

# TARGET RANGE GRANT PROGRAM GUIDE

## Contents

Overview .....	2
Purpose.....	2
Acronyms .....	2
Eligible Applicants .....	3
Target Range Program Activity Schedule – 2018 .....	4
Administrative procedures for applying for grant funding .....	5
Grant Conditions.....	6
Specific Exclusions from the Grant .....	7
Frequently Asked Questions .....	7
Summary of Guidelines, Compliance Information and Links .....	7
Texas Parks and Wildlife Invoice Template .....	9

## TPWD MISSION STATEMENT

*To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing, and outdoor recreation opportunities for the use and enjoyment of present and future generations.*

## TARGET RANGE GRANT PROGRAM OVERVIEW

### Overview

Administered by the Texas Parks and Wildlife Department (TPWD), the Target Range Grant Program (TRGP) provides grants for the construction and enhancement of new or existing target range facilities in Texas. Funding for the program is provided by the Pittman-Robertson Wildlife Restoration Act through the United States Fish and Wildlife Service (USUSFWS).

Grant applicants must complete procedures as outlined in the grant application and, if approved and accepted, will be required to sign a Target Range Agreement (TRA) with TPWD for a term of 25 years. The TRA assures that the project will comply with applicable state and federal requirements of the program. Once agreements are signed, and compliance documentation is approved, applicants can commence with the construction of projects and submit quarterly invoices to the department for a reimbursement of up to 75 percent of approved services/materials/in-kind donations used in the construction or enhancement of the facility. Grants are selected based on the availability of federal funds and a cumulative score based on specific criteria set forth in the target range grant application.

### Purpose

The purpose of the Target Range Grant Program is to provide the public with safe and accessible shooting facilities that align with Texas Parks & Wildlife Department activities and programs. Furthermore, the intent of the program is to build partnerships within the target range community, enhance recreational opportunities for shooting sports and offer hunters with regional locations to hone their shooting skills.

The Target Range Grant Program also provides the following benefits:

- Improves outreach and educational opportunities for the public
- Identifies partnerships between local applicants and other programs within TPWD
- Seeks to increase the number of participants served regionally
- Maximizes the use of funds for direct reinvestment into shooting opportunities
- Rewards long term commitment of applicant resources and relationships
- Ensures applicant performance on open grants and compliance on contracted agreement
- Increases use of TPWD programs and facilities through awareness
- Rewards the promotion of Hunter Education activities

### Acronyms

ADA	Americans with Disabilities Act
DUNS	Data Universal Numbering System, developed by Dun and Bradstreet Inc.
GAAP	Generally Accepted Accounting Principles
NEPA	National Environmental Policy Act
NRA	National Rifle Association
RFP	Request for Proposals
TPWD	Texas Parks and Wildlife Department
TRA	Target Range Agreement
TRC	Target Range Coordinator
TRSC	Target Range Scoring Committee
USFWS	United State Fish and Wildlife Service

## Eligible Applicants

Eligible entities applying for target range funding must sign a term contract with the department if approved. Eligible activities include construction of ranges (firearm or archery), hunter education classrooms, roads, parking areas, rest rooms and storage areas. All construction must comply with ADA requirements. Ranges **must be accessible to the public and must provide hunter education** programs as part of their operation.

Applicants should refer to the Target Range Scoring Criteria for communicating construction project specifics within their project applications. Scoring Criteria is found within the Target Range Grant Application online at following address: <http://tpwd.texas.gov/education/hunter-education/shooting-sports-opportunities/targetrangegrants>

All grant applications submitted to the department are reviewed, evaluated for project eligibility, and prioritized according to their individual scores.

### Eligibility Requirements:

- Projects must be for the construction of or enhance to a archery or shooting range facility in Texas
- Shooting facilities must remain accessible to the general public on a regular basis
- Application includes commitment by one or more project operators or sponsors to assume all operation and maintenance costs for the life of the project or at least 25 years
- Project applicant agrees that federal funding is not being received from any other source for the same specific project purpose
- Applicants must have liability insurance unless not required by law
- Applicant must be willing to sign a Target Range Agreement (TRA) with TPWD
- Property has at least 25 years of land tenure by deed or lease or is owned or held in public trust by a municipality, county agency, state or federal government
- Preference will be given for municipal, county, or other lands held in public trust
- COMPLETE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) FEDERAL COMPLIANCE.

Participation in and compliance with the requirements of the TRGP can be complex. Projects that cannot meet these requirements should consider alternate funding sources.

## Target Range Program Activity Schedule – 2018

### March Actions

- Request for proposals (RFP) opens March 15th, and is available on the TPWD website for 45 days:
- The RFP closes after 45 days on April 28th. We will not accept handwritten applications; rather, please print, scan and send the Target Range Grant Application by email to [education@tpwd.texas.gov](mailto:education@tpwd.texas.gov).
- Applicants must follow the provided application format and be prepared to research and understand state contract and federal grant guidelines.
- TPWD receives the yearly final apportionment letter from USFWS.

### April/May Actions

- TRC organizes applications and submits them to the Target Range Scoring Committee for review/scoring.
- The Scoring Committee scores all projects using the Scoring Rubric for Target Range Projects found in the application.
- The Scoring Committee provides scores to the coordinator.
- Projects are selected based on scores AND funds availability.

### June Actions

- The Target Range coordinator emails applicants notifying them of project acceptance or denial.
- Accepted applicants proceed with the environmental compliance process.
- The Target Range coordinator schedules site visits and pre-construction meetings.
- Target Range coordinator conducts trainings on requirements of the program, and sets expectations concerning timing for various phases.
- The Target Range coordinator submits projects to the Federal Aid Coordinator for processing and award letter.

### July Actions

- USFWS returns award letters with new projects added.
- The Target Range coordinator schedules Target Range Agreement contract walk-downs with each project.

### August Actions

- Projects wrap-up NEPA compliance (dependent on complexity) and TPWD submits to USFWS for review and concurrence. This is a minimum six-week federal process.
- Individual project construction begins only AFTER receipt of a concurrence letter from the USFWS Region II, indicating concurrence with NEPA compliance for the project.
- Projects begin construction and submit invoices according to the invoicing schedule outlined in the contract.
- Projects are required to sign the Target Range Agreement approving construction activity before construction can begin.

## Administrative procedures for applying for grant funding

Applications submitted by the deadline are identified for eligibility and reviewed by the Target Range Grant Program's Grant Scoring Committee. Application reviews take approximately three to four weeks to complete from the end of the grant request deadline. This timeline is important to **take into account when planning your project and preparing an application. Federal funding is an inherently challenging process with several complex and integral elements. Applications should be written for a one to two-year project. Projects must start within 6 months of receiving the Notice to Proceed to Construction (phase III) by TPWD. Applications written for more than two years will be ruled ineligible. A complete application is required for consideration of funding and incomplete grant packages will be returned to the applicant.**

### Application

- Application for Target Range Grant Program
- One copy of "appraisals" to be used as in-kind matching if applicable
- IRS notice of non-profit status if applicable
- DUNS number for the business entity

#### **Application documents include:**

- Project narrative/ statement
- Budget form (part of project statement): A completed budget information form, including estimates of the NEPA compliance review.
- Budget justification.
- Federally-funded equipment list: If Federally-funded equipment will be used for the project, a list of that equipment broken down by individual line item cost.

**\*NOTE\* Failure to provide complete information may cause delays, postponement, or rejection of the application.**

### Pre-construction - preparation and signing of TRA

- TPWD Target Range Coordinator (TRC) will notify approved grant awardees and sets up a pre-inspection visit with the appropriate range owners/operators/applicants and/or their designees within 2 - 3 weeks of notice to proceed
- During pre-inspection site visit, TRC will take photos and complete an inspection report documenting needs and issues relating to grant approval
- Single Audit Reporting statement: If a U.S. state, local government, federally recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements will be required.
- SF 424 Assurances form: Signed and dated SF 424B or SF 424D Assurances form.
- Environmental Assessment NEPA compliance- One copy of environmental assessment, to include a Biological Assessment statement (if applicable) to TPWD Target Range Coordinator.
- Cultural Resource Assessment SHPO concurrence- One copy of a cultural resource assessment statement to TPWD Target Range Coordinator.

### Construction

**Construction Documents may include, but are not limited to the following:**

- Construction Plans & Specifications due to TPWD Target Range Coordinator
- Certification Regarding Debarment
- Insurance - One copy of Insurance Policy
- Corps of Engineers Permit - (Construction and development projects only) - When a target range fund project involves dredging, filling, dumping, construction of structures and other actions on, across or near navigable waters and wetlands, under the jurisdiction of the Corps of Engineers, a Corps of Engineers Permit is required

### **Financial Compliance and Invoicing**

- TPWD TRC obtains appropriate TPWD approved invoice template (see attached pg. 9) and brief applicants on the relevant invoicing schedule and proper billing procedures
- TPWD TRC receives quarterly billings for reimbursement and reviews for eligibility of projects and payments, proper purchasing compliance, totals and problem statements
- TPWD TRC sends billings to the appropriate TPWD financial accountants/auditors/budget teams to review for compliance and calculate reimbursements on the 75/25 split of the total costs that are submitted

### **Post-Construction - Grant Close Out**

- TPWD TRC will monitor project completion and schedule post-construction reviews prior to the last payment being made. If approved, TPWD grant staff notifies financial staff to execute final payment.
- TPWD TRC will assess if applicant wishes to continue with additional project phases and instructs applicant to send TPWD new project narrative/cost estimates and a letter of intent to apply for additional funds by the June 15th deadline
- TPWD holds final 10% (retainage) payment until post-construction inspection is made and project completion is approved by TRC
- TPWD TRC or regional TPWD Hunter Education staff will work to ensure that the proper signage and hours of operation are posted at or near the front entrance to the range or the project site –recognizing the assistance from TPWD and USFWS for the duration of the 25 year term.

#### **Post-construction documents include:**

- Program Acknowledgement via signage
- Target Range Activity Log Record – records participant involvement at the range, including hunter education courses/classes taught
- Target Range Activity Summary and Reporting Schedule - All ranges annually - by September 15 for the Sept. – Aug. fiscal year

## **Grant Conditions**

If application is approved, the Applicant will be required to sign a Target Range Agreement (TRA) containing the terms and conditions upon which funds will be released.

Any expenditure incurred prior to the Target Range Agreement (TRA) start date will not be eligible for cost-share reimbursement unless pre-approved and included in the TRA terms.

**Grant funds will be distributed as a partial reimbursement for funds used to construct or enhance an approved target range facility. Receipts and invoices submitted to the department must follow the agreed-upon invoice schedule that is set forth in the TRA.**

The Applicant shall maintain all accounting records pertaining to this agreement in accordance with Generally Accepted Accounting Principles (GAAP) and shall make all relevant records, documents and reports available to TPWD for the purpose of audit examination if requested by TPWD.

Grant recipients will ensure that signage (specifications provided by TPWD) will be placed and displayed on site at all development projects from the time construction begins until construction is complete.

Grant recipients will ensure that a permanent plaque/sign (specifications provided by TPWD) crediting the appropriate groups for the funding of the project is installed once the project is complete.

TPWD shall have the right of ingress and egress to and from the project area for the purpose of inspecting and determining project compliance with state and federal requirements.

## Specific Exclusions from the Grant

Law enforcement activities and public relations are not eligible under the Act.

## Frequently Asked Questions

### Do you require matching funds?

Matching funds are required for applicant contributions to the project at no less than 25% of the total project cost. Contributions can include in-kind, volunteer time and available funds and must be supported by proper documentation.

### What is auditable proof of contribution?

Applicants must provide documentation to support contributions listed in the budget summary. This will include letters of commitment from partners and the resolution from the applicant stating monetary value of contribution or match. If awarded a grant, proper documentation must be maintained up to three years of the official closing date.

### How do I document volunteer labor?

Applications must include a partnership letter from the volunteer, identifying name, title and what the individual is volunteering for or the service they will provide. An equation that shows the value of per hour costs plus any insurance or benefits that are paid to the volunteer as part of the normal employment of the individual. If a partnering organization is providing several volunteers then a letter from that organization is sufficient, but individual costs need to be broken out per individual. If the volunteers are part of the applicant's organization, then this information can be included in the project statement.

### Can funds be used for training programs?

The Target Range Grant Program is designated to be used for target range development activities. Training programs will not be considered, any participation in training programs is at the sole cost of the individual. Training and research projects will not be funded.

**Can funds be used to pay indirect/overhead expenses?** No. Indirect expenses will not be reimbursed.

**Do we need to do the budget summary just like the example in the application packet?** Yes. Improperly completed budget summaries may be ruled ineligible.

Additional questions can be directed to TPWD Target Range Coordinator at [Renan.Zambrano@tpwd.texas.gov](mailto:Renan.Zambrano@tpwd.texas.gov)

## Summary of Guidelines, Compliance Information and Links

### TPWD's Vendor Invoice – GA123

<http://tpwd.texas.gov/business/grants/>

### U.S. Department of Homeland Security's E-Verify system

<http://www.dhs.gov/how-do-i/verify-employment-eligibility-e-verify>

### State Property Accounting (SPA)

[https://fmx.cpa.state.tx.us/fmx/pubs/afrrptreq/cap\\_assets/index.php?section=controlled&page=controlled](https://fmx.cpa.state.tx.us/fmx/pubs/afrrptreq/cap_assets/index.php?section=controlled&page=controlled)

### Uniform Grant Management Standards (UGMS)

[www.governor.state.tx.us/files/state-grants/UGMS062004.doc](http://www.governor.state.tx.us/files/state-grants/UGMS062004.doc)

### 2 CFR Chapter I, Chapter II, Part 200 (UGG)

<http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

<http://www.USFWS.gov/grants/>

**Dun and Bradstreet, Inc. (DUNS)**

<http://fedgov.dnb.com/webform>

**Environmental Protection Agency (EPA) Best Management Practices for Lead at Outdoor Shooting Ranges**

<http://www2.epa.gov/lead/best-management-practices-lead-outdoor-shooting-ranges>

**Texas Historical Commission (THC)** <http://www.thc.state.tx.us/project->

[review/how-thc-reviews-projects](http://www.thc.state.tx.us/project-review/how-thc-reviews-projects)

**Council of Texas Archeologist (CTA) contractors list**

<http://counciloftexasarcheologists.org/wordpress/wp-content/uploads/CL14April2015.pdf>

**National Environmental Policy Act (NEPA) Section 7**

<http://www.USFWS.gov/endangered/what-we-do/faq.html>

**State Historic Preservation Officer (SHPO)**

<http://www.thc.state.tx.us/project-review/national-historic-preservation-act/section-106-review-process>

**National Historic Preservation Act, Section 106**

<http://www.achp.gov/docs/NHPA%20in%20Title%2054%20and%20Conversion%20Table.pdf>

**National Rifle Association (NRA) Range Source Book**

<http://range.nra.org/sourcebook.aspx>

## TEXAS PARKS AND WILDLIFE DEPARTMENT INVOICE

<b>1. VENDOR ID:</b>		<b>2. INVOICE DETAIL:</b>		<b>#</b>		<b>MM/DD/YY</b>				
<b>3. RTI (if applicable):</b>										
<b>4. TPWD CONTRACT/AGREEMENT NUMBER:</b>			<b>5. CURRENT PERIOD PAYMENT AMOUNT REQUESTED:</b>			<b>\$0.00</b>				
<b>6. RECIPIENT ORGANIZATION (NAME AND COMPLETE ADDRESS, INCLUDING ZIP CODE):</b>			<b>7. FINAL INVOICE:</b>		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
			<b>8. ACCOUNTING BASIS:</b>		<input checked="" type="checkbox"/>	CASH	<input type="checkbox"/>	ACCRUAL		
			<b>9. TOTAL PROJECT/GRANT PERIOD:</b>							
			a. FROM: MM/DD/YY		b. TO: MM/DD/YY					
			<b>10. PERIOD COVERED BY THIS REPORT:</b>							
		a. FROM: MM/DD/YY		b. TO: MM/DD/YY						
<b>11. EXPENDITURES BUDGET CATEGORIES:</b>		<b>Total Contract Budget</b>	<b>Period Expenditures</b>		<b>Cumulative Expenditures (Previous Cumulative+Period Expenditures)</b>		<b>**Available Balance as of: MM/DD/YY</b>			
a. Personnel/Salary		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
b. Fringe Benefits		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
c. Travel		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
d. Supplies		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
e. Equipment		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
f. Contractual		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
g. Other		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
h. Total Direct Costs (Sum a - g)		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00			
i. Indirect Costs (if allowable)		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00			
j. <u>Total Amount Payable (h-i)</u>		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00			
<b>12. MATCH BUDGET CATEGORIES:</b>		<b>Total Contract Budget</b>	<b>Period Expenditures</b>		<b>Cumulative Expenditures (Previous Cumulative+Period Expenditures)</b>		<b>**Available Balance as of: MM/DD/YY</b>			
a. Total Direct Costs		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
b. Indirect Costs (if allowable)		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
c. Local/In Kind Match		\$0.00	*	\$0.00	\$0.00	\$0.00	\$0.00			
d. <u>Total Obligation Payable (Sum a-c)</u>		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00			
<b>13. PERCENTAGES</b>		<b>Budget %</b>	<b>Period %</b>		<b>Cumulative %</b>					
Expenditures		#DIV/0!	#DIV/0!		#DIV/0!					
Match		#DIV/0!	#DIV/0!		#DIV/0!					
<p>*List (Itemize) on the appropriate supplemental form all component expenses comprising the total for each of these categories. Please attach receipts, as required, in accordance with your agreement. ** Negative balances in any of the budget categories should be explained in a brief accompanying narrative.</p>										
<b>14. CERTIFICATION</b> I certify to the best of my knowledge and belief that the above charges accurately represent actual expenditures incurred during the period listed, that any prior approvals required for these items under the terms and condition of the sub award have been obtained, and all claimed costs are allowable under the terms and conditions of the sub award. I further certify that the costs claimed above have not been previously reimbursed.										
<b>a. Type or Print Name and Title of Authorized Certifying Official</b>				<b>c. Telephone (Area code, number and extension)</b>						
				<b>d. Email address</b>						
<b>b. Signature of Authorized Certifying Official</b>				<b>e. Date Report Submitted (Month, Day, Year)</b>						