



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: January 18, 2022

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Game and Fish Department (AGFD)

***Project Title/Description:**

Resolution to Support County Application for Shooting Range Development Grant from AGFD for County Firearms Ranges

***Purpose:**

The County is applying for grant from AGFD to fund 50% of the cost to install two site host camper pads at the Clay Target Center. As part of the application process AGFD requires formal resolution from the BOS in support of the grant application and associated construction project.

***Procurement Method:**

N/A

***Program Goals/Predicted Outcomes:**

The Clay Target Center will add two host camper pads for volunteer range custodians, who will provide site maintenance and security. The range experienced a recent break-in and theft of tools and parts. The adjacent Southeast Regional Park Rifle and Pistol Range has experienced multiple break-ins and thefts. The plan calls for two (2) concrete 12' x 20' slabs with electric, water and septic hookups, plus a concrete picnic table.

***Public Benefit:**

Enhanced site security and on-site grounds maintenance.

***Metrics Available to Measure Performance:**

Budget Expenditure, Project Completion Schedule and Final Report to AGFD.

***Retroactive:**

No

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____***Funding Source(s) required:** Grant would come Arizona Game and Fish Department Range Development Grant funds. County match funds for project will be from NRPR Department FY20 operating budget.Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____Is there revenue included? ☐ Yes ☐ No If Yes \$ _____***Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____**Grant/Amendment Information** (for grants acceptance and awards)☒ Award ☐ Amendment

Document Type: GTAP Department Code: PR Grant Number (i.e.,15-123): 22*096

Effective Date: 07/01/2022 Termination Date: 06/30/2023 Amendment Number: _____

☒ Match Amount: \$ \$29,150.00 ☒ Revenue Amount: \$ \$29,150.00***All Funding Source(s) required:** Arizona Game and Fish Department
Pima County***Match funding from General Fund?** ☒ Yes ☐ No If Yes \$ \$29,150.00 % 50***Match funding from other sources?** ☐ Yes ☒ No If Yes \$ _____ % _____***Funding Source:** _____***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

N/A

Contact: Cliff Gyves, Shooting Sports Program Manager

Department: NRPR

Telephone: (520) 724-5752

Department Director Signature/Date:  1/13/2022Deputy County Administrator Signature/Date:  1/13/2022County Administrator Signature/Date:  1/13/2022

(Required for Board Agenda/Addendum Items)

RESOLUTION NO. 2022-_____

**PIMA COUNTY RESOLUTION TO APPROVE APPLICATION
TO THE ARIZONA GAME AND FISH COMMISSION
FOR THE CLAY TARGET CENTER SHOOTING RANGE**

The Board of Supervisors of Pima County, Arizona finds:

1. The Arizona Game and Fish Commission under A.R.S. § 17-231 has authorized the establishment of a Shooting Range Development Policy providing financial assistance for the development of shooting ranges for public purposes.
2. 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.
3. The application procedures for Shooting Range Development Grants require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance.

NOW, THEREFORE, BE IT RESOLVED, that:

- A. The Pima County Board of Supervisors approves filing of an application for a shooting range development grant by Pima County Natural Resources, Parks and Recreation;
- B. The Pima County Board of Supervisors certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development;
- C. The Pima County Board of Supervisors agrees to comply with all procedures, guidelines and requirements of the Arizona Game and Fish Department as part of the application process; and

D. The Pima County Board of Supervisors understands that the project scope and funding amount are subject to final approval by the Arizona Game and Fish Commission; and Robert Padilla, Deputy Director, Pima County Natural Resources, Parks, and Recreation, Cliff Gyves, Program Manager, Pima County Regional Park Shooting Range, or their designees, are authorized to act on behalf of this organization by conducting negotiations, 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 and adopted this _____ day of _____, 2022.

Sharon Bronson, Chair
Pima County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

 January 13, 2022

Kathryn Ore, Deputy County Attorney

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 Pima County Board of Supervisors

(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:** Clay Target Center Host Camper Pads

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 Cliff Gyves (Name of project coordinator) is authorized to act on behalf of this organization by conducting negotiations, 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 Chair (title of your office) of the Pima County Board of Supervisors (name of your organization) and certify that the foregoing resolution is true, correct and was passed and adopted at a regular meeting of the board, held on _____ (date of the meeting) at which a quorum was present.

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

Notary's seal and information

--

Approved as to form: Kathryn Ore January 11, 2022
Name: Kathryn Ore
Deputy County Attorney

Attest: _____
Clerk of the Board

Arizona Game and Fish Commission Shooting Range Development Grant

FY 2023 Application Packet



Deadline for Applications

Completed grant applications must be postmarked by January 15, 2022. Online applications must be submitted by 5:00 PM January 15, 2022. 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

Online Application: <https://www.azgfd.com/Shooting/RangeGrants/>

General information	Page
Introduction	3
Questions not answered in the application packet	3
Who is eligible	3
How to apply	4
Grant requirements and limitations	4
Rules for completing grant projects	5
What kinds of projects are eligible?	6
How grant applications are scored	6
Definitions	7
Grant scoring sheet	8
 Application materials	
Application cover page	10
Application checklist	11
Grant application requirements	12
AGFD SHPO Consultation Form	15
Budget worksheet	17
Board resolution in support of grant application	18



The Arizona Game and Fish Department prohibits discrimination on the basis of race, color, sex, national origin, age, religion, or disability in its programs and activities. If anyone believes that they have been discriminated against in any of the AZGFD's programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the Director's Office, 5000 W. Carefree Highway, Phoenix, AZ 85086-5000, 602-942-3000, or with the U.S. Fish and Wildlife Service, Attn: Civil Rights Coordinator for Public Access, 5275 Leesburg Pike, MS:WSFR, Falls Church, VA 22041-3803. Persons with a disability may request a reasonable accommodation or this document in an alternative format by contacting the Director's Office as listed above.

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?

- Non-Profit Organizations and Governmental Agencies
- Shooting ranges providing public access to recreational shooting. Privately-owned for-profit ranges are not eligible for the grant
 - 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.

How to apply

Applications will be accepted via postal service or online through the online application link at <https://www.azgfd.com/Shooting/RangeGrants/>.

Paper applications must use the forms supplied in this packet, and must include all documentation at the time you submit your application. If submitting a paper application one complete color copy of the application and supporting documentation on letter sized 8.5 x 11 paper must be submitted to:

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

Online applications are not required to be completed and submitted at one time. Your application can be submitted and later edited. After the application is submitted the user will receive an email. This email will include a link to your application for editing. Applications can be edited until the deadline.

Deadline

Grant applications must be postmarked on or before January 15, 2022. Online applications must be submitted by 5:00 PM on January 15, 2022. Incomplete or late applications will not be considered for grants.

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.
2. Grant funds are used for eligible project expenditures up to 50% of the total cost. Grants can be matched with cash, donated labor and materials, land or other secured funding. Land value can only be used one time by an applicant.
3. Projects for development, redevelopment, relocation, noise abatement, improvements and purchases of capital equipment must have an expected useful life of ten (10) 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. Property must have at least five years of land tenure by deed or lease or is owned by a governmental agency.
6. Applicants who have unfinished prior grant projects or defaulted on a previous grant are not eligible to apply.
7. Applicants must have liability insurance.

Rewarded grant funded project requirements

1. The funded project(s), final report, and department inspection must be completed before June 15 of the fiscal year awarded. Ninety percent of the grant funding will be provided initially and the remaining ten percent will be paid upon completion of the project(s), the final report submitted by the Grantee and inspection of completed project(s) by the Department.
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. Projects will be reviewed by the Department's Project Evaluation Program to determine necessary environmental and cultural compliance processes for approved projects. If the environmental review finds potentially 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) Consultation 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
- Permanent Target systems (i.e. Archery Butts, metal target systems, cement in ground target holders)
- Signage

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

- Target and target frames
- Engineering and design documents and plans
- Employee's time to complete application process or indirect costs
- 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, one category worth a maximum of 15 points, and one category worth a maximum of 5 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 May 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			
Score sheet			
Criterion	Max. points	Reviewer score	
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, archery education, law enforcement training, SCTP, Hunter Recruitment, firearms/archery safety education for the public or introduces newcomers to the shooting sports.	20		
Supports shooting sports through the construction of new ranges and/or opportunities in underserved or high-demand communities.	20		
Benefits the community through design improvements, noise abatement, lead management programs or signage improvements.	15		
Application is clear, complete, and all requested information is provided	5		
TOTAL POINTS			
Scorer recommendation (check only one)			
<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.

Arizona Game and Fish Commission Shooting Range Development Grants		<i>Department use only</i> Application # Date received Grant year	
Application cover page <i>Please type or print</i>			
Organization name			
Project title			
Total project cost	\$	Maximum grant award is 50% of total actual project cost.	
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			
Shooting Range information			
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
- ☐ Yes, project would still be completed if only partial funding was granted
- ☐ I certify that the range property owner has approved the proposed grant project.
- ☐ Insurance certificate
- ☐ Board resolution in support of the application
- ☐ Arizona GAO-W-9 form
- ☐ Control and tenure statement
- ☐ State Historical Preservation Office (SHPO) Certificate

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.

Note: It is recommended to follow NRA range construction guidelines and other Best Management Practices including BMPs for lead at outdoor shooting ranges during the planning process.

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. Partial Funding.

Will this project be completed if only part of the project funding requested is granted? Check the box on the application checklist if YES, project would still be completed if only partial funding was granted. **Do not check box if project would not be completed.**

11. Insurance certificate.

Attach a current copy of liability insurance certificate.

12. 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 organization's secretary or officer and notarized.

13. 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 or by calling the Arizona Department of Administration at (602) 542-5405.

14. 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.

15. State Historical Preservation Office (SHPO) Certificate

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

AGFD SHPO Consultation

This consultation 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 Consultation 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)

Please provide a map identifying the location of the range and proposed project areas. Topo quad maps and Google Earth images are both acceptable.

Budget Worksheet

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

Project Title:			
Organization:			
	Estimated costs		Organization dollars (Cash Dollars Dedicated to the Project)
	<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>
Planning/development	\$ _____		\$ _____
Equipment	\$ _____		\$ _____
Construction	\$ _____		\$ _____
Labor	\$ _____		\$ _____
Supplies	\$ _____		\$ _____
Other	\$ _____		\$ _____
Total project cost	\$ _____		
Total organizational dollars and donations (Must Equal or Exceed 50% of Total Project Cost)	\$ _____ =		\$ _____ +
Grant Request (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 _____ (Name of project coordinator) is authorized to act on behalf of this organization by conducting negotiations, 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 _____ (title of your office) of the _____ (name of your organization) and certify that the foregoing resolution is true, correct and was passed and adopted at a regular meeting of the board, held on _____ (date of the meeting) at which a quorum was present.

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

Notary's seal and information