

# GUIDE FOR TARGET RANGE GRANTS

## **TPWD TARGET RANGE GRANT PROGRAM**

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### **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

## 1. Project Background and Description

OVERVIEW: The Texas Parks and Wildlife Department's (TPWD) Target Range Program, provides for federal funding from the U.S. Fish and Wildlife Service (USFWS). Administered by TPWD this program provides grants to applicants from the public and private sectors of Texas to build new target ranges or enhance an existing target range. The authorization comes from Title 50, Part 80; Pittman-Robertson Wildlife Restoration Act of 1937, 50 Stat. 917 as amended; 16 U.S.C. 669-669k.

Grant Applicants complete procedures as outlined in the grant application and sign a Target Range Agreement (TRA) for a 25-year term. The TRA with the department 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 commence the construction projects and submit invoices of services/materials/in-kind donations provided. They receive a 75% reimbursement towards those purchases up to the pre-approved grant amount. Applicants are encouraged to reapply and amend their projects to further improve their ranges and/or add additional facilities. Grants are selected based on the availability of federal funds and their score from the scoring criteria.

## 2. Purpose

To provide the public safe and accessible shooting facilities that align with Texas Parks & Wildlife Department's activities and programs. Also, to build partnerships within the target range community; enhance recreational opportunities for shooting sports and offer hunters regional locations to hone their skills.

The Target Range Grant Program also provides the following program 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 active grants and compliance on open grants
- Increases use of TPWD programs and facilities through awareness
- Rewards the promotion of Hunter Education activities

## 3. Eligible Applicants

Eligible individuals 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 teach the mandatory hunter education** program as part of its operation.

Applicants use the Target Range Scoring Criteria for communicating construction project specifics within their projects. 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 to construct or enhance archery or shooting range facilities in Texas
- Shooting facilities are 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 sign a Target Range Agreement (TRA), a two party contract between the recipient and the State
- Property has at least twenty five 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 granted for municipal, county, or other lands held in public trust

## 4. Grant Process Steps

### Phase I

**Step 1:** Applicants submit an application from the Target Range Grant Program during the Request for Proposals (RFP) and by the end of the grant cycle (October 1 thru November 15 annually). Reimbursement for pre-award costs must be specified in the request.

**Step 2:** Applicants will be notified by TPWD 2 weeks after the Target Range Program's Grant Scoring Committee has completed scoring applicants whether they have been selected to continue the application process or not. If selected, applicants will need to provide additional information and documentation for regulatory clearances to meet USFWS requirements.

**Step 3:** Upon receipt, review and acceptance of full application, TPWD submits proposed project to USFWS for funding approval.

### Phase II

**Step 4:** Upon USFWS approval to TPWD by an Award Letter for the grant, Awardee and TPWD enter into a TRA – Target Range Agreement (contract).

**Step 5:** Upon signature of the TRA by both parties, compliance requirements outlined in the Award Letter may begin/ proceed to phase 3.

### Phase III

**Step 6:** Once compliance documents have been accepted by USFWS, and written approval from TPWD is received, project construction may begin.

**Step 7:** Awardee submits quarterly reports, invoices and documentation to TPWD for review and reimbursement.

**Step 8:** Awardee notifies TPWD of project completion. Target Range Coordinator conducts visual inspection for completion of deliverables in TRA.

**Step 9:** Inspection conducted by NRA Range Technical Inspector must be completed before final sign-off.

**Step 10:** TPWD releases the final 10% (retainage) of grant funds pending final submission/inspection and acceptance of the project.

## 5. Administrative Procedures for applying for grant funding

Applications submitted by the deadline are identified for eligibility then reviewed by the Target Range Program's Grant Scoring Committee. Application reviews take approximately three weeks to complete from the end of the grant request deadline until notice is given to proceed to phase 2 of the process. Take into account when planning your project and application that applying for federal funding is an inherently challenging process with several complex and integral elements. Applications must be written for a two year period (or 2 year phase) / project. Projects must start within 6 months of notice to proceed to construction (phase 3). Applications written for more than two years will be ruled ineligible. Incomplete grant packages will be returned to the applicant. A complete application is required for consideration of funding.

### Application Phase Documents

- 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 of for the business entity

### **Application documents include:**

- Project narrative/ statement
- Budget form (part of project statement): A completed budget information form.
- 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.

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

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

- TPWD TRC - Target Range Coordinator notifies range 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, Coordinator takes photos and completes an inspection report documenting needs and issues relating to grant approval
  - TPWD TRC notifies appropriate SHPO and USFWS staff to begin environmental compliance review
- 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.
  - SF 424 Assurances form: Signed and dated SF 424B or SF 424D Assurances form.
  - Environmental Assessment - One copy of environmental assessment, to include a Biological Assessment statement to TPWD Target Range Coordinator.
  - Cultural Resource Assessment - One copy of a cultural resource assessment statement to TPWD Target Range Coordinator.

### Construction Phase

#### **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 and necessary TPWD approved *invoice template* (see attached) and explained to applicant and other relevant billing procedures
- TPWD TRC receives billings for reimbursement and reviews for eligibility of projects and payments, proper purchasing compliance, totals and problem statements
- TPWD Target Range Coordinator sends billings to the appropriate TPWD financial accountants/auditors/budget staff to review that purchasing rules were followed; calculate 75/25 split of the total costs share is submitted

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

- TPWD Target Range Coordinator (TRC) monitors project completion and schedules a post-construction review prior to last payment being made. If approved, TPWD grant staff notifies financial staff to execute final payment.
- TPWD TRC assesses if applicant wishes to continue with additional project phases and instructs applicant to send TPWD a new project narrative/cost estimates and 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 Hunter Education staff ensures that the proper signage and hours of operation are posted at or near the front entrance to the range or the project site – permanently recognizing the assistance from the Department and Federal Aid in Wildlife Restoration Program.

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

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

## **5. 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 monies shall be reimbursed upon review and acceptance of invoice and receipts and on an agreed upon schedule as set forth in the TRA.

The Applicant shall maintain all accounting records pertaining to this agreement according to 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 a sign (specifications provided by TPWD) will be placed and displayed on site at all development projects from the time construction begins until the project 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.

## 6. Specific Exclusions from the Grant

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

## 7. Frequently Asked Questions

Do you require matching funds?

Matching funds are required for applicant contributions to the project at no less than 25.00% 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)

## 8. High-Level Timeline/Schedule for Grant Cycle

September	Grant workshops commence
October	OCT 01 RFP - Request for Proposals opens
	Grant workshops continue
November	NOV 30 RFP - Request for Proposals closes
	DEC 1-15 Scoring Committee Roundtable
December	DEC 16 Applicants are selected and notified to continue into phase 2
	TPWD conducts initial project site visit
January	TPWD initiates SHPO request
	Subawardees initiates/ completes EA compliance
March	TPWD verifies federal compliance in writing to subawardees
March	Project construction begins phase 3
April	Quarterly Reports identified in TRA & Invoices
May	Quarterly Reports identified in TRA & Invoices
June	Quarterly Reports identified in TRA & Invoices
July	Quarterly Reports identified in TRA & Invoices
August	Site visits during construction phase

## 9. 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>

USFWS Financial Assistance Award Terms and Conditions

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

Dun and Bradstreet, Inc. (DUNS)

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

Environmental Protection Agency (EPA) Best Management Practices (BPMs) 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>

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.fws.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>		#		MM/DD/YY			
<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>		YES		NO			
		<b>8. ACCOUNTING BASIS:</b>		X CASH		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	
b. Fringe Benefits		\$0.00		\$0.00 *		\$0.00		\$0.00	
c. Travel		\$0.00		\$0.00 *		\$0.00		\$0.00	
d. Supplies		\$0.00		\$0.00 *		\$0.00		\$0.00	
e. Equipment		\$0.00		\$0.00 *		\$0.00		\$0.00	
f. Contractual		\$0.00		\$0.00 *		\$0.00		\$0.00	
g. Other		\$0.00		\$0.00 *		\$0.00		\$0.00	
h. Total Direct Costs (Sum a - g)		\$0.00		\$0.00		\$0.00		\$0.00	
i. Indirect Costs (if allowable)		\$0.00		\$0.00		\$0.00		\$0.00	
j. <u>Total Amount Payable (h-i)</u>		\$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	
b. Indirect Costs (if allowable)		\$0.00		\$0.00 *		\$0.00		\$0.00	
c. Local/In Kind Match		\$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	
<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!			
*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.									
<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 subaward have been obtained, and all claimed costs are allowable under the terms and conditions of the subaward. 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>				