

# Manual 11

## Firearms and Archery Range Recreation Program

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August 2020

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# At A Glance

<b>Firearms and Archery Range Recreations</b>	
<b>Purpose</b>	The program provides money for projects that acquire, develop, and renovate firearm and archery training and practice facilities.
<b>Who may apply?</b>	<ul style="list-style-type: none"> <li>• Cities and towns</li> <li>• Counties</li> <li>• Nonprofit shooting organizations</li> <li>• Special purpose districts</li> <li>• State agencies</li> </ul>
<b>Is a plan required?</b>	No
<b>What types of projects are eligible?</b>	<ul style="list-style-type: none"> <li>• Land acquisition</li> <li>• Development or renovation</li> <li>• Combination (acquisition and development or renovation)</li> </ul>
<b>What are the grant limits?</b>	\$150,000
<b>What must I contribute?</b>	<ul style="list-style-type: none"> <li>• 50 percent for local agencies</li> <li>• 33 percent for local agencies' noise abatement or safety improvement projects (existing range facilities only)</li> <li>• Nothing for state agencies</li> </ul>
<b>How is my project evaluated?</b>	An advisory committee hears an in-person, virtual presentation and scores the project.
<b>When are applications due</b>	November 1, 2020
<b>When are grants awarded?</b>	June 29-30, 2021 (Estimate)
<b>What's new this year?</b>	<ul style="list-style-type: none"> <li>• Changed PRISM Online to make applications easier.</li> <li>• Removed the 10 percent non-state, non-federal match requirement.</li> <li>• Will conduct online review and evaluation meetings only.</li> </ul>

# Section 1: Introduction

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## In this section, you will learn about the following:

- ✓ The Firearms and Archery Range Recreation program
- ✓ The Recreation and Conservation Funding Board
- ✓ Where to get information
- ✓ Grant process and timeline

## The Firearms and Archery Range Recreation Program

In 1990, the Legislature created the Firearms Range Account, which is funded by a portion of the money collected from the sale of concealed pistol licenses. The account funds the Firearms and Archery Range Recreation (FARR) grant program.<sup>1</sup>

According to state law,<sup>2</sup> the Firearms Range Account must be used for the following purposes:

- Buying and developing land
- Building or improving ranges
- Buying shooting range equipment such as automatic trap machines
- Improving safety or the environment
- Mitigating noise
- Protecting against liability for public use

## Program Goal

The FARR program's primary goal is to assist with acquisition, development, and renovation of firearm and archery range facilities so the public has more access to

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<sup>1</sup>Revised Code of Washington 9.41.070

<sup>2</sup>Revised Code of Washington 79A.25.210

ranges. This includes access by law enforcement, the public with concealed pistol or hunting licenses, and those enrolled in firearm or hunter safety education classes.

## **The Recreation and Conservation Funding Board**

FARR is administered by the Recreation and Conservation Funding Board, which is a governor-appointed board composed of five citizens and the directors (or designees) of three state agencies—Department of Fish and Wildlife, Department of Natural Resources, and Washington State Parks and Recreation Commission.

The Recreation and Conservation Office (RCO) supports the board. RCO is a state agency that manages multiple grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working lands, and help return salmon from near extinction.

## **Manual Authority**

This manual provides basic information on procedures and guidelines used in this program. Authority for the policies in this publication is found in Revised Code of Washington, chapters 79A.25.210 and 79A.25.230, and Washington Administrative Code 286, including sections 4, 6, 13, and 30.

The Recreation and Conservation Funding Board adopted these policies in a public meeting and the RCO director approved the manual under the authority granted in Washington Administrative Code 286-04-060.

## **Who Makes Decisions**

The Recreation and Conservation Funding Board makes the final decisions for funding, policies, and project changes, although some decisions it has delegated to the agency director.

## **Board Decisions**

The following list summarizes many project decisions made by the Recreation and Conservation Funding Board in public meetings or by subcommittees of the board. Each is in accord with statutes, rules, and board policies.

- Initial grant approval.
- A project cost increase of more than 10 percent of the project total in the grant agreement for board-funded projects. Cost increases are allowed only in certain grant programs. Review the cost increase information in this manual for more details.

- A "conversion" that changes the project site or how the site is used from that described in the grant agreement, Deed of Right, or Assignment of Rights. See *Manual 7: Long-term Obligations* for more information about conversions.
- A significant reduction in the project's scope after receiving a grant. Typically, the board will make decisions about scope reductions if the RCO director thinks the project's evaluation score would have been different with the reduced scope. Not included are changes that do not modify significantly the way the public uses a facility, the intended opportunity, or restoration objective funded.
- Changes in policy; for example, establishing new grant limits or eligible expenditures.
- Time extensions beyond 4 years of the board or director approval date.

## Director Decisions

The RCO director, or designee, makes many project decisions based on rules and board policies. The decisions range from authorizing payments, to approving cost increases, to approving payment of charges in excess of lower bids, to terminating projects.

A project sponsor may request that the Recreation and Conservation Funding Board reconsider a decision made by the director. To request reconsideration, the project sponsor must send a letter to the board chair at least 60 calendar days before a board meeting. The request is added to the board's meeting agenda and the project sponsor then may address the board at the meeting. The board's decision is final.

## Not a Public Hearings Board<sup>3</sup>

The Recreation and Conservation Funding Board is not a public hearings board and does not decide land use issues. To the extent possible, all project proposals should demonstrate adequate public notification and review and have the support of the public body applying for the grant.

## Where to Get Information

### Contact RCO

Natural Resources Building  
1111 Washington Street  
Olympia, WA 98501  
[E-mail](#)

Telephone: (360) 902-3000  
FAX: (360) 902-3026  
Hearing Impaired Relay Service: (800) 833-6388  
[Web site](#)

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<sup>3</sup>Recreation and Conservation Funding Board Resolution 2006-13b

*Mailing Address*

PO Box 40917

Olympia, WA 98504-0917

RCO grants managers are available to answer questions about this manual and grant program. Please feel free to call. In addition, manuals, forms, and most other materials referenced in this manual are available on RCO's Web site on the [FARR grant page](#).

## Other Grant Manuals Needed

The manuals below provide additional information for grants and are available on the [grant manual page](#) of the RCO Web site. Each can be made available in an alternative format.

- *Manual 3: Acquisition Projects*
- *Manual 4: Development Projects*
- *Manual 7: Long-term Obligations*
- *Manual 8: Reimbursements*

## Grant Process and Timeline

RCO offers grants in even-numbered years, in conjunction with the state budget. The grant process, from application to grant award, spans 8 months, and is outlined below. While the order of the steps in this process remains consistent, visit the RCO Web site for precise dates.

## Even-numbered Years

**Workshops.** RCO conducts workshop Webinars in the winter or summer to provide information about the grant programs offered that year.

**Board Submits Biennial Budget Request.** The Recreation and Conservation Funding Board submits to the Governor a recommended funding amount for the next biennium for the FARR program.

**To Do Lists.** RCO makes available on its Web site a list of application requirements, which outlines specifically what's needed for a complete application. RCO encourages applicants to carefully review the [Applicant's To-Do List](#) and the program policy manuals before starting applications.

**Entering Applications.** RCO strongly encourages applicants to start the online application early. PRISM Online usually opens by August 1. Applicants log into PRISM Online and select the "+New Application" button to enter grant application information. RCO uses this information to assign an outdoor grants manager. This manager guides

applicants through the process, reviews application materials, helps determine whether proposals are eligible, and may visit the project sites to discuss site-specific details. Visit RCO's Web site to learn more about [PRISM's components and technical requirements](#).

**Applications Due.** Applications are due in early November of even-numbered years. The application includes the data entered in PRISM and all required attachments. Applicants should "submit" their applications before the deadline. The Check Application for Errors button on the Submit Application screen will indicate which pages are incomplete. Incomplete applications and applications received after the deadline will be rejected unless RCO's director has approved a late submission in advance. Follow the requirements in the [Applicant's To-Do List](#) online.

**Public Meeting Requirement.** As part of the grant application, an applicant must hold a public meeting for the local community and accept public testimony if the proposed project will do one of the following:

- Acquire land to build a new range facility.
- Develop a range facility where none currently exists.
- Result in a substantial, new, external impact on the surrounding area of an existing range.

If the applicant changes the project proposal after the project is evaluated by the FARR Advisory Committee, the applicant must notify the public meeting attendees of any changes to the project since it was first presented to them. See the Public Meeting Requirements in Section 2 for more information.

**Technical Reviews.** Applicants are encouraged to attend a technical review meeting, where they present their projects to the FARR Advisory Committee and RCO staff, who review projects to ensure they are eligible, identify any issues of concern, and provide feedback on the strengths and weaknesses of each proposal. Applicants make an oral presentation, illustrated with maps, graphics, and photographs using PowerPoint.® Grants managers will review the applications also and send comments to applicants. Applicants then may make changes to improve the projects, if needed. Applicants must complete all changes and resubmit their applications by the technical completion deadline.

## **Odd-numbered Years**

**Technical Completion Deadline.** RCO establishes a technical completion deadline by which applications must be in their final form. After this date, applicants will not be able to make any further changes. RCO will use the information supplied by this date to award points to the staff-scored criteria.



**Project Evaluation.** Applicants make oral presentations, illustrated with maps, graphics, and photographs in PowerPoint® to the advisory committee, which scores each proposal against a set of criteria approved by the Recreation and Conservation Funding Board.

**Post-Evaluation Conference.** After project evaluations, RCO staff tabulate the scores and share the results with the advisory committee. The committee discusses the preliminary ranked list and the application and evaluation processes. The public may join this advisory committee conference call; however, to ensure a fair and equitable process; guests may not testify. Shortly after the conference call, staff posts the preliminary ranked list on RCO's Web site. The resulting ranked list of projects is the basis for the funding recommendation to the board.

**Board Approves Project List.** In an open public meeting, the Recreation and Conservation Funding Board considers the recommendations of the advisory committees, written public comments submitted before the meeting, and public comments at the meeting. The board then approves the ranked list of projects for funding consideration.

**Legislature Approves Funding.** When it develops the state capital budget, the Legislature generally approves funding for the FARR program.

**Proof of Matching Funds.** Applicants with match included in their applications must provide proof of the availability of matching funds by the match certification deadline, which is at least 1 calendar month before board approval of funding.<sup>4</sup>

**Board Awards Grants.** After the Legislature and Governor approve the capital budget, the board makes the final grant awards, in an open public meeting. Applicants are encouraged, but not required, to attend.

**Grant Agreement Materials.** After grant awards, applicants have 2 calendar months<sup>5</sup> to submit pre-agreement documents (checklist provided by grants managers.) RCO staff then prepare and issue the grant agreements. Applicants must return the signed agreements within 3 calendar months.<sup>6</sup> Once the agreements are signed, the applicants, now referred to as project sponsors, may begin their projects, according to the terms of the grant agreements. Each agreement will be written and monitored for compliance by RCO staff. See *Manual 7: Long-term Obligations* for more information.

**Successful Applicants' Workshop.** After the board approves funding, RCO publishes online a recorded workshop for successful grant applicants. This workshop covers sponsors' responsibilities to comply with the grant agreement, issues that might come

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<sup>4</sup>Washington Administrative Code 286-13-040(3)

<sup>5</sup>Washington Administrative Code 286-13-040(4)

<sup>6</sup>Washington Administrative Code 286-13-040(5)

up when implementing the project, billing procedures, amendments for changes and time extensions, closing project procedures, and long-term compliance.

## Ongoing

**Project Implementation.** Sponsors must complete projects promptly. To help ensure reasonable and timely project completion, accountability, and the proper use of funds, applicants will do the following:

- Develop milestones for project implementation that ensures timely completion of projects as follows:
  - Acquisition (single site) projects      1-2 years
  - Combination projects                      2-3½ years
  - Development projects                      2-3 years
  - Exceptionally complex projects      3½ years

RCO may terminate projects that do not meet critical milestones established in the grant agreement.

- Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.
- Submit a reimbursement request at least once a year.<sup>7</sup>
- Submit progress reports at intervals as designated by the RCO grant agreement.

If a time extension is needed, the sponsor must submit a written request at least 60 days before expiration of the grant agreement.

**Project Completion.** When a project is completed, sponsors have 90 days to submit the final bill, final report, and supporting documents needed to close the project as specified in the agreement.<sup>8</sup> The documents needed include the Completed Project Self-certification for Range and Course Safety in Appendix D.

If the bill and documentation are not submitted within 6 months of the end date within the agreement, the Recreation and Conservation Funding Board may terminate the agreement without payment.

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<sup>7</sup>Washington Administrative Code 286-13-040

<sup>8</sup>Washington Administrative Code 286-13-040(7)

# Section 2: Policies

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**In this section, you will learn about the following:**

- ✓ Eligible applicants
- ✓ Eligible project types, activities, and costs
- ✓ Environmental requirements
- ✓ Design considerations
- ✓ Property requirements
- ✓ Public meeting requirements
- ✓ Other requirements and things to know
- ✓ Project area stewardship and ongoing obligations

## **Eligible Applicants**

The following organizations may apply for FARR grants:

- Cities and towns
- Counties
- Law enforcement agencies
- Nonprofit shooting organizations
- Park and recreation districts
- School districts
- State agencies
- Some special purpose districts, such as port and public utility districts, are eligible if legally authorized to acquire and develop public open space, habitat, or recreation facilities.<sup>9</sup>

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<sup>9</sup>Revised Code of Washington 79A.25.210

## Applicant Requirements

### Nonprofit Organizations

To be eligible to apply for a grant, qualified nonprofit shooting organizations must meet the following requirements:

- Be registered with Washington's Secretary of State as a nonprofit.
- Name a successor (see below) at the time of any change in organizational status (for example, dissolution), in accordance with state law.
- Have been active in shooting-related activities for at least 1 year.
- Not discriminate on the basis of age, disability, gender, income, race, or religion. For example, "men only" or "women only" organizations are not eligible to apply.
- Provide a copy of articles of incorporation and by-laws including any amendments.

RCO's intent is that nonprofit project sponsors maintain their nonprofit status. Because this is not always possible, a successor organization must agree in writing to assume any ongoing project responsibilities should the original organization's status change. The responsibilities are identified in the grant agreement. A qualified successor is any party eligible to apply for FARR funds and capable of complying with grant agreement responsibilities.

### Legal Opinion for First-time Applicants

The Recreation and Conservation Funding Board requires all organizations wishing to apply for a grant for the first time to submit a legal opinion that the applicant is eligible to do all the activities below. The legal opinion is required only once to establish eligibility.

- Contract with the State of Washington and/or the United States of America.
- Meet any statutory definitions required for Recreation and Conservation Funding Board grant programs.
- Receive and spend public funds including funds from the Recreation and Conservation Funding Board.
- Acquire and manage interests in real property for conservation or outdoor recreation purposes.
- Develop and/or provide stewardship for structures or facilities eligible under board rules or policies.
- Undertake planning activities incidental thereto.
- Commit the applicant to statements made in any grant proposal.

## Eligible Project Types

### Land Acquisition Projects<sup>10</sup>

Acquisition projects are those that purchase or receive a donation of fee or less-than-fee interests in real property. These interests include, but are not limited to access and trail easements, covenants, water rights, leases, and mineral rights. Sponsors may acquire real property in fee title, free of underlying liens. Less-than-fee interests, such as leases (at least 10 years from the date of final reimbursement or acceptance as complete by RCO) and easements, also may be acquired. See *Manual 3: Acquisition Projects* for more information. Property acquired for range facilities must be developed within 5 years.<sup>11</sup>

### Development Projects

A development project is construction or work resulting in new elements including, but not limited to, structures, facilities, and/or materials to enhance outdoor recreation resources.<sup>12</sup> Development also includes renovation of existing facilities when they have deteriorated to the point where their usefulness or safety is impaired (although not because of inadequate maintenance) or the facility has become obsolete.

A renovation project is a project that improves an existing site or structure in order to increase its service life or functions.<sup>13</sup> Renovation can be extensive repair, reconstruction, or rehabilitation to bring a facility up to standards suitable for public use and extend its useful service life. A development project may include both new construction and renovation activities in the same project.

Grants may be used to develop or renovate range facilities. This includes equipment and fixed structures related to range use and management, safety, environmental improvements, accessibility, and noise abatement. The following project elements are examples of eligible project items:

- Closed circuit security cameras
- Clubhouses
- Duck towers
- Fencing
- Indoor ranges
- Lighting
- Picnic shelters
- Safety baffles
- Shooting stands
- Signs
- Site preparation, landscaping
- Skeet houses
- Target holders, bullet traps
- Throwing machines

<sup>10</sup>Washington Administrative Code 286-30-030

<sup>11</sup>Recreation and Conservation Funding Board Resolution 2010-34

<sup>12</sup>Washington Administrative Code 286.04.010(7)

<sup>13</sup>Washington Administrative Code 286.04.010(21)

- Restrooms
- Roads, paths, parking
- Utilities
- Voice call machines

See *Manual 4: Development Projects* for more information about RCO policies on development and renovation projects.

## **Noise Abatement and Safety Improvement Projects**

RCO gives a high priority to noise abatement and safety improvements. Such projects also qualify for a higher level of reimbursement. To be eligible, a project sponsor must add specific elements to an existing facility to significantly protect surrounding, non-range properties. These elements must provide protection from noise disturbances and projectile hazards originating from the range.

To qualify for this higher funding level, the applicant must identify each eligible item and attach a list to the PRISM application by the application deadline. Once RCO's director or designee concurs, and RCO's board approves the items, they become eligible for the higher level of reimbursement. Following are the only items eligible:

- Noise Abatement Elements
  - Land acquisition for buffering purposes
  - Containment structures (such as walls, roofs, berms)
  - Insulation
- Safety Improvement Elements
  - Perimeter fencing
  - Land acquisition for buffer purposes
  - Lead abatement and recovery
  - Projectile containment structures (such as walls, roofs, berms, baffles)

## **Combination Projects**

Combination projects involve acquisition and facility development or renovation. To help ensure timely completion of these projects, at least 1 month before the Recreation and Conservation Funding Board considers approving funding, applicants must secure the property by one of the following methods:

- Acquisition under the Waiver of Retroactivity policies and procedures (*Manual 3: Acquisition Projects*).

- Have property in escrow pending grant approval. Closing must occur within 90 days after the funding meeting.
- Obtain an option on the property that extends past the Recreation and Conservation Funding Board funding meeting. Execution of the option must occur within 90 days after this meeting.

If the acquisition is for less-than-fee interest and if not acquired already via a Waiver of Retroactivity, applicants must provide draft copies of all leases or easements to RCO for review. Execution of the leases or easements must occur within 90 days after the funding meeting.

For the acquisitions to remain eligible, sponsors must follow all the requirements and procedures outlined in *Manual 3: Acquisition Projects*.

## **Other Considerations**

### Joint and Cooperative Projects

Some projects may have two or more sponsors. For example, a joint project could be where one agency owns the land to be developed or maintained by another, or where two or more agencies team up to pay for a project. Applicants with joint or cooperative projects are jointly responsible for implementing the project and in addition to the grant agreement, must adhere to the policy for Joint and Cooperative Projects in *Manual 4: Development Projects*.

### Phased Projects

The Recreation and Conservation Funding Board recommends that applicants discuss phasing very expensive or complex projects with RCO staff. Phased projects are subject to the following parameters:

- Approval of any single phase is limited to that phase. No approval or endorsement is given or implied toward future phases.
- Each phase must stand on its merits as a viable or complete recreation experience and not be dependent on the completion of future phases or work.
- Each phase must be submitted as a separate application.

Progress and sponsor performance on previously funded project phases may be considered by the Recreation and Conservation Funding Board when making decisions on current project proposals.

## Ineligible Projects

Projects not eligible for FARR funding include the following:

- Projects that support uses or fund developments or purchases of equipment that may result in, or allow, projectiles to leave the designated projectile fall zone. If the sponsor's property is too small to contain the projectiles used in connection with the grant-funded project, purchase or development of suitable containment structures must be included in the grant request.
- Projects that do not meet the FARR Program Range and Course Safety policy.
- Projects involving only planning or design of range facilities.
- Operation and maintenance costs.
- Projects with deed provisions that have a significant negative impact on public recreational use of the property.
- Projects that unlawfully discriminate among users.
- Projects with areas or facilities that have exclusive lease privileges.
- Projects involving liability insurance only.
- Development of ranges to be used commercially or primarily for semi-professional or professional activities.
- Multisite projects
- Specific projects identified as mitigation as part of a habitat conservation plan approved by the federal government for incidental take of endangered or threatened species, or other projects identified for habitat mitigation purposes. Also, see *RCO Manuals 3: Acquisition Projects* and *Manual 4: Development Projects* for exceptions.

## Eligible Activities

### Acquiring Land

Purchasing or receiving a donation of fee or less-than-fee interest in real property. Incidental costs related to acquisitions are eligible. Additional rules for land acquisition are in *Manual 3: Acquisition Projects*.

### Developing or Renovating Facilities

Developing and renovating facilities. Additional guidelines for development projects are in *Manual 4: Development Projects*.



## Eligible Costs

Only allowable costs may be included in the project. A cost is allowable if it is reasonable, necessary to complete the approved scope of work, eligible in the grant program, and incurred during the period of performance set in the grant agreement. Costs outside the period of performance may be allowed; see Pre-agreement Costs. A cost is considered reasonable if the work or materials and the cost reflect what a prudent person would have spent under the circumstances. The following costs are eligible for reimbursement:

### Administration, Engineering, and Construction Costs

- Bid documents and bid advertising costs
- Construction drawings
- Cultural resources survey
- Demolition and site preparation
- Design and engineering
- Liability insurance for public use of range and training facilities
- Permits
- Range certification costs
- Range fixtures and capital equipment, if not related to operation and maintenance
- Site-specific master plans
- Survey
- Testing

### Land Acquisition Costs

- Allowable land costs
  - Improvements, buildings
  - Land
  - Mineral rights
  - Timber
- Administration
- Incidental costs
  - Applicable taxes
  - Appraisal and review
  - Closing costs
  - Fencing
  - Hazardous substances review
  - Noxious weed control
  - Recording fees
  - Relocation
  - Signs
  - Survey
  - Title reports and insurance

Information about reimbursement limits is contained in *RCO Manual 3: Acquisition Projects* and *Manual 4: Development Projects*. RCO will not reimburse more than the sponsor's out-of-pocket costs.

## **Pre-agreement Costs**

RCO will pay only for work performed after grant agreements have been signed by both RCO and project sponsors with the following two exceptions:

- Expenses, such as preliminary designs, environmental assessments, construction plans and specifications, cultural resource surveys, and permits; all of which are incurred within 3 years of the start date of the grant agreement.
- Real property acquired under a Waiver of Retroactivity approved by RCO and most incidental costs incurred for purchase of real property. See *Manual 3: Acquisition Projects*.

Construction performed before the execution of a grant agreement and compliance with cultural resource laws will not be eligible for payment and may jeopardize funding for the entire project. Also, any costs associated with the preparation or presentation of the grant application are ineligible. For more details see RCO Manuals 3 or 4, available on RCO's Web site.

## **Ineligible Costs**

The following costs are not eligible for funding:

- Appliances, office equipment, furniture, utensils, tools, supplies.
- Bonus payments of any kind.
- Ceremonial or entertainment expenses.
- Charges incurred contrary to the policies and practices of the organization involved or RCO.
- Charges in excess of the lowest acceptable bid when competitive bidding is required, unless RCO's director authorizes the higher costs, in writing, before the award of a contract.
- Damage judgments arising from acquisition or development of a facility, whether determined by a judicial decision, arbitration, or otherwise.
- Donations or contributions made by the participant, such as to a charitable organization.
- Elements that cannot be defined as fixtures or capital items.
- Environmental cleanup of illegal activities (i.e. removal of contaminated materials or derelict vessels, trash pickup, methamphetamine labs, etc.).

- Expendable shooting supplies including ammunition, targets, bows, arrows, firearms, and hearing and eye protection devices.
- Fines, penalties, interest expenses, deficit and overdraft charges, and losses from uncollectible accounts.
- Indirect costs (organization operations costs not directly associated with implementing the approved project).
- Land acquisition and development costs incurred before execution of the grant agreement, except land purchases made under RCO's written Waiver of Retroactivity and allowable pre-agreement architectural and engineering costs.
- Planning and engineering fees in excess of the amount allowed in this grant program, unless otherwise approved by RCO's director.
- Publicity expenses, except legal requirements for public notice.
- Purchase of equipment to be used for the construction of shooting and archery facilities such as tractors, hand tools, power tools, mowers, and hearing and eye protection devices.
- Site and facility maintenance and operational costs.
- Taxes for which the organization involved would not have been liable to pay.
- The cost of contributed materials if their value is not substantiated.
- The value of discounts not taken.
- The value of personal properties, unless specifically approved in advance by RCO's director.
- Typical operating costs including salaries, benefits, operating supplies, utility costs, and insurance (except liability).

See *Manual 3: Acquisition Projects* and *Manual 4: Development Projects* for more information about ineligible costs.

## Environmental Requirements

### Cultural Resources Review

[Governor's Executive Order 05-05](#), Archaeological and Cultural Resources, directs state agencies to review all acquisition and construction projects for potential impacts to cultural resources<sup>14</sup> to ensure that reasonable action is taken to avoid, minimize, or mitigate impacts to these resources. The federal government, through Section 106 of the National Historic Preservation Act, requires the same compliance for projects with federal

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<sup>14</sup>Cultural resources means archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

involvement, for example, projects on federal lands, with federal funds, or those that require a federal permit.

## Review Process

RCO facilitates review under the Governor's executive order. The appropriate lead federal agency facilitates review under the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review needed to meet state requirements. Both processes require review, analysis, and consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American tribes.

After the initial consultation, a funded project may be required to complete further cultural resources review and continue the consultation process to determine next steps. Costs for cultural resources review (survey, monitoring, etc.) are eligible for reimbursement and should be included in the grant application.

Sponsors must complete the consultation process and satisfy all requirements before beginning any ground-disturbing activities (including demolition). Ground disturbance or demolition started without approval will be considered a breach of the grant agreement. Typically, cultural resources approval will be authorized as part of the notice to proceed.

For acquisition projects, cultural resources requirements must be completed before final reimbursement will be made.

See RCO Manuals 3, 4, or 5 for additional details on the cultural resource review process.

## Invasive Species

The Washington Invasive Species Council developed [protocols](#) for preventing the spread of invasive species while working in the field. The Recreation and Conservation Funding Board encourages project sponsors to consider how their projects may spread invasive species, and work to reduce that possibility. Invasive species can be spread unintentionally during construction, maintenance, and restoration activities. Here is how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations can begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.
- Working in streams and moving water or sediment infested with invasive plants, animals, or pathogens via boots, nets, sampling equipment, or boats.
- Moving weed-infested hay, gravel, or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate and infest the new site.

The key to preventing the introduction and spread of invasive species is twofold: Use materials that are known to be free of invasive plants or animals in the project and clean equipment both before and after the job. Equipment to clean should include, but not be limited to, footwear, gloves, angling equipment, sampling equipment, boats and their trailers, and vehicles and tires.

## **Sustainability<sup>15</sup>**

The Recreation and Conservation Funding Board encourages grant sponsors to design and build sustainable projects to maximize the useful life of what they build and do the least amount of damage to the environment.

The board encourages sponsors to use sustainable design, practices, and elements in the project. Examples may include use of recycled materials; native plants in landscaping; pervious surfacing material for circulation paths, access routes, trails, and parking areas; energy efficient fixtures; onsite recycling stations; and composting.

Sources of information on sustainability related to shooting ranges include the following:

- [\*Best Management Practices for Lead at Outdoor Shooting Ranges\*](#), published online by the Environmental Protection Agency.
- [\*Environmental Management at Operating Outdoor Small Arms Firing Ranges\*](#), published online by the Interstate Technology and Regulatory Council.
- [\*Archery Park Guide\*](#), published online by the Archery Trade Association.

## **Design Considerations**

### **Accessibility**

Facilities or elements<sup>16</sup> constructed with RCO grants and sponsor match are required by law to be accessible regardless of whether there are specific standards adopted in the State Building Code, Americans with Disabilities Act, or Architectural Barriers Act, as amended. Other federal laws, guidelines, and best practices also may apply to achieve accessibility.

RCO encourages sponsors to exceed the minimum accessibility standards and use a design principle that maximizes universal accessibility for all. See *Manual 4: Development*

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<sup>15</sup>Recreation and Conservation Funding Board Resolution 2014-05

<sup>16</sup>A facility is all or any portion of buildings, structures, site improvements, elements, and pedestrian routes or vehicular ways located on site. An element is an architectural or mechanical component of a building, facility, space, or site (2010 ADA Standards for Accessible Design, Department of Justice, September 15, 2010).

*Projects* and the RCO Web site for detailed information about how to make the facility meet [accessibility requirements](#). Plans, project applications, cost estimates, and construction drawings must reflect compliance with facility access and signing requirements.

## **Range and Course Safety<sup>17</sup>**

RCO requires certification and evaluation only for its internal purpose to provide another indicator of the appropriate use of a state grant. RCO does not in any way review or pass on the adequacy of any certification or evaluation and does not assume any obligation to any person or entity to ensure that such a certification or evaluation is complete or received before or after providing reimbursement. The sponsor is solely responsible for range and facility safety.

RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the Recreation and Conservation Funding Board to be acquired, planned, designed, operated, and maintained to contain bullets, shot, arrows, or other projectiles within the facility property and to minimize noise impacts to adjacent and nearby properties. Therefore, all funded projects that directly benefit shooting activities or noise and safety abatement projects must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle Association,<sup>18</sup> National Field Archery Association,<sup>19</sup> and the Archery Trade Association.<sup>20</sup>

Projects using guidance from the Archery Trade Association must do the following:

- Be acquired, planned, designed, operated, and maintained to ensure projectiles do not leave the range property that the sponsor has demonstrated control and tenure over.
- Must have all safety buffer zones on property that the sponsor has demonstrated control and tenure over.

To determine whether a project meets RCO policy, each project that directly benefits shooting activities or noise and safety abatement projects must be evaluated by a certified advisor from one of the associations identified above, a professional engineer, or other qualified professional consultant with experience and expertise in the evaluation and design of ranges and courses. A project sponsor must provide documentation of the project's evaluation by one of the above reviewers before receiving reimbursement from

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<sup>17</sup>Recreation and Conservation Funding Board Resolutions 2014-05 and 2016-21, adopted April 28, 2016 and advice from RCO attorney general.

<sup>18</sup>The current National Rifle Association guide is called [The Range Source Book](#) (2012) and can be found online.

<sup>19</sup>The current National Field Archery Association guide is called the [Archery and Bowhunter Range Guidelines](#) and can be found online.

<sup>20</sup>The current Archery Trade Association guide is the [Archery Park Guide](#) (2012).

RCO. Costs associated with meeting this requirement are eligible administration expenses in the grant.

For range and course safety policy certifications, evaluations, and reports, RCO limits the number eligible for reimbursement to two, one at design and one at project completion. The RCO director may approve reimbursements for additional certifications, evaluations, and reports on a case-by-case basis.

## Property Requirements

### Landowner Acknowledgement for Acquisition Projects

As part of any grant application for acquisition of real property, the applicant must demonstrate that the landowner is aware of the applicant's interest in purchasing property rights. Applicants may meet this requirement by completing one of four options detailed in *RCO Manual 3: Acquisition Projects*.

### Control of the Land for Development Projects

To protect investments made by the Recreation and Conservation Funding Board and to assure public access to those investments, sponsors must have adequate control of project sites to construct, operate, and maintain the areas, and ensure there is enough property to have an adequate projectile fall zone for the term required by the grant program and grant agreement. This "control and tenure" may be through land ownership, a lease, use agreement, or easement. See *Manual 4: Development Projects* for more information.

The application must identify all outstanding rights or interests held by others in the land to be developed and must describe current and proposed zoning. If any outstanding rights or zoning later prove to be incompatible with public use of the site, the project sponsor must remedy the situation to RCO's satisfaction. This includes replacing any facilities developed with FARR funds with other facilities of at least equal value, use, and location; or repaying the FARR grant. This must be done at no cost to the FARR program.

The applicant must provide evidence that *all* the following conditions have been satisfied when proposing a development on leased land:

- At least 10 years will remain on the lease from the date of RCO's last reimbursement and acceptance of the project as complete.
- The lease is not revocable at will.
- The development and its intended uses are consistent with and legally permissible under the conditions of the lease.

## Projects on State-owned Aquatic Lands

If a project will occur over, in, or alongside a navigable body of water, an authorization to use state-owned aquatic lands may be needed.

All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help the grant applicant determine if the project will fall on state-owned aquatic lands and provide more information on its authorization process. See the [land manager coverage map](#) online for contact information for the Department of Natural Resources aquatic land managers.

If the project is on state-owned aquatic lands, the grant applicant will need to secure a lease or easement (use authorization) to use those lands from the Washington Department of Natural Resources. Securing the lease or easement may take up to a year. RCO requires the executed lease or easement within 60 days after board funding approval to show control and tenure for the site. The lease or easement is required before the project will be placed under agreement, unless RCO's director approves an extension in advance. Review the control and tenure requirements in *Manual 4: Development Projects* or *Manual 5: Restoration Projects*.

The following online resources may be helpful to review:

- [Grant Projects on State-owned Aquatic Lands](#)
- [Leasing State-owned Aquatic Lands](#)
- [Boundaries of State-owned Aquatic Lands](#)
- [Caring for Washington's Nearshore Environments](#)

## Department of Natural Resources' Review of Project Scope

Local government applicants that need to secure a use authorization meeting board policy must do all the following:

- Meet with the Department of Natural Resources to review the proposed scope of work.
- Complete a Joint Aquatic Resource Permit Application (JARPA) and give a copy to the Department of Natural Resources.
- Attach to the grant application a Scope of Work Acknowledgement Form (signed by the Department of Natural Resources) by the technical completion deadline.



State agency applicants must follow the same procedure when developing a new facility where one currently does not exist. RCO will coordinate an interagency, in-person review of proposals for all other state agency projects.

## Public Meeting Requirements

The Recreation and Conservation Funding Board's role is to fund grant proposals and not to act as a hearings board before which land use issues are argued. The board's intent is that all proposals, to the extent possible, have the support of the local community and be ready for implementation to ensure the maximum benefit is gained from the grant.

For this reason, the board's funding session should not be the first public meeting in which the interested parties have a chance to express views on a project. RCO requires applicants to hold at least one advertised, public meeting at which public testimony will be taken. For government applicants, the public hearing is advertised through the government's open public meeting process. For nonprofit organizations, the public meeting must be advertised in a local newspaper where the range facility is located.

Applicants must provide documentation to RCO that a meeting about the project was held. Specifically, applicants must conduct meetings if their projects will buy or develop range facilities where none exist or result in substantial, new external impacts on the surrounding area.

Whenever possible, RCO encourages applicants to meet these requirements in as convenient a manner as possible. For example, applicants may combine the FARR public meeting with other meetings that may have been scheduled.

Applicants must provide a minimum of 10 days notification to everyone who may reasonably be expected to have an interest in attending. After the meeting, applicants must provide RCO with a Public Meeting Certification (Appendix A). This must be completed by FARR's technical completion deadline.

If an applicant's project is selected for funding, the applicant must provide a follow-up public notice to the people who attended the public meeting to inform them of the project's final design. The follow-up public notice may be sent via regular postal mail or e-mail. A copy of the follow-up public notice must be provided to RCO.<sup>21</sup>

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<sup>21</sup>Recreation and Conservation Funding Board Resolution 2014-05

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## Other Requirements and Things to Know

### Number of Grant Proposal Allowed

In general, RCO does not limit the number of grant proposals from a single applicant during the biennial grant cycle. However, each proposal must be for a different scope of work.

A grant proposal for the same project or scope of work may be submitted to another RCO grant program only if it is being used as match. Each proposal must identify the other RCO matching grant proposal. RCO recommends applicants contact staff to discuss options for phasing costly, interrelated, or complex project proposals.

### Bid Competition for Purchased Equipment Services

A competitive bid process must be used for expendable property, equipment, and other services, including construction, purchased with FARR funds. This requirement is to ensure that these services are obtained as effectively as possible, without any real or apparent conflict of interest. Such conflicts arise when a person related to the FARR project sponsor (agent, family member, partner, etc.) has a financial or other interest in the organization selected to provide the needed service. Avoid such conflicts by doing the following:

- Conducting all procurement transactions in an open and free competitive manner.
- Keeping a file on bid procedures (request for proposals, bid invitation, independent cost estimates, selection process, etc.)
- Making awards to bidders with offers most responsive to solicitations, considering price, quality, and other factors.

### Liability Insurance

At the time a sponsor signs a grant agreement with RCO and continuing throughout the sponsor's obligation to the project (a minimum of 10 years from final reimbursement), the sponsor must carry liability insurance with coverage for at least \$1 million. The policy must insure by name the State of Washington, RCO, and the Recreation and Conservation Funding Board.

The policy must require the insurer to give RCO at least 30 days' notice before cancellation by the insurer, and no more than 10 days' notice following termination by the insured.

The project sponsor may use either its funds, FARR grant funds, or a combination thereof, to pay premiums on this policy. Payment of liability insurance is limited to 2

years per project. While liability insurance is an eligible cost, it may not be the sole subject of a grant application.<sup>22</sup>

No person or organization may look to RCO to recover a claim due to this requirement. That is, if death, injury, or damage to property at or near the FARR facility occurs, claimants must look to the project sponsor or others for recovery.

## **Prevailing Wage**

When using contracted labor, prevailing wages must be paid on all projects financed with state money. Prevailing wage is defined as the hourly wage, usual benefits, and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Department of Labor and Industries for each trade and occupation employed in the performance of the work. They are established separately for each county and are reflective of local wage conditions. Consult with the Department of Labor and Industries to determine whether prevailing laws apply to the project.

FARR funds are state funds. However, if federal funding is part of the project match, the Davis-Bacon Act must be followed unless the federal funding source specifically is identified as exempt from the requirement in the federal agreement. In instances where a project is funded by both state and federal sources, the higher of the two wages must be paid.

## **Legal Requirements<sup>23</sup>**

All project sponsors must do the following:

- Operate and maintain the site to ensure safe conditions; compliance with applicable laws, regulations, and building codes; and inclusion of all segments of the population.
- Regularly open usable facilities for any of the following:
  - Law enforcement personnel
  - The public who possess Washington concealed pistol or hunting licenses
  - People enrolled in hunter safety or firearm safety classes
- Regularly provide the facilities for free to hunter safety and firearm safety classes, except that archery ranges need not be open to firearm use.
- Post the hours of range availability for public and law enforcement use.

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<sup>22</sup>Recreation and Conservation Funding Board Resolution 2002-40

<sup>23</sup>Revised Code of Washington 79A.25.210

- Repay the entire grant amount if use of the range facility is discontinued less than 10 years from the date of the last RCO reimbursement and acceptance of the project as complete.

## Public Use<sup>24</sup>

### Providing for Public Use

In addition to the legal requirements above, recipients of FARR grants must allow public use, which means the general community (for example, people not affiliated with the applicant's organization) must have access to the shooting range facility. Competitive events that require participants to be certified before use do not meet RCO's definition of public use. See Evaluation Question 9. Mandating the purchase of a membership or automatically enrolling a guest as a member does not qualify as public use.

### Minimum Availability

Funded projects will be open for public use, as defined above, a minimum 8 hours each month. When the facility is available for other uses less than 8 hours a month, it will be open to the public the same number of hours that it is open for other purposes.

### Notices

Information about facility availability to the public must be easily accessible and included wherever hours of operation are provided.

## Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.<sup>25</sup> More information about the [RCO's disclosure practices](#) is available online.

## Project Area Stewardship and Ongoing Obligations<sup>26</sup>

An RCO grant comes with long-term obligations to maintain and protect the project area<sup>27</sup> after a project is complete. The long-term obligations are in RCO's grant agreement. A [sample grant agreement](#) can be found on RCO's Web site.

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<sup>24</sup>Recreation and Conservation Funding Board Resolution 2002-40

<sup>25</sup>Revised Code of Washington 42.56

<sup>26</sup>Revised Code of Washington 79A.25, Washington Administrative Code 286, RCO's grant agreement standard terms and conditions, and *Manual 7: Long-term Obligations*.

<sup>27</sup>Project area is the defined geographic area where the project occurs and is described in the project's boundary map.

RCO recognizes that changes occur over time and that some facilities may become obsolete or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that grant sponsors replace the lost value when changes or conversions of use take place.

In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as outdoor recreation, habitat protection, farmland preservation, or salmon recovery purposes, for as long as defined in the grant agreement. For development and restoration projects, the period is determined by the type of control and tenure provided for the project.

A conversion occurs when the project area acquired, developed, or restored with RCO grant funding is used for purposes other than what it was funded for originally. See *RCO Manual 7: Long-term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations for an RCO grant may jeopardize an organization's ability to obtain future RCO grants.

After a project is complete (that is, after RCO's final reimbursement and acceptance of the project), RCO documents that were signed by the sponsor continue to govern the project area described in the boundary map for which funds have been granted.

Changes may be made only with the prior approval of the board. If a compliance issue arises, RCO staff works with sponsors to resolve the issue. Unresolved, identified issues could result in restrictions on applying for or receiving future grants.

### **Development Projects Conversion Policy<sup>28</sup>**

RCO monitors projects for compliance with its agreements. If RCO finds that the project sponsor for a development or renovation project is out of compliance within 10 years of the last reimbursement, a "conversion" can be declared. When a conversion occurs, the sponsor first must evaluate all practical alternatives to the conversion and have rejected them on sound bases. Then, RCO will require the sponsor to compensate the program in one of the following ways:

- Pay back the entire grant amount to the firearms range account if any of the following occur:
  - The use of the range facility is discontinued.
  - The nonprofit organization sponsor fails to maintain nonprofit or not-for-profit status.

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<sup>28</sup>Washington Administrative Code 286-30-040(2) and (3)

- The sponsor fails to maintain proper liability insurance.
- Replace each converted element with similar land or facilities. The replaced elements must be of at least equal value, usefulness, and location.

The sponsor shall comply with other applicable board policies.

Conversions are explained in more detail in *Manual 7: Long-term Obligations*.

### **Acquisition Projects Conversion Policy<sup>29</sup>**

If a conversion occurs less than 10 years after RCO's final reimbursement, the board shall approve the conversion if all the following conditions are met:

- All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
- The sponsor pays back the entire grant amount to the Firearms Range Account.
- The sponsor complies with other applicable board-adopted policies.

If a conversion occurs 10 or more years after RCO's final reimbursement, the board shall approve the conversion under conditions which assure either of the following:

- The substitution of other land of at least equal fair market value at the time of conversion and nearly as feasible equivalent usefulness and location as the original project.
- By other remedy as adopted by the board to satisfy the conversion of use.

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<sup>29</sup>Washington Administrative Code 286-30-030(3) and (4)

# Section 3: Money Matters

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**In this section, you will learn about the following:**

- ✓ Grant limits
- ✓ Match requirements
- ✓ Types of match
- ✓ Federal rules
- ✓ User fees and charges
- ✓ Records and reimbursement

## Grant Limits

The Recreation and Conservation Funding Board establishes grant limits for its programs. While an applicant may submit more than one application, RCO's contribution to any single project will not exceed \$150,000.<sup>30</sup> Each project is limited to a single site.

The project sponsor is responsible for cost overruns. Also, the Recreation and Conservation Funding Board will not reimburse more than the sponsor's actual expenditures.

## Administration, Architecture, Engineering

Direct administrative costs for acquisition of real property are limited to no more than 5 percent of the total acquisition cost.

Architecture and engineering costs for development or renovation projects are limited to 20 percent of the total development or renovation costs.

Additional information about eligibility and reimbursement maximums for these elements in in *Manual 3: Acquisition Projects* (administration costs) and *Manual 4: Development Projects* (architectural and engineering costs).

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<sup>30</sup>Recreation and Conservation Funding Board Resolution 2014-05

## Match Requirements

### Matching Share

Match is the project sponsor's contribution to a project. Most Recreation and Conservation Funding Board programs require sponsors to match grants to meet statutory requirements, demonstrate a local commitment to the project, and to make funds available to a greater number of projects.

State law requires applicants, at a minimum, to match FARR funds as follows:

- 33 percent match for noise abatement or safety improvement projects or project elements (existing range facilities only).
- 50 percent match for all other projects or project elements. For example, if an applicant requests a \$75,000 grant, the applicant must contribute \$75,000 for a total project cost of \$150,000. This is called providing a 50 percent or one-to-one matching share.

### Eligible Match

Applicant resources used to match board funds must be eligible in the FARR program. Sources of matching resources include any one or more of the following:

- Appropriations and cash
- Bonds—council or voter
- Conservation futures
- Corrections labor
- Donations—the value of using cash, equipment use, labor, land, materials, property rights, or services (see Types of Match below)
- Force account—the value of using sponsor's equipment, labor, or materials (see Types of Match below)
- Grants—federal, state, local, and private (see Types of Match below)
- Local impact and mitigation fees (see Types of Match below)
- Proceeds of a letter of credit or binding loan commitment
- Other Recreation and Conservation Funding Board grants that meet the requirements outlined below



## Not Allowed as Match

- Existing project sponsor assets such as real property or developments
- Costs that are double counted (that is, a cost incurred by a project sponsor in a project that has been reimbursed by RCO shall not be used in another RCO project)
- Cost that are not eligible for grant assistance
- Costs incurred before the execution of a grant agreement
- Costs associated with meeting a mitigation requirement for another project or action

## Recreation and Conservation Funding Board Match Requirements

Recreation and Conservation Funding Board grants are intended to be the last source of funding for a project. In other words, before the board awards the grant, the required match must be secured so the project can move forward. Board grants also are intended to enhance the existing capacities of range providers. They are designed to achieve results that would not be possible without state funding. The grant shall not replace any funding that would have been used for a project without grant funding.<sup>31</sup>

All matching resources must be all the following:

- An integral and necessary part of the approved projects.
- Part of the work identified in the application and grant agreement.
- For eligible work types or elements.
- Committed to the project.

Rules governing projects apply to the grant applicant's match. For example, if a grant applicant uses donated land as match, RCO rules requiring the land to remain in public outdoor recreation use forever apply to the donated land as well.

In many grant programs, particularly those where match is not required, the Recreation and Conservation Funding Board adopted evaluation criteria to encourage applicants to contribute matching shares. This typically is reflected in the criteria when points are given for non-governmental contributions or for exceeding the minimum match requirements. Applicants should carefully review the evaluation instrument to determine if this applies to their projects.

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<sup>31</sup>Washington Administrative Code 286-13-045(6) and Revised Code of Washington 79A.25.210

Except for grant applications submitted within the same biennium, matching resources or board grants committed in one board-funded project must not be used as match in another board-funded project.<sup>32</sup>

## Match Availability and Certification

Applicants must have matching funds available for expenditure before the Recreation and Conservation Funding Board approves funding. All applicants are required to sign and submit a Certification of Match Form to ensure their projects are included in the funding recommendation. Applicants are advised to plan for projects whose match depends on citizen votes or passage of a ballot measure. This certification is due at least 1 calendar month before Recreation and Conservation Funding Board action.<sup>33</sup> The forms and deadlines for certifying match are on the RCO Web site.

RCO may declare projects ineligible if there is no guarantee that matching funds are available, and those projects may be passed over in favor of projects with the match in place. Such decisions are based on the Recreation and Conservation Funding Board's confidence in the applicant's ability to have the match in place when required.

## Types of Match

### Donations

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out-of-pocket expenses. Valuing donations of equipment, labor (including inmates, community service labor, and volunteers), and material is discussed in *Manual 8: Reimbursements*. RCO strongly encourages applicants to secure written confirmation of all donations they plan to use as match and attach the donation letters to their PRISM Online applications.

Donated land must expand existing recreation lands or stand on its own as a viable recreation area. Review *Manual 3: Acquisition Projects* before taking title to property that will be donated and used as match. Manual 3 outlines the requirements for valuing the property and for securing a donation statement from the seller.

### Force Account

Force account refers to use of a sponsor's staff (labor), equipment, or materials. These contributions are treated as expenditures.

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<sup>32</sup>Washington Administrative Code 286-13-045(7)

<sup>33</sup>Washington Administrative Code 286-13-040 (3)

## Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as its match. Other grants are eligible as long as the purposes are similar and grant sources do not restrict or diminish the use, availability, or value of the project area.

The eligibility of federal funds to be used as a match may be governed by federal and state requirements and thus will vary with individual program policies.

Applicants must clearly identify in the grant application all grants to be used as match. RCO will help determine if the source is compatible with Recreation and Conservation Funding Board grants.

## Recreation and Conservation Funding Board Grants as Match

Another Recreation and Conservation Funding Board grant may be used to help meet the match requirements if it meets all the following criteria:

- The grant is not from the same Recreation and Conservation Funding Board grant program.
- Only elements eligible in *both* grant programs are counted as the match.
- Each grant is evaluated independently and on its own merits, as if the match were coming from elsewhere.

Note: When another Recreation and Conservation Funding Board grant is used as match, the certification of match will be tentative, conditioned on receipt of the other grant or on the sponsor providing the match from other resources. To prevent a backlog of unspent grants, the sponsor must finish the project by the earliest complete date of the two grants.

For evaluation scoring, an RCO grant used as match will not count toward the award of matching share points.<sup>34</sup>

## Mitigation Funds

The Recreation and Conservation Funding Board allows use of impact fees and mitigation cash payments, such as money from a fund established as a mitigation requirement, as match if the money has been passed from the mitigating entity to an eligible applicant, and the board's grant does not replace mitigation money, repay the mitigation fund, or in any way supplant the obligation of the mitigating entity.

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<sup>34</sup>Recreation and Conservation Funding Board Resolution 2014-06

## Federal Rules

For all projects funded with federal funds or other grants that are used as match to a federal source, grant administration is governed by [Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) and RCO may require additional information.

## User Fees and Charges

User or other fees may be charged for areas and facilities acquired or developed with FARR grants, except that no facility fee shall be charged for firearm or hunter safety education classes. See *RCO Manual 3: Acquisition Projects*, *Manual 4: Development Projects*, and *Manual 7: Long-term Obligations* for more information.

## Records and Reimbursement

### Sponsors Must Pay First

RCO pays grants through reimbursement. Sponsors may request reimbursement only after paying employees and vendors. RCO does not provide money before vendors are paid. Except as otherwise provided below, RCO will pay only at the percentage identified in the grant agreement after the sponsor has presented an invoice documenting costs incurred and compliance with the provisions of the grant agreement.

The amount of reimbursement may never exceed the cash spent on the project.

Reimbursement shall not be approved for any donations, including donated land. RCO may pay an escrow account directly for RCO's share of the approved cost of land and related costs if the sponsor indicates a temporary lack of money to buy the land on a reimbursement basis. Before release of RCO grants into escrow, the sponsor must provide RCO with a copy of a binding agreement between the sponsor and the seller, all required documentation, and evidence of deposit of the sponsor's share, identified in the grant agreement, into an escrow account.

Complete reimbursement procedures are found in *Manual 8: Reimbursements*.

### Records

Applicants must keep detailed records of all funded project costs including force account values and donated contributions. Refer to *Manual 8: Reimbursements* for details and instructions about audits, record retention, and documents required for reimbursement.

# Section 4: Project Selection

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## In this section, you will learn about the following:

- ✓ How project evaluation works
- ✓ FARR advisory committee
- ✓ Evaluation criteria

## How Project Evaluation Works

Project evaluation is the competitive process adopted by the Recreation and Conservation Funding Board to guide its grant awards.<sup>35</sup> It is based on a set of board-approved evaluation questions. The questions are created from statutory and other criteria developed through a public process. The evaluation questions may be found in the following pages.

There are two sections to the evaluation criteria: Advisory committee-scored questions and RCO staff-scored questions. In the first section, the advisory committee (see below) uses subjective criteria to score each project. Scores are based on each applicant's response to evaluation questions, graphics presented during the evaluation meeting or included in the application, and summary application material made available in advance of the project's evaluation.

In the second section, RCO staff scores the projects using objective measures, such as matching share, population, and conformance to growth management planning. Scores are based on material submitted by applicants and information obtained from the state Department of Commerce.

Scores from both sections are combined for a project's total evaluation score. The resulting ranked list is the basis for funding recommendations to the Recreation and Conservation Funding Board, which makes the final funding decisions in an open public meeting.

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<sup>35</sup>Washington Administrative Code 286-13-020

## General Evaluation Policies

Evaluations of projects involve an applicant's in-person oral and graphic presentation to the advisory committee. RCO provides the committee with summary application materials. While evaluation meetings are open to anyone, they are not public hearings. As such only authorized applicant representatives may address the evaluation team. At these meetings, an RCO staff member serves as moderator. Scoring is confidential. Following the meeting, *all* scores are tabulated and compiled to establish a ranked list of projects. Note: During the 2020 grant cycle, RCO will host online, virtual review and evaluation meetings only. This change is for applications submitted by November 1, 2020.

## Evaluating Combination Projects

Projects involving both acquisition and development are evaluated on all criteria for both types of projects. To ensure equal treatment for combination projects, the scoring multiplier for some evaluation criteria is half of that used for individual acquisition or development projects.

## FARR Advisory Committee

RCO manages the FARR program with the assistance of a standing advisory committee. The FARR advisory committee's role is to recommend policies and procedures to RCO for administering grants and to review, evaluate, and score grant applications. In recruiting members for the committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience and knowledge of a variety of shooting sports in Washington.

Check RCO's Web site for [membership and other details](#).

RCO's director may appoint *ex officio* members to the committee to provide additional representation and expertise.

## Do Not Fund Recommendation<sup>36</sup>

Occasionally during evaluations, the advisory committee may express significant concerns about a project, such that it would like to discuss a "Do Not Fund" recommendation. If this occurs, the advisory committee may discuss its concerns at the post-evaluation meeting, which takes place after application scores are tabulated.

If a "Do Not Fund" recommendation is scheduled to be considered, RCO will notify the applicant in writing, identify the significant concerns expressed by the evaluators, and invite the applicant to attend the post-evaluation meeting to respond to questions. The applicant also may submit a written response to the evaluators' concerns. To ensure all projects are treated equally, no additional testimony from applicants or visitors is taken at the post-evaluation meeting. The advisory committee determines a "Do Not Fund" recommendation by a simple majority vote of the committee members that participated in application evaluations.

RCO staff will forward to the board a summary of the "Do Not Fund" recommendation and any committee member comments. The board will consider the advisory committee's recommendation at a regularly scheduled public meeting, before the ranked list is adopted (consideration may take place at the same meeting, but the "Do Not Fund" recommendation will be discussed before the ranked list is adopted). The board retains discretion in awarding all grants.

## Evaluation Criteria

FARR Evaluation Criteria Summary				
Scored by	Question	Item	Maximum Points	Project Type
Advisory Committee	1	Need	15	All
Advisory Committee	2	Immediacy of threat	10	Acquisition
			5	Combination
Advisory Committee	3	Project design	10	Development
			5	Combination
Advisory Committee	4	Impact on surrounding property*	5	All
Advisory Committee	5	Expansion or renovation	5	All
Advisory Committee	6	Health and safety	15	All
Advisory Committee	7	Budget development	5	All
Advisory Committee	8	Mandated uses	10	All
Advisory Committee	9	Public access	15	All
Advisory Committee	10	Need satisfaction	10	All
RCO Staff	11	Growth Management Act compliance	0	All
<b>Total Points Possible for Existing Sites=90</b>				All
<b>Total Points Possible for New Sites=85</b>				All

\*Applies only to existing sites and projects certified as qualifying for a higher funding level. See Question 3.

### Advisory Committee-Scored

#### 1. **Need.** To what extent is this type of FARR project needed in the service area?

This question measures the need for this type of project. It is closely related to Question 10, which measures how well this proposal actually fulfills this need. Begin by displaying a graphic that describes the area to be served by this project. That is typically the area from which about 80 percent of the facility's users will come.

Considerations:

- What are this area's range needs and how reliable is the support information?
- What is the role of safety and/or noise related to the stated need? Explain.
- What is the service area's population and estimated growth, and what major annual range events currently take place?



- Within the service area of this project, what related opportunities exist? Describe.

▲ Point Range: 0-5 points, which are multiplied later by 3.

0 points      Insufficient or no evidence presented.

1-2 points    Limited or modest need.

3 points      Moderate to above average need.

4-5 points    Unusually high to urgent need.

Revised December 2002.

- 2. Threat Immediacy (acquisition and combination projects only).** To what degree will implementation of this proposal reduce the impact of a threat to the future availability of this opportunity?

An example is a proposed land acquisition for a shooting facility. If it can be demonstrated that the site will be lost to another use within 3 years, the threat immediacy would be rated "high." Considerations include the following:

- How clearly identified and imminent is the threat?
- How vulnerable is the facility to this threat? That is, will the threat have a small, medium, or large impact on the quality of the opportunity or its availability for public use?
- What alternatives are available to avoid the threat?

▲ Point Range: 0-5 points, which are multiplied later by 2 for acquisition projects.

0 points      Insufficient evidence presented or there is no threat.

1-2 points    Minimal threat; the FARR program opportunity is susceptible only marginally to this threat, which may arrive within 36 months.

3 points      Medium threat; the FARR program opportunity is susceptible moderately to this threat, or even though the threat is significant and due to arrive within 36 months, it only is under serious consideration and may not actually occur.

4-5 points    High threat; the site is very vulnerable to this type of threat

**And** it has been shown that the threat will arrive within 36 months

**or** a threat has occurred, or is imminent, and has led some entity to acquire rights in the land at the request of the applicant

**or** RCO has granted a written Waiver of Retroactivity that advisory committee members feel has merit based on a threat situation.

**3. Project Design (development and combination projects only).** Has this project been designed in a high-quality manner?

Does the design agree with generally accepted practices? For example:

- Environment. How are aesthetic, accessibility, and environmental issues addressed? If applicable, how are lead recovery, soil, and water conditions addressed?
- Sustainability. How does the project design include sustainability features or shooting range best management practices?
- General. If this is a new facility project, is it designed for ease of maintenance and traffic flow, operation of several types of shooting experiences simultaneously, etc.? Is the site's size, location, and topography appropriate?
- Small works. The above considerations may not fully apply to projects composed of one or two small items, such as toilets, fencing, or lighting. In such cases, consider how the items may contribute to the entire facility's general design features.

▲ Point Range: 0-5, which are multiplied later by 2 for development projects.

- |            |   |
|------------|---|
| 0 points   | Poor. Insufficient evidence presented or the design is inappropriate for the intended uses.               |
| 1-2 points | Moderate. The design, or contribution to the overall design, does a fair job of addressing intended uses. |
| 3 points   | Good. The design, or contribution to the overall design, is adequate and reasonable for intended uses.    |
| 4-5 points | Excellent. The design, or contribution to the overall design, is outstanding.                             |

Revised January 2014 by the Recreation and Conservation Funding Board Resolution 2014-05

**4. Impact on Surrounding Property.** How much will this project protect surrounding properties from noise impacts and/or projectile hazards originating from the range?

This question may be addressed only by applicants who have had noise abatement and/or safety elements certified by RCO's director or designee as qualifying for a higher funding level and who are seeking to improve existing range sites. For additional information, see Legal Requirements and Noise Abatement and Safety Improvement Projects in this manual.

This question supports the 1996 amendments to Revised Code of Washington 79A.25.720 by encouraging the reduction of impacts to land that surrounds FARR facilities and improvements to older facilities. Certified elements only, for existing acquisition or development sites.<sup>37</sup>

**Noise Abatement**

Consider the degree to which the proposal will help reduce impacts on surrounding properties by lessening auditory disturbances. That is, does the project add the following:

- Land for buffer purposes?
- Containment structures (walls, roofs, berms, baffles)?
- Sound insulation?

**Safety**

Neither RCO nor its advisory committee will evaluate the degree to which a range is safe or not. Responses to this question are meant solely to suggest, for discussion purposes, the role of this specific project in contributing to improving safety on surrounding properties. That is, does the project add the following:

- Perimeter fencing for safety?
- Land for buffer purposes?
- Projectile containment structures (walls, roofs, berms, baffles)?

▲ Point Range: 0-5 points.

- 0 points      Poor. Insufficient evidence presented, or this proposal will have no effect on noise or safety issues.

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<sup>37</sup>Revised Code of Washington 79A.25.720

- 1-2 points Fair. This project improves an existing range by reducing noise impacts and/or improving safety conditions on surrounding land to a small degree.
- 3 points Good. This project improves an existing range by reducing noise impacts and/or improving safety conditions moderately.
- 4-5 points Excellent. This project improves an existing range by reducing noise impacts and/or improving safety conditions markedly.

Revised March 1997

**5. Expansion and Renovation.** Will the project effectively expand or renovate an existing facility?

This question recognizes that expansion or phased projects generally provide greater benefit-to-cost ratios than new projects. For example, projects that add to existing FARR facilities frequently provide greater management flexibility and resource diversity.

▲ Point Range: 0-5 points.

- 0 points Poor. Insufficient evidence presented or the project does not effectively expand or renovate an existing facility.
- 1-2 points Low. The project is primarily concerned with expansion or renovation of utilities (water, electricity, etc.).
- 3 points Medium. The project is primarily concerned with expansion or renovation of support facilities (restrooms, clubhouses, picnic shelters, parking areas), or the project is some combination of expansion or renovation of support facilities, utilities, and/or direct shooting facilities.
- 4-5 points High. The project primarily consists of expansion or renovation of facilities that directly involve shooting or archery activities (firing lines, target lines, pits, backstops, side berms, safety baffles, etc.).

**6. Health and Safety.** How much will this project improve the health and safety qualities of the range property.<sup>38</sup> How does the project address the safety guidelines required in the FARR program?

Neither RCO nor its advisory committee will evaluate the degree to which a range is safe or not. Responses to this question are meant solely to suggest, for discussion

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<sup>38</sup>Revised Code of Washington 79A.25.720

purposes, the role of this specific project in improving the health and safety of the facility. That is, does the project add the following:

- Fencing for buffer or safety purposes?
- Projectile containment structures (walls, roofs, berms)?
- Sound-limiting elements?
- Improved range firing line separations, the communication of cease-fire orders (especially to the visually and hearing impaired), or similar elements?
- Improved safety-related health conditions, such as the provision of sanitary facilities or lead containment and abatement?
- Has the project design been reviewed by an independent range safety specialist? Are costs associated with an independent range safety evaluation included in the application cost estimate?

▲ Point Range: 0-5 points, which are multiplied later by 3.

- |            |   |
|------------|---|
| 0 points   | Poor. Insufficient evidence presented, or this proposal will have no effect on health or safety issues. |
| 1-2 points | Fair. This project will improve health and safety conditions.   |
| 3 points   | Good. This project will improve health and safety conditions moderately.                                |
| 4-5 points | Excellent. This project will markedly improve health and safety conditions.                             |

Revised March 1997

**7. Budget Development.** Is the budget appropriately developed with enough detail to ensure a successful, cost-effective project?

Considerations include the following:

- Is there parity or disparity between the applicant's cost estimates and the perceived real value of the proposed improvements?
- What is this applicant's past record with cost estimates (on-target, overruns, shortages, etc.)?

- What portion of the budget elements appear inaccurate, unnecessarily expensive, or unwisely underestimated? Have all important elements been included? Are some omitted? Are unnecessary elements added?

▲ Point Range: 0-5 points.

- |            |   |
|------------|---|
| 0 points   | Weak. Overall detail is insufficient for a higher rating or the cost estimates for too many elements appear unrealistic or the elements themselves unnecessary. |
| 1-2 points | Moderate. Only few cost estimates appear unrealistic or the elements themselves unnecessary.  |
| 3 points   | Good. Each element and cost estimate appears adequate and reasonable for this proposal.   |
| 4-5 points | Excellent. Not only do virtually all elements appear on-target, but the budget is clear and will contribute to efficient implementation.                        |

Revised March 1997

- 8. Mandated Uses.** To what extent will the applicant make the facility available for range purposes to license holders, hunter or firearm education, or law enforcement?<sup>39</sup>

By law, all project facilities must be available and convenient for use by: (1) law enforcement personnel, or (2) people possessing Washington concealed pistol licenses, or (3) people possessing hunting licenses, or (4) people enrolled in hunter safety or firearm safety classes.

Considerations include the following:

- Number and types of personnel trained annually (enforcement, license holders, safety class participants), and training activities or opportunities offered.
- Number of activities served (archery, pistol, black powder, rifle, shotgun, trap, etc.).
- Factors that limit or extend service (for example, the presence of all-weather facilities; the need to close one opportunity when another is opened; the number of special events that limit other uses).

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<sup>39</sup>Revised Code of Washington 79A.25.720, paragraph 3.

- How well the proposal addresses any recent program growth among "mandated" uses.

▲ Point Range: 0-5 points, which are multiplied later by 2.

- |            |   |
|------------|---|
| 0 points   | Limited or unsure. The facility will be of limited use to any of the four groups (see above—enforcement, license holders, etc.).  |
| 1-2 points | Moderate. Convenient, with frequent and regular hours set for at least one or two groups (see above—enforcement, license holders, etc.).  |
| 3 points   | Good. Convenient, with frequent and regular hours set for at least three groups (see above—enforcement, license holders, etc.) or the facility serves just one of these groups but does it well with good attendance.                 |
| 4-5 points | Excellent. Convenient, with frequent and regular hours set for all four groups (see above—enforcement, license holders, etc.) or the facility serves just one or two of these groups but does it extremely well with high attendance. |

**9. Public Access.** To what extent will the FARR facility be available for access by the public?<sup>40</sup>

All FARR projects are required to provide for public use. "Public use" means that the general public (for example, people not affiliated with the applicant's club) has access to the shooting facility. Competitive events that require certification to participate do not meet RCO's definition of public use.

In addition to public use, many clubs and facility managers allow the public to purchase memberships. This is recognized as increasing the public's access to shooting facilities.

Public access is measured by determining if appropriate and convenient access is provided to people who wish to shoot at the range.

"Appropriate" combines these public access considerations:

- Is access at times when demand is greatest?
- Is access at times that are cost-efficient for the organization?

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<sup>40</sup>Revised Code of Washington 79A.25.210 and Recreation and Conservation Funding Board Resolution 2002-40

- Are any access restrictions based solely on safety considerations?
- Are any membership requirements and costs reasonable?

"Convenient" combines these public access considerations:

- Are access hours regularly allocated each day, month, and year?
- Are access hours at times when potential users can attend?
- Are access hours posted at the facility?
- Are access hours published in a widely available schedule?
- Is it easy for the public to obtain a membership?

▲ Point Range: 0-5 points, which are multiplied later by 3.

0 points Too limited. Public access is not appropriate or convenient.

1-2 points Marginal. Public access is appropriate and convenient only somewhat.

3 points Good. Public access is appropriate and convenient.

4-5 points Excellent. Public access is exceptionally appropriate and convenient

Revised March 1997

**10. Need Satisfaction.** How well does this project satisfy the need identified in Question 1?

Proposals that do the most to satisfy any urgent service area needs will score well here. Those that do little to address such needs, or those where the previously identified needs are not high or urgent (Question 1), will not score as well.

Considerations:

- To what extent will this project effectively fulfill a verified and important need? That is, how strong is the link between the previously identified need and this proposal? Explain.
- Is this need met in a similar way elsewhere in the service area? Explain. Consider both formal and informal opportunities and whether the other opportunities are struggling, successful, crowded, etc.?



- What is the background and experience level of the personnel assigned to this project? Describe their past successes and learning opportunities.
- Is the project named by location or type as a priority in an adopted plan? Explain.
- If this is a land acquisition project, how suitable is the site's size and location?

▲ Point Range: 0-5 points, which are multiplied later by 2.

- 0 points Project does a poor job of addressing service area needs.
- 1-2 points Project does a marginal job of addressing service area needs.
- 3 points Project does a good job of addressing service area needs.
- 4-5 points Project does an excellent job of addressing service area needs.

Revised December 2002

## RCO Staff-Scored

**11. Growth Management Act Compliance.** Has the applicant made progress toward meeting the requirements of the Growth Management Act?<sup>41</sup>

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant<sup>42</sup> has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040 ("state law").
- B. When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it accomplishes any of the following:
  - Adopts or has adopted within the time periods specified in state law.
  - Adopts or has adopted by the time it requests a grant or loan.
  - Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months

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<sup>41</sup>Revised Code of Washington 43.17.250 (Growth Management Act-preference required.)

<sup>42</sup>Applicants in this question are counties, cities, and towns only.

out of compliance with the time periods has not demonstrated substantial progress.

- C. A request from an applicant planning under state law shall be accorded no additional preference based on subsection (B) over a request from an applicant not planning under this state law.

RCO staff scores this question based on information from the state Department of Commerce, Growth Management Division. If an agency's comprehensive plan, development regulations, or amendments have been appealed to a Growth Management Act Hearings Board, it cannot be penalized during the period of appeal. Scoring occurs after RCO's technical completion deadline.

▲ Point Range: -1 to 0 points.

- 1 point      Applicant does not meet the requirements of Revised Code of Washington 43.17.250.
- 0 points      Applicant meets the requirements of Revised Code of Washington 43.17.250.
- 0 points      Applicant is a nonprofit organization or a state or federal agency.

Revised July 1999

# Appendix A: Public Meeting Form

Project Name \_\_\_\_\_

Applicant Name \_\_\_\_\_

I/we understand that, in summary, it is the policy of the Recreation and Conservation Office (RCO) that Firearms and Archery Range Recreation program applicants must hold at least one advertised, open public meeting. Specifically, the meetings are required if the project will acquire or develop a range facility where none currently exists, or will result in a substantial, new, external impact on the surrounding area of an existing range. Based on a review of this policy, I/we have determined that (check the appropriate box):

- We are not required to hold a public meeting and have no plans to do so.
- We are not required to hold a public meeting but will do so or have done so.
- We are required to hold a public meeting. The following information is available in our files for inspection if needed by RCO:
  - Public notification announcement
  - Agenda
  - Attendance list
  - Summary of the proceedings

Date the meeting was held \_\_\_\_\_

Location of the meeting \_\_\_\_\_

Certified by \_\_\_\_\_  
Signature Date

# Appendix B: Public Meeting Follow-Up Certification



Project Number and Name \_\_\_\_\_

Applicant Name \_\_\_\_\_

The Recreation and Conservation Office (RCO) requires a project sponsor who held a public meeting about a funded project to send a follow-up notice to meeting attendees to inform them of the project's final design. The follow-up public notice may be sent by postal mail or e-mail and is required before RCO will sign a contract to award the grant.

I hereby certify that a follow-up notice has been sent to those who attended the initial public meeting.

The following information is attached to this certification and saved in our files for inspection, if needed by RCO:

- Attendance and distribution list
- Copy of the follow-up public notice

Certified by \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

# Appendix C:

## Project Design Self-Certification

The sponsor is solely responsible for range and facility safety. RCO requires this certification and evaluation only for its internal purpose to provide another indicator of the appropriate use of state grants. RCO does not in any way review or pass on the adequacy of any certification or evaluation and does not assume any obligation to any person or entity to ensure that such a certification or evaluation is complete or received before or after providing reimbursement.

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This statement must be filled out and signed by an employee or officer of the organization receiving funding from the FARR program. The Range and Course Safety Policy is limited to this FARR-funded project and the associated ranges. This is not a certification that a range is safe.

RCO project number and name: \_\_\_\_\_

Name of your organization: \_\_\_\_\_

### **Range and Course Safety Policy<sup>43</sup>**

RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the Recreation and Conservation Funding Board to be acquired, planned, designed, operated, and maintained to contain all projectiles on the property and to minimize noise impacts to nearby properties. Therefore, all funded projects that directly relate to shooting activities or noise and safety abatement must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle Association, National Field Archery Association, and the Archery Trade Association.

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<sup>43</sup>Recreation and Conservation Funding Board Resolution 2016-21

Projects using guidance from the Archery Trade Association: 1) must be acquired, planned, designed, operated, and maintained to ensure projectiles do not leave the property that the sponsor has demonstrated control and tenure over, and 2) must have all safety buffer zones on the property that the sponsor has demonstrated its control and tenure over.

To determine whether a project meets RCO policy, projects that directly benefit shooting activities and noise and safety abatement projects must be evaluated by a certified advisor from one of the associations identified above, a professional engineer, or other qualified professional consultant with experience and expertise in the evaluation and design of ranges and courses. Project sponsors must provide documentation of the project's evaluation by one of the above reviewers before receiving reimbursement from RCO. Costs associated with meeting this requirement are eligible administration expenses in the grant.

## **Guidance for Certification**

In the above policy, "containment" means that projectiles do not leave property under the control of the sponsor because 1) the range is being used per its rules that prevent escapement and 2) all human and engineered controls to prevent escapement meet the facility design and are operating at their optimal levels.

Meeting a guidance named in the policy (see above) means the project design and associated ranges and/or acquisition meets the intent of that guidance.

## **Sponsor Certification**

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Sponsor: Name and title of the person filling out this certification

Check all that apply:

- 1) Our organization has contracted with a qualified professional (an evaluator) to evaluate our project design and/or planned acquisition and the associated ranges for compliance with RCO's Range and Course Safety Policy and produce a project design evaluation report. I attest to the following:
  - The evaluator has determined that the design and associated ranges and/or planned acquisition conform to the RCO Range and Course Safety Policy.
  - The evaluator has declared he/she meets the qualifications in the policy.

2) As required, I have attached the evaluator's project design evaluation report which, at a minimum, contains the following sections and information:

- [ ] **Evaluator Scope of Work:** Describes the evaluator's contracted scope of work and relationship to our organization.
- [ ] **Project Design:** This section must contain a copy of the schematic design and layout of the FARR-funded project and associated ranges, a summary of the range's safety plan, and a description of the project's purpose and its relation to the design and safety plan.
- [ ] **Containment and Noise:** Description of how the design and associated ranges will or will not achieve containment and minimize noise, and how the project conforms to the policy. Other guidelines used also should be noted.
- [ ] **Conclusions:** Must include a statement indicating the project design, associated ranges, and safety plan conforms (or not) to the RCO's Range and Course Safety Policy.
- [ ] **Evaluator's Qualifications and Experience:** List all relevant education, employment, licenses and accreditations, recent projects, etc.

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Print name and title

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Signature

Date

# Appendix D: Completed Project Self- Certification

The sponsor is solely responsible for range and facility safety. RCO requires the above certification and evaluation only for its internal purpose to provide another indicator of the appropriate use of a state grant. RCO does not in any way review or pass on the adequacy of any certification or evaluation and does not assume any obligation to any person or entity to ensure that such a certification or evaluation is complete or received before or after providing reimbursement.

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This statement must be filled out and signed by an employee or officer of the organization receiving funding from the FARR program. The Range and Course Safety Policy is limited to this FARR-funded project and the associated ranges. This is not a certification that the range is safe.

RCO project number and name: \_\_\_\_\_

Name of your organization: \_\_\_\_\_

## **Range and Course Safety Policy<sup>44</sup>**

RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the Recreation and Conservation Funding Board to be acquired, planned, designed, operated, and maintained to contain all projectiles on the property and to minimize noise impacts to nearby properties. Therefore, all funded projects that directly benefit shooting activities or noise and safety abatement projects must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle Association, National Field Archery Association, and the Archery Trade Association.

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<sup>44</sup>Recreation and Conservation Funding Board Resolution 2016-21



Projects using guidance from the Archery Trade Association: 1) must be acquired, planned, designed, operated, and maintained to ensure projectiles do not leave the property that the sponsor has demonstrated its control and tenure over, and 2) must have safety buffer zones on the property that the sponsor has demonstrated its control and tenure over.

To determine whether a project meets RCO policy, projects that directly benefit shooting activities and noise and safety abatement projects must be evaluated by a certified advisor from one of the associations identified above, a professional engineer, or other qualified professional consultant with experience and expertise in the evaluation and design of ranges and courses. Project sponsors must provide documentation of the project's evaluation by one of the above reviewers before receiving reimbursement from RCO. Costs associated with meeting this requirement are eligible administration expenses in the grant.

## **Guidance for Certification**

In the above policy, "containment" means that projectiles do not leave property under the control of the sponsor because 1) the range is being used per its rules that prevent escapement and 2) all human and engineered controls to prevent escapement meet the facility design and are operating at their optimal level.

Meeting a guidance named in the policy above means the project design and associated ranges and/or acquisition meets the intent of that guidance.

## **Sponsor Certification**

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Sponsor: Name and title of the person filling out this certification

- 1) Our organization has contracted with a qualified professional (an evaluator) to inspect and evaluate our completed project for compliance with RCO's Range and Course Safety Policy and produce a completed project evaluation report. I attest to the following:
  - The evaluator has determined that the FARR-funded project and its associated ranges conform to RCO's Range and Course Safety Policy.
  - The evaluator declared he/she meets the qualifications in the policy.
- 2) As required, I have attached the evaluator's completed project evaluation report which, at a minimum, contains the following sections and information:
  - Evaluator Scope of Work:** Describes the evaluator's contracted scope of work and relationship to our organization.

- [ ] **As-Built Design:** This section must contain the project’s schematic as-built plans (or acquisition map), schematic of the entire associated range, and summary of its safety plan. State that the completed project was based on the previously evaluated design or planned acquisition contained in the sponsor’s Appendix C and its attached project design evaluation report (note any variances).
  
- [ ] **Containment and Noise:** Discuss how the completed project and associated range and/or acquisition will (or not) achieve containment and minimize noise, and how the completed project and associated ranges and/or acquisition conform to the Range and Course Safety Policy. Other guidance used also should be noted.
  
- [ ] **Conclusions:** Must include a statement indicating the completed project, the safety plan, and associated ranges conform (or not) to RCO’s Range and Course Safety Policy.
  
- [ ] **Evaluator’s Qualifications and Experience:** List all relevant education, employment, licenses, accreditations, recent projects, etc.

Print name: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_