *Expenditures must comply with appropriate state and/or federal regulations.*
 - b. *This Grant award is subject to the availability of appropriate funds.*
 - c. *Recipient of these funds agrees to stipulations listed in Sections A, B, C of Grant award. Stipulation D is required to be adhered to only if applicable.*
 - d. *The parties agree that the services to be performed shall be specifically described; this Grant Agreement incorporates the following attachments in descending order of constructive precedence:*

ATTACHMENT AA: WILDLIFE HERITAGE PROJECT NUMBER _____

Section A- Heritage Grant Agreement

Assurances

As a condition of receiving Granted funds from the Nevada Department of Wildlife, the Grantee agrees to the following conditions:

12. Grantee agrees grant funds may not be used for other than the awarded purpose. In the event Grantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Nevada Department of Wildlife.
13. Grantee agrees to submit reimbursement requests for only expenditures approved in the spending plan as seen in ATTACHMENT AA. Any additional expenditure beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Nevada Department of Wildlife, may result in denial of reimbursement.
14. Approval of Grant budget by the Nevada Department of Wildlife constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Nevada Department of Wildlife is not allowed under the terms of this Grant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
15. Recipients of Grants are required to maintain Grant accounting records, identifiable by Grant number. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer III of the Nevada Department of Wildlife. Records may be destroyed by the Grantee five (5) calendar years after the final financial and narrative reports have been submitted to the Nevada Department of Wildlife.
 - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual Grants.
16. Grantee agrees to disclose any existing or potential conflicts of interest relative to the performance of services resulting from this Grant award. The Nevada Department of Wildlife reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.

17. Grantee agrees to comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
18. Grantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
19. Grantee certifies, by signing this Grant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp.19150-19211). This provision shall be required of every Grantee receiving any payment in whole or in part from federal funds.
20. Grantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this Grant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. any federal, state, county or local agency, legislature, commission, council, or board;
 - b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.
21. Nevada Department of Wildlife Grants are subject to inspection and audit by representatives of the Nevada Department of Wildlife, the State Department of Administration, the Audit Department of the Legislative Counsel Bureau or other appropriate state or federal agencies to
 - e. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
 - f. ascertain whether policies, plans and procedures are being followed;
 - g. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
 - h. determine reliability of financial aspects of the conduct of the project.
22. Any audit of Grantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of Grant funds. It is the policy of the Nevada Department of Wildlife (as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 [Revised June 27th, 2003]) that each grantee annually expending \$500,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT

REPORT MUST BE SENT TO THE NEVADA STATE NEVADA DEPARTMENT OF WILDLIFE, ATTN: ADMINISTRATIVE SERVICES OFFICER II, 6980 SIERRA CENTER PARKWAY, SUITE 120, RENO, NEVADA 89511- within nine (9) months of the close of the Grantee's fiscal year. **To ensure this requirement is met, Section C of this Grant must be filled out and signed.**

Section B- Heritage Grant Agreement

Description of services, scope of work, deliverables and reimbursement

1. Brief Summary of Project

The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA: WILDLIFE HERITAGE PROJECT NUMBER _____

2. Grantee Obligations

Grantee's name, hereinafter referred to as Grantee, agrees to provide the following services and reports according to the identified timeframes:

REFER TO ATTACHMENT AA

- *List specific services to be performed, to whom, how many, within what timeframe;*
- *List specific documents, reports, etc. to be prepared, deadlines for submission/approval; include information on the contents of the report and the submission format;*
- *Indicate the number of copies of publications or reports that must be provided to the Nevada Department of Wildlife in order to fulfill the Grant and in what format (hard copy, bound, electronic, etc.);*
- Identify the source of funding on all printed documents purchased or produced within the scope of this Grant, using a statement similar to: **"This publication (journal, article, etc.) was supported by the Nevada Department of Wildlife with [list Federal Agency if federal funds are funding Grant—also identify federal program] are solely the responsibility of the authors and do not necessarily represent the official views of the Nevada Department of Wildlife or the United States Fish and Wildlife Service.**
- *If the Grant does not facilitate the development or distribution of written materials, delete this bullet statement, as it is not applicable.*

- Any activities performed under this Grant shall acknowledge the funding was provided through the State Nevada Department of Wildlife with Wildlife Heritage Trust Account funding.

3. The Nevada Department of Wildlife Obligations:

- Identify specific items the program or Bureau must provide or accomplish to ensure successful completion of this project, such as:
- Providing technical assistance, upon request from the Grantee;
- Providing prior approval of reports or documents to be developed;
- Forwarding a report to another party,
- "The program Contract Monitor or Program Manager shall, when federal funding requires a specific match, If a specific vendor or grantee has been identified in the grant application to achieve part or all of the match, "in-kind", or then this shall also be identified in the scope of work as a requirement and a deliverable, including a report of accomplishment at the end of each quarter to document that the match "in-kind", was achieved. These reports shall be held on file in the program for audit purposes, and shall be furnished as documentation for match, in-kind" reporting on the Financial Status Report (FSR) 90 days after the end of the grant period."
- The Nevada Department of Wildlife reserves the right to hold reimbursement under this Grant until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Nevada Department of Wildlife.

4. Joint Obligations:

The site visit/monitoring schedule may be clarified here.

(Note: If this paragraph is applicable to the work being performed, select the appropriate bullet and delete the other.

Section C - Heritage Grant Agreement

Budget, Terms of Reimbursement, Financial Reports

1. Include Budget Table:

REFER TO PROJECT DESCRIPTION ATTACHMENT AA (Project Proposal)

Project proposal has a budget ...

2. Conditions for Equipment and Travel

- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/Grantees to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

3. Reimbursement Terms

Grantee agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the Grant period.

- *Grantee will submit reimbursements periodically (e.g. monthly or quarterly).*
- *Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred. Payment will be made upon receipt of an official invoice that includes the detailed documentation like timesheets and mileage reports, as well as receipts of charges as described in Attachment AA and Project Manager approval.*
- *Total reimbursement request cannot exceed \$XX, XXX.*
- *Grantee agrees to submit Wildlife Heritage Trust Account 30 Day Project Completion before receiving final grant payments.*
- *Additional expenditure detail will be provided upon request from the Department.*

Additionally, the Grantee agrees to provide:

- A complete financial accounting of all expenditures to the Nevada Department of Wildlife within 30 days of the CLOSE OF THE GRANT PERIOD. Any un-obligated funds shall be returned to the Nevada Department of Wildlife at that time, or if not already requested, shall be deducted from the final award.

All reports of expenditures and requests for reimbursement processed by the Nevada Department of Wildlife are SUBJECT TO AUDIT.

This Grant agreement may be TERMINATED by either party prior to the date set forth on the Notice of Grant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Nevada Department of Wildlife, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

This Grant agreement may also be terminated by the Department at any time during the grant year for the following reasons: (1) conduct that interferes with the administration of the grant; (2) illegal activity of any kind; (3) insolvency; (4) failure to disclose a conflict of interest; (5) influence by a gratuity; (6) any other violations of the terms of the grant agreement; and (7) substantiated fraud, abuse, or misappropriation of grant funds.

In the event the Department terminates the Agreement, Grantee shall: (1) repay to the Department any outstanding advance; (2) Grantee shall be reimbursed for any grant-related expenses incurred after the termination effective date; and (3) Grantee shall transfer or liquidate all equipment and non-consumables purchased with grant funds during the grant period (including equipment with an original purchase price of \$1,000 or more, all computers and software regardless of original purchase price, and any other items the Department has required the Grantee to inventory during the course of the grant); (4) surrender any and all documents related to the grant that the Department deems necessary; and (5) repay to the Department all grant funds found to be unallowable costs.

SECTION D - Heritage Grant Agreement

NEVADA STATE NEVADA DEPARTMENT OF WILDLIFE AUDIT INFORMATION REQUEST

1. Non-Federal entities that expend \$500,000.00 or more in total Federal Awards are required to have a single or program-specific audit conducted for that year, in accordance with *OMB Circular A-133*. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE NEVADA DEPARTMENT OF WILDLIFE, ATTN: ADMINISTRATIVE SERVICES OFFICER II, 6980 SIERRA CENTER PARKWAY, SUITE 120, RENO, NEVADA 89511, within nine (9) months of the close of your fiscal year.
2. Did your organization expend \$500,000.00 or more in all Federal Awards during your most recent fiscal year? YES NO
3. When does your fiscal year end? _____
4. How often is your organization audited? _____
5. When was your last audit performed? _____
6. What time period did it cover? _____
7. Which accounting firm conducted the audit? _____

SIGNATURE

TITLE

DATE

ATTACHMENT AA: - Heritage Grant Agreement

Wildlife Heritage Project Proposal

(This is where the proposal as submitted by the Project Manager and approved by the Commission is inserted into the Heritage Grant Agreement and serves as the project's scope of work)

Signature Page:

Nevada Department of Wildlife:

NDOW's Fiscal Services' Budget and Funding Approval:

Signature # 1 (ASO III)

Date

Title

Signature # 2 (Program Manager)

Date

Title

Signature # 3 (Deputy Director)

Date

Title

Signature # 4 (Deputy Director)

Date

Title

Grantee:

Signature # 1

Date

Title

Signature # 2

Date

Title

APPENDIX D

WILDLIFE HERITAGE PROJECT 30 DAY COMPLETION FORM



Wildlife Heritage Project 30 Day Completion Report

Name of Project:

Project Manager (PM):

Organization/Agency:

PM Email Address:

PM Phone Number:

Heritage Award Amount:

Heritage Project Number:

NDOW Monitor (if the project was managed by someone other than a NDOW employee):

State Fiscal Year Project was

Date this Report was Submitted

Approved For:

to NDOW:

Project Start Date:

Project Completion Date:

Date NDOW Monitor Inspected Your Completed Project (if the project was managed by someone other than a NDOW employee):

Type of Work Completed with Measurable Metrics (Associated Acreages, Linear Feet, Number of Animals, etc.):

Summary of the Project's Accomplishments and Wildlife Species that Will Benefit:

Summary of Project Costs and Funding Sources

<i>Types of Costs Incurred</i>	<i>Amount of Heritage Funds Used</i>	<i>Amount of Funds Used from Other Sources (*define the sources used at the bottom of table below)</i>
Travel		
Equipment (specify)		
Materials		
Miscellaneous incl. Contractors (specify)		
Sub-totals		
	Total	

*List Each Source Used in Addition to Heritage Funds (please define what types of costs were covered by each source and the total amount used by source):

Any Unanticipated Events, or Lessons Learned that Could Help Future Project Managers?

Please attach project photos (including before and after photos if it is a habitat restoration or enhancement project), and include references to any project-related technical reports, media postings, journal articles, etc.