

January 3, 2024

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager
Victoria Yarbrough, Assistant City Manager

FROM: Laura Wilson, Director
Parks, Recreation & Library

SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT
RESOLUTION 2024-001, Approval to Submit an Archery
Shooting Range Development Grant Application to the
Arizona Game and Fish Department

RECOMMENDATION:

The City Manager recommends approval.

The Director of Leisure & Library Services recommends approval.

BACKGROUND:

The City of Sierra Vista has been offering archery classes to the public through the Department of Parks, Recreation and Library for more than two decades. Since its inception, the sport has grown in popularity and classes are consistently full. A local club, Vista Shooters Archery, also provides opportunities for those passionate about archery to participate in the counties only Junior Olympic Archery Development Program (JOAD) and USA Archery adult level development program. It attracts members who travel and shoot competitively through tournaments located around the state, Las Vegas, and beyond.

Classes are currently held at Brown softball field behind the police station on Saturdays and are scheduled around softball tournaments and games. There is currently no designated location for on-going training for those who wish to practice between offered classes and class schedules are limited to times when the softball field is not in use.

Staff has identified undeveloped city-owned land on the north side of the Domingo Paiz parking lot as an ideal location for this activity. The range would allow year-round access for archery enthusiasts, allow for additional classes, and create a local tournament destination for our region, which would support our local economy through revenue and local business support. The land is currently being prepared by in-house staff and improvements there would include shooting line shading, perimeter markings, safety signage, and other improvements in a much safer, dedicated location. The development of the range will comply with A.R.S. §17-231.4, Shooting Ranges Development Policy (which includes archery ranges). A representative from Arizona Game and Fish has recently met with staff and visited the future site and has agreed that the proposed location is ideal for the establishment of an archery range.

Staff is seeking Mayor and Council support to submit a grant request to the Arizona Game and Fish Department for \$35,000.00. If successful, the City's match will be 50%.

BUDGET APPROPRIATION:

The total grant amount requested is \$35,000 and the City's match is 50%. The amount of \$17,500 will be requested to satisfy the match requirement during the budget process for FY25.

Attachment

RESOLUTION 2024-001

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA, APPROVING THE APPLICATION TO THE ARIZONA GAME AND FISH DEPARTMENT FOR AN ARCHERY SHOOTING RANGE DEVELOPMENT GRANT, AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY, OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSE AND INTENT OF THIS RESOLUTION

WHEREAS, the Arizona Game and Fish Commission under A.R.S.§17-231.4 has authorized the establishment of a Shooting Ranges Development Policy providing financial assistance for the development of shooting ranges for public purposes;

WHEREAS, the Arizona Game and Fish Department has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under the policy; and

WHEREAS, the application procedures require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

Approves the filing of an application for an Archery Shooting Range Development Grant;

SECTION 2

Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development;

SECTION 3

Agrees to comply with all procedures, guidelines and requirements of the Arizona Game and Fish Department as a part of the application process; and

SECTION 4

Understands that the project scope and funding amount are subject to final approval by the Arizona Game and Fish Commission; and the City of Sierra Vista is authorized to act on behalf of this organization by conducting negotiations, and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of an Archery Shooting Range Development Project.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 11TH DAY OF JANUARY 2024.

CLEA MCCAA II
Mayor

APPROVED AS TO FORM:

ATTEST:

JILL ADAMS
City Clerk

NATHAN J. WILLIAMS
City Attorney

Prepared by:
Laura Wilson, Director of Parks, Recreation & Library

Board resolution in support of the grant application

Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.

Resolution of the Sierra Vista City Council
(organization's governing body)

Resolution No: 2024-001 **Date:** 01-11-24

Approving the application to the Arizona Game and Fish Department for a Shooting Range Development Grant for **project title:** Archery Shooting Range.

WHEREAS, the Arizona Game and Fish Commission under A.R.S.§17-231.4 has authorized the establishment of a Shooting Ranges Development Policy providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, the Arizona Game and Fish Department has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under the policy; and

WHEREAS, the application procedures require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance

NOW, THEREFORE, BE IT RESOLVED that this board hereby:

- Approves the filing of an application for a shooting range development grant; and
- Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all procedures, guidelines and requirements of the Arizona Game and Fish Department as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Arizona Game and Fish Commission; and City of Sierra Vista (Name of project coordinator) is authorized to act on behalf of this organization by conducting negotiations, and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of a shooting range development project. PASSED, ADOPTED AND APPROVED.

By signing below, I certify that I am the duly appointed and qualified City Clerk (title of your office) of the City of Sierra Vista (name of your organization) and certify that the foregoing resolution is true, correct and was passed and adopted at a regular meeting of the board, held on 01-11-24 (date of the meeting) at which a quorum was present.

| | | |
|--|------------------------|------|
| Signature of office holder | | Date |
| Printed name and title of individual above | Jill Adams, City Clerk | |

Notary's seal and information

| |
|--|
| |
|--|

Arizona Game and Fish Commission Shooting Range Development Grant

FY 2025 Application Packet



Deadline for Applications

Completed grant applications must be postmarked by Jan. 15, 2024. Online applications must be received by 5 p.m. Jan. 15, 2024. Late submissions will not be accepted. Submit applications to:

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

Online Application:

<https://www.azgfd.com/shooting-sports/where-to-shoot/shooting-range-development-grants/>

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The Arizona Game and Fish Department receives Federal assistance from the U.S. Fish and Wildlife Service, and thus prohibits discrimination on the basis of race, color, religion, national origin, disability, age and sex pursuant to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. To request an accommodation or informational material in an alternative format or to file a discrimination complaint please contact the Director's Office at (602) 942-3000 or by mail at 5000 West Carefree Highway, Phoenix, AZ 85086. Discrimination complaints can also be filed with the U.S. Fish and Wildlife Service, Office of Diversity and Inclusive Workforce, Attention: Public Civil Rights and Disability Coordinator, 5275 Leesburg Pike, Falls Church, VA 22041.

Arizona Game and Fish Department Shooting Range Development Grants

The Arizona Game and Fish Commission (Commission) created the Shooting Range Development Grant Program in 1996 to encourage the development, maintenance and/or operation of shooting ranges to:

1. Support:
 - a. Hunter, Shooting Sports, and Recruitment, Retention, and Reactivation (R3) program education.
 - b. Law enforcement training programs.
 - c. Other recreational shooting opportunities.
2. Promote safe hunting and shooting practices.
3. Provide the public with safe shooting areas throughout Arizona.
4. Encourage hunters to become more proficient with their hunting equipment.

The Commission provides grant funds annually as authorized by the Legislature; granting or denying funds is at the discretion of the Commission. All partnerships, leases and cooperative ventures entered into are granted according to law and to the rules and regulations of the Commission.

Shooting range program goals: To provide an environment for public enjoyment of the shooting sports that emphasizes safety, hunter education, firearms and public safety training, hunter sight-ins, juniors and new shooter education, and to be active, responsible members of ranges' host communities. Our management priorities are safety, conscientious administration and operation, sanitation and community relations. "Shooting" includes archery, archery ranges and archery programs, which are eligible for Commission grants.

Questions not answered in the application packet

For questions about the grant program, or any of the application materials that are not answered in this packet, contact the Arizona Game and Fish Department's (AZGFD/Department) Statewide Shooting Range Administrator at 623-236-7395.

Who is eligible?

- Non-profit organizations and governmental agencies.
- Shooting ranges that provide public access to recreational shooting. Privately owned for-profit ranges are not eligible for the grant
 - To satisfy the public access requirement for the range grant, the range must post the time and days the facility is open to the public.

How to apply

Applications will be accepted via postal service or online through the online application link [here](#).

Applicants submitting paper applications must use the forms supplied in this packet. All documentation must be included at the time of submission. When submitting a paper application, one complete color copy of the application and supporting documentation on 8.5 x 11 sized paper must be mailed to:

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

Online applications are not required to be completed and submitted at one time. An application can still be edited after it has been submitted. After the application has been submitted, the applicant will receive an email. This email will include a link to the application for editing. Applications can be edited until the deadline.

Deadline

Grant applications must be postmarked on or before Jan. 15, 2024. Online applications must be received by 5 p.m. Jan. 15, 2024. Incomplete or late applications will not be considered for grants.

By submitting an application, the applicant certifies that:

- Proposed projects are in compliance with all applicable federal, state, county, and municipal laws, regulations and ordinances.
- The project shall be undertaken if a grant is awarded.
- The project meets eligibility criteria and applicants are eligible to submit an application.
- The project is carried out on a shooting range open to the public.
- The applicant shall secure a match of 50% for the total project cost.

Grant requirements and limitations

1. The Commission determines how much funding will be made available each year, but generally that total is \$100,000.
2. Grant funds are used for eligible project expenditures up to 50% of the total cost. Grants can be matched with cash, donated labor and materials, land or other secured funding. Land value of the entire property can only be used one time by an applicant for new range construction projects.
3. Projects for development, redevelopment, relocation, noise abatement, improvements and purchases of capital equipment must have an expected useful life of ten (10) or more years.
4. Acceptance of a grant requires that the range be made available for AZGFD Hunter Education, hunter recruitment efforts, archery programs, and Scholastic Clay Target Program (SCTP) activities.
5. Property must have at least five (5) years of land tenure by deed or lease, or is owned by a governmental agency.

6. Applicants who have unfinished prior grant projects, or have defaulted on a previous grant, are not eligible to apply.
7. Applicants must have liability insurance.

Rewarded grant funded project requirements

1. The funded project(s), final report, and Department inspection must be completed before June 15 of the fiscal year awarded. Ninety percent (90%) of the grant funding will be provided initially and the remaining ten percent (10%) will be paid upon completion of the project(s), the final report submitted by the Grantee and inspection of completed project(s) by the Department.
2. The applicant must account for all expenditures using the Expenditure Record Form. Expenditures that are inadequately supported, made outside of the project period, or for ineligible items will not be reimbursed and funding will be returned to the Department.
3. Work may not begin until a *notice to proceed* has been issued by the Department. This includes contractor selection or site work. All work must be completed by June 1, 2025.
4. Throughout the development of a project, the applicant shall submit *quarterly progress reports*. The Department may conduct periodic on-site inspections to evaluate progress.
5. Completed projects must be maintained for use by the public for ten (10) years after completion and are subject to Department inspection during that period.
6. Grant recipients must acknowledge AZGFD in materials distributed to the public for the life of the project. When the project involves development or renovation, a permanent sign shall be installed that credits the Department and provides the time and days the facility is open to the public. The cost of the sign may be included in the grant application, but the applicant is responsible for maintenance and /or replacement of the sign.
7. Plans for buildings, structures or projects that will be inhabited must be certified by an Arizona registered architect or engineer before being submitted as part of your application. The architect or engineer who developed the plans will be required to furnish the Department with a statement that the project has been inspected and that it complies with the plans and specifications, and with building codes.
8. Projects will be reviewed by the Department's Project Evaluation Program to determine necessary environmental and cultural compliance processes for approved projects. If the environmental review finds potentially adverse impacts to the environment, applicants will have an opportunity to submit a modification or make other corrective action.
9. If a project requires any type of ground disturbance, a State Historical Preservation Office (SHPO) Consultation is required. Contact the Department's Statewide Shooting Range Administrator with any questions regarding SHPO requirements.

What kinds of projects are eligible?

Projects should be designed according to standards contained in the most current edition of the National Rifle Association's (NRA) *Range Source Book, a Guide to Planning and Construction*.

Examples of eligible shooting range projects:

- Development, redevelopment, relocation
- Noise abatement structures
- Land preparation
- Construction of backstops and safety berms
- Sky and noise baffles
- Air filtration systems for indoor ranges
- Lead recovery systems
- Storm drainage systems
- Shooting pads, stations and covers
- Electrical, water and sewage systems
- Training, storage and clubhouse facilities
- Sanitary facilities
- Access roads and parking lots
- Security or safety fencing and gates
- Permanent Target systems (i.e. Archery Butts, metal target systems, cement in ground target holders)
- Signage

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

- Target and target frames
- Engineering and design documents and plans
- Employee's time to complete application process or indirect costs
- Audio and visual equipment
- Personal protective equipment
- Hearing and blood testing

How grant applications are scored

Grant applications are scored by a panel of five (5) Department employees; with each employee submitting a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria. There are six (6) criteria categories, with four (4) categories worth a maximum of twenty (20) points, one category worth a maximum of fifteen (15) points, and one category worth a maximum of five (5) points. The maximum number of points any one application can receive is

one-hundred (100), with one-hundred (100) representing a proposal that meets all the criteria and is considered worthy of funding.

An example of a grant scoring sheet is on page 8.

It is possible for more than one application to be considered worthy of funding. Therefore, it is possible that not enough money will be available to fund all projects in a given year. In that case, members of the panel will attempt to reach consensus on the proposals recommended for funding. Applicants may be asked if the project can be completed if only partial funding is granted.

Applicants who do not receive funding in one grant cycle may be invited to re-apply another year.

Final grant awards are determined by the Commission at its May 2024 meeting. Challenges to the awards must be made in writing to the AZGFD Director, and will be resolved by the director.

DEFINITIONS

- A. “COMMISSION” means the Arizona Game and Fish Commission.
- B. “COMMISSION AWARD” is the amount of the Shooting Range Fund allocated to the Participant for cash expenditures on the project.
- C. “DEPARTMENT” means the Arizona Game and Fish Department, and its Statewide Shooting Ranges Project.
- D. “MATCHING SHARE” means the Participant’s share to total project costs in the form of cash, donations of equipment, materials, land acquisition, and labor, which shall equal or exceed the Commission’s Award.
- E. “POLICY” means Commission Policy A1.27, Shooting Range Development.
- F. “PARTICIPANT” means the agency, county, municipality or group which is an eligible applicant and recipient for a matching fund grant.
- G. “PROJECT” means the work proposed by the Participant in the Grant Application and approved by the Commission.
- H. “PROJECT PERIOD” means the period of time in which all approved work and related expenditures are to be accomplished by the Participant.
- I. “SHOOTING” means firearms and archery equipment.
- J. “SHOOTING RANGE FUND” means those funds appropriated by the legislature and made available to the Commission for award to Participant for development of shooting range.

Shooting Range Development Grant Scoring Sheet

| | | | |
|--|--|-----------------------|--|
| Reviewer name | | Date of review | |
| Proposal # and title | | | |
| Score sheet | | | |
| Criterion | Max. points | Reviewer score | |
| Improves range safety and/or security, for example the addition of or improvements to berms, backstops, fences and lighting. | 20 | | |
| Increases public usefulness of the range through the addition of or improvements to berms and ancillary structures, access or public facilities. | 20 | | |
| Supports hunter education, archery education, law enforcement training, SCTP, Hunter Recruitment, firearms/archery safety education for the public or introduces newcomers to the shooting sports. | 20 | | |
| Supports shooting sports through the construction of new ranges and/or opportunities in underserved or high-demand communities. | 20 | | |
| Benefits the community through design improvements, noise abatement, lead management programs, signage improvements, or Best Management Practices | 15 | | |
| Application is clear, complete, and all requested information is provided | 5 | | |
| TOTAL POINTS | | | |
| Scorer recommendation (check only one) | | | |
| <input type="checkbox"/> | I support funding this project for the following reasons. | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | I support this project but give other proposals a higher priority for funding. (Name the other proposals). | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | I support this project with reservations and recommend the following stipulations. (State stipulations) | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | I do not support this project. (Give reason) | | |
| <input type="checkbox"/> | | | |

APPLICATION MATERIALS

The following pages contain the information and documents you will need to submit in addition to your application.



Fill out and print this page and place it on the cover of your application.

| | | | |
|---|----------------|---|-----------------|
| Arizona Game and Fish Commission | | <i>Department use only</i> | |
| Shooting Range Development Grants | | Application # | |
| Application cover page <i>Please type or print</i> | | Date received | |
| | | Grant year | |
| Organization name | | | |
| Project title | | | |
| Total project cost | \$ | <i>Maximum grant award is 50% of total actual project cost.</i> | |
| Total Grant Amount Requesting | \$ | | |
| Brief description of the project | | | |
| Project start date | | Project end date | |
| Contact person for this application | | | |
| Mailing address | | | |
| Telephone | | Fax number | |
| Email address | | | |
| Shooting Range information | | | |
| Name of range | | | |
| Name of range manager | | Phone Number | |
| Email address of Manager or contact | | | |
| Mailing address of range or general range location | | | |
| Legal description | | | |
| | <i>Quarter</i> | <i>Section</i> | <i>Township</i> |
| | | | <i>Range</i> |
| I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of the Arizona Game and Fish Department. I acknowledge that failure to meet the requirements of the grant program will result in the forfeiture of grant funds. | | | |
| Signature of person who prepared the application | | | Date |
| Printed name of individual above | | | |
| Signature of the president of the applicant organization | | | Date |
| Printed name of individual above | | | |

Application checklist

A completed application checklist must accompany the grant application. Copy or remove this page, then initial each item that has been attached to the application. Incomplete applications are ineligible for funding. When submitting a hard copy, see the “How to apply” section for details.

- Application cover page
- Checklist
- Project description
- Project plans
- Reasonable public access and fees
- Range master plan
- Location map
- Public benefit information
- Budget worksheet
- Yes, project would still be completed if only partial funding was granted
- I certify that the range property owner has approved the proposed grant project.
- Insurance certificate
- Board resolution in support of the application
- Arizona GAO-W-9 form
- Control and tenure statement
- State Historical Preservation Office (SHPO) Certificate

Grant Application Requirements

1. **Application cover page.**

Use the cover page included with the application packet.

2. **Application packet checklist.**

Applications missing the checklist will not be eligible for grant.

3. **Project description.**

Application must include a general description of the project including the existing condition of the range and how the project will improve it. An estimated population of the service area, how many people use the range and how frequently it is used. Also include:

- a. A schedule of deliverables. What are the end products and when will the project be completed? What types of shooting sports will benefit?
- b. An explanation of why the project is needed and what public groups will benefit.
- c. What, if any, special benefits that will result from the project such as improved safety, multiple-use opportunities, better access for disabled or elderly, water or energy conservation or improved cleanliness.
- d. A description of how the organization will pay for the project. Be sure to identify sources of financing or donations. Partnerships are encouraged.
- e. A plan to inform the public of the range improvements and a description of how the Department will be credited if receiving a grant.
- f. Community support your organization has received for the project.

4. **Project plans.**

Attach a sketch or drawing of the proposed project. Grant recipients will be required to submit formal plans before construction may begin.

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

5. Reasonable Public Access and Fees

The shooting range is required to provide reasonable public access and may charge a nominal fee to participate. Provide the days of the week and hours the range is open to the public and fees (if any) being charged.

6. Master plan.

The master plan should show all existing and proposed range features and improvements such as roads, trails, firing lines, clubhouses, parking areas, fences, wells, storage buildings, etc. Highlight features that will be affected by the proposed project. Submit drawings on 8.5 x 11-sized paper.

7. Location map.

Use a state highway or similar map to show the general location of the range. Show the nearest community, any development or proposed access, points of service and roads. Include any existing developments, such as housing developments, roads, trails or campgrounds that could affect the usefulness of the proposed range or range project.

8. Public benefit information.

Projects that provide significant public benefit score higher and are more likely to receive funding.

- a. Does the project support the Department's Hunter Education Program, SCTP, recruitment and retention programs and help hunters become more proficient with firearms? Does it promote safe hunting and shooting practices? Does it support law enforcement training? How?
- b. How does the public access the range to shoot? What hours and facilities are open to non-members? What are the fees for members and non-members? What supervision is provided for public shooting? How many public shooters use the range each year?
- c. What programs does the range provide for junior shooters or to encourage new shooters from the general public? What is done to make new shooters feel welcome? How does the public know about the range and its activities? What educational activities does the organization conduct or sponsor?
- d. What programs are available for firearms safety, hunter education, hunter sight ins or archery training?
- e. Does the range host any competitive events and encourage spectator participation with these events?
- f. How will the proposed project improve safety, enhance operations, improve sanitation or help the range be a better member of the community?

9. Budget worksheet.

The application must include a completed budget worksheet. (Included with the packet)
Include any other organizations that are providing funding for this project.

10. Partial Funding.

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

11. Insurance certificate.

Attach a current copy of liability insurance certificate.

12. Board resolution in support of the application.

Use the form included in the application packet. Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.

13. Arizona GAO-W 9 form.

Application must contain a completed Arizona Department of Administration GAO-W 9 form, also called an [Arizona Substitute W-9 Form](#). The form can be found by using the previous link or by calling the Arizona Department of Administration at 602-542-5405.

14. Control and tenure statement.

Projects funded through the Shooting Range Development Grants Program must be located on land which the applicant owns or manages. The application must include one of the following documents:

- a. A copy of the legal document showing title in the name of the applicant and legal description of the property.
- b. A copy of the license, lease, special use permit, intergovernmental agreement or other appropriate official document, showing terms of agreement and the legal description of the property.

15. State Historical Preservation Office (SHPO) Certificate

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

AZGFD SHPO Consultation

This consultation is required by regulations implementing the State Preservation Act (A.R.S. § 41-861 through 42-864), effective July 24, 1982. It is understood that recipients of state funds are required to comply with this law throughout the project period. The State Historic Preservation Act mandates that all State agencies consider the potential of activities or projects to impact significant cultural resources. Each State agency is required to consult with the State Historic Preservation Officer with regard to those activities or projects that may impact cultural resources.

PROJECT TITLE _____

APPLICANT _____

Please answer the following questions which provide information on the potential of the project to impact cultural resources:

Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?

_____ **YES** _____ **NO**

Are there any known prehistoric and/or historic archaeological sites within the project area that have the potential to be disturbed by the proposed activity?

_____ **YES** _____ **NO**

Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older within the project area that have the potential to be disturbed by the proposed activity?

_____ **YES** _____ **NO**

If you have answered “NO” to all of the above questions, please sign on the line below certifying that the activity or project is in compliance (and will remain in compliance throughout the project period) with the State Historic Preservation Act.

Authorized Signature/Date

Printed Name

Phone Number

If you have answered “YES” to any of the above questions you must complete the “SHPO Information Form” and follow the directions on the back of this certification. Forward copies of all information requested to the Arizona Game and Fish Department. **All original copies should be submitted with the application to the Arizona Game and Fish Department. DO NOT FORWARD THIS FORM TO SHPO!**

SHPO Information Sheet

If you answered yes to question #1 on the SHPO Consultation page, please attach a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected.

Identify the total project area acreage involved: _____

Please comment on the condition of the current ground surface within the entire project boundary area (i.e., is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Attach extra sheets if more space is needed.

Has the project area been previously surveyed for cultural resources by a qualified Archaeologist?

_____ yes _____ no

If yes, the applicant must submit a copy of the Archaeologist's report.

Identify the Landowner (Note: if a Federal Agency is involved, they must consult with SHPO pursuant to the National Historic Preservation Act).

Project location: _____
(Township, Range, Section and quarter/quarters)

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

Budget Worksheet

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

| | | | |
|--|---|---|---|
| Project Title: | | | |
| Organization: | | | |
| | Estimated costs | Organization dollars (Cash Dollars Dedicated to the Project) | Value of donated services and supplies |
| | <i>This column should contain estimates of all project costs.</i> | <i>Organization dollars and donated services and supplies must equal 50% of the total project cost.</i> | |
| Planning/development | \$ _____ | \$ _____ | \$ _____ |
| Equipment | \$ _____ | \$ _____ | \$ _____ |
| Construction | \$ _____ | \$ _____ | \$ _____ |
| Labor | \$ _____ | \$ _____ | \$ _____ |
| Supplies | \$ _____ | \$ _____ | \$ _____ |
| Other | \$ _____ | \$ _____ | \$ _____ |
| Total project cost | \$ _____ | | |
| Total organizational dollars and donations (Must Equal or Exceed 50% of Total Project Cost) | \$ _____ = | \$ _____ + | \$ _____ |
| Grant Request (Not to Exceed 50% of the Total Project Costs) | \$ _____ | | |
| Please tell us if any other organizations are providing funding for this project. | | | |

Board resolution in support of the grant application

Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.

Resolution of the _____
(organization's governing body)

Resolution No: _____ **Date:** _____

Approving the application to the Arizona Game and Fish Department for a Shooting Range Development Grant for **project title:** _____

WHEREAS, the Arizona Game and Fish Commission under A.R.S.§17-231.4 has authorized the establishment of a Shooting Ranges Development Policy providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, the Arizona Game and Fish Department has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under the policy; and

WHEREAS, the application procedures require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance

NOW, THEREFORE, BE IT RESOLVED that this board hereby:

- Approves the filing of an application for a shooting range development grant; and
- Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all procedures, guidelines and requirements of the Arizona Game and Fish Department as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Arizona Game and Fish Commission; and _____ (Name of project coordinator) is authorized to act on behalf of this organization by conducting negotiations, and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of a shooting range development project. PASSED, ADOPTED AND APPROVED.

By signing below, I certify that I am the duly appointed and qualified _____ (title of your office) of the _____ (name of your organization) and certify that the foregoing resolution is true, correct and was passed and adopted at a regular meeting of the board, held on _____ (date of the meeting) at which a quorum was present.

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

Notary's seal and information