



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** October 20, 2016

**Staff Contact:** Vern L. Krahn, Senior Park Planner (VKrahn@carson.org)

**Agenda Title:** For Possible Action: To accept a \$52,461 (25% match required) Nevada Department of Wildlife Hunter Education Shooting Range subgrant award #W-511-HS-09 for design and construction of a restroom facility and associated site improvements at the Carson City Rifle and Pistol Range; and authorize the Mayor to sign the grant agreement on behalf of Carson City.

**Staff Summary:** If approved, this grant will authorize design and construction of a vault toilet restroom facility and associated site improvements (clearing/grubbing, grading, sidewalk, ADA access, signage and materials testing) at the Carson City Rifle and Pistol Range (Range). Due to the popularity of the Range, this amenity will be a great benefit to the thousands of participants and law enforcement officers that use and enjoy the facility. This is a U.S. Fish and Wildlife Service federal grant program administered locally through Nevada Department of Wildlife (NDOW).

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 Minutes

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## **Proposed Motion**

I move to accept a \$52,461 (25% match required) Nevada Department of Wildlife Hunter Education Shooting Range subgrant award #W-511-HS-09 for design and construction of a restroom facility and associated site improvements at the Carson City Rifle and Pistol Range; and authorize the Mayor to sign the grant agreement on behalf of Carson City.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

On February 18, 2016 the Board of Supervisors authorized the Parks and Recreation Department to submit a grant application to the Nevada Department of Wildlife for a vault toilet and associated site improvements at the Carson City Rifle and Pistol Range.

## **Background/Issues & Analysis**

In March 2016, the Parks and Recreation Department submitted a grant application on behalf of the City to NDOW for improvements to the Carson City Rifle and Pistol Range. The proposed project includes design and construction of a vault toilet restroom facility, clearing/grubbing, site grading, concrete parking pad, and sidewalk for ADA accessibility to the restroom, and striping/signage. The restroom will have separate men's and women's units.

This is a U.S. Fish and Wildlife Service federal grant program, administered locally through NDOW as part of their Hunters Education Program. The grant requires a 25% Non-Federal/City match, which is being provided through a combination of private cash donations and the City's portion is through the Quality of Life (Q-18) Parks Capital fund. Private cash donations are generously provided by the Carson City Foundation for Parks

and Recreation (North Sierra Ladies Gun Club's Shootout Fundraiser) and Nevada Law Enforcement Instructors Association. Per the grant agreement, the project is required to be completed by June 30, 2017.

**Applicable Statute, Code, Policy, Rule or Regulation**

The City's grant policy requires all grants over \$50,000 be approved by the Board of Supervisors and NRS 354.598005(3).

**Financial Information**

Is there a fiscal impact? ☒ Yes ☐ No

If yes, account name/number: 254-5046-452-7153

Is it currently budgeted? ☒ Yes ☐ No

Explanation of Fiscal Impact: The City's required 25% grant match (\$17,487) will be provided through a combination of private cash donations: Carson City Foundation for Parks and Recreation/North Sierra Ladies Gun Club (Shootout Fundraiser: \$3,454) and the Nevada Law Enforcement Instructors Association (Donation: \$2,756). The balance of the match will be from the Quality of Life (Q-18) Parks Capital - Rifle and Pistol Range Project Account (\$11,277). There is sufficient funds in the Q-18 Parks Capital fund to cover the match requirements. Maintenance expenses are anticipated to be primarily absorbed from the existing Parks Maintenance budget, with contributions of materials/supplies (and possibly labor) from the Carson City Rifle and Pistol Club and other project partners.

**Alternatives**

1) Denial of the Nevada Department of Wildlife grant.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

# Shooting Range Grant Program

Nevada Department of Wildlife



# 2016 Cost Share Grant Application



NDOW USE ONLY

Title:

Project #:

APPLICANT- Fill In

## CONTACT INFORMATION

*\*To qualify for reimbursement or tax credit, Applicant TID must be supplied.*

\*Federal Tax ID: 88-6000189

### APPLICANT ORGANIZATION

Applicant: Carson City Parks and Recreation Department

Work phone: (775) 887-2262

Mailing Address: 3303 Butti Way, Building #9

Fax: (775) 887-2145

City/State/Zip: Carson City, Nevada 89701

Email: VKrahn@carson.org

### PROJECT CONTACT

Contact Name: Vern L. Krahn

Work phone: (775) 887-2262 Ext. 7343

Title: Senior Park Planner

Home phone: Not Applicable

Mailing Address: 3303 Butti Way, Building #9

Cell/other: (775) 690-8365

City/State/Zip: Carson City, Nevada 89701

Fax: (775) 887-2145

Email: VKrahn@carson.org

Does your club have an Environmental Stewardship Plan (ESP)? ☐ Yes ☒ No / But, CCPR Dept. has a range operation/maintenance plan

Direct project beneficiaries:

**Answer:** The Carson City Rifle and Pistol Range is experiencing a significant increase in use by the shooting public and law enforcement agencies. Currently, there are no permanent restroom facilities at the range. As you might imagine, this presents a real public health issue for the facility and the users. To address this public health issue, port-a-potties are brought in during large shooting events. However, during normal weekday and weekend use there are no restrooms available at the range.

Indirect or additional project beneficiaries:

**Answer:** Carson City is committed to improving the range for Carson City residents, law enforcement officers, and the public and the restroom would be any important addition to the facility. An additional benefit would be less operational and maintenance costs for the City and large shooting event organizers with the installation of a permanent restroom facility at the range.

Projected project start date:

**Answer:** The project will begin two weeks after the City receives and signs the USFWS/NDOW project funding documents.

Projected project completion date:

**Answer:** No later than --- June 30, 2017

Is the proposed project within the existing footprint of the range: X - Yes    No

Will the proposed project require soil removal or impact a waterway? ☒ Yes    ☐ No

If yes, list which local, state and/or federal permits that will be required:

**Answer:** The only soil removal issue for this project will be from the excavated soil for the restroom footing/vaults and the associated concrete sidewalks for ADA accessibility to the restroom. There will be no permits required by either the state, and/or the federal government for this project. However, a Carson City (local) building permit may need to be acquired for the project.

If project requires removal of soil or disturbing the soil please provide detailed information/history of site (is project on undisturbed or fill dirt)?

**Answer:** The project site is located in a disturbed area of the Rifle & Pistol Range (Refer to Exhibit C & D). The restroom will be located between a gravel road and a recently constructed dirt parking lot. The mounds of dirt on each side of the restroom were deposited there many years ago to control access onto the gravel road and from several two track dirt roads.

Please provide detailed photos and information on the construction process if soil is being removed!

**Answer:** Refer to the site photographs for the proposed location of the restroom (Exhibit C & D). Any excavated soil removed by the restroom and sidewalk construction will be used to fill ruts, low spots, and level the dirt parking lot south of the restroom's location. As a result, no soil will be hauled away from the project site. Also, the contractor will be required to use Best Construction Management practices during the construction of the restroom.

Will this project be completed in accordance to the EPA best management practices for shooting ranges: ☒ Yes    ☐ No

How many acres/miles does the project encompass?

**Answer:** Not Applicable.

What week(s) or month(s) will the project occur?

**Answer:** Spring, 2017

How long will it take to complete the project(s)?

**Answer:** Once all the environmental/regulatory clearances have been completed, a City building permit has been acquired, and the prefabricated restroom arrives on the project site, the project construction should be completed within 1 to 2 weeks.

What machinery, if any, will be involved?

**Answer:** In order to construct the project, the equipment that will be necessary for the contractor(s) to use on the project site will be a crane, backhoe, end dump, concrete truck, grader, and various pick-up trucks.

Will herbicides be used? ☐ Yes    ☒ No

If so, describe what herbicide, what it will be used for, and application rate:

**Answer:** Not Applicable.



## DESCRIPTION

Describe project purpose, history, design and techniques to be used and major project features. (Must provide detail description of project.)  
**PLEASE ATTACH SITE MAP(S), PHOTOS, DRAWINGS AND/OR PLANS.**

**Answer: The project is a very simple project. Carson City wants to install a vault toilet restroom at the City's Rifle and Pistol Range. This facility is urgently needed and the project is being supported by various user groups, the Carson City Sheriff Office, and the Parks and Recreation Commission.**

Exhibit A - Project Area Map  
Exhibit B - Project Site Map  
Exhibit C - Photographs of Existing Rifle and Pistol Range  
Exhibit D - Proposed Site Plan  
Exhibit E & F - Proposed Vault Toilet Restroom Elevations and Floor Plans  
Exhibit G - Carson City Parks and Recreation Commission / Project Support Letter  
Exhibit H - Carson Rifle & Pistol Club / Project Support Letter  
Exhibit I - Carson City Board to Manage Wildlife / Project Support Letter

### Special Notes:

- 1) Carson City is not receiving any other federal funding associated with this specific project.
- 2) Carson City will assume all operations and maintenance costs for the life of this project. Operation and maintenance costs will be offset by the users group commitment to clean, stock, and up keep the restroom on a regular basis, including prior to and after large shooting events.

### Ranking Criteria:

1. Will the project improve accessibility or usefulness for Hunter Education Students?  
**Answer: Yes – Once the planned public use building is constructed in a future phase, NDOW will be able to conduct Hunter Education classes at the facility.**
2. Will the project increase accessibility for mobility-impaired people?  
**Answer: Yes – The vault toilet restroom will be ADA accessible.**
3. Will the project increase accessibility for the general public?  
**Answer: No. But, it will provide for basic restroom facilities at the range.**
4. Will the funds help grant recipient continue to provide access and services to the public?  
**Answer: Yes. The project will help the City provide a basic facility (services) and thereby increase the user's recreational experience at the range.**
5. Proposed project techniques and methodology have a high degree of likelihood of achieving proposed results.  
**Answer: Yes. As mentioned previously, there are no public restroom facilities at the Rifle and Pistol Range. Staff believes the public has been relieving themselves in the sagebrush areas around the range. A vault toilet restroom would greatly enhance the facility and increase the public health aspect of the area.**
6. Project demonstrates cost effectiveness in achieving project purposes compared to similar projects and alternative means of achieving the same proposed results?  
**Answer: Yes. Considering there is no public water service within at least a half mile of the project site, the vault toilet restroom is a cost effective means to address the public health issues present at the range.**
7. Project application demonstrates thorough coordination with appropriate federal, state, local, and private entities including local landowners?  
**Answer: Yes. Although this project does not need any coordination with federal or state agencies, it does have substantial support and funding from local user groups and their comments have been taken into consideration related to the project's scope and location of the restroom.**
8. Project can be completed within the same fiscal year for which the application is made. The fiscal year runs from July 1 to June 30.  
**Answer: Yes.**

**FACILITY INFORMATION - EXISTING****LOCATION OF RANGE SITE**Physical Street Address: **4000 Flint Drive (Turn Right onto Rifle Range Road)**City/State/Zip: **Carson City, Nevada 89701**County: **Carson City**Section, township, and range (or latitude and longitude from GPS): **Sec 12, T15N, R20E**Current zoning classification: **Public Regional**Primary land use in surrounding area: **Open Space & Public / Quasi-Public**Security measures: **An automatic security gate is being installed on Rifle Range Road this Spring. It will be located approximately one mile from the range.**Accessibility: **Both the Rifle and Pistol Range shooting bays are handicapped accessible.****RANGE OPPORTUNITIES – CHECK ALL THAT APPLY**☒ Small bore   ☒ High power   ☒ Pistol   ☐ Trap   ☐ Skeet   ☐ Archery   ☐ Other:**USAGE DURING MOST RECENT CALENDAR YEAR**

Range Facility Users	Number of Individuals	Percent of Total Use	Fee(s) per use
Gun club members	52	34%	Not Applicable – Free Use
NDOW-sponsored education classes			
Scouts and 4-H members	60	1%	Not Applicable – Free Use
College/university students			
R.O.T.C. and National Guard	150	5%	Not Applicable – Free Use
Law enforcement officers	250	Regular Training	Not Applicable – Free Use
Competitive shooting matches	1,200	Special Events	Entry Fee By Organizers
Firearms classes	350	15%	Not Applicable – Free Use
General public	2,000	45%	Not Applicable – Free Use
Other (list):			

**List the names of NDOW volunteer instructors who use the facility and indicate whether they are members:**

Unknown		

**FACILITY INFORMATION – AFTER PROJECT COMPLETION****SITE  
INFORMATION**Physical Street Address: **Same as above**City/State/Zip: **Same as above**County: **Same as above**Section, township, and range (or latitude and longitude from GPS): **Same as above**Current zoning classification: **Same as above**Primary land use in surrounding area: **Same as above**Security measures: **Same as above**Accessibility: **Same as above****RANGE OPPORTUNITIES – CHECK ALL THAT APPLY**☒ Small bore   ☒ High power   ☒ Pistol   ☐ Trap   ☐ Skeet   ☐ Archery   ☐ Other:**RANGE OPERATION – DAYS AND TIMES**

Monday: XX   Tuesday: XX   Wednesday: XX   Thursday: XX   Friday: XX   Saturday: XX   Sunday: XX (Dawn to Dusk)

**DAYS AND TIMES THE ENTIRE RANGE WILL BE OPEN FOR PUBLIC USE**

Monday: XX   Tuesday: XX   Wednesday: XX   Thursday: XX   Friday: XX   Saturday: XX   Sunday: XX (Dawn to Dusk)

**DAYS AND TIMES THE PORTION OF THE RANGE ENHANCED BY THE PROJECT WILL BE OPEN FOR PUBLIC USE**

Monday: XX   Tuesday: XX   Wednesday: XX   Thursday: XX   Friday: XX   Saturday: XX   Sunday: XX (Dawn to Dusk)

**DAYS AND TIMES AT LEAST ONE QUALIFIED RANGE OFFICER WILL BE ON DUTY**

Monday: None   Tuesday: None   Wednesday: None   Thursday: None   Friday: None   Saturday: None   Sunday: None

Club member fees (note whether these are monthly, quarterly or annually): **\$20.00 Annually**Range usage fees for members (note all applicable fees): **None**Range usage fees for non-members (note all applicable fees): **None**Range usage charge for NDOW-sponsored education classes: **None**Will NDOW-sponsored education classes receive priority for range use? **Yes**



Please keep a copy of your application materials.

**GRANT CONDITIONS**

If application is approved, the Applicant will be required to sign a Grant Agreement containing the terms and conditions upon which funds will be released.

Any expenditure incurred prior to the Grant Agreement start date will not be eligible for cost-share reimbursement.

Grant monies shall be disbursed upon completion of the project and after costs have been submitted to NDOW. Advancement payments of up to 10% of total project cost may be allowed if approved by NDOW in the Grant Agreement.

The Applicant shall maintain accounting records pertaining to this agreement according to generally accepted accounting principles and shall make all relevant records, documents and reports available to NDOW for the purpose of audit examination if requested by the Department.

Grant recipients will ensure that a sign (logos and wording provided by NDOW) will be placed and displayed on site at all development projects from the time construction begins until the project is complete.

Grant recipients will ensure that a permanent plaque (logos and wording provided by NDOW) crediting the appropriate groups for the funding of the project is installed once the project is complete.

NDOW shall have the right of ingress and egress to and from the project area, doing no unnecessary injury to the property of the landowner, for the purpose of inspecting and determining the adequacy of construction and compliance with project plans and provision of the Grant Agreement.

Applicant Signature:



Date: March 5, 2016

Applicant Name (print): Roger Moellendorf, Parks &amp; Rec. Director

My signature indicates acceptance of the Grant Conditions listed above.  
Electronic signature is not acceptable.

Address: 3303 Butti Way, Building #9

Work phone: (775) 887-2262 Ext. 7345

City/State/Zip: Carson City, Nevada 89701

Home phone: Not Applicable

NDOW USE ONLY

**PROJECT CERTIFICATION**

STEP	BY	SIGNATURE	DATE (M/D/YYYY)
Applicant final inspection request received by NDOW.	Applicant	NA, Applicant responsibility	
Final project inspection of construction. Project passes inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	State Coordinator or NDOW assigned representative		

If 'NO,' explain:



Description	Quantity	\$ Unit Cost	\$ Total Cost
<b>PERSONNEL</b> (List by type of labor. Skilled labor to be valued at \$??/hour; Unskilled labor to be valued at \$??/hour. Quantity = hours used.)			
Drafter / Designer	40 Hours	\$50.00 Per Hour	\$2,000
Project Manager	40 Hours	\$50.00 Per Hour	\$2,000
Construction Manager	20 Hours	\$50.00 Per Hour	\$1,000
Parks & Recreation Department Staff / Grant Administration	40 Hours	\$59.00 Per Hour	\$2,360
<b>Sub-Total 1</b>			\$7,360
<b>PROJECT SUPPLIES &amp; MATERIALS</b>			
Vault Toilet Restroom, Including Installation	1	Lump Sum	\$43,067
<b>Sub-Total 2</b>			\$43,067
<b>CONTRACTED SERVICES</b> (Describe and attach subcontractor estimates including design/engineering)			
Site Grading	120 CY	\$42.00 Per CY	\$5,040
PCC / Concrete Sidewalk	740 SF	\$9.00 Per SF	\$6,600
Handicapped Sign(s) Installation / Striping	1	Lump Sum	\$700
Concrete Testing	1	Lump Sum	\$1,000
<b>Sub-Total 3</b>			\$13,340
<b>EQUIPMENT</b> (Landowner provided equipment and/or rented equipment. Quantity = hours used. Value not to exceed standard market rate)			
10% Project Construction Contingency			\$5,641
<b>Sub-Total 4</b>			\$5,641
<b>TOTAL PROJECT BUDGET</b> (add sub-totals 1-4)			\$69,408

**COST SHARE FUND DISTRIBUTION**

Shooting Range Grant Funds Requested (can not exceed 75% of total project cost)	\$52,056
Applicant Cost Share Funds (Include in-kind value. Non-federal contributions must total at least 25% of total project cost.)	\$17,352

**Applicant Cost Share Funds – funding contributors** (must equal line above; include all grants received (re: NRA, etc.)

Applicant Contribution (cash, in-kind, donations) Quality of Life (Q-18) – Parks Capital	\$11,142
Other: CC Foundation for Parks and Recreation / North Sierra Ladies Gun Club	\$3,454
Other: Nevada Law Enforcement Instruction	\$2,756
Other:	

H:\PROJECTS\SPARKS\Rifle & Pistol Range\Location Maps.dwg, dotting: 3/10/15



# PROJECT AREA MAP

RIFLE & PISTOL RANGE  
IMPROVEMENTS PROJECT





CARSON CITY RIFLE & PISTOL RANGE IMPROVEMENTS

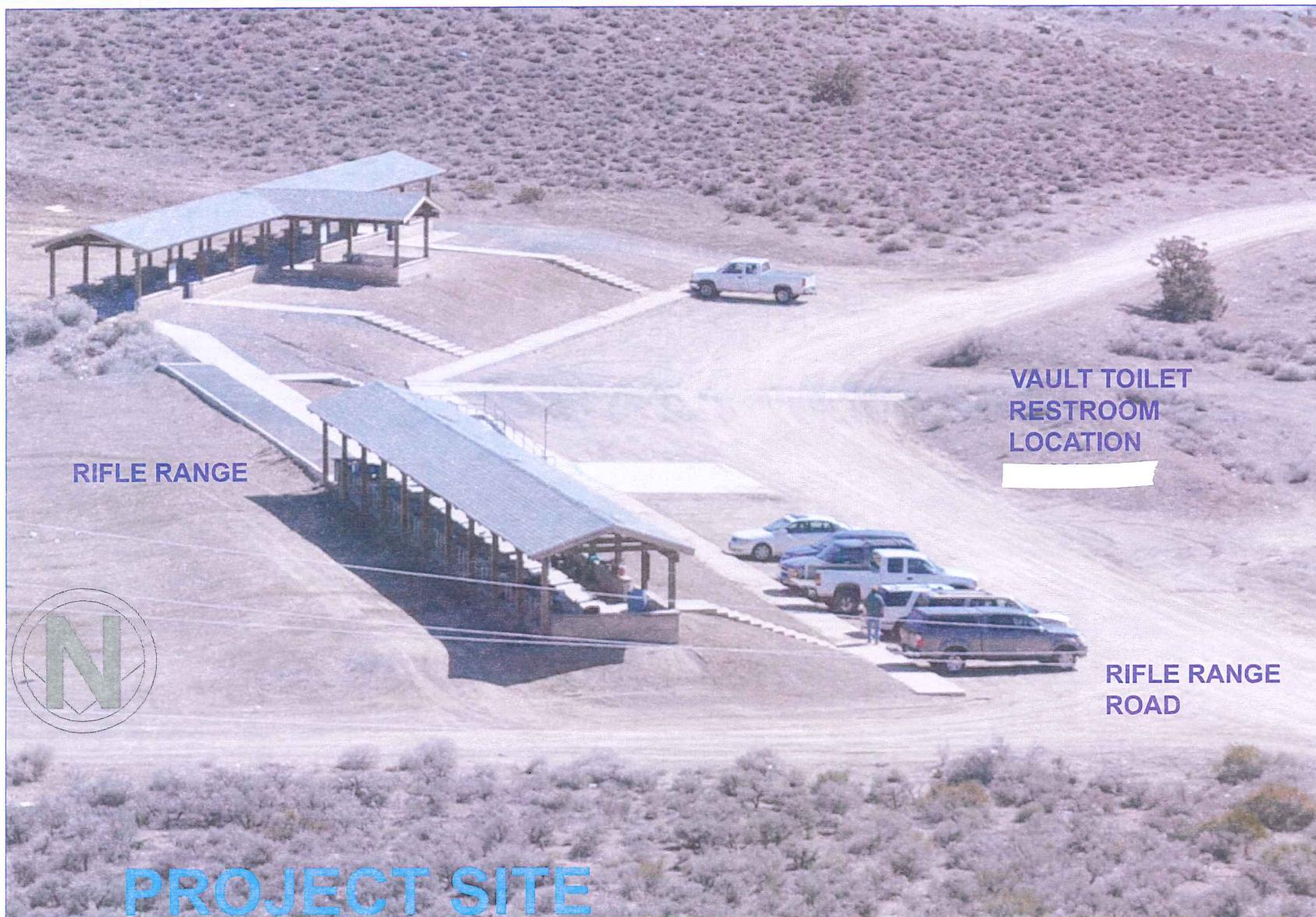




Carson City Rifle And  
Pistol Range

Exhibit C





CARSON CITY RIFLE & PISTOL RANGE IMPROVEMENTS

Exhibit C



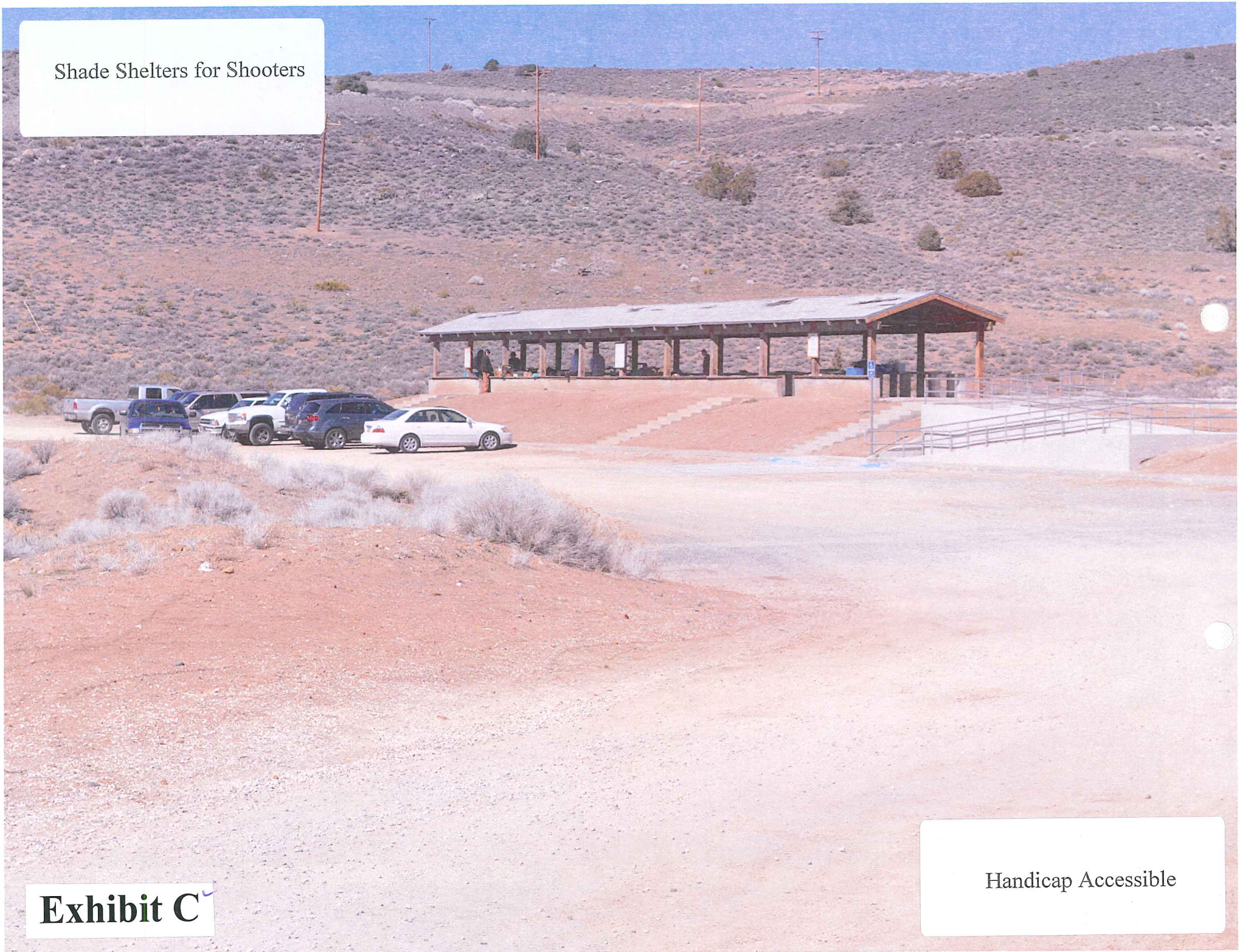
Pistol Range with Concrete  
Shooting Benches

NRA-Type Rifle Range with  
40 Positions; 20 with Concrete  
Shooting Benches

**Exhibit C**



Shade Shelters for Shooters



**Exhibit C**

Handicap Accessible

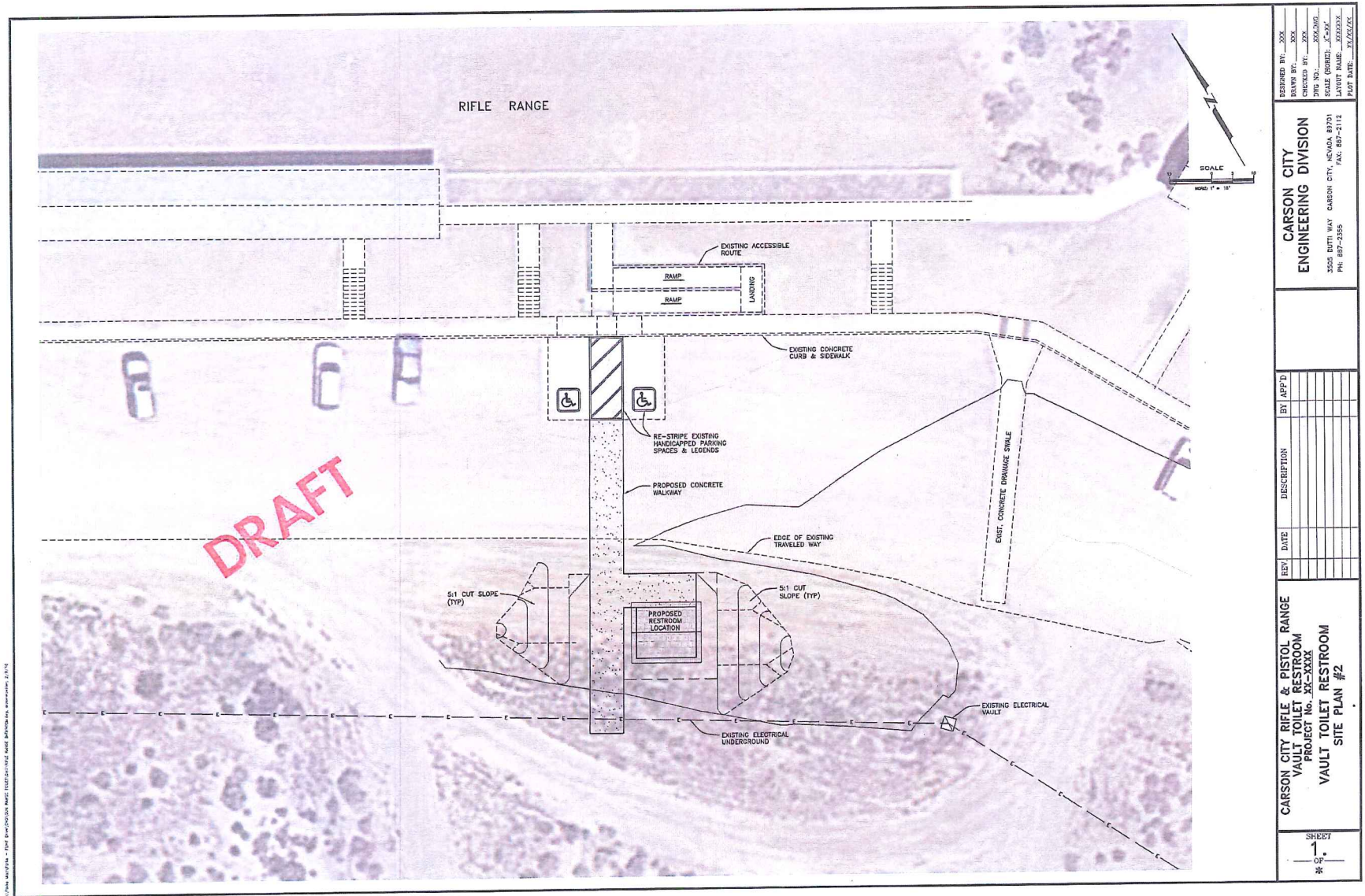




**Exhibit C**

Pistol Range with Shooting  
Bays





**Exhibit D**



Buildings Textures & Professional Site Maintenance & Replacement Park Products Government  
Colors Services & Install Warranty Parts Purchasing  
Sales Region  
Information

## TIOGA DOUBLE VAULT RESTROOM

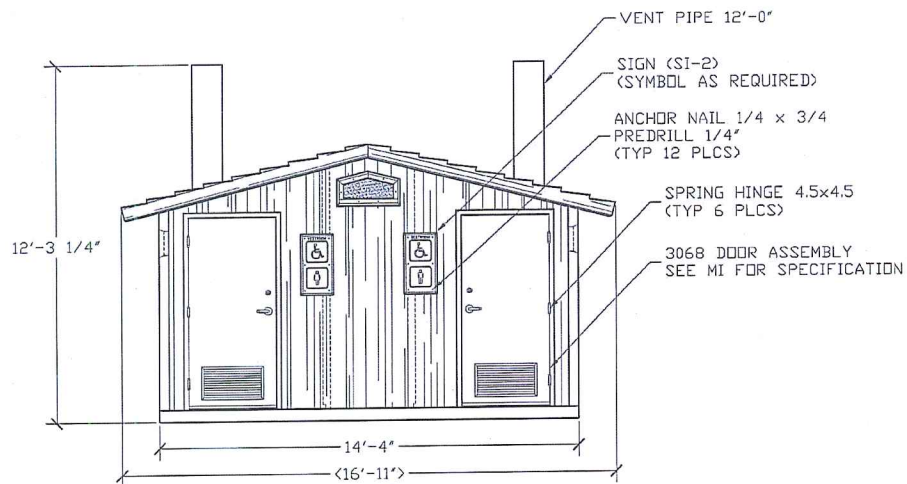
Fully accessible building



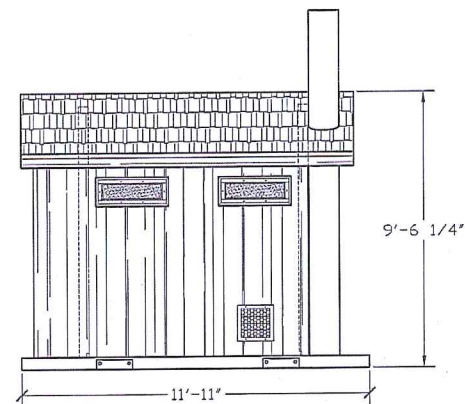
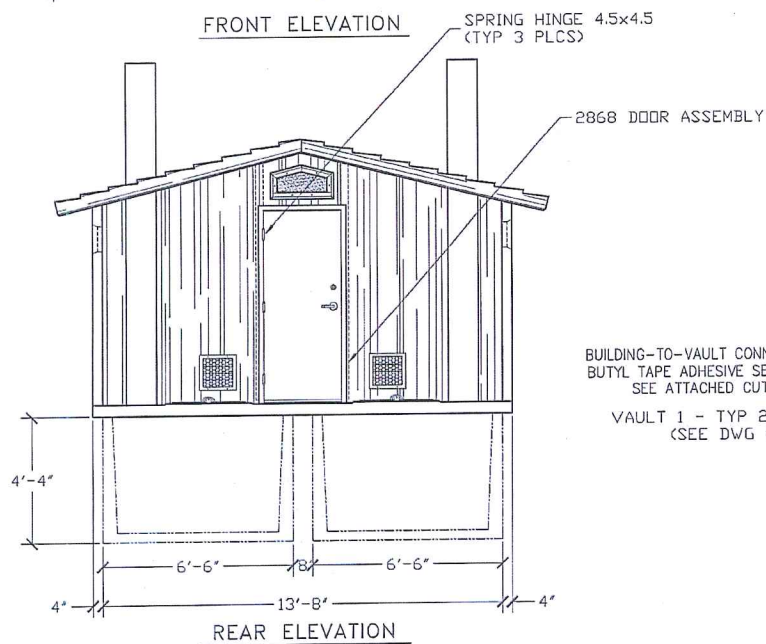
Barnwood Walls in Oatmeal Buff Cedar Shake Roof in Java Brown



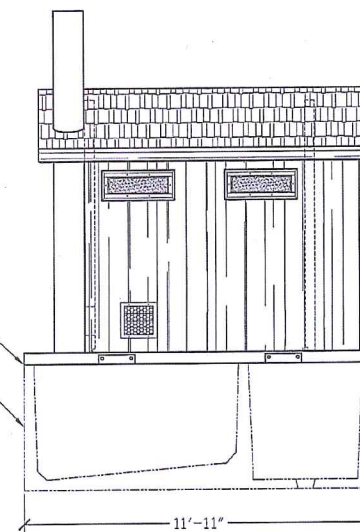




FRONT ELEVATION



RIGHT SIDE ELEVATION



LEFT SIDE ELEVATION

EMBEDDED MATERIALS			
ITEM	QTY	ITEM	QTY
SI-2	2		
VENT PIPE 12'-0"	2		
3068 DOOR ASSEMBLY	2		
2868 DOOR ASSEMBLY	1		
ANCHOR NAIL 1/4x3/4	12		
SPRING HINGE 4.5x4.5	9		

SQ. FT. CONC. SQ. FT. W.R.F. APPROXIMATE WEIGHT



PROJECT TITLE  
TIOGA with CHASE  
CXT STANDARD BUILDING

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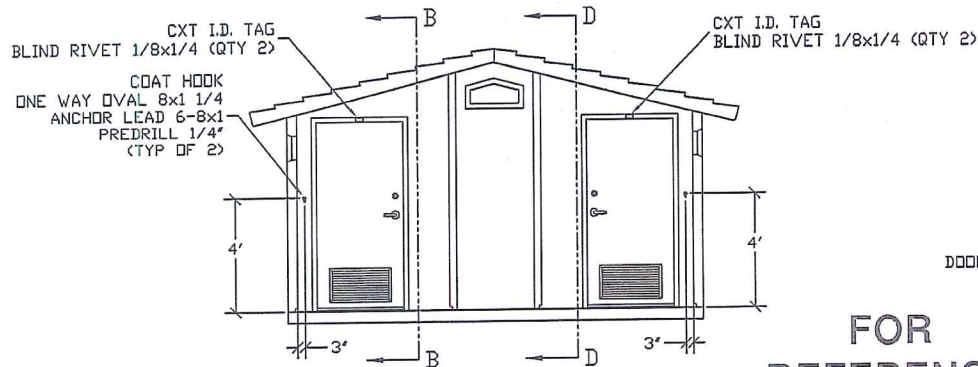
CXT Incorporated

REV.	DESCRIPTION	DATE	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	03-28-05	
DRAWN	FILE NO.	PD-TWC02		
CHECKED	PLOT	48		

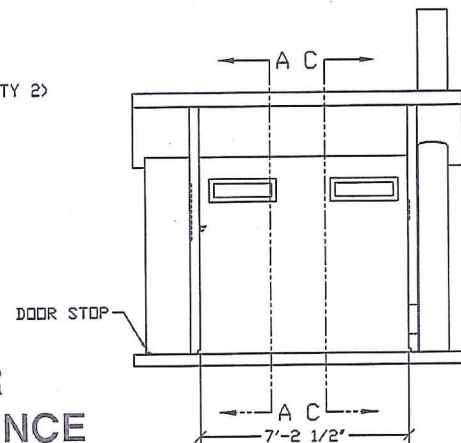
BUILDING ELEVATIONS

DWG NO.	SHEET	REV.
TWC-02		

Exhibit F

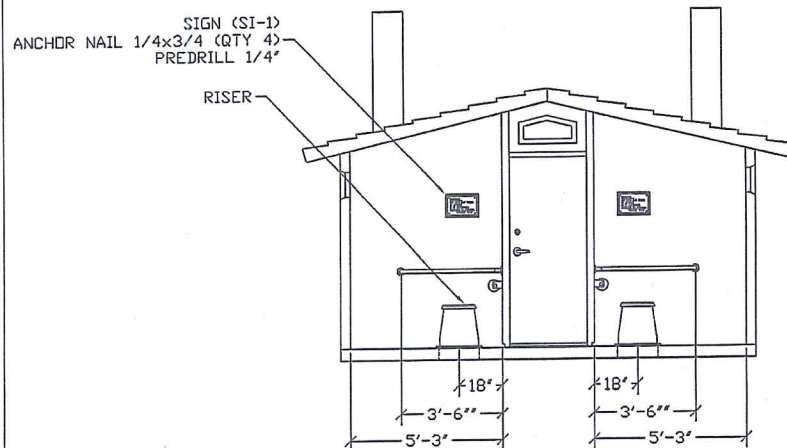


SECTION A - A



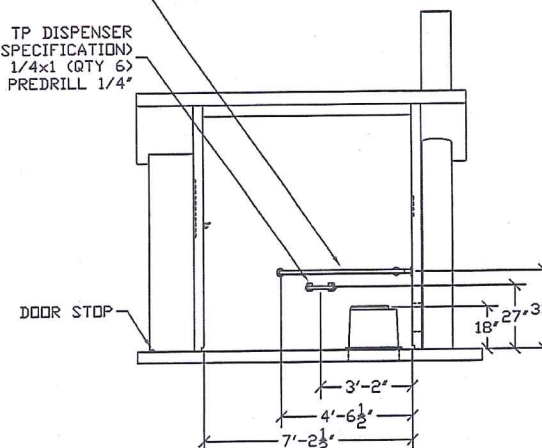
SECTION B - B

FOR  
REFERENCE  
ONLY



SECTION C - C

GRAB BAR  
ANCHOR NAIL 3/16x7/8 (QTY 9)  
PREDRILL HOLE 3/16\"/>



SECTION D - D

EXISTING MATERIALS			
ITEM	QTY	ITEM	QTY
RISER	2	ONE WAY OVAL 8x1 1/4	4
GRAB BAR	2	ANCHOR LEAD 6-8x1	4
TP DISPENSER	2		
TOILET PAPER ROLL	4-6		
COAT HOOK	2		
DOOR STOP	2		
SI-1	2		
BLIND RIVET 1/8x1/4	4		
CXT I.D. TAG	2		
ANCHOR NAIL 1/4x1	12		
ANCHOR NAIL 1/4x3/4	8		
ANCHOR NAIL 3/16x7/8	18		

CL. FT. CONC. SQ. FT. WLF. APPROXIMATE SCOT

**CXT**  
Precast Products

PROJECT TITLE  
TIOGA with CHASE  
CXT STANDARD BUILDING

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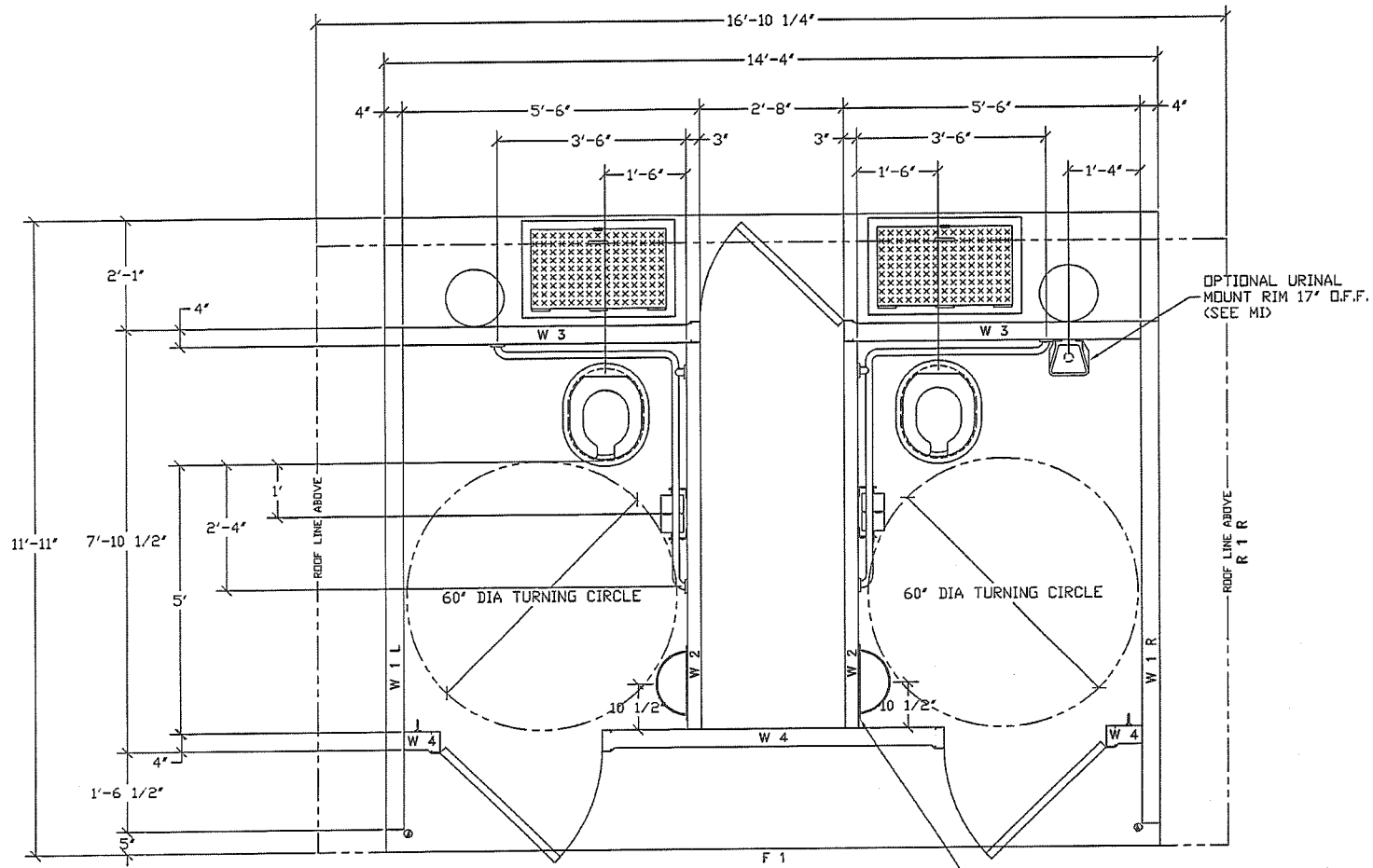
CXT Incorporated

REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	03-28-05
DRAWN		FILE NO.	PD-TWCD3
CHECKED		PLOT	48

INTERIOR ELEVATIONS

DWG NO.	SHEET	REV.
TWC-03		





FOR  
REFERENCE  
ONLY

OPTIONAL WASTE PAPER BASKET  
MOUNT BTM 12\"/>

OPTIONAL URINAL  
MOUNT RIM 17\"/>



PROJECT TITLE  
TIOGA with CHASE  
CXT STANDARD BUILDING

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REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/2"=1'-0"	DATE	03-28-05
DRAWN	FILE NO.	PD-TWC04	
CHECKED	PLOT	24	

FLOOR PLAN

DWG NO.	SHEET	REV.
TWC-04		



# CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

March 4, 2016

Mr. Tim Thomas  
Mr. Chris Vasey  
Nevada Department of Wildlife  
Hunter Education Program  
1100 Valley Road  
Reno, NV 89512

RE: Support for Carson City Rifle and Pistol Range Vault Toilet Restroom  
Project Grant Application

Dear Mr. Thomas and Mr. Vasey,

On March 1, 2016, the Parks and Recreation Commission voted unanimously to support the Carson City Rifle and Pistol Range Vault Toilet Restroom Project. The Parks and Recreation Commission is pleased to see progress being made toward various improvements at the Rifle and Pistol Range. Although small, this is a very significant project to improve the visitor's recreational shooting experience and address a much needed public health issue.

Also, I want to thank the Nevada Department of Wildlife for their partnership with the City on the first phase of improvements: the Automatic Security Gate(s) Project. It is financial partners like your agency and the U.S. Fish and Wildlife Service that helps our department to provide safe shooting facilities for our residents and the public.

Sincerely,

Lee Ann Keever, Chairperson  
Carson City Parks and Recreation Commission

Mr. Scott Fahrenbruch  
Carson City Dept. of Parks and Recreation

Mr. Chris Vasey  
Nevada Dept. of Wildlife

Gentlemen:

The Carson Rifle and Pistol Club wishes to express its appreciation to you for appearing at our monthly meeting in December and taking the time to fill us in regarding plans for improvements at the Carson City Rifle and Pistol Range, along with answering the many questions of our members. I believe that we are on the same page regarding the direction that improvements should take at the range, in order to provide a safe and rewarding experience for the public using this facility. The Club supports your efforts toward this goal, and is willing to assist in whatever capacity it is able. I look forward to working with you in this endeavor.

Sincerely,



Mark Possin

President, Carson Rifle and Pistol Club



Scott Fahrenbruch  
Deputy Director  
Carson City Parks & Recreation Department  
3303 Butti Way, Building #9  
Carson City, Nevada 89701

RE: Letter of Support, Carson City Grant Application to Nevada Department of Wildlife for  
Improvements at the City Rifle/Pistol Range

Dear Mr. Fahrenbruch,

The Carson City Wildlife Advisory Board would like to thank you for your participation at our February meeting regarding planned improvements at the City Rifle and Pistol Range. These improvements will go a long way in creating a safe and secure location for the shooting public as well as providing a future location for instruction regarding hunter safety and shooting safety. Our Board is especially pleased with the pending partnership between the City and the Nevada Department of Wildlife (NDOW) regarding potential grants to help in this process.

I am pleased to inform you that on March 16, 2015 the Carson City Wildlife Advisory Board took formal action to support your planned improvements and your effort to obtain grant funding from NDOW. Please let us know how we can assist you and NDOW in this process.

Please contact me if you have any questions and please keep our Board informed of progress as you move forward with this program to enhance safety and security at this important City Recreational Complex that serves the hunting and shooting community.

Regards,



Doug Martin  
Chair

Carson City Wildlife Advisory Board

**Exhibit I**

# NEVADA DEPARTMENT OF WILDLIFE

NOTICE OF SUBGRANT AWARD# W-51-HS-09

Source of Funds:	Federal Grant #:	CFDA#:	% of Funds:	Accounting Code	Budget & Category	GL
Nevada Hunter Education	F16AF00393	15.611	100%	0552-01	4462-16	8795

<b>NDOW Program Name:</b> Hunter Education Program Nevada Department of Wildlife	<b>Subgrantee Name:</b> Carson City Parks and Recreation Department Attention: Vern L. Krahn  <b>Fiscal Manager:</b>
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<b>NDOW Address:</b> Chris Vasey 6980 Sierra Center Parkway, Suite 120 Reno, NV 89511 <b>Phone: (775) 688-1553</b> <b>E-mail: <a href="mailto:cvasey@ndow.org">cvasey@ndow.org</a></b>	<b>Address:</b> 3303 Butti Way Building #9 Carson City Nevada 90701  <b>Phone: (775)887-2262</b> <b>E-mail: <a href="mailto:Vkrahnn@carson.org">Vkrahnn@carson.org</a></b>
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<b>Subgrant Period:</b> <b>Beginning Date:</b> Upon Final Signatures <b>Ending Date:</b> 06-30-2017	<b>Subgrantee EIN / Tax ID#:</b> 86-6000189 <b>Payee Vendor#:</b> T80990941 L <b>Subgrantee Duns #:</b> 073787152
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**Reason for Award:** The Project is very simple project. Carson City wants to install a vault toilet restroom at the City Rifle and Pistol Range. This Facility is urgently needed and the project is being supported by various users groups, the Carson City Sheriff Office, and the Parks and Recreation Commission.

**County(ies) to be served:** ( ) Statewide ( ☒ ) Specific county or counties: **Carson City**

<b>Approved Budget Categories:</b>	
1. Personnel	\$ 7,360.00
2. Travel	\$
3. Operating (Supplies)	\$ 43,607.00
4. Equipment	\$ 5,641.00
5. Contractual	\$ 13,340.00
6. In-Kind Match	\$ -17,487.00
<b>Total Budget</b>	<b>\$ \$52,461.00</b>

**Disbursement of funds will be as follows:**  
 Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures specific to this subgrant. Total reimbursement will not exceed **\$52,461.00** during the subgrant period.

**Terms and Conditions**  
 In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate state and/or federal regulations.
- This award is subject to the availability of appropriate funds.
- Recipient of these funds agrees to stipulations listed in Sections A, B, and C and Attachment A of this subgrant award.





Brian Sandoval  
Governor

STATE OF NEVADA  
**DEPARTMENT OF WILDLIFE**

6980 Sierra Center Pkwy, Suite 120  
Reno, Nevada 89511  
(775) 688-1526 • Fax (775) 688-1577

TONY WASLEY  
Director

JACK ROBB  
Deputy Director

LIZ O'BRIEN  
Deputy Director

Mr. Vern L Krahn  
Senior Park Planner  
3303 Butti Way Building # 9  
Carson City, Nevada 90701

Subgrant Monitor: Chris Vasey

Subject: Notice of Nevada Department of Wildlife's Hunter Education/ Shooting Range Sub-Grant Award

Dear Mr. Krahn

1. Identify Program, Award Amount, and time period of the grant

*Carson City has been awarded a subgrant award # W-51-HS-09 from the Department's Hunter Education Program in the amount of \$52,461.00 for the time period of Upon final Signature to 06/30/2017.*

2. A short abstract describing the reason for this award—why and where

The Project is very simple project. Carson City wants to install a vault toilet restroom at the City Rifle and Pistol Range. This Facility is urgently needed and the project is being supported by various users groups, the Carson City Sheriff Office, and the Parks and Recreation Commission.

3. Terms:

*In accepting these funds it is understood that:*

- a. Expenditures must comply with appropriate state and/or federal regulations.*
- b. This sub-grants award is subject to the availability of appropriate funds.*
- c. Recipient of these funds agrees to stipulations listed in Sections A, B, C of sub-grant award. Stipulation D are required to be adhered to only if applicable.*

## **Section A**

### *Assurances*

As a condition of receiving subgranted funds from the Nevada Department of Wildlife, the Subgrantee agrees to the following conditions:

1. Subgrantee agrees grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Nevada Department of Wildlife.
2. Subgrantee agrees to submit reimbursement requests for only expenditures approved in the spending plan. Any additional expenditure beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Nevada Department of Wildlife, may result in denial of reimbursement.
3. Approval of subgrant budget by the Nevada Department of Wildlife constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Nevada Department of Wildlife is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
  - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer III of the Nevada Department of Wildlife. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Nevada Department of Wildlife.
  - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this Subgrant Award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

5. Subgrantee agrees to disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Nevada Department of Wildlife reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.



6. Subgrantee agrees to comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. Subgrantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
8. Subgrantee certifies, by signing this subgrant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp.19150-19211). This provision shall be required of every Subgrantee receiving any payment in whole or in part from federal funds.
9. Subgrantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
  - a. any federal, state, county or local agency, legislature, commission, council, or board;
  - b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
  - c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.
10. Nevada Department of Wildlife subgrants are subject to inspection and audit by representatives of the Nevada Department of Wildlife, the State Department of Administration, the Audit Department of the Legislative Counsel Bureau or other appropriate state or federal agencies to
  - a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
  - b. ascertain whether policies, plans and procedures are being followed;
  - c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
  - d. determine reliability of financial aspects of the conduct of the project.
11. Any audit of Subgrantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and

use of subgrant funds. It is the policy of the Nevada Department of Wildlife (as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 [Revised June 27<sup>th</sup>, 2003]) that each grantee annually expending \$750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE NEVADA DEPARTMENT OF WILDLIFE, ATTN: ADMINISTRATIVE SERVICES OFFICER II, 6980 SIERRA CENTER PKWY, SUITE 120 RENO, NEVADA 89511- within nine (9) months of the close of the Subgrantee's fiscal year. **To ensure this requirement is met Section C of this subgrant must be filled out and signed.**

**12. National Defense Authorization Act (Public Law 112-239), January 2, 2013.**

**41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection:** This requirement applies to all awards issued after July 1, 2013 and shall be in effect until January 1, 2017.

(a) This award and related subawards and contracts over the simplified acquisition threshold and all employees working on this award and related subawards and contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies in the pilot program on award recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (P.L. 112-239).

(b) Recipients, and their subrecipients and contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and contracts over the simplified acquisition threshold related to this award.



## SECTION B

### *Description of services, scope of work, deliverables and reimbursement*

#### 1. Brief Summary of Project

The Project is very simple project. Carson City wants to install a vault toilet restroom at the City Rifle and Pistol Range. This Facility is urgently needed and the project is being supported by various users groups, the Carson City Sheriff Office, and the Parks and Recreation Commission.

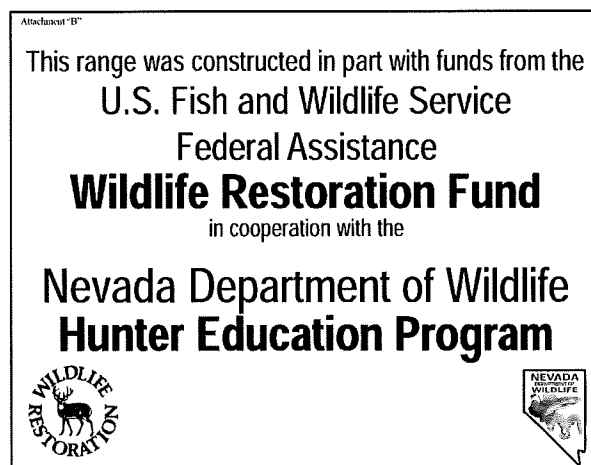
#### 2. Subgrantee Obligations

Carson City NV, hereinafter referred to as Subgrantee, agrees to provide the following services and reports according to the identified timeframes:

- Fulfill all terms and obligations as stipulated in the Nevada Department of Wildlife's (NDOW) *Shooting Range Grant Program 2016 Cost Share Grant Application (Attachment A)*.
- Sub-grantee shall maintain accounting records pertaining to this agreement according to generally accepted accounting principles and shall make all relevant records, documents and reports available to NDOW for the purpose of audit examination if requested by the Department.
- Sub-grantee is solely responsible to produce, install and maintain on-site program acknowledgement signs on all approved NDOW shooting range grant projects. Signage requirements include a sign or plaque that must be installed and maintained at the site perpetually. The final sign or plaque must be installed in a location that offers clear and unobstructed public view, near or adjacent to the project area and maintained at the site perpetually. An example of the permanent acknowledgement sign is shown below (Attachment B). Information shown on the example is the minimum information required by the NDOW Shooting Range Grant Program.

##### **Permanent Sign (Minimum Size – 2' x 2')**

Costs for program acknowledgement signs are reimbursable for approved projects if budgeted in the "Budget Summary".



- Identify the source of funding on all printed documents purchased or produced within the scope of this subgrant, using a statement similar to: **"This publication (journal, article, etc.) was supported by the Nevada Department of Wildlife with [list Federal Agency if federal funds are funding subgrant—also identify federal program] are solely the responsibility of the authors and do not necessarily represent the official views of the Nevada Department of Wildlife or the United States Fish and Wildlife Service.**
  - *If the subgrant does not facilitate the development or distribution of written materials, delete this bullet statement, as it is not applicable.*
- *Any activities performed under this subgrant shall acknowledge the funding was provided through the State Nevada Department of Wildlife with Federal Agency funds if used.*

### **3. The Nevada Department of Wildlife Obligations:**

- "The program Contract Monitor or Program Manager shall, when federal funding requires a specific match, If a specific vendor or sub-grantee has been identified in the grant application to achieve part or all of the match, "in-kind", or then this shall also be identified in the scope of work as a requirement and a deliverable, including a report of accomplishment at the end of each quarter to document that the match "in-kind", was achieved. These reports shall be held on file in the program for audit purposes, and shall be furnished as documentation for match, in-kind" reporting on the Financial Status Report (FSR) 90 days after the end of the grant period."
- The Nevada Department of Wildlife reserves the right to hold reimbursement under this subgrant until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Nevada Department of Wildlife.



**Section C**  
*Budget, Terms of Reimbursement, Financial Reports*

**1. Include Budget Table**

<b>APPLICANT—Fill In</b> <b>PROJECT BUDGET</b> Alternative format may be used with NDOW approval.			
Description	Quantity	\$ Unit Cost	\$ Total Cost
<b>PERSONNEL</b> (List by type of labor. Skilled labor to be valued at \$??/hour; Unskilled labor to be valued at \$??/hour. Quantity = hours used.)			
Drafter / Designer	40 Hours	\$50.00 Per Hour	\$2,000
Project Manager	40 Hours	\$50.00 Per Hour	\$2,000
Construction Manager	20 Hours	\$50.00 Per Hour	\$1,000
Parks & Recreation Department Staff / Grant Administration	40 Hours	\$59.00 Per Hour	\$2,360
<b>Sub-Total 1</b>			<b>\$7,360</b>
<b>PROJECT SUPPLIES &amp; MATERIALS</b>			
Vault Toilet Restroom, Including Installation	1	Lump Sum	\$43,067
<b>Sub-Total 2</b>			<b>\$43,607</b>
<b>CONTRACTED SERVICES</b> (Describe and attach subcontractor estimates including design/engineering)			
Site Grading	120 CY	\$42.00 Per CY	\$5,040
PCC / Concrete Sidewalk	740 SF	\$9.00 Per SF	\$6,600
Handicapped Sign(s) Installation / Striping	1	Lump Sum	\$700
Concrete Testing	1	Lump Sum	\$1,000
<b>Sub-Total 3</b>			<b>\$13,340</b>
<b>EQUIPMENT</b> (Landowner provided equipment and/or rented equipment. Quantity = hours used. Value not to exceed standard market rate)			
10% Project Construction Contingency			\$5,641
<b>Sub-Total 4</b>			<b>\$5,641</b>
<b>TOTAL PROJECT BUDGET</b> (add sub-totals 1-4)			<b>\$69,948</b>

<b>COST SHARE FUND DISTRIBUTION</b>	
<b>Shooting Range Grant Funds Requested</b> (cannot exceed 75% of total project cost)	\$52,461
<b>Applicant Cost Share Funds</b> (Include in-kind value. Non-federal contributions must total at least 25% of total project cost.)	\$17,487

## 2. Conditions for Equipment and Travel

- Equipment purchased with these funds belongs to the federal program or the NDOW divisional program from which this funding was appropriated and shall be returned to the program upon termination of this agreement. All equipment acquired under this award must be properly identified, recorded, maintained and/or disposed of.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/Subgrantees to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

## 3. Reimbursement Terms

*Subgrantee agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subgrant period.*

- *Total reimbursement request cannot exceed \$52,461.00*
- *Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;*
- *Requests for Reimbursement shall be accompanied by supporting documentation, including a line item description of expenses incurred including details of awardee's non-cash match and a line item description of expenses incurred for each categorical or project feature as defined in the BUDGET Section C;*
- *Additional expenditure detail will be provided upon request from the Department.*
- *The Nevada Department of Wildlife will exercise a 10% holdback on all invoiced reimbursements at project completion until all deliverables, including project reports and financial reports, have been received by the department.*
- *Subgrantee will submit reimbursements (monthly or quarterly).*
- *The Sub-grantee will submit reimbursements on **quarterly** basis and no later than **15 days** after the end of each quarterly period as defined below. If there are no reimbursements for the quarter the sub-grantee will send in an email notify NDOW that there are "No reimbursement request for quarter" a reference the quarter. Quarters as defined in the agreement will be as a follows:*



- *First Quarter: Beginning Date of Subgrant to last day of the quarter*
- *Quarter: 1/1 to 3/31*
- *Quarter: 3/31 to 6/30*
- *Quarter: 7/1 to 9/30*
- *Quarter: 10/1 to 12/31*

Additionally, the Subgrantee agrees to provide:

- An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in **§200.414**.
- A complete financial accounting of all expenditures to the Nevada Department of Wildlife within 30 days of the CLOSE OF THE SUBGRANT PERIOD. Any un-obligated funds shall be returned to the Nevada Department of Wildlife at that time, or if not already requested, shall be deducted from the final award.
- An Award Close-out Certification. Final grant payments will not be made until the final close-out of the grant is completed. The Close-out requires the following certification from Awardee:
  - Awardee has received all funding due under the sub-agreement
  - Upon final payment Awardee is due no outstanding funding
  - Awardee has no outstanding debts to NDOW
- An Equipment Inventory and Transfer Certification. If the Awardee has used grant funds for the purchase of equipment of any sort, an inventory must be reviewed by NDOW organization for further instruction on the disposition of that equipment.
- Copies of all publications and materials produced with grant funds must be sent to the divisional office, including electronic copies. These publications should be sent to the divisional office when they are produced and not just at the end of the grant period. Agreement may also require approval of all publications that the awardee will produce before they are published.

All reports of expenditures and requests for reimbursement processed by the Nevada Department of Wildlife are SUBJECT TO AUDIT.

This subgrant agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subgrant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be

terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Nevada Department of Wildlife, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

This subgrant agreement may also be terminated by the Department at any time during the grant year for the following reasons: (1) conduct that interferes with the administration of the grant; (2) illegal activity of any kind; (3) insolvency; (4) failure to disclose a conflict of interest; (5) influence by a gratuity; (6) any other violations of the terms of the grant agreement; and (7) substantiated fraud, abuse, or misappropriation of grant funds.

In the event the Department terminates the Agreement, Subgrantee shall: (1) repay to the Department any outstanding advance; (2) Subgrantee shall not be reimbursed for any grant-related expenses incurred after the termination effective date; and (3) Subgrantee shall transfer or liquidate all equipment and non-consumables purchased with grant funds during the grant period (including equipment with an original purchase price of \$1,000 or more, all computers and software regardless of original purchase price, and any other items the Department has required the Grantee to inventory during the course of the grant); (4) surrender any and all documents related to the grant that the Department deems necessary; and (5) repay to the Department all grant funds found to be unallowable costs.



SECTION D

NEVADA STATE NEVADA DEPARTMENT OF WILDLIFE  
AUDIT INFORMATION REQUEST

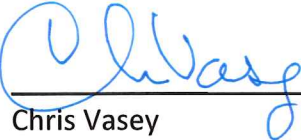


1. Non-Federal entities that expend \$750,000.00 or more in total Federal Awards are required to have a single or program-specific audit conducted for that year, in accordance with *OMB Circular A-133*. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE DEPARTMENT OF WILDLIFE, ATTN: ADMINISTRATIVE SERVICES OFFICER II, 6980 SIERRA CENTER PARKWAY, SUITE 120, RENO, NEVADA 89511, within nine (9) months of the close of your fiscal year.
2. Did your organization expend \$750,000.00 or more in all Federal Awards during your most recent fiscal year? YES ☒ NO ☐
3. When does your fiscal year end? June 30
4. How often is your organization audited? annual
5. When was your last audit performed? Nov 2015
6. What time period did it cover? 7/1/14 - 6/30/15
7. Which accounting firm conducted the audit? Eide Bailly

Nancy Paulson CFO 10/5/16  
SIGNATURE TITLE DATE

**Signature Page: AWARD # W-51-HS-09**

**Nevada Department of Wildlife:**

**NDOW's Fiscal Services' Budget and Funding Approval:**

_____ Gabe Pincolini	_____ Date	_____ Title
 _____ Chris Vasey	 _____ Date	 _____ Title

_____ Signature #3 (Division Chief)	_____ Date	_____ Title
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_____ Jack Robb	_____ Date	_____ Title
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_____ Liz O'Brien	_____ Date	_____ Title
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**Subgrantee:**

_____ Signature # 1	_____ Date	_____ Title
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_____ Signature # 2	_____ Date	_____ Title
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