

**STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS
WILDLIFE HERITAGE TRUST ACCOUNT
PROJECT PROPOSAL PROCESS**

The Wildlife Heritage Trust Account is authorized by NRS 501.3575 and is administered by the Board of Wildlife Commissioners. The money in the account must be used 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.'

The funds are obtained from bid, auction or partnership in wildlife drawings conducted pursuant to NRS 502.250 and from a gift of money made by any person to the Wildlife Heritage Trust Account. The amount of funds available from year to year for projects meeting the above criteria will vary due to the amount of funds deposited each year and the interest earned on the account annually. NRS 501.3575 states that 'the Department may annually expend from the Wildlife Heritage Trust 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 pervious year.' In the event that the annual authorized funding allowed per fiscal year is not utilized for projects and associated administrative costs, the unused portion will revert to the principal of the trust account.

In order to properly manage the funds, the Board of Wildlife Commissioners has established a project proposal and review process. The process consists of submissions of a project proposal, reviewed by the Department of Wildlife, reviewed by a committee of the Commission, and final approval/denial of the application by the full Commission.

ELIGIBILITY: Project proposals will be accepted from the Department of Wildlife, County Advisory Boards, other State and Federal Agencies, Citizen Organizations, and private individuals. All requests for funds must be submitted on the form that is approved by the Commission. The form may be obtained from the Nevada Department of Wildlife, 1100 Valley Road, Reno, Nevada 89512.

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.

The project proposal forms will be available as of November 1st of each year.

DEADLINES: All proposals must be submitted to the Nevada Department of Wildlife, Headquarters Office, 1100 Valley Road, Reno, Nevada 89512 between January 1 and March 1 of each calendar year. The project year is on a fiscal year basis of July 1 through June 30. The funds must be utilized in the appropriate fiscal year. However, due to unusual circumstances, which may be documented by the applicant, the Commission may consider a carry over upon a request from organization/person that initiated the project proposal prior to the end of the project's fiscal year.

Upon receipt of the project request, the Department will complete their portion of the forms and a full copy of the project proposals will be sent to the Heritage Trust Committee and a summary of the project proposals will be sent to the public, Wildlife Commission and the County Wildlife Advisory Boards for review and comment not later than April 15 of each year. The Heritage Trust Committee will review the requests and any public comment and make their recommendations to the full Commission at its annually scheduled May meeting, at which time the Commission shall review and make their final decision for the funding of the projects submitted. 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.

All approved projects require a completion report within 90 working days after completion of the project and a completion report is included within this packet

STAFF ASSISTANCE: Department of Wildlife 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. The names and phone numbers of staff and commission members that are able to assist in this process are located on the Department's web site at www.ndow.org.

REQUIRED DOCUMENTATION: All proposals must be submitted on an approved Heritage Trust Fund 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 by the Commission.

All projects that have a specific location/area must submit a location map. The map must include the project title and scale of the map, a north arrow, and the date the map was created or modified. The proposal may be rejected if staff/and or the commission cannot locate the project and/or proposal 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, Range).

A site development plan should also be submitted if needed in connection with the proposed project. This should be as specific as possible and include any information relative to planting, seeding, buildings etc..

FUNDING/DRAWDOWN: Upon notification of the approval of a project, the contact person for the project will receive a packet of information advising them of the process they must follow in order to obtain the funding for their project. There are very specific requirements set by the Department, the State of Nevada, and the Federal Government. It is also important that all funding sources are appropriately coordinated and the Department will be able to facilitate this process.

FINAL REPORTING: Upon completion of the project, a request should be made to the Department, Heritage Trust Fund Committee or a Commission Member to complete an inspection of the project. This inspection may be done at the time of the project if a member of the Department, Committee, or Commission is present. The completion report is to be submitted, not later than 90 working days after the completion of the project. The report is to be submitted to the Nevada Department of Wildlife, Headquarters, 1100 Valley Road, Reno Nevada 89512. The report will be reviewed by staff and forwarded to the Heritage Trust Fund Committee and the Commission.

The report should contain color photographs of the project “before” and “after” if possible. Any publicity articles or photographs should also be attached. If desired, a separate “story board” may be submitted for use by the Regional or local office of the Department to display in their office as well as utilize the story board at any events that the Department may staff.

A final cost breakdown is to be attached, together with any documentation as to the donated items including hours of the volunteers. It is suggested that sign up sheets be utilized during the course of the project and that donations of any materials, equipment, supplies etc. be properly documented and that documentation 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 help improve and expand the program in future years.

Your continued support for the Heritage Trust Fund is appreciated. It is through your efforts that the fund is growing and also through your efforts that the game animals of the State of Nevada will benefit.

**STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS
WILDLIFE HERITAGE TRUST ACCOUNT PROJECT PROPOSAL**

PROJECT PROPOSAL NO. (NDOW Use Only) _____

INITIATING

Person/Organization/Agency _____

Contact: (Primary)

Name: _____
Title: _____
Address: _____
City: _____ **State** _____ **Zip Code** _____
Telephone No. (____) _____ () Home () Office
Fax No. (____) _____ () Home () Office

Contact: (Secondary)

Name: _____
Title: _____
Address: _____
City: _____ **State** _____ **Zip Code** _____
Telephone No. (____) _____ () Home () Office
Fax No. (____) _____ () Home () Office

PROJECT TITLE:

DESCRIPTION OF PROJECT (Include Site Plan if Applicable):

HOW DOES PROJECT MEET OBJECTIVES OF THE WILDLIFE HERITAGE PROGRAM?

PROJECT LOCATION: (Attach Map) _____

PROJECT DURATION: _____

ANTICIPATED INCEPTION DATE: _____

ANTICIPATED COMPLETION DATE: _____

TOTAL PROJECT COST: \$ _____ ***

COST TO BE PREPAID: \$ _____

COST TO BE REIMBURSED: \$ _____

*** Prepayments will only be made for actual delivered good or services of outside vendors.

TOTAL HERITAGE TRUST FUND REQUEST: \$ _____

APPLICANT FUNDS CONTRIBUTED: \$ _____

NEVADA DEPARTMENT OF WILDLIFE: \$ _____

FEDERAL GOVERNMENT: Agency/Source \$ _____

OTHER FUNDS: _____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL PROJECT FUNDING \$ _____

(Other Non-Cash Donations/Match):

Labor/Estimated Hours: _____ **\$ Value per Hr:** _____

Equipment: _____

Other: _____

PROJECT COST BREAKDOWN:

Pre Agreement costs:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Project/Development Costs:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Land Acquisition Costs:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Personnel Costs:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Miscellaneous Costs:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL PROJECT COST: \$ _____

ONGOING COSTS: () Annual () Monthly () Other: _____

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

ANTICIPATED PROVIDER OF REVENUE FOR ONGOING COSTS:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Described if proposed project addresses any current issues or specific concerns:

What publicity do you have planned for this project?

How will you give credit to the Heritage Trust Account and other funding sources?

Describe any potential negative side effect that this project may create:

Some projects may require applicant to obtain additional permits/studies/clearance documents and these items should be attached, or if they will be obtained at a later date, the estimated date and name of document/approval should be indicated by an attachment to this application: Assistance with determination of which permits/studies/clearances may be obtained from the Nevada Department of Wildlife. Some examples are as follows:

May require verification of compatibility with appropriate federal land management plan.

May require appropriate NEPA Compliance Document.

May require appropriate cultural resource clearance

May require appropriate special use permit or permission as deemed appropriate by the Federal Land Management Agency.

May need to confer and if necessary consult with USFWS under Section 7 of Endangered Species Act and provide appropriate documentation.

May require coordination with US Army Corps of Engineers and may require permitting.

May require coordination with other State of Nevada and/or Governmental Agencies.

AUTHORIZED SIGNATURE:

DATE:

**WILDLIFE HERITAGE TRUST ACCOUNT
PROJECT PROPOSAL # _____
(NEVADA DEPARTMENT OF WILDLIFE USE ONLY)**

Date Received for Review: _____ Bureau: _____

Staff Member: _____ Title: _____

Does Proposal Meet Regulatory Compliance? Y _____ N _____

Explain in detail the compliance or non-compliance: _____

Does Proposal Meet Management Suitability? Y _____ N _____

Explain in detail the suitability or non-suitability: _____

ESTIMATED DEPARTMENT COSTS:

Salaries: \$ _____

Labor (hours) _____

Administrative Costs:

\$ _____
\$ _____
\$ _____
\$ _____

On-Going Costs:

\$ _____
\$ _____
\$ _____
\$ _____

Other:

\$ _____
\$ _____

TOTAL DEPARTMENT COSTS

\$ _____

VERIFICATION OF FEDERAL AND/OR DEPARTMENT FUNDS/AUTHORIZATION:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL

\$ _____

ADDITIONAL REQUIREMENTS BEFORE PROJECT MAY BE IMPLEMENTED:

ADDITIONAL COMMENTS:

DEPARTMENT REVIEW COMPLETED DATE: _____

BY: _____
Name & Title

HERITAGE TRUST ACCOUNT COMMITTEE RECOMMENDATION:
DATE: _____ **APPROVAL:** _____ **DENIAL:** _____

COMMISSION ACTION:
DATE: _____ **APPROVED:** _____ **DENIED:** _____
ADDITIONAL CONDITIONS (IF ANY) _____

DATE OF NOTIFICATION LETTER: _____

BY: _____
Name & Title

**STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS
WILDLIFE HERITAGE TRUST ACCOUNT PROJECT
COMPLETION REPORT**
(Must be submitted no later than 90 days after completion of project)

Person/Organization:

Contact:

Name: _____
Title: _____
Address: _____
City: _____ **State** _____ **Zip Code** _____
Telephone No. (____) _____ () Home () Office
Fax No. () _____ () Home () Office

PROJECT TITLE: _____

PROJECT LOCATION: _____

DATE OF ORIGINAL COMMISSION APPROVAL: _____

AMOUNT OF GRANT APPROVED: _____

DATE PROJECT INITIATED: _____

DATE OF COMPLETION: _____

**DATE INSPECTED BY DEPARTMENT/COMMISSION
REPRESENTATIVE:** _____

TOTAL COMPLETED COST: _____
(Attach cost breakdown and funding sources)

A. Please attach photographs of project showing before and after. Photos should be in color and will remain the property of the Wildlife Commission and the Nevada Department of Wildlife. (An additional set of photos and a storyboard may be submitted for use at the local office of the Nevada Department of Wildlife as a display at the office or other events showing your participation in the Heritage Trust Fund Project. These will be returned to you upon request.)

B. Please provide copies of any articles or other media information naming the Heritage Trust Fund and other agencies/entities/individuals as funding sources for your project.

C. Additional comments: _____

D. Recommendations:

AUTHORIZED SIGNATURE:

NAME/TITLE: _____

DATE: _____

FOR DEPARTMENT OF WILDLIFE USE ONLY

DATE RECEIVED _____

STAFF/COMMISSION MEMBER: _____
(Name & Title)

DATE SUBMITTED TO WILDLIFE HERITAGE COMMITTEE: _____

COMMITTEE COMMENTS/RECOMMENDATIONS: _____
