

Manual 11

Firearms and Archery Range Recreation Program

August 2024

Table of Contents

At A Glance	1
Section 1: Introduction	2
The Firearms and Archery Range Recreation Program.....	2
The Recreation and Conservation Funding Board.....	3
Who Makes Decisions.....	4
Where to Get Information.....	5
Grant Process and Timeline.....	5
Time Limits and Extensions.....	9
Section 2: Policies.....	10
Eligible Applicants	10
Eligible Project Types	12
Eligible Activities	16
Eligible Costs	16
Environmental Requirements.....	19
Design Considerations.....	22
Property Requirements.....	23
Public Meeting Requirements	25
Other Requirements and Things to Know	26
Project Area Stewardship and Ongoing Obligations	31
Section 3: Money Matters.....	34
Grant Limits.....	34
Matching Share	35
Types of Match	37
Cost Increases	39
Federal Rules	39
User Fees and Charges	39
Records and Reimbursement.....	40
Section 4: Project Selection	41
How Project Evaluation Works	41
Evaluation Criteria.....	43
Appendix A: Public Meeting Form.....	55
Appendix B: Public Meeting Follow-Up Certification	56
Appendix C: Project Design Self-Certification	57
Appendix D: Completed Project Self-Certification.....	60

At A Glance

Firearms and Archery Range Recreations	
Purpose	The program provides money for projects that acquire, develop, and renovate firearm and archery training and practice facilities.
Who may apply?	<ul style="list-style-type: none"> • Cities and towns • Counties • Law enforcement agencies • Nonprofit shooting organizations • School districts • Special purpose districts • State agencies
Is a plan required?	No
What types of projects are eligible?	<ul style="list-style-type: none"> • Land acquisition • Development or renovation • Combination (acquisition and development or renovation)
What are the grant limits?	\$150,000
What must the project sponsor contribute?	<ul style="list-style-type: none"> • 50 percent • 33 percent for noise abatement or safety improvement projects (existing range facilities only)
How is the project evaluated?	An advisory committee hears an in-person, virtual presentation and scores the project.
When are applications due	October 31, 2024
When are grants awarded?	June 2025 (Estimate)
What's new this year?	<ul style="list-style-type: none"> • Existing rules about time limits, extensions, inspections, acknowledgments, and signs were added in this manual.

Section 1: Introduction

This section covers the following:

- ✓ The Firearms and Archery Range Recreation program
- ✓ The Recreation and Conservation Funding Board
- ✓ Who makes decisions
- ✓ Where to get information
- ✓ Grant process and timeline
- ✓ Time limits and extensions

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.¹

According to state law,² 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

¹Revised Code of Washington 9.41.070

²Revised Code of Washington 79A.25.210

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 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 and orca 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.

Diversity, Equity, and Inclusion

The Recreation and Conservation Funding Board recognizes its obligation to ensure its programs and policies are equitable and inclusive and has taken steps to address disparities. The board has resolved to continue to examine its policies and reach out to diverse partners to ensure that Washington's investments are not only for a few but reflect the board's values of diversity, equity, and inclusion. Read the board's [Resolution 2020-35](#) in full online.

Who Makes Decisions

Staff Decisions

Staff review the grant application to ensure it is complete, the project is eligible to compete, the grant applicant is eligible to apply, and the match is certified. Staff also score objective evaluation criteria, such as those relating to Growth Management Act compliance. Finally, staff make routine grant management decisions about billings, reports, minor scope changes, short time extensions, and more.

Advisory Committee Decisions

An advisory committee evaluates grant applications and scores them to create a ranked list of projects for the funding board to consider. Advisory committees also review proposed program policies and criteria changes, and in some cases make recommendations to the funding board or director about how funding should be distributed.

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 sixty 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.

More detailed information about board and director decisions is available in *Manual 3: Acquisition Projects* and *Manual 4: Development Projects*.

Board 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.

Not a Public Hearings Board³

The Recreation and Conservation Funding Board is not a public hearings board and does not decide land-use issues. To the extent possible, each project proposal 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
[Email](#)

Telephone: (360) 902-3000
FAX: (360) 902-3026
Hearing Impaired Relay Service: Call 711
[Website](#)

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 website 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 website. 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 eight months, and is outlined

³Recreation and Conservation Funding Board Resolution 2006-13b

below. While the order of the steps in this process remains consistent, visit the RCO website 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 sends the Governor a recommended funding amount for FARR for the next biennium.

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

Entering Applications. RCO strongly encourages the applicant to start the online application early. PRISM Online usually opens in August.

To enter an application, the applicant must sign up for a [SecureAccess Washington](#) account and submit a [PRISM account form](#). When using either of these databases for the first time, the applicant must complete a double sign-in.

1. Using SecureAccess Washington credentials, login to PRISM.
2. When redirected to the SecureAccess login page, enter the SecureAccess credentials.
3. When redirected to a one-time PRISM sign-in page, enter the PRISM login credentials.
4. The applicant will be directed back to the PRISM home page.

This double sign-in will happen only once. After completing the double sign-in, the applicant will use SecureAccess Washington credentials to log into PRISM.

To begin an application, 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 the applicant through the process, reviews application materials, helps determine whether a proposal is eligible, and may visit the project site to discuss site-specific details. More information about [PRISM's components and technical requirements](#) may be found online.

Applications Due. An application typically is due in early November of even-numbered years.⁴ The application includes the data entered in PRISM and all required attachments. The applicant should *submit* the application before the deadline. The *Check Application for Errors* button on the *Submit Application* screen will indicate which pages are incomplete. An incomplete application and an application 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 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. The applicant is encouraged to attend a technical review meeting to present the project virtually to the FARR Advisory Committee and RCO staff. Staff review the project to ensure it is eligible, identify any issues of concern, and provide feedback on the strengths and weaknesses of the proposal. The applicant makes an oral presentation, illustrated with maps, graphics, and photographs using PowerPoint.[®] Grants managers will review the application also and send comments to the applicant. The applicant then may make changes to improve the project, if needed. The applicant must complete all changes and resubmit the application by the technical completion deadline.

Odd-Numbered Years

Technical Completion Deadline. RCO establishes a technical completion deadline by which the application must be in its final form. After this date, the applicant 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.

⁴Applications are due at least 4 months before the Recreation and Conservation Funding Board approves funding (Washington Administrative Code 286-13-040).

Project Evaluation. The applicant makes a virtual, oral presentation, 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 post the preliminary ranked list on RCO's website. 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 committee and staff, 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. The applicant is cautioned that the board's approval of the project list is not the same as funding approval.

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

Proof of Matching Funds. An applicant with match included in the application must provide proof of the availability of matching funds by the match certification deadline, which is at least one calendar month before board approval of funding.⁵ For a project with land acquisition, the applicant must provide the preliminary title report by the match certification deadline.

Board Awards Grants. After the Legislature and Governor approve the capital budget, the board makes the final grant awards in a public meeting. The applicant is encouraged, but not required, to attend.

Grant Agreements Issued. After grant awards, the applicant has two calendar months⁶ to submit pre-agreement documents (checklist provided by grants managers.) RCO staff then prepare and issue the grant agreement. The applicant must return the signed agreement within three calendar months.⁷ Once the agreement is signed, the applicant, now referred to as a project sponsor, may begin the projects, according to the terms of the grant agreement. Each agreement will be written and monitored for compliance by RCO staff. See *Manual 7: Long-Term Obligations* for more information.

⁵Washington Administrative Code 286-13-040(3)

⁶Washington Administrative Code 286-13-040(4)

⁷Washington Administrative Code 286-13-040(5)

Successful Applicant Webinar. After the board approves funding, RCO publishes online a recorded webinar for successful grant applicants. This webinar covers the sponsor’s responsibilities to comply with the grant agreement, issues that might come up when implementing the project, billing procedures, amendments for changes and time extensions, closing project procedures, and long-term compliance.

Time Limits and Extensions

The sponsor must complete the funded project promptly. For this reason, RCO staff, with applicant assistance, establishes a timetable for project completion, including enforceable milestones and a project completion date. To avoid the risk of the Recreation and Conservation Funding Board or director withdrawing the grant, the board adopted the following guidance for each project phase.

Application Phase

An applicant must provide reasonable assurance that the project can be completed on time and meet milestones. Reasonable assurance may include such evidence as the following:

- Appraisals and review are completed.
- Designs are completed.
- Bid documents are prepared.
- Environmental assessment is completed.
- Hazardous substances review is completed.
- Option agreements are signed.
- Permits are in-hand.
- Property is in escrow.
- Waiver of Retroactivity is in-hand and signed.

At least one calendar month before the funding meeting, when requested by RCO, the applicant must provide written certification of matching fund availability.⁸

An applicant may submit only a project that likely will be completed within four years.

⁸Washington Administrative Code 286-13-040(3)

Pre-Agreement Phase

- An applicant must submit the pre-agreement materials requested by RCO within two calendar months of funding approval.⁹
- With RCO staff assistance, the applicant must develop milestones, to be included in the grant agreement and a timeline that does not exceed two to three years.

Implementation Phase

To help ensure reasonable and timely project completion, accountability, and the proper use of funds, an applicant must do the following:

- Develop milestones for project implementation that ensure timely completion of the project as follows:
 - Acquisition (single site) projects One to two years
 - Combination projects Two to three and a half years
(The acquisition portion must be completed in ninety days.
See "Combination Projects" below for more information)
 - Development projects Two to three years
 - Exceptionally complex projects Three and a half years.

RCO staff monitors critical project milestones (for example, ordering appraisals and reviews, starting construction). Unsatisfactory progress may be cause for project termination or other remedies (See the grant agreement section on termination and other remedies). Any RCO director decision may be appealed to the Recreation and Conservation Funding Board.

- Begin project implementation quickly and aggressively to show measurable progress towards meeting the milestones.
- Submit a reimbursement request at least once a year.¹⁰
- Submit progress reports at intervals as designated by the RCO grant agreement.

⁹Washington Administrative Code 286-13-040(4)

¹⁰Washington Administrative Code 286-13-040

Extensions

The director may approve a project up to four years. When one Recreation and Conservation Funding Board grant is used to match another, RCO staff will use the earliest grant to determine the four-year window.

Requests for extensions that would exceed four years may be referred to the Recreation and Conservation Funding Board for action.

Extension requests must be in writing and provided to RCO not less than sixty days before expiration of the project's completion date.¹¹ The request must justify the need and commit to a new set of specified milestones.

Project Completion

The grant agreement end date will be written into the grant agreement. It is the date that is the end of the period of performance and all project work must be complete and may be extended only when authorized by the board or director.

When a project is completed, the sponsor must submit the final bill, final report, and supporting documents needed to close the project as specified in the agreement.¹² 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 six months of the end date in the agreement, the Recreation and Conservation Funding Board may terminate the agreement without payment.

¹¹Washington Administrative Code 286-13-040(8)

¹²Washington Administrative Code 286-13-040(7)

Section 2: Policies

This section covers 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.¹³

Applicant Requirements

Nonprofit Organizations

To be eligible to apply for a grant, qualified nonprofit 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 one 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 a nonprofit project sponsor maintains its 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 an organization 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.

¹³Revised Code of Washington 79A.25.210

- 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 Projects¹⁴

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. A sponsor may acquire real property in fee title, free of underlying liens. Less-than-fee interests, such as leases (at least ten 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 five years.¹⁵

Development or Renovation 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.¹⁶ 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.¹⁷ 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.

¹⁴Washington Administrative Code 286-30-030

¹⁵Recreation and Conservation Funding Board Resolution 2010-34

¹⁶Washington Administrative Code 286.04.010(7)

¹⁷Washington Administrative Code 286.04.010(21)

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 are examples of eligible project elements:

- Closed circuit security cameras
- Clubhouses
- Duck towers
- Fencing
- Indoor ranges
- Lighting
- Picnic shelters
- Restrooms
- Roads, paths, parking
- Safety baffles
- Shooting stands
- Signs
- Site preparation, landscaping
- Skeet houses
- Target holders, bullet traps
- Throwing machines
- 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 one 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 ninety days after the funding meeting.
- Obtain an option or purchase and sale agreement on the property that extends past the Recreation and Conservation Funding Board funding meeting. Execution of the option or agreement must occur within ninety days after this meeting.

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

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

Other Considerations

Joint and Cooperative Projects

A project may have two or more sponsors. All sponsors must meet the applicant eligibility requirements. 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 an applicant discuss phasing a very expensive or complex project with RCO staff. A phased project is 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.” The 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 a grant agreement has been signed by both RCO and the project sponsor with the following two exceptions:

- For a development or renovation project, expenses such as preliminary designs, environmental assessments, construction plans and specifications, cultural resource surveys, and permits; all of which are incurred within three years of the start date of the grant agreement.
- For an acquisition project, most incidental costs incurred before an RCO grant agreement are allowable for reimbursement. Land costs are not allowable as a pre-agreement cost unless RCO has issued a Waiver of Retroactivity. 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 website.

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.
- Costs associated with facilities or support amenities that are not open to the public.
- 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).
- 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 21-02*](#), *Archaeological and Cultural Resources*, requires that state agencies review acquisition and construction projects for potential impacts to cultural resources, which are defined as archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses. The goal is to ensure that reasonable action is taken to avoid, minimize, or mitigate harm to those resources.

The federal government, through section 106 of the National Historic Preservation Act, requires similar compliance for projects with federal involvement, for example, projects on federal land, with federal funds, or requiring a federal permit.

Review Process

RCO facilitates review under the Governor's executive order. Federal agencies facilitate 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.

RCO evaluates all projects before funding and initiates consultation with the affected tribes and the Department of Archaeology and Historic Preservation. An applicant should not initiate consultation with either of these groups. The review may require a sponsor to conduct cultural resources surveys or may add requirements to the grant agreement.

An applicant should budget for cultural resources work for most projects. The cost of a cultural resources investigation is highly dependent upon the size, scope, and location of the project. RCO encourages the applicant to work with qualified cultural resources professionals to estimate costs. The Association for Washington Archaeology' maintains a [list of qualified consultants](#) on its website. Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in the grant applications.

Any required cultural resources investigations or documentation must be complete before a sponsor may start any ground-disturbing activities, such as demolition, planting, or building signs. Ground disturbance or demolition started without approval are breaches of the grant agreement. Typically, cultural resources approval will be authorized as part of the Notice to Proceed.

For an acquisition project, cultural resources requirements must be completed before a final reimbursement will be made.

State Agency Lands

Cultural resources compliance for projects on lands owned or managed by the Washington State Parks and Recreation Commission, Washington Department of Fish and Wildlife, or the Washington Department of Natural Resources, is the responsibility of the respective agency regardless of the sponsor. The sponsor must provide RCO with documentation of compliance with the Governor's executive order or section 106 before a Notice to Proceed will be issued or acquisition will be paid in full.

See *RCO Manual 3: Acquisition Projects* or *Manual 4: Development Projects* for additional details on the RCO 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 the sponsor to consider how its project 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 from one stream to another 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.

Sustainability¹⁸

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.

¹⁸Recreation and Conservation Funding Board Resolution 2014-05

Design Considerations

Accessibility

Facilities or elements¹⁹ 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. In case of conflict between minimums, the one providing the most access shall prevail. RCO shall have final determination.

RCO encourages sponsors to exceed the minimum accessibility standards and use a design principle that maximizes universal accessibility for all. See *Manual 4: Development Projects* and the RCO website 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 Safety²⁰

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

¹⁹A 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).

²⁰Recreation and Conservation Funding Board Resolutions 2014-05 and 2016-21, adopted April 28, 2016, and advice from RCO attorney general.

published by the National Rifle Association,²¹ National Field Archery Association,²² and the Archery Trade Association.²³

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 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. The applicant 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, the sponsor must have adequate control of a

²¹The current National Rifle Association guide is called *The Range Source Book* (2012) and can be found online.

²²The current National Field Archery Association guide is called the [Archery and Bowhunter Range Guidelines](#) and can be found online.

²³The current Archery Trade Association guide is the [Archery Park Guide](#) (2012).

project site to construct, operate, and maintain the area, 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 ten 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, 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 land, 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 sixty 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

A local government applicant who needs 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.

A state agency applicant 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 the applicant to hold at least one advertised public meeting at which public testimony will be taken. For a government applicant, the public hearing is advertised through the government's open public meeting process. For a nonprofit organization, the public meeting must be advertised in a local newspaper where the range facility is located.

The applicant must provide documentation to RCO that a meeting about the project was held. Specifically, the applicant must conduct meetings if the project will buy or develop

range facilities where none exist or result in substantial, new external impacts on the surrounding area.

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

The applicant must provide a minimum of ten days notification to everyone who may reasonably be expected to have an interest in attending. After the meeting, the applicant 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 email. A copy of the follow-up public notice must be provided to RCO.²⁴

Other Requirements and Things to Know

Carbon and Ecosystem Service Credits²⁵

Land acquired or encumbered with an RCO grant may be enrolled in carbon credit and other payments for ecosystem service programs. These programs issue credits or direct payments to landowners for activities such as protecting land, planting trees, or improving management practices that reduce, sequester, or prevent future carbon and other greenhouse gas emissions. Read more information in *RCO Manual 3: Acquisition Projects*.

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. Each application must stand alone on its own merits with a viable, recreation experience and not be dependent on other projects or future phases 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 the applicant contact staff to discuss options for phasing costly, interrelated, or complex project proposals.

²⁴Recreation and Conservation Funding Board Resolution 2014-05

²⁵Recreation and Conservation Funding Board Resolution 2021-02

Bid Competition for Purchased Services

A competitive bid process must be used for expendable property, equipment, and other services, including construction, purchased with FARR funds.²⁶ 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:

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

Contractors who develop specifications, requirements, statements of work, invitations for bids, or requests for proposals cannot be hired for the resulting work.

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 ten 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 thirty days' notice before cancellation by the insurer, and no more than ten days' notice following termination by the insured.

The project sponsor may use either its funds, the FARR grant, or a combination thereof, to pay premiums on this policy. Payment of liability insurance is limited to two years per project. While liability insurance is an eligible cost, it may not be the sole subject of a grant application.²⁷

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.

²⁶RCO's grant agreement standard terms and conditions, *Compliance with Applicable Law and Procurement Requirements*.

²⁷Recreation and Conservation Funding Board Resolution 2002-40

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.

Inspections

The applicant shall provide the right of access to the project area to RCO to conduct pre-award inspections. After project funding, this access is expanded to include RCO, or any of its officers, or to any other authorized agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and quality assurance. Normally, RCO staff conducts four types of project site visits:

- **Pre-award.** Made during the application phase, normally with the applicant to assess the project area and scope of work for eligibility concerns and compatibility with the grant program.
- **Interim.** This inspection, normally coordinated with the sponsor, is made sometime during the project implementation phase to help resolve any apparent or anticipated problems and to monitor project progress.
- **Final.** Before final acceptance of the contractor's work or accepting a project as complete, the sponsor shall request a final inspection by RCO. This request must be made only after the project is complete, architects and/or engineers have made their inspections, and defects have been corrected. It should be scheduled near project completion but still within the performance period of the contractor. The project must be constructed and functional as described in the grant agreement. The final inspection will review the following:
 - Completion of the project scope of work as described in the agreement.
 - Site appearance and construction quality.

When RCO staff's final inspection verifies that the project is complete, the final payment, including retainage, will be made.

- **Compliance.** Performed about every five years to ensure the site is managed and maintained as specified in the grant agreement.

Grant Program Acknowledgement and Signs²⁸

Acknowledgement

The sponsor must acknowledge the Recreation and Conservation Funding Board assistance by program, if possible, in all projects. This includes the following:

- Written acknowledgement in any news release or publication developed or modified for the funded project.
- Verbal acknowledgement during all ground-breaking and dedication ceremonies.

A sponsor should notify RCO at least two weeks before any project dedication ceremony and thirty days in advance if an RCO representative or speaker is requested at the ceremony.

Signs

The sponsor must provide prominent placement of signs at entrances and other locations unless exempted by board policy or waived by the RCO director. The sponsor may build such signs to harmonize with an existing design standard or request a standard acknowledgement sign from RCO.

For a sponsor developing its own signs, below are suggestions for how to incorporate appropriate acknowledgement:

- Funding provided by the Firearms and Archery Range Recreation program.
- Grant funding from the Firearms and Archery Range Recreation program made available from the Washington State Recreation and Conservation Funding Board.

Funding acknowledgement signs must be posted before the grant agreement end date and final reimbursement. RCO may provide free funding acknowledgement signs for this grant program upon request. A sponsor must provide proof of the funding acknowledgement by attaching photographs or other evidence to PRISM.

²⁸Washington Administrative Code 286-13-120

Additional Rules and Instructions

The Recreation and Conservation Funding Board may issue additional or modified rules, instructions, interpretations, and guides from time to time as it believes necessary for the effective conduct of the grant program. Such changes may apply to all projects. Whenever possible, sufficient lead time will be given between the announcement and the effective date to minimize impacts to projects already in process at the time of announcement.

Legal Requirements²⁹

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

Public Use³⁰

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

²⁹Revised Code of Washington 79A.25.210

³⁰Recreation and Conservation Funding Board Resolution 2002-40

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 eight hours each month. When the facility is available for other uses less than eight 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.³¹ More information about the [RCO's disclosure practices](#) is available online.

Project Area Stewardship and Ongoing Obligations³²

An RCO grant comes with long-term obligations to maintain and protect the project area³³ 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 website.

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 the grant sponsor replaces 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

³¹Revised Code of Washington 42.56

³²Revised Code of Washington 79A.25, Washington Administrative Code 286, RCO's grant agreement standard terms and conditions, and *Manual 7: Long-Term Obligations*.

³³Project area is the defined geographic area where the project occurs and is described in the project's boundary map.

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 a 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 the sponsor to resolve the issue. Unresolved, identified issues could result in restrictions on applying for or receiving future grants.

Development Projects Conversion Policy³⁴

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 ten 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 basis. 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.
 - 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*.

³⁴Washington Administrative Code 286-30-040(2) and (3)

Acquisition Projects Conversion Policy³⁵

If a conversion occurs less than ten 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 ten 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.

³⁵Washington Administrative Code 286-30-030(3) and (4)

Section 3: Money Matters

This section covers the following:

- ✓ Grant limits
- ✓ Matching share
- ✓ Types of match
- ✓ Cost increases
- ✓ Federal rules
- ✓ User fees and charges
- ✓ Records and reimbursement

Grant Limits

Recreation and Conservation Funding Board grants are intended to expand the existing capacities of range providers and 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.³⁶

The 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 \$150,000.³⁷ 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.

³⁶Washington Administrative Code 286-13-045(6) and Revised Code of Washington 79A.25.210

³⁷Recreation and Conservation Funding Board Resolution 2014-05

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 is in "Administration Costs" in *Manual 3: Acquisition Projects* and in "Architectural and Engineering Costs" in *Manual 4: Development Projects*.

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 an applicant, 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.
- Local governments and nonprofits must provide at least 10 percent of the total project cost from non-state, non-federal sources. For example, if a total project cost is \$300,000, the applicant must provide \$30,000 in matching share from a local source such as local government appropriation, cash, private grants, or donations.

Eligible Match

Applicant resources used to match board funds must be eligible in the FARR program, and may include one or more of the following:

- Appropriations and cash
- Bonds—council or voter
- Conservation futures

- Corrections labor
- Donations—the value of using donated cash, equipment use, labor, land, materials, property rights, or services (see “Types of Match” below)
- Force account—the value of using a 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)
- Costs that are not eligible for grant assistance
- Costs that are not necessary or an integral part of the project scope
- Costs incurred before the execution of a grant agreement (see “Pre-Agreement Costs” for exceptions)
- Costs associated with meeting a mitigation requirement for another project or action (see “Mitigation Funds as Match” below)

Match Requirements

Before the board awards a grant, the required match must be secured so the project can move forward. 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 an applicant 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. An applicant should review carefully the evaluation instrument to determine if this applies to the project.

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.³⁸

Match Availability and Certification

To help ensure a project is ready for implementation upon approval, the applicant must have matching funds available for expenditure before the Recreation and Conservation Funding Board approves funding. The applicant must sign and submit a Certification of Match Form to ensure the project is included in the funding recommendation. The applicant is advised to plan for a project with match dependent on citizen votes or passage of ballot measures. This certification is due at least one calendar month before Recreation and Conservation Funding Board action.³⁹ The forms and deadlines for certifying match are on the RCO website.

RCO may declare a project ineligible if there is no guarantee that matching funds are available. That project may be passed over in favor of a project with 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 the applicant to secure written confirmation of all donations planned as match and to attach the donation letters to the application.

³⁸Washington Administrative Code 286-13-045(7)

³⁹Washington Administrative Code 286-13-040 (3)

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.

Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as its match. Other grants are eligible if 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.

The applicant must identify clearly 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 Match⁴⁰

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.
- Except for state agencies, at least 10 percent of the total project cost is provided in the form of a non-state, non-federal contribution.
- The grant applications are submitted in the same biennium.⁴¹

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

⁴⁰Recreation and Conservation Funding Board Resolution 2005-24

⁴¹Washington Administrative Code 286-13-045(7)

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.⁴²

For evaluation scoring, an RCO grant used as match will not count toward the award of matching share points.⁴³

Matching resources also must conform to the deadlines discussed in Section 1: Grant Process and Timeline.

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.

Cost Increases⁴⁴

Cost increases for approved projects may be granted by the board or director if financial resources are available. Each cost increase request will be considered on its merits. The director may approve a cost increase request if it does not exceed 10 percent of the project's initial approved grant amount. The director's approval of an acquisition project cost increase is limited to a parcel-by-parcel appraised and reviewed value. See *Manual 3: Acquisition Projects* and *Manual 4: Development Projects* for more details on cost increases.

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

⁴²Recreation and Conservation Funding Board Resolution 2004-08 and 2006-13b

⁴³Recreation and Conservation Funding Board Resolution 2014-06

⁴⁴Washington Administrative Code 286-13-085

education classes. See *RCO Manual 3: Acquisition Projects*, *Manual 4: Development Projects*, and *Manual 7: Long-Term Obligations* for more information.

Records and Reimbursement⁴⁵

Sponsors Must Pay First

RCO pays grants through reimbursement. A sponsor 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.

RCO will not pay more than the sponsor's out-of-pocket costs.

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. See *Manual 3: Acquisition Projects* for more information on escrow payments.

Billing procedures are explained further in *Manual 8: Reimbursements*.

Records

The applicant 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.

Audits

All records relevant to a project funded by the Recreation and Conservation Funding Board must be on file with the grant sponsor and are subject to audit by the State and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to the board.

⁴⁵Washington Administrative Code 286-13-070

Section 4: Project Selection

This section covers the following:

- ✓ How project evaluation works
- ✓ Evaluation criteria

How Project Evaluation Works

The evaluation process begins when the Recreation and Conservation Funding Board adopts the evaluation process⁴⁶ and evaluation criteria during public meetings.

The RCO director appoints people to serve on an advisory committee to evaluate each grant proposal. In recruiting members for the committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experiences and knowledge of firearm and archery ranges in Washington. The director may appoint *ex officio* members to the advisory committee to provide additional representation and expertise. Visit RCO's website for [membership and other details](#).

An applicant prepares a PowerPoint presentation to address the evaluation criteria and delivers it to the advisory committee during a virtual, oral presentation.⁴⁷ Advisory committee members may ask follow-up questions before they score the grant proposal. The virtual online presentation process is broadcast live on YouTube for the public, but the public is not invited to comment.

The advisory committee then scores the grant application using the responses to the criteria, graphics included in the application or provided during the presentation, and summary application materials.

At the same time, RCO staff score the objective sections of the application, such as the amount of matching share an applicant is providing and conformance to growth

⁴⁶Washington Administrative Code 286-13-020

⁴⁷Recreation and Conservation Funding Board Resolution 2023-24

management planning. Staff scores are based on information submitted by the applicant and obtained from the state Office of Financial Management and the state Department of Commerce.

The advisory committee and staff scores are combined for an application's total evaluation score. The resulting ranked lists are the basis for funding recommendations that the RCO director submits to the Recreation and Conservation Funding Board, which makes the final decision about funding in a public meeting.⁴⁸ The public is given an opportunity to comment on the grant proposals before the board makes its decision.

Do Not Fund Recommendation⁴⁹

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 who 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.

Growth Management Act Compliance

The Recreation and Conservation Funding Board considers an organization's compliance with the Growth Management Act when awarding grants for public facilities.⁵⁰ The board gives preference through evaluation scoring to towns, cities, and county applicants that are required to plan under the Growth Management Act.⁵¹ Scoring for compliance with the Act and other staff-scored evaluation criteria are based on the organization's status

⁴⁸Washington Administrative Code 286-13-050

⁴⁹Recreation and Conservation Funding Board Resolution 2014-06

⁵⁰Revised Code of Washington 43.17.250

⁵¹Revised Code of Washington 36.60A

as of the category’s technical completion deadline. RCO uses information reported by the Washington State Department of Commerce for scoring Growth Management Act compliance. Agencies in compliance receive a zero score on the question while out of compliance status results in a minus one score.

At the time of application, the applicant should consult its planning department or the [Washington State Department of Commerce’s Growth Management Services](#) to determine its compliance status. If the organization is out of compliance, this advance inquiry may give the organization time to change its status before the technical completion deadline. RCO is not responsible for changing an organization’s compliance status with the Growth Management Act.

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.

Evaluation Criteria		
Summary of Evaluation Criteria		
Scored by Advisory Committee		
Criteria	Project Type	Possible Points
1. Need	All Projects	15 points
2. Immediacy of threat	Acquisition Projects	10 points
	Combination Projects	5 points
3. Project design	Development Projects	10 points
	Combination Projects	5 points
4. Impact on surrounding property*	All Projects	5 points
5. Expansion or renovation	All Projects	5 points
6. Health and safety	All Projects	15 points
7. Budget development	All Projects	5 points
8. Mandated uses	All Projects	10 points
9. Public access	All Projects	15 points
10. Need satisfaction	All Projects	10 points
Scored by RCO		
11. Applicant Match	All Projects	5 points
12. Growth Management Act compliance	All Projects	0 points
Total Points Possible for Existing Sites:		95 points
Total Points Possible for New Sites:		90 points

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

Detailed Evaluation Criteria

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: zero to five points, which are multiplied later by three.

Zero points	Insufficient or no evidence presented
One to two points	Limited or modest need
Three points	Moderate to above average need
Four to five 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 three 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: zero to five points, which are multiplied later by two for acquisition projects.

Zero points Insufficient evidence presented or there is no threat.

One to Two points Minimal threat; the FARR program opportunity is susceptible only marginally to this threat, which may arrive within thirty-six months.

Three 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 thirty-six months, it only is under serious consideration and may not actually occur.

Four to five points High threat; the site is very vulnerable to this type of threat

And it has been shown that the threat will arrive within thirty-six 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: zero to five, which are multiplied later by two for development projects.

Zero points	Poor. Insufficient evidence presented or the design is inappropriate for the intended uses.
One to two points	Moderate. The design, or contribution to the overall design, does a fair job of addressing intended uses.
Three points	Good. The design, or contribution to the overall design, is adequate and reasonable for intended uses.
Four to five 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 an applicant who has had noise abatement and/or safety elements certified by RCO's director or designee as qualifying for a higher funding level and who is seeking to improve an existing range site. 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.⁵²

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?

⁵²Revised Code of Washington 79A.25.720

- 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: zero to five points.

Zero points	Poor. Insufficient evidence presented, or this proposal will have no effect on noise or safety issues.
One to two points	Fair. This project improves an existing range by reducing noise impacts and/or improving safety conditions on surrounding land to a small degree.
Three points	Good. This project improves an existing range by reducing noise impacts and/or improving safety conditions moderately.
Four to five 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: zero to five points.

Zero points	Poor. Insufficient evidence presented or the project does not effectively expand or renovate an existing facility.
One to two points	Low. The project is primarily concerned with expansion or renovation of utilities (water, electricity, etc.).
Three 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.
Four to five 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?⁵³ 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 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?

⁵³Revised Code of Washington 79A.25.720

▲ Point Range: zero to five points, which are multiplied later by three.

Zero points	Poor. Insufficient evidence presented, or this proposal will have no effect on health or safety issues.
One to two points	Fair. This project will improve health and safety conditions.
Three points	Good. This project will improve health and safety conditions moderately.
Four to five 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: zero to five points.

Zero 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.
One to two points	Moderate. Only a few cost estimates appear unrealistic or the elements themselves unnecessary.
Three points	Good. Each element and cost estimate appears adequate and reasonable for this proposal.
Four to five 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?⁵⁴

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

▲ Point Range: zero to five points, which are multiplied later by two.

Zero points	Limited or unsure. The facility will be of limited use to any of the four groups (see above—enforcement, license holders, etc.).
One to two points	Moderate. Convenient, with frequent and regular hours set for at least one or two groups (see above—enforcement, license holders, etc.).
Three 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.
Four to five points	Excellent. Convenient, with frequent and regular hours set for all four groups (see above—enforcement, license

⁵⁴Revised Code of Washington 79A.25.720, paragraph 3.

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?⁵⁵

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?
- 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?

⁵⁵Revised Code of Washington 79A.25.210 and Recreation and Conservation Funding Board Resolution 2002-40

- ▲ Point Range: zero to five points, which are multiplied later by three.

Zero points	Too limited. Public access is not appropriate or convenient.
One to two points	Marginal. Public access is appropriate and convenient only somewhat.
Three points	Good. Public access is appropriate and convenient.
Four to five 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: zero to five points, which are multiplied later by two.

Zero points	Project does a poor job of addressing service area needs.
One to two points	Project does a marginal job of addressing service area needs.

Three points	Project does a good job of addressing service area needs.
Four to five points	Project does an excellent job of addressing service area needs.

Revised December 2002

11. Applicant Match (applicant does not answer in evaluation session). What is the value of applicant contributions to this project?

This question rewards applicants who provide more than 50 percent of the total project cost. Only elements considered reimbursable may be used in calculating the following percentages. Consider cash, goods, services, etc.

▲ Point Range: zero to five points.

Zero points	50 percent of the project's value will be contributed from non-RCO sources
One point	50.01-55 percent of the project's value will be contributed from non-RCO sources.
Two points	55.01-60 percent of the project's value will be contributed from non-RCO sources.
Three points	60.01-65 percent of the project's value will be contributed from non-RCO sources.
Four points	65.01-70 percent of the project's value will be contributed from non-RCO sources.
Five points	More than 70 percent of the project's value will be contributed from non-RCO sources.

Revised March 1997

12. Growth Management Act Compliance (applicant does not answer in evaluation session). Has the applicant made progress toward meeting the requirements of the Growth Management Act?⁵⁶

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public

⁵⁶Revised Code of Washington 43.17.250 (Growth Management Act-preference required.)

facilities, it shall consider whether the applicant⁵⁷ 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 an applicant that has 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 six months 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: Minus one to zero points.

Minus one point	Applicant does not meet the requirements of Revised Code of Washington 43.17.250.
Zero points	Applicant meets the requirements of Revised Code of Washington 43.17.250.
Zero points	Applicant is a nonprofit organization or a state or federal agency.

Revised July 1999

⁵⁷Applicants in this question are counties, cities, and towns only.

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 a Firearms and Archery Range Recreation program applicant must hold at least one advertised, open public meeting. Specifically, the meeting is 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 email 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.

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 Policy⁵⁸

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.

⁵⁸Recreation and Conservation Funding Board Resolution 2016-21

A project 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, a project that directly benefits shooting activities and a noise and safety abatement project 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. The project sponsor 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

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.

Print name and title

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.

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 Policy⁵⁹

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.

⁵⁹Recreation and Conservation Funding Board Resolution 2016-21

A project 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, a project that directly benefits shooting activities and a noise and safety abatement project 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 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

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: _____