

BOARD MEETING MINUTES WASHOE-STOREY CONSERVATION DISTRICT



Date: Monday, March 9th, 2026
Time: 3:30 PM

Location: Nevada Department of Agriculture, 405 21st St, Sparks, NV 89431

Link: <https://teams.microsoft.com/meet/27626937284226?p=3BfOnB9LliiWM71HQw>

Meeting ID: 276 269 372 842 26 **passcode:** sx7FA97b

Call in information: 775-321-6111 PIN: 839 968 355#

The Washoe-Storey Conservation District (WSCD) Board considered possible action on the attached agenda items. The Board reserves the right to take items out of order to accomplish business in the most efficient manner. The Board may combine two or more items, remove items or delay discussion relating to item(s) on the agenda. Items on the agenda without a time designation may not necessarily be considered in the order in which they appear on the agenda. Contact the Washoe-Storey Conservation District Administrative & Conservation Technician for additional meeting information. Alisa Kim (562) 400-0885, alisa.wscd@gmail.com.

Public Comment*

If you wish to make a public comment, you may do so verbally in person or virtually. Public comment may be submitted via email to alisa.wscd@gmail.com or by written mail to the Nevada Department of Agriculture, 405 21st St, Sparks, NV 89431. Public comment is for all matters, both on or off the agenda as designated on the agenda, and will be limited to three minutes per person. Public comment will also be heard during individual action items on the agenda prior to action taken. The Board may prohibit or limit comment of the content if the comments are a topic not relevant to, or within the authority of the Board, or if they are irrational or amounting to personal attacks or interfering with the rights of other speakers but will not restrict comments based on viewpoint only. The WSCD reserves the right to reduce the time or limit in writing on the agenda items and/or attend and make comments on that item at the meeting.

Note: **(For possible action)** denotes all items on which the Board may take action. Action will be taken according to open meeting law.

The meeting was called to order at 3:41 PM.

I. Call to Order

A. Introductions, determination of board quorum, and introduction of guests.

Present in-person were Chair Lyndsey Langsdale, Treasurer Jim Shaffer, Marlee Jenkins from Department of Conservation and Natural Resources, and Alisa Kim with Washoe-Storey Conservation District. Present virtually or by phone was Storey County Representative Kathy Canfield, Supervisor Darcy Phillips, and Supervisor Elena Larsen.

II. Public Comment* – Not for Possible Action

Public comment will be allowed at the beginning, after each item on the agenda and prior to the adjournment of every meeting. Public comment may be limited to three (3) minutes per comment.

No public comments.

III. Approval of today's agenda, March 9, 2026 with the inclusion of any emergency items and deletion of any items. – For Possible Action

Any items that need to be taken out of order, edited, or removed may be proposed for consideration at this time.

Motion #2026-03-01: Jim Shaffer makes a motion to approve the meeting agenda as presented, Darcy Phillips seconds. Motion approves with 5 ayes.

IV. External Agency Items and Reports – Not for Possible Action

A. Natural Resources Conservation Service – Updates

Alisa Kim presented on behalf of Carson Hicks that there were no updates.

B. Department of Conservation and Natural Resources – Marlee Jenkins – Updates

Marlee Jenkins presented on:

- 1) Funding opportunities with Nevada Department of Wildlife, with multiple Conservation Districts having interlocal agreements with them. They are not sure how much funding there will be available this upcoming year, but current funding opportunities in wait will not be awarded until May or June.
- 2) The Nevada Association of Conservation Districts will be hosting its regional meeting in Eureka this year with a focus in the immediate area, possibly July 8-9th.
- 3) The State Conservation Commission's next meeting will be March 19th and will be finalizing the Sage Grouse Habitat Improvement grant as well as re-determining any Conservation Districts not in good standing with re-appropriating funds.
- 4) Lyon County is holding their annual open meeting laws training, with a call-in option and recording online.
- 5) The Carson River coalition is holding the Carson Watershed Forum on April 1 and 2.
- 6) The University of Nevada, Reno extension is holding a free creeks and rivers course during the summer by Sherman Swanson about riparian health and grazing, in Susanville, Ely, and Battle Mountain.

C. Nevada Association of Conservation Districts – Updates

Kevin Piper was not present.

D. Nevada Department of Wildlife – Graham Mills – Updates

Graham Mills was not present.

E. Nevada Department of Agriculture – Jake Dick – Updates

Jake Dick was not present. Marlee Jenkins updated on the Western Nevada Early Detection and Rapid Response meeting on March 19th.

V. District Projects and Local Planning – For Possible Action

A. Washoe County Planning Reviews – Updates from Jim Shaffer.

Jim Shaffer updated on two projects from Washoe County, including a senior community off Eagle Canyon Drive which had no feedback. The other project was a development community at Red Rock Road and Osage Road, with feedback including a request of seeding mix composition as well as management of weed seeds in soil transports. Other feedback included water and sediment retention, xeriscaping of front lawns, and curbside adjustments to prevent flow into Silver Lake.

B. Storey County Projects – Updates from Kathy Canfield.

Kathy Canfield presented on an upcoming drainage project for Gold Canyon. Marlee Jenkins also mentioned meeting Living with Fire representatives from Virginia Highlands, with the Conservation District able to assist with possible projects in promoting defensible space.

C. Reno Food Systems Back 40 Project – Updates on project planning and funding opportunities.

Lyndsey Langsdale applied for the Conserve Nevada grant recently, and will be hiring an apprentice with the Desert Farming Initiative.

D. Canepa Ranch – Update on current status of Nevada Department of Wildlife funding proposal for Canepa Ranch work, starting fiscal year 2027.

Marlee Jenkins submitted the proposal for future Canepa Ranch work to the Nevada Department of Wildlife, and thinks we will hear back by June or so.

E. Nevada Division of Forestry, Conservation Education & Outreach Grant – Review of submission of intent to apply and deadline for grant application.

Alisa Kim presented on Elena Larsen drafting the intent to apply which was submitted and confirmed received by Kelcey Hein with the Nevada Division of Forestry. Along with drafting and submitting the application for the grant once we are invited, we will also want to register our SAM number and confirm our vendor number from the Secretary of State.

F. Keep Truckee Meadows Beautiful Great Community Cleanup – Updates on participating in the Great Community Cleanup on May 2nd at Carcione/Canepa Ranch.

Alisa Kim will be hosting a cleanup location with Keep Truckee Meadows Beautiful on May 2 and has been communicating with Amanda Mulholland from Keep Truckee Meadows Beautiful for volunteer program orientations and a site visit. The cleanup will be held at Riverbend Park near Verdi.

G. Palomino Valley – Updates on current status of Nevada Department of Wildlife funding proposal for Palomino Valley work, including vegetation for wildfire abatement on private land.

Marlee Jenkins presented on communication with landowner Diane Mercer in reviewing possibilities for funding, particularly for Nevada Department of Wildlife interlocal agency funding. The landowner was on board so Marlee Jenkins drafted a proposal for review for submittal.

- H. **Vista Narrows** – Discussion to ask the Truckee River Flood Management Authority to present to the board on the specifics of the Vista Narrows river terracing project near Sparks Industrial Area along the Truckee River.

Kathy Canfield wanted to gauge interest in the board if we were interested in the Truckee River Flood Management Authority to present the Vista Narrows project. The board is interested so Kathy will reach out to them and ask if they can attend any future meetings.

VI. District Supervisor Reports – Not for Possible Action

No District Supervisor Reports.

VII. Internal District Issues – For Possible Action (unless otherwise noted)

- A. **Review, Amendment, and Approval** of Minutes from previous meeting, conducted 2/9/26.

Motion #2026-03-02: Jim Shaffer makes a motion to approve the meeting minutes from 2/9/2026 as presented, Elena Larsen seconds. Motion approves with 5 ayes.

- B. **Financial Reports** – Treasurer Jim Shaffer – Balances, financial reports, and delegation of funds from Washoe and Storey Counties and the State of Nevada.

Jim Shaffer presented the financial report, which included the Checkings account of \$18,205.26, the Savings/mitigation account of \$3,521.61, Alisa's wages for February of \$165.00 for 7.5 hours, and a Certificate of Deposit account of \$16,601.26.

Motion #2026-03-03: Lyndsey Langsdale makes a motion to approve the Treasurer's Report as presented, Elena Larsen seconds. Motion approves with 5 ayes.

- C. **Obtaining funds from Washoe County and Storey County** – Discussion of methods to request funding opportunities from Washoe County and Storey County to support the Conservation District.

1. Updates on request of funding from Washoe County and discussions with Dave Solaro, Assistant County Manager of Washoe County.

Lyndsey Langsdale has not heard any new updates from Dave Solaro.

2. Updates of request of funding from Storey County.

Kathy Canfield has proposed a budget of \$5,000 for the Conservation District, but that has yet to be confirmed.

- D. **Update on enrollment of online banking** – Discussion of opening online banking with Chair Langsdale and staff Alisa Kim alongside Treasurer Jim Shaffer.

Lyndsey Langsdale opened up online banking! There was discussion about who has access, with Lyndsey and Jim Shaffer decided as users and administrative access for Alisa Kim to put together minutes.

- E. **Scholarship support** – Discussion of supporting youth scholarships held by other organizations via donation.

- Nevada Association of Conservation Districts (NvACD) annual scholarship for students pursuing an education in agriculture, renewable natural resources, or a related field.
- Society for Range Management (SRM) Nevada Youth Range Camp week-long educational camping trip to learn about rangelands and natural resources.

Motion #2026-03-04: Jim Shaffer makes a motion to support a recruited student for up to \$250 for the Society of Range Management Nevada Youth Range Camp, Elena Larsen seconds. Motion approves with 5 ayes.

Motion #2026-03-05: Jim Shaffer makes a motion to approve a donation of \$100 to the Nevada Association of Conservation Districts for their annual scholarship for students, Lyndsey Langsdale seconds. Motion approves with 5 ayes.

F. General Correspondence Updates

1. **Review and delegate tasks** to be completed by the next meeting.

G. Outreach planning and opportunities for tabling

1. Washoe Storey Conservation District is seeking one new member to join the board of supervisors (elected volunteers).

VIII. District Staff Reports – Not For Possible Action (unless otherwise noted) –

Alisa Kim – Updates

- A. Request for printer (for possible action) –** Staff would like to request printer that stays in WSCD inventory for printing meeting documents.

Alisa Kim presented the idea of purchasing a printer for the Conservation & Administrative Technician position to print agendas and meeting materials for meetings as needed. There was board discussion as to what would be more cost effective, a purchase card through a printing shop or purchasing a laser printer. Alisa will return to the next meeting with options and costs.

There was also discussion about attending trainings or meetings for staff positions, and it was decided that Chair Lyndsey Langsdale, Treasurer Jim Shaffer, and Marlee Jenkins would be asked to confirm requests for attending workshops or trainings for work time.

IX. Public Comments – Not for Possible Action

Public comment will be allowed at the beginning, after each item on the agenda and prior to the adjournment of every meeting. Public comment may be limited to three (3) minutes per comment.

No public comments.

X. Next Scheduled Washoe Storey Conservation District Board Meeting – For Possible Action

Typically the second Monday of each month: April 13th, 2026, at 3:30pm.

Meeting was adjourned at 4:54 PM.

XI. Adjourn

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify our office by writing to the Washoe-Storey Conservation District Administrative & Conservation Technician Alisa Kim by email at alisa.wscd@gmail.com or calling (562) 400-0885 no later than two (2) working days prior to the scheduled meeting.

Virtual Access

Full Meeting Link:

<https://teams.microsoft.com/meet/27626937284226?p=3BfOnB9LiiWM71HQw>

Washoe-Storey Conservation District

April 2026 Monthly Treasurer's Report

Beginning Balance:

Savings

Date: 3/31/2026 Balance: \$ 3,506.61

Checkings

Date: 3/31/2026 Balance: \$ 13,787.85

Certificate of Deposit

Date: 3/13/2026 Balance: \$ 16,742.12

Notes: Renewed 3/13/2026, next matures 6/13/2026

Money Received:

Amount \$ _____ for what purpose: _____

Amount \$ _____ for what purpose: _____

Expenses:

Amount \$ 15.00 to whom and purpose: Savings service charge to bank on 3/31

Amount \$ 15.00 to whom and purpose: Checking service charge for to bank 3/31

Amount \$ _____ to whom and purpose: _____

Closing Balance:


Date: 10/31/2025 Closing Balance: \$ 34,036.58

Submitted by:

Alisa Kim / Marlee Jenkins

WSCD Conservation & Administrative Technician / Conservation District Programs

Washoe-Storey Conservation District - April 2025 Timesheet

Washoe-Storey Conservation District - April 2025 Timesheet						
Employee:		Alisa Kim				
Title:	Conservation & Administrative Technician					3/4/2026-4/7/2026
Date	Time In	Time Out	Hours Worked	Mileage	Task	Total
3/9/2026	3:30 PM	5:00 PM	1.5		March meeting	
3/11/2026	10:30 AM	11:30 AM	1		Check and respond to emails, particularly Diane with Palomino Valley project	
3/18/2026	12:30 PM	1:00 PM	0.5		Respond to emails	
3/19/2026	1:30 PM	3:30 PM	2		Review emails, attend NDA EDRR meeting	
3/26/2026	11:00 AM	11:30 AM	0.5		Check and reply back to emails for personal and WSCD email	
3/27/2026	9:30 AM	4:00 PM	6		Site visit to Andrea and Diane's property in Palomino Valley	
4/5/2026	5:00 PM	6:00 PM	1		Draft agenda	
4/6/2026	8:30 AM	9:30 AM	1		Read and respond to personal work and CD emails	
4/7/2026	7:30 PM	9:00 PM	1.5		Finalize agenda, prepare meeting materials	
					Total regular hours	15
					Hourly rate	\$22.00
					Total wages	\$330.00
					Total travel distance (miles)	0
					GSA mileage rate	\$0.70
					Total mileage reimbursement	\$0.00
					Monthly Total	\$330.00
					Employee signature:	
					Date:	4/7/2026
					Check #:	



INVOICE

PACT Insurance Renewal

*This is your invoice for the PACT portion of the insurance renewal for July 1, 2025 through June 30, 2026. PACT (Public Agency Compensation Trust) provides coverage for workers compensation.

Date of Invoice: **03/23/2026**

To: **Washoe Story CD**

Amount Due (if paying in full): **\$1,132.00**

Payment Due: **04/15/2026**

Make Checks Payable to: **NvACD**

*This is the only invoice that will be sent for PACT.

Please send your PACT Insurance Premium Payment to:

NvACD
c/o Adriane Tibbitts, Treasurer
P.O. Box 571
Eureka, NV 89316

For questions please contact:

Cory Wadsworth at Dolan & Edwards at 775-726-3196 or
Adriane Tibbitts, NvACD Treasurer, at 208-241-4307



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Section 4: Narrative

Please answer the following questions in order. You may submit diagrams, additional tables, pictures, and up to three (3) letters of support, however those items are not required.

1. **Needs Assessment:** In 350 words or less, identify the main community need, overarching project goals, and location. Please express how those objectives will accomplish conservation outreach and education.

0-1 points	2-3 points	4-5 points
<p>Fails to identify the main community need. Overarching goals are unclear. The location is unspecified. There may be some elements from the question present but there are significant errors or a lack of an articulated mission statement or needs assessment for the project that hinder the reviewer's ability to understand the purpose of the proposed project. The question is unanswered.</p>	<p>Portions of the mission statement are identified but not all elements are clear or developed. The applicant may have identified their objectives but does not clarify the need or the connection to conservation outreach and education. The answer is clear enough to understand the intention of the project but not the specific details. Some errors are present but not enough to deter understanding.</p>	<p>The proposal clearly identifies the community need, overarching project goals, and location. The proposal describes how the objectives will accomplish conservation outreach and education and the community need. The answer articulates a well-developed mission statement or needs assessment.</p>
<p>Score: _____ /5</p>		

Reviewer Notes:



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2. **Goals and Objectives:** Identify the main goal(s) and specific objectives of your proposed project. Goals and objectives should be defined using the SMART framework (Specific, Measurable, Attainable, Relevant, and Time-bound).

0-1 points	2-3 points	4-5 points
<p>Fails to identify the goals, objectives, and deliverables of the project. The hierarchy or relationship of the goals and objectives is unclear. These items do not specify the SMART framework. The way these action items are written is not clear enough to accomplish. There may be some elements from the question present but there are significant errors or a lack of an articulated description for the project that hinder the reviewer's ability to understand the goals and objectives of the proposed project. The question is unanswered.</p>	<p>Portions of goals, objectives, and deliverables are identified but not fully elaborated. There is little or no connection made between the goals, objectives, and deliverables listed. Elements of the SMART framework are present, but not all elements are present.</p> <p>Some errors are present but not enough to deter understanding.</p>	<p>The proposal clearly identifies the goals, objectives, and deliverables of the project. There is a clear connection of the relationship or hierarchy between the goals and objectives. All elements of the SMART framework are present. There are distinct lessons from this project proposed. The force multiplier for these lessons is concise and clear.</p>
<p>Score: <u> </u> /5</p>		

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3. **Target Audience:** In 250 words or less, please identify the intended primary and, if applicable, secondary target audiences. Describe the lessons that the target audience(s) will gain from your project.

0-1 points	2-3 points	4-5 points
<p>Fails to identify the target audience(s). The project lessons are unspecified. There may be some elements from the question present but there are significant errors or a lack of an articulated timeline for the project that hinder the reviewer's ability to understand the audience of the proposed project. The question is unanswered.</p>	<p>Portions of the audience are identified but not all elements are clear or developed. The lessons received are unclear. The applicant may have identified a force multiplier but does not clarify how the messaging from this project will be amplified. Some errors are present but not enough to deter understanding.</p>	<p>The proposal clearly identifies the target audience(s). There are distinct lessons from this project proposed. The force multiplier for these lessons is concise and clear.</p>
<p>Score: <u> </u> /5</p>		

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4. **Deliverables:** In 350 words or less, describe the specific deliverables of your proposed project. Make sure that these deliverables are clearly linked to project goals and objectives. Please note that if awarded, your project's subaward will include the deliverables listed here.

0-1 points	2-3 points	4-5 points
<p>Fails to identify the deliverables and the deliverables are not linked to the project goals and objectives. The deliverables are not specific and do not present achievable metrics for project success. There may be some elements from the question present but there are significant errors or a lack of an articulated timeline for the project that hinder the reviewer's ability to understand the deliverables of the proposed project. The question is unanswered.</p>	<p>Deliverables are listed but the connection to the project goals may not have enough specific details or may not be clear enough to act as a metric. Some errors are present but not enough to deter understanding.</p>	<p>The proposal clearly identifies the timeline in two (2) years on a quarterly schedule. The proposal describes when expenses are anticipated and which events are planned to occur. The answer articulates a well-developed timeline.</p>

Score: /5

Reviewer Notes:



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5. **Timeline:** In 250 words or less, please outline the anticipated timeline of two (2) years from the date of funding (Summer 2026). Please be specific to the quarter of when anticipated expenses and events will occur. Quarters are identified as January - March, April – June, July – September, and October – December. Please be sure to detail the expenses in question 6 Budget and 6a Budget Table. Note: this is a rough estimate of ideal times, changes in the schedule can be modified on a case by case basis with the NDF coordinator once awarded.

0-1 points	2-3 points	4-5 points
<p>Fails to identify the anticipated timeline over two (2) years per each quarter. The anticipated expenses and events are unspecified. There may be some elements from the question present but there are significant errors or a lack of an articulated timeline for the project that hinder the reviewer’s ability to understand the purpose of the proposed project. The question is unanswered.</p>	<p>Portions of the timeline are identified but not all elements are clear or developed. The applicant may have identified their events but does not clarify when they would occur in a quarter schedule or the expenses are unclear. The answer is clear enough to understand the rough timeline of the project but not the specific events and expenses during each quarter. Some errors are present but not enough to deter understanding.</p>	<p>The proposal clearly identifies the timeline in two (2) years on a quarterly schedule. The proposal describes when expenses are anticipated and which events are planned to occur. The answer articulates a well-developed timeline.</p>
<p>Score: /5</p>		

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6. **Long Term Programming and Cooperation:** In 350 words or less, describe how your project will have impact beyond the lifespan of this grant. If there are any other cooperators on this project, please describe their involvement. Please go into detail about what the participants from this project will take away and have a lasting connection. How will it impact the community as a whole?

0-1 points	2-3 points	4-5 points
<p>There is limited or no described impact beyond the life span of the grant listed. There is limited or no detail about the project takeaways and the lasting connection. Cooperators may be listed but there is little to no discussion on the cooperator contribution. There is limited or no description of the community impact.</p> <p>There may be some elements from the question present but there are significant errors or a lack of an articulated description for the project that hinder the reviewer's ability to understand the audience of the proposed project. The question is unanswered.</p>	<p>There is limited description of the impact beyond the life span of the grant listed. There is limited detail or the thought process about the project takeaways and the lasting connection is underdeveloped. Cooperators may be listed but there is limited discussion on the cooperator contribution. There is a description of the community impact, but it may not be fully clarified.</p> <p>Some errors are present but not enough to deter understanding.</p>	<p>There is a clear understanding and description of impact beyond the lifespan of the grant. The cooperators and their roles are clearly identified, as applicable. It is clear what participant take away and connection is intended to be from this project. The community impact is concise and demonstrates a connection between the community and conservation education.</p>
<p>Score: _____ /5</p>		

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7. **Budget:** In 500 words or less, please describe the anticipated expenses and how they pertain to the needs of the project proposal. Be sure to describe or identify any match or nonmatch leverage and its source that may be used toward the grant application. Ensure that the justification for budget items align with the budget table below. Please keep in mind the rules for the budget related rules in the

Terms and Conditions including:

- Proposed purchases and budgets must follow the requirements outlined in the [Code of Federal Regulations, Title 2, Chapter 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (2 CFR 200) and the [State Administrative Manual](#) (SAM).
- Proposals must limit salary allocation to 50% or less of the overall project budget. Exception may be given for reasonable justification.
- Proposals may request up to the *de minimus* rate of 15% of the overall project budget if a Negotiated Indirect Cost Rate Agreement (NICRA) is not established. Back up documentation for NICRA will be required to be submitted.
- Applicants must provide a 20% nonfederal match in their submitted proposals.
- Prohibited Requests
 - Food and drink may not be purchased
 - Travel must follow U.S. General Services Administration per diem and regulations. Travel is only qualifying if it occurs in excess of 50 miles of the employee's base work location.
 - Capacity expansion is not permitted.

0-3 points	4-6 points	7-10 points
<p>The expenses are not fully listed nor detailed. There are inaccuracies in the accounting from the Budget Table (6a.). There are proposed items that are not allowed. Match and nonmatch leverage are not clear. The justification does not clarify the expenses.</p> <p>There may be some elements from the question present but there are significant errors or a lack of an articulated description for the project that hinder the reviewer's ability to understand the audience of the proposed project. The question is unanswered.</p>	<p>Expenses may be identified but they are not clear in their connection to the project needs. There may be a minor accounting or rounding error present. There are items listed that are not applicable to the funding source or proposed project. Match or nonmatch leverage are identified but the source, amount, or effort is not described.</p> <p>Some errors are present but not enough to deter understanding.</p>	<p>Expenses are detailed clearly in their cost and relevancy to the project. The match or nonmatch leverage described in detail about the source, amount, and the effort provided. The justification aligns accurately with the budget table in 6a.</p>
<p>Score: _____ /10</p>		

Reviewer Notes:



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6.a. Budget Table

	Application	Match	Non-Match Leverage	Total	Match and Non-Match Leverage Source
Personnel				\$0.00	
Operating/Supplies				\$0.00	
Contractual				\$0.00	
Equipment				\$0.00	
Travel				\$0.00	
Other				\$0.00	
IDC				\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	

0-1 points	2 points
The table is incomplete or inaccurate.	The table is complete and accurate
Score: _____ /2	

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8. Overall Application Review

0 - 3 points	3 - 6 points	7 - 10 points
<p>The project proposal is significantly lacking or underdeveloped. The request may not be pertinent to conservation education. There may be some elements from the questions present but there are significant errors or a lack of an articulated description for the project that hinder the reviewer's ability to understand the audience of the proposed project.</p>	<p>The project proposal is clear enough to understand the intent but there may be errors or descriptions that are not fully developed. The project may not clearly describe the connection to NDF Conservation Education values. Expenses and budget are not fully articulated. The goals, objectives, deliverables, and audience are unclear. The timeline is not well detailed. The community benefit is not fully clear. Further information may need to be requested to understand the project proposal. Some errors are present but not enough to deter understanding.</p>	<p>The mission statement is clear. The proposed project is clear, concise, and well described. The project aligns well with NDF Conservation Education values. The timeline is clear about what will be accomplished and what expenses are anticipated. The project establishes goals, objectives, and deliverables clearly and the target audience(s) are clear. The community benefit and long term benefit is described well. It is clear what the community will gain from the project. The budget is clear and collaborates well</p>
<p>Score: _____ /10</p>		

Notes



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Ryan S. Shane, State Forester Firewarden

2026 Conservation Education and Outreach Grant Application March 2026

Kelcey Hein
Program Coordinator – Conservation Education
901 S Stewart Street, Ste 1001
Carson City, NV 89701
ndfstewardship@forestry.nv.gov

Cell: (775) 461 - 6576
Office: (775) 684 - 2517

Congratulations!

Your NOI was received and approved for application. Please answer the following questions regarding your proposed project. You may attach additional pages for your answers. Please attach all supporting documents such as letter of support, maps, diagrams, and so on in the appendix of the application. The following questions will pertain to your anticipated timeline, budget, project objectives, goals, deliverables, target audience, and long term viability. Please pay attention to the listed word counts attached to the questions. Please refer to the rubric for specific scoring criteria. You may reach out to ndfstewardship@forestry.nv.gov for clarification.

Applications are due no later than April 30, 2026, by 11:59 PST. Applications submitted after this time will not be accepted.

Once applications are reviewed, they will be ranked by score and review panel recommendation. One awardee will be selected. Applicants will be notified by June 01, 2026. The awardee must attend a subaward kick off meeting with Nevada Division of Forestry staff to review the subaward agreement and rules for grant funding prior to the reception of funding. Grant funding is anticipated to be available starting August 01, 2026, so long as the subaward meeting is complete and the subaward document is signed.

Should the selected awardee not be able to accept the funding for any reason, the selected runner up applicant will then be eligible to accept the funding.

Application documents maybe submitted in .pdf file format only to ndfstewardship@forestry.nv.gov

This funding opportunity is offered through the United States Forest Service, which is an equal opportunity employer. [To read the full USDA nondiscrimination statement please visit their website](#), or scan the QR code.





Conservation Education Grant 2026 Terms and Conditions

- Proposed purchases and budgets must follow the requirements outlined in the [Code of Federal Regulations, Title 2, Chapter 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (2 CFR 200) and the [State Administrative Manual](#) (SAM).
- Priority consideration will be given to programs that serve rural Nevada communities (population under 20,000 residents), but all eligible applicants are encouraged to apply.
- Proposals must limit salary allocation to 50% or less of the overall project budget. Exception may be given for reasonable justification.
- Proposals may request up to the *de minimus* rate of 15% of the overall project budget if a Negotiated Indirect Cost Rate Agreement (NICRA) is not established. Back up documentation for NICRA will be required to be submitted.
- Applicants must provide a 20% nonfederal match in their submitted proposals.
- Applicants must be a registered Vendor with the State of Nevada. Please note that this is a different registration than NV ePRO. Please reach out to [Vendor Services](#) to register or update your registration information with the State of Nevada.
- Applicants must be registered as a vendor in NV ePRO. Please note that this is a different registration than Vendor Registration with the State of Nevada. Applicants must ensure their account is associated with two (2) or more of the following National Institute of Governmental Purchasing (NIGP) Class Codes listed below. This ensures that grant correspondences in NV ePRO will reach your organization. For instructions on updating the associated NIGP. For more information please reach out to NevadaEPro@admin.nv.gov.
 - 924 - Educational Services
 - 926 - Ecological Services
 - 947 - Forestry Services
 - 950 – Grants, Higher Education
 - 951 - Higher Education Miscellaneous
 - 952 - Human Services
 - 958 – Management and Operation Services
 - 961 – Miscellaneous Professional Services
 - 962 – Miscellaneous Services
 - 988 – Roadside, Grounds, Recreational
 - 990 – Security, Fire Safety, and Emergency Service
- Prohibited Requests
 - Food and drink may not be purchased
 - Travel must follow U.S. General Services Administration per diem and regulations. Travel is only qualifying if it occurs in excess of 50 miles of the employee’s base work location.
 - Capacity expansion is not permitted.
 - Grant funds may not be used to purchase equipment. Equipment is identified as a tangible, nonexpendable, personal property having a useful life in excess of one year and an acquisition of more than \$5,000.



Conservation Education Grant Application, 2026

Please fill out this form and return to ndfstewardship@forestry.nv.gov
Incomplete applications will not be considered

Contact Information and Applicant Details

1. Organization Name:

2. Physical Address

Street	City	State	Zip Code

Mailing Address (if different)

Street	City	State	Zip Code

3. Point of Contact

Name	Phone Number	Email

4. Has your organization ever received a Conservation Education Grant from the Nevada Division of Forestry Before?

Yes	No	If yes, when?

5. Project Name

6. Project Location

Section 2: Indirect Cost Rate

7. Would you like to claim an indirect cost rate?

Yes (go to question **8**)

No (skip to question **11**)

8. If you responded **yes** to question 7, do you have a Negotiated Indirect Cost Rate Agreement (NICRA?)

Yes (go to question **9**)

No (skip to question **10**)

9. What is your NICRA Rate? (if awarded, you must submit a copy of your NICRA to NDF for our records. Please attach your NICRA as an appendix)

10. If you answered **no on question 10**, you may claim up to the *de minimus* rate (15% as of 2026). What rate will you be requesting?

Section 3: General Information about the Applicant Organization and Project

11. Is your organization capable of accepting a subgrant award? (Do you have the staff to successfully execute the project and conduct the necessary financial accounting?)

Yes

No

12. Will your project benefit a rural Nevada community (population under 20,000 residents?)

Yes

No

13. Will your organization use any social media, press release, or interview to advertise or promote your proposed project or portions of your project?

Yes

No

14. Will your organization create any signage, printed materials or swag to advertise or promote your proposed project or portions of your project?

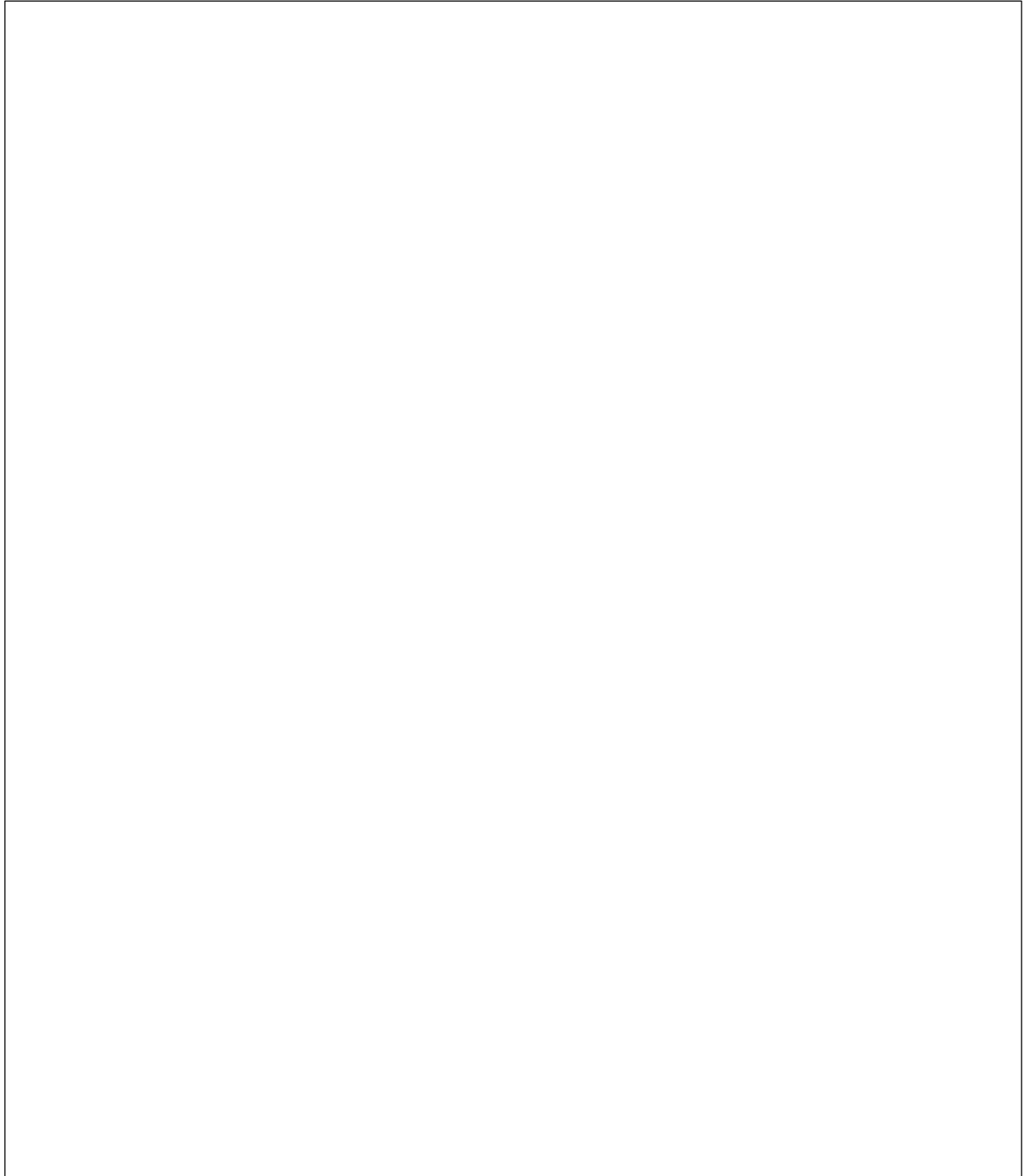
Yes

No

Section 4: Narrative

Please answer the following questions. You may submit diagrams, additional tables, pictures and up to three (3) letters of support, however, these items are not required.

1. **Needs Assessment:** In 350 words or less, identify the main community need(s). Identify how your proposed project will address those needs through conservation outreach and education.

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

2. **Goals and Objectives:** Identify the main goal(s) and specific objectives of your proposed project. Goals and objectives should be defined using the SMART framework (Specific, Measurable, Attainable, Relevant, and Time-bound)

3. **Target Audience:** In 250 words or less, please identify the intended primary and, if applicable, secondary target audiences. Describe the lessons that the target audience(s) will gain from your project.

4. **Deliverables:** In 350 words or less, describe the specific deliverables for your proposed project. Make sure that the deliverables are clearly linked to project goals and objectives. Please note that if awarded, your project's subaward will include the deliverables listed here.

5. **Timeline:** In 250 words or less, please outline the anticipated timeline of two years from the date of funding (Summer 2026). Be specific to the quarter of when anticipated expenses and events will occur. Quarters are identified as January-March, April-June, July-September, and October-December. (Note: This is a rough estimate of ideal times. The schedule can be adjusted on a case-by-case basis, with proper notification to the NDF Coordinator after the grant is awarded.)

6. **Long-term Programming and Cooperation:** In 350 words or less, describe how your project will have impact beyond the lifespan of this grant. If there are any other cooperators on this project, please describe their involvement. Please go into detail what the participants from this project will take away and have a lasting connection. How will it impact the community as a whole?

7. **Budget:** In 500 words or less, please describe the anticipated expenses and how they pertain to the needs of the project proposal. Be sure to describe or identify any match or nonmatch leverage and its source that may be used toward the grant application. Ensure that the justification for budget items align with the budget table below. Please keep in mind the rules for the budget related rules in the

Terms and Conditions including:

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Budget Table

Category	Application	Match	Non-Match Leverage	Total	Match and Non-Match Leverage Source
Personnel					
Operating/Supplies					
Equipment					
Travel					
Other					
IDC					
Total					

Budget Narrative (500 words or less)

[Empty text box for budget narrative]

Acknowledgement

I certify that the information presented above is true. I have read and acknowledge the Terms and Conditions listed above. I am submitting this application on behalf of an organization that is eligible to accept and steward grant funds. I understand that this application does not guarantee funding for my agency.

Print Name

Title

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Signature

Date

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1. Needs Assessment: In 350 words or less, identify the main community need(s). Identify how your proposed project will address those needs through conservation outreach and education.

Current word count: 118

The main community need(s) include the infringement of noxious weeds on trailheads and property lines, reduction of fuels through defensible space around properties, and limiting invasive species spread through proper best management practices. This proposed project will tackle an invasive annual grass species, *Aegilops cylindrica*, or jointed goatgrass, which is listed as an early detection and rapid response by the Nevada Department of Agriculture. We will harness the power of community volunteers, non-profit partners (Keep Truckee Meadows Beautiful), corporate sponsors (Patagonia), and government agencies (Nevada Department of Agriculture) to take direct action to remove *A. cylindrica* and promote fuels reduction as well as provide educational tools and learning opportunities, such as installation of interpretive signs and pamphlets.

2. Goals and Objectives: Identify the main goal(s) and specific objectives of your proposed project. Goals and objectives should be defined using the SMART framework (Specific, Measurable, Attainable, Relevant, and Time-bound)

Current word count: 132

The main goal is to eliminate the highly invasive *A. cylindrica* from the highly used areas of the Tom Cooke Trail near Mayberry Park and educate community members about invasive species introduction and spread.

Specific objectives include:

- 1) Educate volunteers how to identify *A. cylindrica* and how to remove it manually. This would also include identifying other noxious weeds in the area and how to remove them as well as provide resources to remove weeds on their property and increase habitat improvements. We would also offer important information through long lasting signage.
- 2) Provide community members an opportunity to get involved with their local open space and take direct action against climate change, habitat restoration, and fuels reduction.
- 3) Continue monitoring and restoration of areas denuded of invasive species to promote wildlife and ecosystem health.

3. Target Audience: In 250 words or less, please identify the intended primary and, if applicable, secondary target audiences. Describe the lessons that the target audience(s) will gain from your project.

Current word count: 184

The primary audience is Tom Cook Trail users, Patagonia workers who often use the trail, and homeowners who live adjacent to the Mayberry Park area. Secondary target audiences include those that enjoy any public lands, property owners who have any noxious weeds on their land, those who are worried about small fuels contributing to wildfires, and environmental activists who care about the ecological health of local ecosystems. These audiences will learn how to properly identify this species, as well as give useful information about terminology for plant identification that can help them with any future plant questions. The first step in treating invasive species is understanding what species you're looking at. This project will also allow for thousands of people annually to not only understand the importance of keeping invasive species out of the environment, but countless others will have the opportunity to learn about non-native plants with the trailhead signage. Invasive plants are a large problem in the state and every person who understands, even a little better, why we want to keep them out is a step toward a more sustainable landscape.

4. Deliverables: In 350 words or less, describe the specific deliverables for your proposed project. Make sure that the deliverables are clearly linked to project goals and objectives. Please note that if awarded, your project's subaward will include the deliverables listed here.

Current word count: 142

Specific deliverables are to:

- 1) Design and install an interpretive panel at the start of Tom Cooke Trail to educate trail users about invasive species and actions to take to prevent spread. This would also include installation of boot brushes and pamphlets to learn more about jointed goatgrass and WSCD.
- 4) Host 2-3 community volunteer days in tandem with Patagonia, Nevada Department of Agriculture, and Keep Truckee Meadows Beautiful to remove jointed goatgrass from alongside trails, as well as remove other invasive species such as medusahead and noxious thistles.
- 5) Follow up on manual removal as seen fitting, either through 1. More manual removal through community volunteer days or with staff, 2. Apply herbicide (pre-emergent in fall and/or foliar in spring), or 3. Seed native plants (grasses and forbs that occur naturally in the area) in open spaces where noxious weeds were once present.

5. Timeline: In 250 words or less, please outline the anticipated timeline of two years from the date of funding (Summer 2026). Be specific to the quarter of when anticipated expenses and events will occur. Quarters are identified as January-March, April-June, July-September, and October-December. (Note: This is a rough estimate of ideal times. The schedule can be adjusted on a case-by-case basis, with proper notification to the NDF Coordinator after the grant is awarded.)

Current word count: 198

January - March 2027: The interpretive panel which will be installed at the front of Tom Cooke Trail and subsequent boot brushes and pamphlets will be designed and ordered no later than February 2027.

April - June 2027: The ideal time to treat *A cylindrica* is in the late spring prior to the plant going to seed. With this in mind, the WSCD proposes 2 volunteer weed removal events to take place in late April to May of 2027. This will allow the plant to mature enough for easy identification by volunteers.

July - September 2027: The interpretive panel will be finished and installed in the park.

October - December 2027: Depending on manual removal success, we will follow up with either application of a pre-emergent herbicide to prevent further germination of jointed goatgrass or broadcasting native seeds to replace areas where invasive species existed.

January - March 2028: Depending on manual removal success, we will do a follow-up with foliar spot treatment of early germinating jointed goatgrass and other noxious weeds.

April - June 2028: 2 additional volunteer weed removal events will be held to remove any existing jointed goatgrass and other noxious weeds.

July 2028: Final report will be submitted to NDF.

6. Long-term Programming and Cooperation: In 350 words or less, describe how your project will have impact beyond the lifespan of this grant. If there are any other cooperators on this project, please describe their involvement. Please go into detail what the participants from this project will take away and have a lasting connection. How will it impact the community as a whole?

7. Budget: In 500 words or less, please describe the anticipated expenses and how they pertain to the needs of the project proposal. Be sure to describe or identify any match or nonmatch leverage and its source that may be used toward the grant application. Ensure that the justification for budget items align with the budget table below.

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