

Please note that significant changes have been made to the Application and Grant Procedures for 2009. Please read carefully.



LAKE TAHOE LICENSE PLATE PROGRAM  
GRANT APPLICATION

A. Program/Project Title: \_\_\_\_\_

B. Program/Project Location (If Applicable) \_\_\_\_\_

\_\_\_\_\_

C. Entity Requesting Grant Funds \_\_\_\_\_

\_\_\_\_\_

D. Total Estimated Program/Project Cost: \_\_\_\_\_

E. Matching funds to be provided (source and amount):

\_\_\_\_\_

\_\_\_\_\_

F. Grant Amount Requested: \_\_\_\_\_

G. Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

H. Person's Name and Title Authorized to Represent the Project/Program and Agency/Local Government.

\_\_\_\_\_  
(Please Print clearly or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please provide all applicable information listed in Sections 4 of the program procedures. In addition, please thoroughly review all other section of the program procedures for evaluation criteria, requirements of grant recipients, match requirements and acceptable uses of grant funds. **All proposals must use at minimum a 10-point font and have 1" margins (top, bottom, sides). All proposals must be submitted as a Portable Document File (pdf) on a CD only.**

**Funds can be provided for programs such as (but not limited to) planning and implementation projects, educational programs, research and monitoring.**

Through coordination with the Tahoe Science Consortium (TSC), all monitoring and research proposals will be peer reviewed in general accordance with the peer review processes outlined in “Peer Review Processes for Science Activities Affecting the Lake Tahoe Basin” prepared by the Tahoe Science Consortium dated August 11, 2009. For a copy of these guidelines please visit the Tahoe Science Consortium website at [www.tahoescience.org/](http://www.tahoescience.org/)



## LAKE TAHOE LICENSE PLATE PROGRAM GRANT PROCEDURES

### 1. Authority

Chapter 72 of the Sixty-ninth Legislative Session amended NRS 482 and NRS 321 to establish the Lake Tahoe license plate program. This program is funded by fees collected from individuals who purchase a Lake Tahoe license plate. The fee is twenty-five dollars for the initial issuance of the plate and twenty dollars for each renewal. The following language was added to Chapter 321 of NRS:

- 1. The account for license plates for the support of the preservation and restoration of the natural environment of the Lake Tahoe Basin is hereby created in the state general fund. The administrator of the division of state lands of the state department of conservation and natural resources shall administer the account.*
- 2. The money in the account does not lapse to the state general fund at the end of a fiscal year. The interest and income earned on the money in the account, after deducting any applicable charges, must be credited to the account.*
- 3. The money in the account must be used only for the support of programs for the preservation and restoration of the natural environment of the Lake Tahoe Basin and must not be used to replace or supplant funding available from other sources. The administrator may provide grants from the account to other public agencies to carry out the provisions of this section.*

### 2. Definitions

**Fund:** Fund means the account for license plates for the support of the preservation and restoration of the natural environment of the Lake Tahoe Basin.

**Division:** Division means the Division of State Lands of the Department of Conservation and Natural Resources.

**Committee:** Committee means the technical advisory committee established by the Division to perform technical review, and prioritization, of grant applications.

**Program:** Program refers to a program, project or activity intended for the preservation and restoration of the natural environment of the Lake Tahoe Basin.

### 3. Grants of money

The state land administrator will award grants of money, from the fund, for the preservation and restoration of the natural environment of the Lake Tahoe Basin. Grants

may be used to fund an entire program or a portion thereof. The state land administrator makes all final decisions regarding grant funding.

**4. Solicitations of applications**

The state land administrator will periodically solicit applications for grants of money from the fund. Funds can be provided for programs such as (but not limited to) planning and implementation projects, educational programs, research and monitoring.

It is suggested (but not required) that research and monitoring proposals are consistent with the Lake Tahoe Southern Nevada Public Land Management Act (SNPLMA) Round 10 Science Themes dated 05/05/09. A list of these Science Themes can be found at:

[http://www.fs.fed.us/r5/lbmu/documents/snplma/Round-10/Final/Final\\_Rnd\\_10\\_sciencethemes\\_3-23-09.pdf](http://www.fs.fed.us/r5/lbmu/documents/snplma/Round-10/Final/Final_Rnd_10_sciencethemes_3-23-09.pdf)

An application for such a grant must be submitted to the Division and must include, without limitation **in the following order. (Research and monitoring proposals which do not follow this format will not be considered for funding (due to the independent technical peer review process (see Section 5.))**

Item and Content	Length and Format
<b><u>I. A Completed Application on a form provided by the Division</u></b>	1 page
<b><u>II. Proposal Narrative</u></b> <ol style="list-style-type: none"> <li>a. A detailed description of the program or project;</li> <li>b. Justification statement;</li> <li>c. Background/problem statement;</li> <li>d. Goals, objective(s), and statement of hypotheses to be tested (if applicable);</li> <li>e. Approach, methodology, and geographic location of research;</li> <li>f. Deliverables/products;</li> <li>g. Schedule of events/reporting and deliverables.</li> <li>h. If applicable, proof of any title to land, lease or easement that is required for carrying out the program;</li> <li>i. If applicable, a plan for the operation and maintenance of the project for a period of at least 20 years, including, without limitation, the identity of the person who will operate the project and provide the maintenance;</li> <li>j. A detailed description of how the project or program will contribute to the preservation and restoration of the natural environment of the Lake Tahoe Basin;</li> <li>k. If applicable, documentation should be submitted that demonstrates the applicant’s ability to obtain local, state and federal permits for the project.</li> <li>l. Projects that include data collection are expected to employ</li> </ol>	7 pages

<p>experimental designs that maximize the likelihood that resulting information can be used directly to guide future land and resource management. Data-collection design and techniques should be described in the proposal.</p> <p>m. If applicable, a discussion should be provided that identifies how the project provides resource management implication data applicable to the Nevada side of the Tahoe Basin in cases where project components are geographically located outside the Nevada Tahoe borders.</p> <p>n. If applicable, explain relationships between the proposed research or monitoring project and previous research and monitoring projects.</p> <p>o. If applicable, please demonstrate that the research or monitoring proposal is consistent with desired conditions and regional status and monitoring programs identified by the TRPA Regional Plan update.</p> <p>p. If applicable, please identify that management agency representatives will be included on project monitoring or research teams.</p> <p>q. Acknowledgement that all research and monitoring results will be published in a peer reviewed journal. Please note, the Division will make final reports available to the public upon termination of the agreement regardless of publishing status.</p>	
<p><b><u>III. Figures (if applicable)</u></b></p> <p>a. A map of the location of the project;</p> <p>b. Preliminary or conceptual design drawings;</p> <p>c. Schematics</p> <p>d. Sample model outputs</p> <p>(Please note, any figures included in the Proposal Narrative will be counted as part of the page limit for Section II.)</p>	<p>A maximum of 6 pages are permitted with the exception of construction projects. For construction projects there are no page limitations.</p>
<p><b><u>VI. Budget</u></b></p> <p>a. The amount of money requested for the program or project;</p> <p>b. The total projected cost of the program or project;</p> <p>c. If applicable, sources of matching funds and a statement regarding if matching funds have been secured;</p> <p>d. An itemized list of the costs of the program or project, including any subcontracts, in accordance with the descriptions of work;</p> <p>e. Where applicable, the budget must include line items to complete draft and final project reports. Payments for draft and final project reports shall not be made until satisfactory completion of each report.</p> <p>f. Budgets shall include funds to convene a conference call at 50%</p>	<p>Up to 1 page for each year of requested funding. For multi-year projects, also include a budget with cost breakdown for each year of the project.</p>

<p>project completion to inform the Division on status and budget as well as at completion of the draft final report. The conference call shall include the Division and other pertinent parties.</p> <p>g. Travel reimbursements shall be made based on the <a href="http://budget.state.nv.us/allagencymemos/memos2009/AAM2009_01.pdf">http://budget.state.nv.us/allagencymemos/memos2009/AAM2009_01.pdf</a></p> <p>h. The budget should list the position title and base salary rate for individuals who will work on the project. In addition, salaries should contain a breakdown of the estimated number of hours that each position will perform for each task.</p>	
<p><b><u>V. Abbreviated CV (s) for Principal Investigator(s)</u></b></p> <p>If applicable, please include names, institutions, and abbreviated CV(s) (curriculum vitae) or resumes for the investigator(s) including a list of relevant publications and reports which will be used for evaluating the capabilities of the investigator(s) to successfully complete the proposed project);</p>	<p>No more than 2 pages each</p>

**5. Evaluation and prioritization.**

- a. Each program or project shall be evaluated based on the Environmental Criteria for Grant Awards found in Section 6. In its review, the Division shall use the advice of the technical advisory committee and an independent technical peer review (research and monitoring proposals only). All monitoring and research proposals will be peer reviewed in general accordance with the peer review processes outlined in “Peer Review Processes for Science Activities Affecting the Lake Tahoe Basin” prepared by the Tahoe Science Consortium dated August 11, 2009.
- b. If the amount of grant requests exceeds the amount of money in the fund, a preliminary list ranking the projects shall be compiled. The ranking shall be based on the environmental benefits, estimated costs and comments and technical ratings received through an independent technical peer review process (research and monitoring proposals only) and shall be compiled in consultation with the committee.
- c. The state land administrator shall make the final selection based on the preliminary ranking list compiled by the committee.

**6. Evaluation criteria for grant awards.**

The division shall evaluate each program or project pursuant to the following criteria:

- a. The environmental benefit of the program toward preserving and restoring the natural environment of the Lake Tahoe Basin, including whether the program:
  - (i) Will contribute to the achievement of environmental thresholds as identified in the Tahoe Regional Planning Agency (TRPA) regional plan; and/or.
  - (ii) Is listed as a program or project in the “Environmental Improvement Program” of TRPA.
- b. The ability to obtain all required local, state and federal permits.
- c. The long-term viability of the program or project.
- d. The ability of the applicant to maintain the project.
- e. The cost effectiveness of the program or project.
- f. The ability of the applicant to carry out the program in a timely manner;
- g. If the applicant is applying to fund a program or project that is a portion of a larger project, the ability of the portion funded with grant money to achieve environmental benefits independently of the other components of the larger project.
- h. The amount of cooperation and support for the program or project from persons other than the applicant, including, without limitation:
  - (i) Federal, state and local governmental agencies;
  - (ii) Private landowners; and/or
  - (iii) Non-profit organizations
- i. The adequacy of the maintenance plan for the project.
- j. The amount of matching contribution provided by the applicant.
- k. The comments and technical ratings received through the independent technical peer review process (research and monitoring proposals only).
- l. The likelihood that resulting information can be used directly to guide future land and resource management

## **7. Requirements of the Grant Recipient**

Upon the award of a grant, the recipient and the state land administrator shall enter into an agreement, which shall include, but not be limited, to the following:

- a. A schedule for disbursement of the grant funds that is tied to the work schedule for the completion of the program or project. Please note, it will be required that schedules incorporate progress reports describing the activities undertaken and the accomplishments toward achieving project goals, tasks and targets. Progress reports shall be submitted, at a minimum, quarterly and shall be of sufficient detail to show progress to provide payment of invoices billed quarterly. As applicable, a Draft Final Project Report will be required to be submitted no later than 10 weeks prior to the termination date of the agreement for agency review and comment. Comments shall be provided to the grantee within 4 weeks and the grantee will address and incorporate these comments into the Final Project Report, due no later than 2 weeks prior to the funding agreement termination date. Delays in project reports will delay the payment of invoices.

- b. An agreement to operate and provide maintenance for the project for at least 20 years after the project is completed;
- c. If the project involves improvements located on private property, a conservation easement shall be granted to the State of Nevada;
- d. Projects that include monitoring or research elements will be expected to deliver as products pertinent data gathered on spreadsheets or in similar presentations, and analyses that directly address the environmental resource issue(s) under investigation. Importantly, projects that include data collection activities should interpret new information in manners that can be used to guide future land and resource management actions. Those findings should be presented as “lessons learned,” directly describing how that new information may be integrated into the management of resources.
- e. An agreement that commencement of the approved program or project will begin within six months of awarding the grant;
- f. Acknowledgment that the grant recipient shall be responsible for obtaining all required local, state and federal grants or authorizations necessary for carrying out the project. Grantees should provide at least 6 months in the schedule to obtain permits not previously secured for the project.
- g. Agreements will prohibit the initiation of the program using Lake Tahoe License Plate funds until other funds supporting the complete project are secured by the grant recipient.

## **8. Match Requirements**

- a. Nevada State agencies shall not be required to provide matching funds to be eligible for grants under this program.
- b. All other grant applicants shall be required to provide at least 25 percent in matching funds to be eligible for grants under this program.
- c. All match dollars expended shall be documented on Division approved outlay reports.

## **9. Acceptable and Unacceptable Uses of Grant**

Acceptable use of grant money includes:

- a. All expenses related directly to the program or project, including, without limitation, expenses related to design and construction; and
- b. The administrative costs of the program or project, not to exceed three percent (3%) of the grant.
- c. Environmental education/information programs. The maximum amount of funds available each year for environmental education programs shall not exceed \$25,000 or 10 percent of the available grant funds available January 15<sup>th</sup> of each year, whichever is more limiting.

The money in the account must be used only for the support of projects for the preservation and restoration of the natural environment of the Lake Tahoe Basin and must not be used to replace or supplant funding available for other sources. Unacceptable use of the grant money includes:

- a. Any planning activities which are not directly related to the design and engineering of the project;
- b. The purchase of new equipment;
- c. The paving of curbs or gutters, unless the paving of curbs or gutters is recommended by the committee to remedy erosion;
- d. The acquisition of land, unless such an acquisition is deemed by the state land administrator to be an integral component of the program or project;
- e. Any work required by a public agency as mitigation or as a condition of the approval of any other project; and
- f. Any component of the program or project that is deemed by the state land administrator to not benefit the public.