

# 2016 Shooting Range Development Grants Application Packet



## Deadline for Applications

Completed grant applications must be received or postmarked by January 15, 2015. Late submissions will not be accepted. Submit your application to:

Arizona Game and Fish Department  
Statewide Shooting Range Administrator  
5000 West Carefree Highway  
Phoenix, AZ 85086-5000

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The Arizona Game and Fish Department (AGFD) prohibits discrimination on the basis of race, color, sex, national origin, age, or disability in its programs and activities. If anyone believes that they have been discriminated against in any of the AGFD's programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the AGFD Director's Office, 5000 West Carefree Hwy., Phoenix, AZ 85086 (602) 942-3000 or U.S. Fish and Wildlife Service, 4040 N. Fairfax Dr. Ste. 130, Arlington, VA 22203. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, or this document in an alternative format, by contacting the AGFD Director's Office, 5000 West Carefree Hwy., Phoenix, AZ 85086, (602) 942-3000. Requests should be made as early as possible to allow sufficient time to arrange for accommodation.



## Arizona Game and Fish Department Shooting Range Development Grants

The Arizona Game and Fish Commission created the Shooting Range Development Grant Program in 1996 to encourage the development and improvement of shooting ranges and to support their maintenance and operation. This program provides support for the Department's Hunter Education, Archery Education and the Scholastic Clay Target Programs (SCTP), encourages hunters to become more proficient with firearms, promotes safe hunting and shooting practices, provides Arizona residents with safe shooting areas and supports law enforcement training.

The Commission provides grant funds annually as authorized by the Legislature; granting or denying funds is at the discretion of the Commission. All partnerships, leases and cooperative ventures entered into are granted according to law and to the rules and regulations of the Commission.

**Shooting range program goals:** To provide an environment for public enjoyment of the shooting sports that emphasizes safety, hunter education, firearms and public safety training, hunter sight-ins, juniors and new shooter education, and to be responsive, responsible members of ranges' host communities. Our management priorities are safety, sound administration and operation, sanitation and community relations. "Shooting" includes archery, archery ranges and archery programs which are eligible for commission grants.

### Questions not answered in the application packet

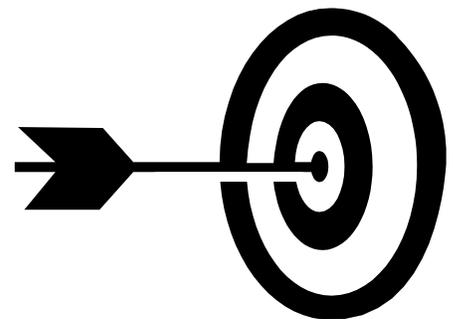
If you have a question about the grant program or any of the application materials that is not answered in this packet, contact the Arizona Game and Fish Department's Statewide Shooting Range Administrator at 623-236-7395.

### Who is eligible?

Groups such as sportsmen's clubs and governmental agencies are eligible to participate; if the applicant is not a government agency or the property of the shooting range is not held by a government agency, the organization should demonstrate five years of successful range operation. Grants are for shooting ranges providing public access to recreational shooting. To satisfy the public access requirement for the range grant, the range must post the time and days the facility is open to the public. Privately-owned for-profit ranges are not eligible for this program.

Applicants must have liability insurance. The preferred applicant will demonstrate at least 10 years of land tenure by deed or lease, and must have appropriate zoning which will cover the life of the project.

Applicants who have unfinished prior grant projects or defaulted on a previous grant are not eligible to apply.



## How to apply

You must use the forms supplied in this packet, and must include all documentation at the time you submit your application. Incomplete or late applications will not be considered for grants.

**Two complete sets (the original and one copy)** of the application and supporting documentation on letter sized 8.5 x 11 paper must be submitted. Faxed or electronic applications will not be accepted.

## Deadline

Grant applications must be received or postmarked on or before January 15th. Submit your application to:

Arizona Game and Fish Department  
Statewide Shooting Range Administrator  
5000 W. Carefree Highway  
Phoenix, AZ 85086

By submitting an application, the applicant certifies that:

- Proposed projects are in compliance with all applicable federal, state, county, and municipal laws, regulations and ordinances.
- The project will be undertaken if a grant is awarded.
- The project meets eligibility criteria and applicants are eligible to submit an application.
- The project is on a shooting range open to the public.
- The applicant should secure a match of 50% for the total project cost.

## Grant requirements and limitations

1. It is up to the Arizona Game and Fish Commission to determine how much money is available each year, but generally the total is \$100,000. The maximum grant award is \$50,000 per project.
2. Grant funds are used for eligible project expenditures up to 50% of the total cost. Grants can be matched with cash, with donated labor and materials, or with land.
3. Projects for development, redevelopment, relocation, noise abatement, improvements and purchases of capital equipment must have an expected useful life of five (5) or more years.
4. Acceptance of a grant requires that the range be made available for Arizona Game and Fish Department Hunter Education, hunter recruitment efforts, archery programs, and the Scholastic Clay Target Program (SCTP) activities.
5. The range should have a history of operation for at least five years unless owned or managed by a government agency.



## Rules for completing grant projects



1. Each project must be completed within 18 months with the initial amount awarded. Work must begin during the first fiscal year of the grant, and work and billings must be completed within 18 months of the grant agreement signing date. Project completion dates may not be extended based on fund availability.
2. The applicant must account for all expenditures using the Expenditure Record Form. Expenditures that are inadequately supported, are made outside of the project period, or are for ineligible items will not be reimbursed and funding will be returned to the Department.
3. Work may not begin until a *notice to proceed* has been issued by the department. This includes contractor selection or site work.
4. Throughout the development of a project, the applicant shall submit *quarterly progress reports*. The department may conduct periodic on-site inspections to evaluate progress.
5. Completed projects must be maintained for use by the public for 10 years after completion and are subject to department inspection during that period.
6. Grant recipients must acknowledge the Arizona Game and Fish Department in materials distributed to the public for the life of the project. When the project involves development or renovation, a permanent sign shall be installed which credits the Arizona Game and Fish Department and provides the time and days the facility is open to the public; the cost of the sign may be included in the grant application but the applicant is responsible for maintenance and / or replacement of the sign.
7. Plans for buildings, structures or projects that will be inhabited must be certified by an Arizona registered architect or engineer before being submitted as part of your application. The architect or engineer who developed the plans will be required to furnish the department with a statement that the project has been inspected and that it complies with the plans and specifications, and with building codes.
8. The Department will consult with the Department's Project Evaluation Program to ensure environmental and cultural compliance for approved projects. If the environmental review finds adverse impacts to the environment, applicants will have an opportunity to submit a modification or make other corrective action.
9. If a project requires any type of ground disturbance a State Historical Preservation Office (SHPO) Certification is required. Contact the Department's Statewide Shooting Range Administrator with any questions regarding SHPO requirements.

## What kinds of projects are eligible?

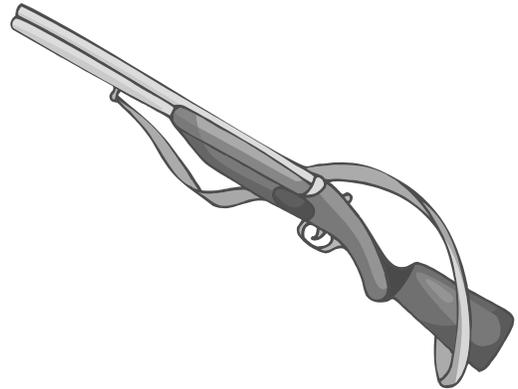
Projects should be designed according to standards contained in the most current edition of the National Rifle Association's *Range Source Book, a Guide to Planning and Construction*.

### Examples of eligible shooting range projects:

- Development, redevelopment, relocation
- Noise abatement structures
- Land preparation
- Construction of backstops and safety berms
- Sky and noise baffles
- Air filtration systems for indoor ranges
- Lead recovery systems
- Storm drainage systems
- Shooting pads, stations and covers
- Electrical, water and sewage systems
- Training, storage and clubhouse facilities
- Sanitary facilities
- Access roads and parking lots
- Security or safety fencing and gates
- Target holding systems
- Signage

### Examples of projects **not eligible** for grant funding:

- Target and target frames
- Engineering and design documents and plans
- Audio and visual equipment
- Personal protective equipment
- Hearing and blood testing



## How grant applications are scored

Grant applications are scored by a panel of five department employees; with each employee submitting a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria. There are six criteria categories, with four (4) categories worth a maximum of 20 points and two (2) categories worth a maximum of 10 points. The maximum number of points any one application can receive is 100, with 100 representing a proposal that meets all the criteria and is considered worthy of funding.

An example of a grant scoring sheet is on page 8.

It is possible for more than one application to be considered worthy of funding and therefore it is possible that not enough money will be available to fund all projects in a given year. In that case, members of the panel will attempt to reach consensus on the proposals recommended for funding. Applicants may be asked if the project can be completed if only partial funding is granted.

Applicants who do not receive funding in one grant cycle may be invited to re-apply another year.

Final grant awards are determined by the Arizona Game and Fish Commission at its June meeting. Challenges to the awards must be made in writing to the Arizona Game and Fish Department director, and will be resolved by the director.

## **DEFINITIONS**

- A. “COMMISSION” means the Arizona Game and Fish Commission.
- B. “COMMISSION AWARD” is the amount of the Shooting Range Fund allocated to the Participant for cash expenditures on the project.
- C. “DEPARTMENT” means the Arizona Game and Fish Department, and its Statewide Shooting Ranges Project.
- D. “MATCHING SHARE” means the Participant’s share to total project costs in the form of cash, donations of equipment, materials, land acquisition, and labor, which shall equal or exceed the Commission’s Award.
- E. “POLICY” means Commission Policy A2.19, Shooting Range Development.
- F. “PARTICIPANT” means the agency, county, municipality or group which is an eligible applicant and recipient for a matching fund grant.
- G. “PROJECT” means the work proposed by the Participant in the Grant Application and approved by the Commission.
- H. “PROJECT PERIOD” means the period of time in which all approved work and related expenditures are to be accomplished by the Participant.
- I. “SHOOTING” means firearms and archery equipment.
- J. “SHOOTING RANGE FUND” means those funds appropriated by the legislature and made available to the Commission for award to Participant for development of shooting range.

## Shooting Range Development Grant Scoring Sheet

Reviewer name		Date of review	
Proposal # and title			
<b>Score sheet</b>			
<b>Criterion</b>	<b>Max. points</b>	<b>Reviewer score</b>	
Improves range safety and / or security through the addition of or improvements to berms, backstops, fences and lighting.	20		
Increases public usefulness of the range through the addition of or improvements to berms and ancillary structures, access or public facilities.	20		
Supports hunter education, law enforcement training, SCTP, Hunter Recruitment, firearms safety education for the public or introduces newcomers	20		
Property has at least ten-years of land tenure by deed or lease or is owned by a governmental agency.	20		
Supports shooting sports through the construction of new ranges in underserved or high-demand communities.	10		
Benefits the community through design improvements, noise abatement, lead management programs or signage improvements.	10		
<b>TOTAL POINTS</b>			
<b>Scorer recommendation (check only one)</b>			
<input type="checkbox"/>	I support funding this project for the following reasons.		
<input type="checkbox"/>			
<input type="checkbox"/>	I support this project but give other proposals a higher priority for funding. (Name the other proposals).		
<input type="checkbox"/>			
<input type="checkbox"/>	I support this project with reservations and recommend the following stipulations. (State stipulations)		
<input type="checkbox"/>			
<input type="checkbox"/>	I do not support this project. (Give reason)		
<input type="checkbox"/>			

# APPLICATION MATERIALS

The following pages contain the information and documents you will need to submit with your application.



Fill out and print this page and place it on the cover of your application.

<b>Arizona Game and Fish Commission Shooting Range Development Grants</b>		<i>Department use only</i>	
<b>Application cover page</b> <i>Please type or print</i>		<b>Application #</b>	
		<b>Date received</b>	
		<b>Grant year</b>	
Organization name			
Project title			
Total project cost	\$	<i>Maximum grant award is 50% of total actual project cost.</i>	
Total Grant Amount Requesting	\$		
Brief description of the project			
Project start date		Project end date	
Contact person for this application			
Mailing address			
Telephone		Fax number	
Email address			
<b>Shooting Range information</b>			
Name of range			
Name of range manager		Phone Number	
Email address of Manager or contact			
Mailing address of range or general range location			
Legal description			
	<i>Quarter</i>	<i>Section</i>	<i>Township</i>
			<i>Range</i>
I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of the Arizona Game and Fish Department. I acknowledge that failure to meet the requirements of the grant program will result in the forfeiture of grant funds.			
Signature of person who prepared the application			Date
Printed name of individual above			
Signature of the president of the applicant organization			Date
Printed name of individual above			

## Application checklist

A completed application checklist must accompany your grant application. Copy or remove this page, then initial each item you have attached to your application. Incomplete applications are ineligible for funding.

- Application cover page
- Checklist
- Project description
- Project plans
- Reasonable public access and fees
- Range master plan
- Location map
- Public benefit information
- Budget worksheet
- Insurance certificate
- Board resolution in support of the application
- Arizona GAO-W-9 form
- Control and tenure statement
- State Historical Preservation Office (SHPO) Certificate
- Two complete sets of the application and support documents

## Grant Application Requirements

### 1. Application cover page.

Use the cover page included with the application packet.

### 2. Application packet checklist.

Application missing the checklist will not be eligible for grant.

### 3. Project description.

Application must include a general description of the project including the existing condition of the range and how the project will improve it. An estimated population of the service area, how many people use the range and how frequently it is used. Also include:

- a. A schedule of deliverables. What are the end products and when will the project be completed? What types of shooting sports will benefit?
- b. An explanation of why the project is needed and what public groups will benefit.
- c. What, if any, special benefits that will result from the project such as improved safety, multiple-use opportunities, better access for disabled or elderly, water or energy conservation or improved cleanliness.
- d. A description of how your organization will pay for the project. Be sure to identify sources of financing or donations. Partnerships are encouraged.
- e. A plan to inform the public of the range improvements and a description of how the Department will be credited if receiving a grant.
- f. Community support your organization has received for the project.

### 4. Project plans.

Attach a sketch or drawing of the proposed project. Grant recipients will be required to submit formal plans before construction may begin.

### 5. Reasonable Public Access and Fees

The shooting range is required to provide reasonable public access and may charge a nominal fee to participate. Provide the days of the week and hours the range is open to the public and fees (if any) being charged.

### 6. Master plan.

The master plan should show all existing and proposed range features and improvements such as roads, trails firing lines, clubhouses, parking areas, fences, wells, storage buildings, etc. Highlight features that will be affected by the proposed project. Submit drawings on standard letter size 8.5 x 11 paper.

**7. Location map.**

Use a state highway or similar map to show the general location of the range. Show the nearest community, any development or proposed access, points of service and roads. Include any existing developments, such as housing developments, roads, trails or campgrounds that could affect the usefulness of the proposed range or range project.

**8. Public benefit information.**

Projects that provide significant public benefit score higher and are more likely to receive funding.

- a. Does the project support the Department’s Hunter Education Program, SCTP, recruitment and retention programs and help hunters become more proficient with firearms? Does it promote safe hunting and shooting practices? Does it support law enforcement training? How?
- b. How does the public access the range to shoot? What hours and facilities are open to non-members? What are the fees for members and non-members? What supervision is provided for public shooting? How many public shooters use the range each year?
- c. What programs does the range provide for junior shooters or to encourage new shooters from the general public? What is done to make new shooters feel welcome? How does the public know about the range and its activities? What educational activities does your organization conduct or sponsor?
- d. What programs do you have for firearms safety, hunter education, hunter sight ins or archery training?
- e. Does the range host any competitive events and encourage spectator participation with these events?
- f. How will the proposed project improve safety, enhance operations, improve sanitation or help the range be a better member of the community?

**9. Budget worksheet.**

The application must include a completed budget worksheet. (Included with the packet)  
Include any other organizations that are providing funding for this project.

**10. Insurance certificate.**

Attach a current copy of liability insurance certificate.

**11. Board resolution in support of the application.**

Use the form included in the application packet. Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization’s governing board. All resolution forms must be attested to by the organizations secretary or officer and notarized.

**12. Arizona GAO-W9 form.**

Application must contain a completed Arizona Department of Administration GAO-W9 form, also called an Arizona Substitute W-9 Form. The form can be found by visiting [www.goa.state.az.us/vendor](http://www.goa.state.az.us/vendor) or by calling the Arizona Department of Administration at (602) 542-5405.

**13. Control and tenure statement.**

Projects funded through the Shooting Range Development Grants Program must be located on land which the applicant owns or manages. The application must include one of the following documents:

- a. A copy of the legal document showing title in the name of the applicant and legal description of the property.
- b. A copy of the license, lease, special use permit, intergovernmental agreement or other appropriate official document, showing terms of agreement and the legal description of the property.

**14. State Historical Preservation Office (SHPO) Certificate**

Application must include a completed AGFD SHPO Certificate (included with the packet)

**15. Two complete sets (original and one copy) of the application and support documents.**

**AGFD SHPO Certification**

This certification is required by regulations implementing the State Preservation Act (A.R.S. § 41-861 through 42-864), effective July 24, 1982. It is understood that recipients of state funds are required to comply with this law throughout the project period. The State Historic Preservation Act mandates that all State agencies consider the potential of activities or projects to impact significant cultural resources. Each State agency is required to consult with the State Historic Preservation Officer with regard to those activities or projects that may impact cultural resources.

**PROJECT TITLE** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Please answer the following questions which provide information on the potential of the project to impact cultural resources:

Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

Are there any known prehistoric and/or historic archaeological sites within the project area that have the potential to be disturbed by the proposed activity?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older within the project area that have the potential to be disturbed by the proposed activity?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If you have answered "NO" to all of the above questions, please sign on the line below certifying that the activity or project is in compliance (and will remain in compliance throughout the project period) with the State Historic Preservation Act.

\_\_\_\_\_  
Authorized Signature/Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

If you have answered "YES" to any of the above questions you must complete the "SHPO Information Form" and follow the directions on the back of this certification. Forward copies of all information requested to the Arizona Game and Fish Department. **All original copies should be submitted with the application to the Arizona Game and Fish Department. DO NOT FORWARD THIS FORM TO SHPO!**

**SHPO Information Sheet**

If you answered yes to question #1 on the SHPO Certification page, please attach a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected.

Identify the total project area acreage involved: \_\_\_\_\_

Please comment on the condition of the current ground surface within the entire project boundary area (i.e., is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Attach extra sheets if more space is needed.

\_\_\_\_\_

Has the project area been previously surveyed for cultural resources by a qualified Archaeologist?

\_\_\_\_\_ yes \_\_\_\_\_ no

**If yes, applicant must submit a copy of the Archaeologist's report.**

Identify the Landowner (Note: if a Federal Agency is involved, they must consult with SHPO pursuant to the National Historic Preservation Act).

\_\_\_\_\_

Project location: \_\_\_\_\_  
(Township, Range, Section and quarter/quarters)

**Applicant must provide a USGS topo quad map scale 1:24,000 7.5 minute, with the project area pinpointed/drawn in.**

Please submit a copy of both sides of this sheet (SHPO Certification and SHPO Information Sheet) with your grant application package. **In addition to the forms needed for application, submit one extra copy of the completed G2 and G4 forms along with one extra copy of the location map/drawings to be used for SHPO clearance.** The Arizona Game and Fish Department will forward forms to the State Historic Preservation Office for their approval. Arizona Game and Fish Department must receive a signed SHPO Certification form or letter from the State Historic Preservation Officer before funds can be released.

**FOR SHPO USE ONLY**

SHPO Finding:

- \_\_\_\_\_ Funding this project will not affect historic properties
- \_\_\_\_\_ Survey necessary – further GRANTS/SHPO consultation required (*grant funds will not be released until consultation has been completed* )
- \_\_\_\_\_ Cultural resources present – further GRANTS/SHPO consultation required (*grant funds will not be released until consultation has been completed*)

SHPO Comments:

For State Historic Preservation Office \_\_\_\_\_ Date \_\_\_\_\_

## Budget Worksheet

Use this worksheet to develop a cost estimate. Additional categories may be used if needed.

<b>Project Title:</b>			
<b>Organization:</b>			
	<b>Estimated costs</b>	<b>Organization dollars (Cash Dollars Dedicated to the Project)</b>	<b>Value of donated services and supplies</b>
	<i>This column should contain estimates of all project costs.</i>	<i>Organization dollars and donated services and supplies must equal 50% of the total project cost.</i>	
<b>Planning/development</b>	\$ _____	\$ _____	\$ _____
<b>Equipment</b>	\$ _____	\$ _____	\$ _____
<b>Construction</b>	\$ _____	\$ _____	\$ _____
<b>Labor</b>	\$ _____	\$ _____	\$ _____
<b>Supplies</b>	\$ _____	\$ _____	\$ _____
<b>Other</b>	\$ _____	\$ _____	\$ _____
<b>Total project cost</b>	\$ _____		
<b>Total organizational dollars and donations</b> (Must Equal or Exceed 50% of Total Project Cost)	\$ _____ =	\$ _____ +	\$ _____
<b>Grant Request</b> (Not to Exceed 50% of the Total Project Costs)	\$ _____		
Please tell us if any other organizations are providing funding for this project.			

## Board resolution in support of the grant application

*Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.*

**Resolution** of the \_\_\_\_\_  
(organization's governing body)

**Resolution No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approving the application to the Arizona Game and Fish Department for a Shooting Range Development Grant for **project title:** \_\_\_\_\_

WHEREAS, the Arizona Game and Fish Commission under A.R.S. § 17-231.4 has authorized the establishment of a Shooting Ranges Development Policy providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, the Arizona Game and Fish Department has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under the policy; and

WHEREAS, the application procedures require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance

NOW, THEREFORE, BE IT RESOLVED that this board hereby:

- Approves the filing of an application for a shooting range development grant; and
- Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all procedures, guidelines and requirements of the Arizona Game and Fish Department as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Arizona Game and Fish Commission; and

\_\_\_\_\_ is authorized to act on behalf of this organization by conducting negotiations,  
(Name of project coordinator)  
and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of a shooting range development project. **PASSED, ADOPTED AND APPROVED.**

By signing below, I certify that I am the duly appointed and qualified \_\_\_\_\_ of the  
(title of your office)  
\_\_\_\_\_ and certify that the foregoing resolution is true, correct and was passed and  
(name of your organization)  
adopted at a regular meeting of the board, held on \_\_\_\_\_ at which a quorum was present.  
(date of the meeting)

Signature of office holder		Date
Printed name and title of individual above		

Notary's seal and information