



## MT. CHARLESTON LICENSE PLATE PROGRAM

### ROUND 2 GRANT APPLICATION

Please answer the following questions and feel free to attach any supporting documentation or other information that will better describe your project.

- A. **Program/Project Title:** \_\_\_\_\_  
\_\_\_\_\_
- B. **Program/Project Location:** \_\_\_\_\_
- C. **Entity Requesting Grant Funds:** \_\_\_\_\_
- D. **Total Estimated Program/Project Cost:** \_\_\_\_\_  
Grant Amount Requested: \_\_\_\_\_
- E. **Contact Information:**  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Notes:**

- Please review the attached Application Checklist to be sure that all materials required for submittal have been included in your application.
- Please submit one (1) original and ten (10) copies of your application package (including one electronic version, either a CD or e-mailed to the address below).
- The deadline for submittals is January 29, 2010.
- Please submit your application to:

**Skip Canfield, AICP**  
Nevada Division of State Lands  
901 South Stewart Street, Suite 5003  
Carson City, Nevada, 89701  
[scanfield@lands.nv.gov](mailto:scanfield@lands.nv.gov)  
775-684-2723 FAX: 775-684-2721





## Application Checklist

Thank you for your interest in the Mt. Charleston License Plate Program. To better assist you in our application process, please be sure to complete this checklist and include all necessary information in your application package.

1. A completed application package on forms provided by the Nevada Division of State Lands. Forms to be completed include the Original Application and the Application Checklist, Ten (10) copies in addition to the original are to be submitted. In addition, one electronic version of the application package shall be submitted as a CD or e-mailed to [scanfield@lands.nv.gov](mailto:scanfield@lands.nv.gov).

2. The total projected cost of the project, including without limitation as appropriate, the estimated costs for planning, design and construction/implementation of the project, and how the estimated costs were derived.

3. The amount of money requested for the project.

4. A detailed description of the project and how the proposal meets the intent of the Program.

The intent of the program is detailed in the actual text of the bill passed by the Legislature:

*“The support of programs for the natural environment of the Mount Charleston area, including, without limitation, programs to improve the wildlife habitat, the ecosystem, the forest, public access to the area and its recreational use, and must not be used to replace or supplant money available from other sources. The Administrator may provide grants from the account to other public agencies and political subdivisions, including, without limitation, unincorporated towns, to carry out the provisions of the program.”*

In addition to describing the project, the applicant is requested to affirm that the applicant is eligible to apply for the funding, that the funding for the described project is appropriate, and that the project will result in the



benefits prescribed by the program, i.e., the conservation of natural resources.

- 5. A phasing and implementation schedule.
- 6. A detailed description of matching contributions. (A matching contribution of 25% of the total projected cost is required and can include in-kind services.)
- 7. Proof of any title to land, lease or easement that is required to carry out the project or a letter of intent between the property owner and the acquiring governmental entity; Documents presented may include the following: Recorded Grant Deeds, Title Reports, Lease Agreements, Easement Agreements, Letter of Intent to Purchase.
- 8. A location map and site plan of the project at an appropriate scale; Location maps shall be sized 8.5" x 11" or 11"x17" and accompanied with a digital CD if possible. Construction plans/details shall be drawn at 1/20 scale or larger.
- 9. A statement from the appropriate local, regional, state or federal agency regarding the conformity of the project to all applicable local, regional, state, and if appropriate, federal plans.
- 10. If applicable, letters in support from other public agencies and interested parties.

if you have any questions about how to complete the application, your project, or our process, feel free to give us a call.

**Questions, Comments or Application Submittals to:**

**Skip Canfield, AICP  
Nevada Division of State Lands  
901 South Stewart Street, Suite 5003  
Carson City, NV, 89706  
775-684-2723 FAX: 775-684-2721)**

**[scanfield@lands.nv.gov](mailto:scanfield@lands.nv.gov)  
website [www.lands.nv.gov](http://www.lands.nv.gov)**





## MT. CHARLESTON LICENSE PLATE PROGRAM GRANT PROCEDURES

### 1. Authority

The Seventieth Legislative Session in 1999 amended NRS 482 and NRS 321 to establish the Mt. Charleston license plate program. This program is funded by fees collected from individuals who purchase a Mt. Charleston license plate. Of the fees collected by the Department of Motor Vehicles when one purchases a Mt. Charleston plate, \$25 the first year and \$20 each subsequent year go into a dedicated fund that is administered by the Nevada Division of State Lands (Division) for projects and programs that will support the natural environment of Mount Charleston. These funds are available as grants and must be used for:

- *The funds generated from this program are intended to support the natural environment of the Mount Charleston area by improving wildlife habitat, the ecosystem, the forest and public access to the area and its recreational uses.*

### 2. Definitions

**Boundary:** The physical area within the general vicinity of Mt. Charleston in which funds can be granted for projects.

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

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



**Eligible Grantee:** Any community and local, regional or State government with oversight or interest in the environment of Mt. Charleston.

**Fund:** Fund means the account for license plates for the support of the natural environment of Mt. Charleston.

**Match:** In kind services and/or monetary contributions towards a program. All applicants except State agencies shall provide a 25% match contribution.

**Program:** Program refers to any project that supports the natural environment of the Mount Charleston area, including, without limitation, programs to improve the wildlife habitat, the ecosystem, the forest, public access to the area and its recreational use.

### 3. Grants of money

The Administrator will award grants of money from the fund for any project that supports the natural environment of the Mount Charleston area, including, without limitation, programs to improve the wildlife habitat, the ecosystem, the forest, public access to the area and its recreational use. The Administrator makes all final decisions regarding grant funding.

### 4. Solicitations of applications

The Administrator will periodically solicit applications for grants of money from the fund. An application for such a grant must be submitted to the Division and must include, without limitation (See also, Application Checklist):

- a. A completed application on a form provided by the Division;
- b. A detailed description of the program or project;
- c. The amount of money requested for the program or project;
- d. The total projected cost of the program or project;
- e. If applicable, sources of matching funds and a statement regarding if matching funds have been secured;
- f. If applicable, proof of any title to land, lease or easement or other authorization that is required for carrying out the program;
- g. If applicable, a map of the location of the project;
- h. If applicable, preliminary or conceptual design drawings;
- 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;



- j. An itemized list of the costs of the program or project in accordance with the descriptions of work;
- k. An estimated time schedule for completion of the program or project; and
- l. A detailed description of how the project or program will support the natural environment of the Mount Charleston area, including, without limitation, programs to improve the wildlife habitat, the ecosystem, the forest, public access to the area and its recreational use.

**5. Evaluation and prioritization.**

- a. Each program or project shall be evaluated based on its estimated costs and public benefits. In its review, the Division shall consider the advice of the Committee.
- b. If the amount of grant requests exceeds the amount of money in the fund for that round, a preliminary list ranking the projects shall be compiled by the Committee.
- c. The Administrator shall make the final selection based on the preliminary ranking list compiled by the Committee as well as in consideration of the fund's balance and sustainability.

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

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

- a. The public benefit of the program to support the natural environment of the Mount Charleston area, including, without limitation, programs to improve the wildlife habitat, the ecosystem, the forest, public access to the area and its recreational use, and
- 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 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, if applicable.
- j. The amount of matching contribution provided by the applicant.
- k. Other factors that warrant special consideration.

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

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

- a. An agreement to operate and provide maintenance for the project for at least 20 years after the project is completed;
- b. If the project involves improvements located on private property, an easement granted to the State of Nevada may be required;
- c. An agreement that commencement of the approved program or project will begin within six months of awarding the grant;
- d. 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.

## **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.

## **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.

The money in the account must be used only for any project that supports the natural environment of the Mount Charleston area, including, without limitation, programs to improve the wildlife habitat, the ecosystem, the forest, public access to the area and its recreational use, and must not be used to replace or supplant money available from other sources.



In addition, the recipient of the grant may not use the money from the grant to pay for:

- a. Any planning activities which are not directly related to the design and engineering of the project;
- b. The purchase of new equipment except for certain instances where field equipment that is necessary as a one-time purchase that is exhausted at the end of the project;
- c. Any work required by a public agency as mitigation or as a condition of the approval of any other project; and
- d. Any component of the program or project that is deemed by the Administrator to not benefit the public.