



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

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

Agenda Title: For Possible Action: To approve submittal of a grant application to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Carson City Rifle and Pistol Range.

Staff Summary: Parks and Recreation Department staff is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Department of Wildlife (NDOW) for a vault toilet restroom and associated site improvement for the Carson City Rifle and Pistol Range. The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

I move to approve submittal of a grant application to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Carson City Rifle and Pistol Range.

Board's Strategic Goal

Quality of Life

Previous Action

Not Applicable

Background/Issues & Analysis

Parks and Recreation Department staff is preparing to submit a grant application to NDOW in March, 2016 for a vault toilet and associated site amenities for the Carson City Rifle and Pistol Range. The vault toilet will have both a men's and women's restroom. The project will include the vault toilet, clearing/grubbing, site grading, concrete parking pad, and sidewalk for ADA accessibility to the toilet, and all the required striping and signage. The NDOW grant requires a 25% Non-Federal/City match. If the City is awarded the grant, the required grant match will come from our project partner; the Carson City Foundation for Parks and Recreation/North Sierra Ladies Gun Club's Shootout Fundraiser and the City's Quality of Life (Q-18) Parks Capital - Rifle and Pistol Range account funds. If the Board approves this grant application submittal, City staff will begin working on this new grant application in February. A very preliminary cost estimate range for this project is between \$55,000 and \$60,000. The deadline for submitting this grant application is March 11, 2016.

Applicable Statute, Code, Policy, Rule or Regulation

The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: There is no fiscal impact at this time . However, if the City receives the NDOW grant there are funds available through the Carson City Foundation for Parks and Recreation/North Sierra Ladies Gun Club (Shootout Fundraiser: \$3,454.50), the Nevada Law Enforcement Instructors Association (Donation: \$2,756.00), and the Quality of Life (Q-18) Parks Capital - Rifle and Pistol Range Project Account (\$21,912.25) to meet the financial match requirements for this grant.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If the City receives the NDOW grant, staff will return later this year for the Board of Supervisors to accept the grant.

Alternatives

1) Direct City staff not to apply for the NDOW grant.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

**PARKS AND RECREATION COMMISSION
STAFF REPORT**

MEETING DATE: February 2, 2016

AGENDA ITEM NUMBER: 3E

APPLICANT: Scott Fahrenbruch, Deputy Director
Vern L. Krahn, Senior Park Planner

REQUEST: **For Possible Action:** To recommend to the Board of Supervisors approval of a grant application submittal to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Rifle and Pistol Range and to authorize the Chairperson to sign a letter of support for the project. (Vern L. Krahn / Scott Fahrenbruch)

GENERAL DISCUSSION: In March, 2015 the Parks and Recreation Department submitted to the Nevada Department of Wildlife (NDOW) a grant application for security gates at the Carson City Rifle and Pistol Range. Currently, the facility is experiencing a significant amount of vandalism at night. In order to control access to the range after dark, our project will be proposing to install a solar powered security gate on Rifle Range Road approximately one mile from the range. During the day, the gate would remain open but would automatically close at sunset and reopen at sunrise. There will be a number of safety features associated with the gate, including sensors to allow vehicles to “escape”, if caught behind a closed gate after sunset. In addition, there are multiple off-road two track roads accessing the range. Staff will be using metal swing bar gates and large boulders to close this unauthorized access to the range from these two track roads.

Nick Marano, City Manager signed the \$18,708 NDOW grant award documents for the City on September 22, 2015. Currently, City staff has submitted the required paperwork for culture resource review on the project to the State Historic Preservation Office, the Washoe Tribe, and the Bureau of Land Management as required under the 2012 Omnibus Public Lands Management Act Programmatic Agreement. In addition, our department has started the process of contracting with a local fence company to install the gates. Work is expected to begin this spring, and in order to meet the grant requirements, all work associated with this project will need to be completed by June 30, 2016.

Parks and Recreation Department staff is preparing to submit a second grant application to NDOW in March, 2016 for a vault toilet and associated site amenities for the Rifle and Pistol Range (Refer to Exhibit A). The vault toilet will have both a men’s and women’s restroom.

The project will include the vault toilet, clearing/grubbing, site grading, concrete parking pad, and sidewalk for ADA accessibility to the toilet, and all the required striping and signage. The NDOW grant requires a 25% Non-Federal/City match. This match will come from our two project partners: the Carson City Foundation for Parks and Recreation/North Sierra Ladies Gun Club – Shootout Fundraiser (\$3,454.00) and the Nevada Law Enforcement Instructors Association - Donation (\$2,756.00). The Quality of Life (Q-18) Parks Capital - Rifle and Pistol Range project account will make up the match difference. City staff will begin working on this new grant application in February. A very preliminary cost estimate range for this project is between \$55,000 and \$60,000. The deadline for submitting this grant application is March 11, 2016.

Staff is seeking a positive recommendation from the Parks and Recreation Commission to forward on to the Board of Supervisors. The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

RECOMMENDED ACTION:

I move to recommend to the Board of Supervisors approval of a grant application submittal to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Rifle and Pistol Range and to authorize the Chairperson to sign a letter of support for the project.



Exhibit A



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

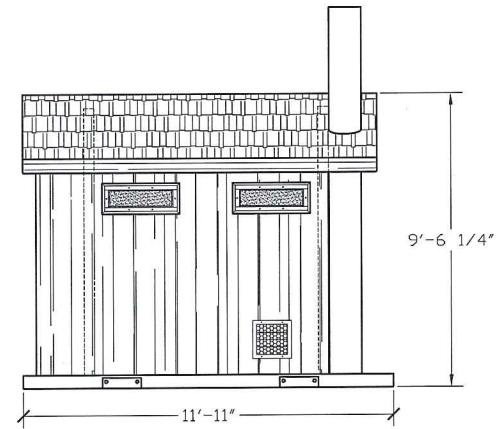
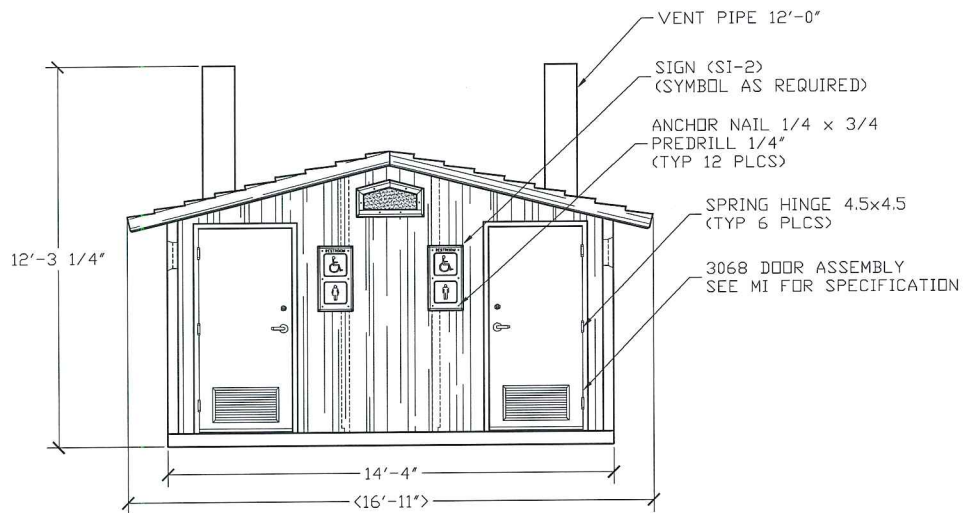
TIOGA DOUBLE VAULT RESTROOM

Fully accessible building



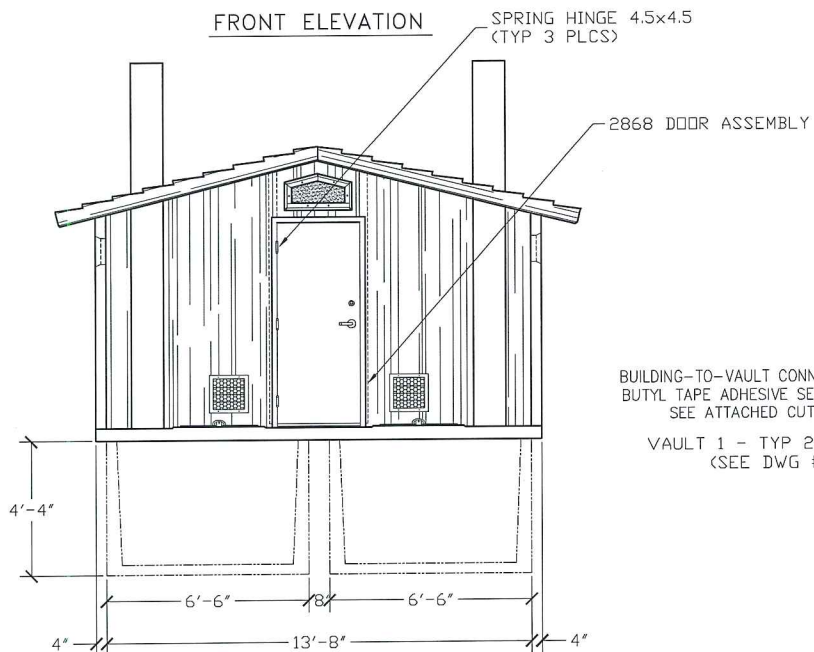
Barnwood Walls in Oatmeal Buff Cedar Shake Roof in Java Brown



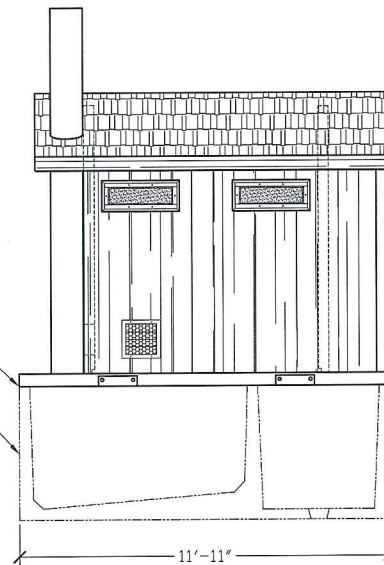


FRONT ELEVATION

RIGHT SIDE ELEVATION



REAR 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		
CU. FT. CONC.	SQ. FT. W.W.F.	APPROXIMATE WEIGHT	

CXT
Precast Products

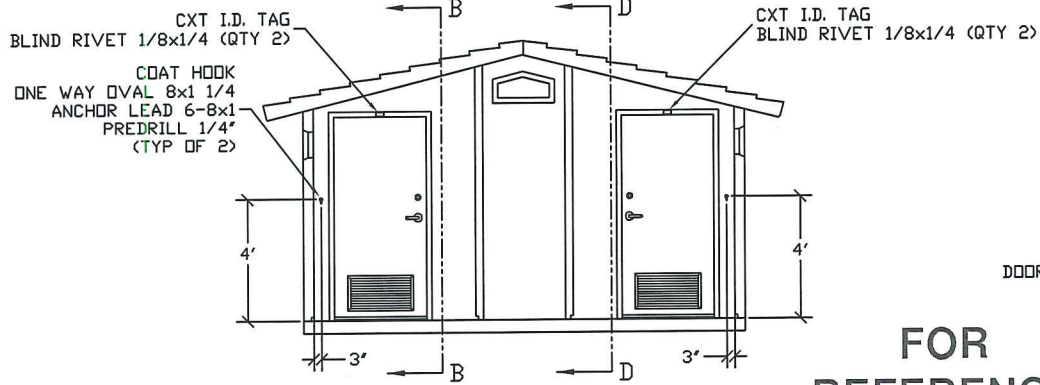
PROJECT TITLE
TIOGA with CHASE
CXT STANDARD BUILDING

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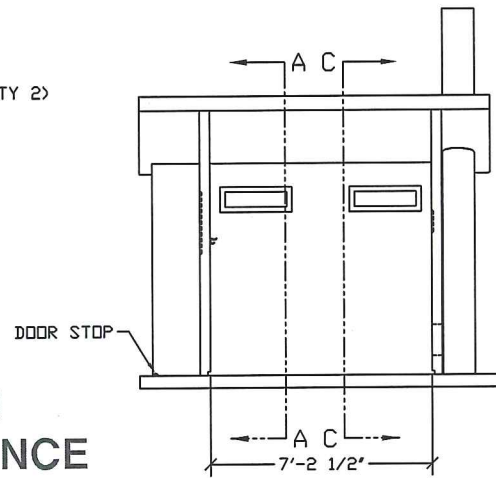
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	03-28-05
DRAWN		FILE NO.	PD-TWC02
CHECKED		PLOT	48

BUILDING ELEVATIONS

DWG NO. TWC-02	SHEET	REV.
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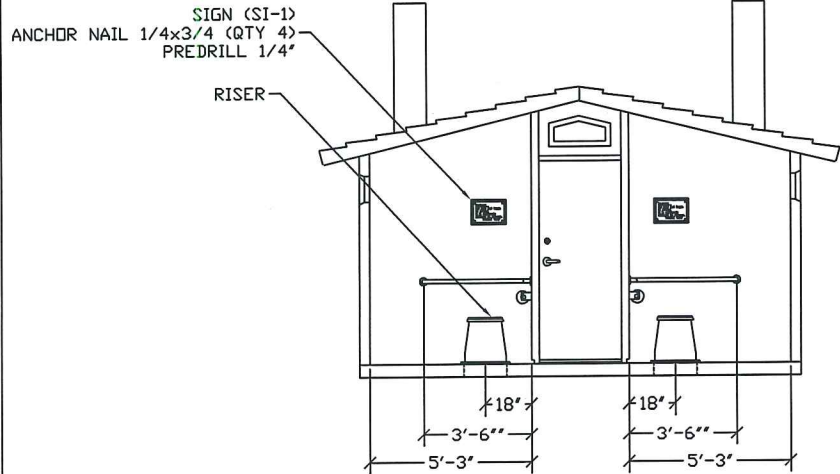


SECTION A - A

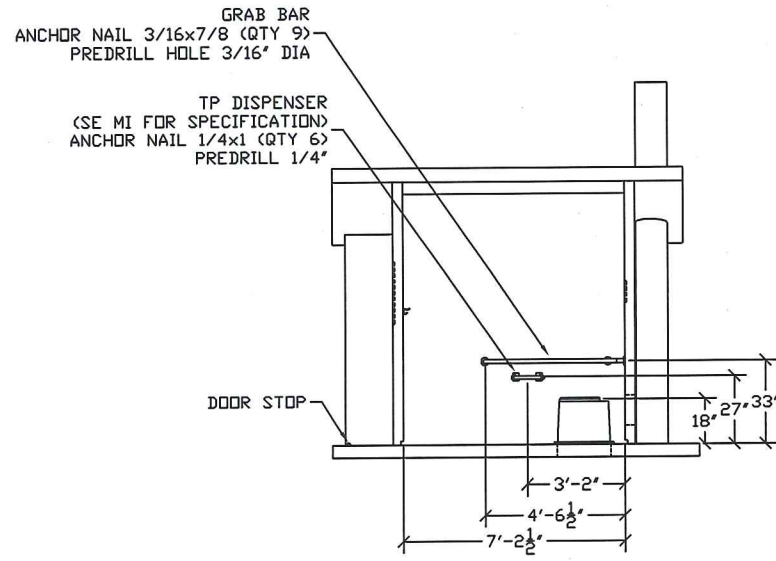


SECTION B - B

FOR REFERENCE ONLY



SECTION C - C



SECTION D - D

EMBEDDED 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		
CU. FT. CONC.		CU. FT. REINF.	APPROXIMATE WEIGHT



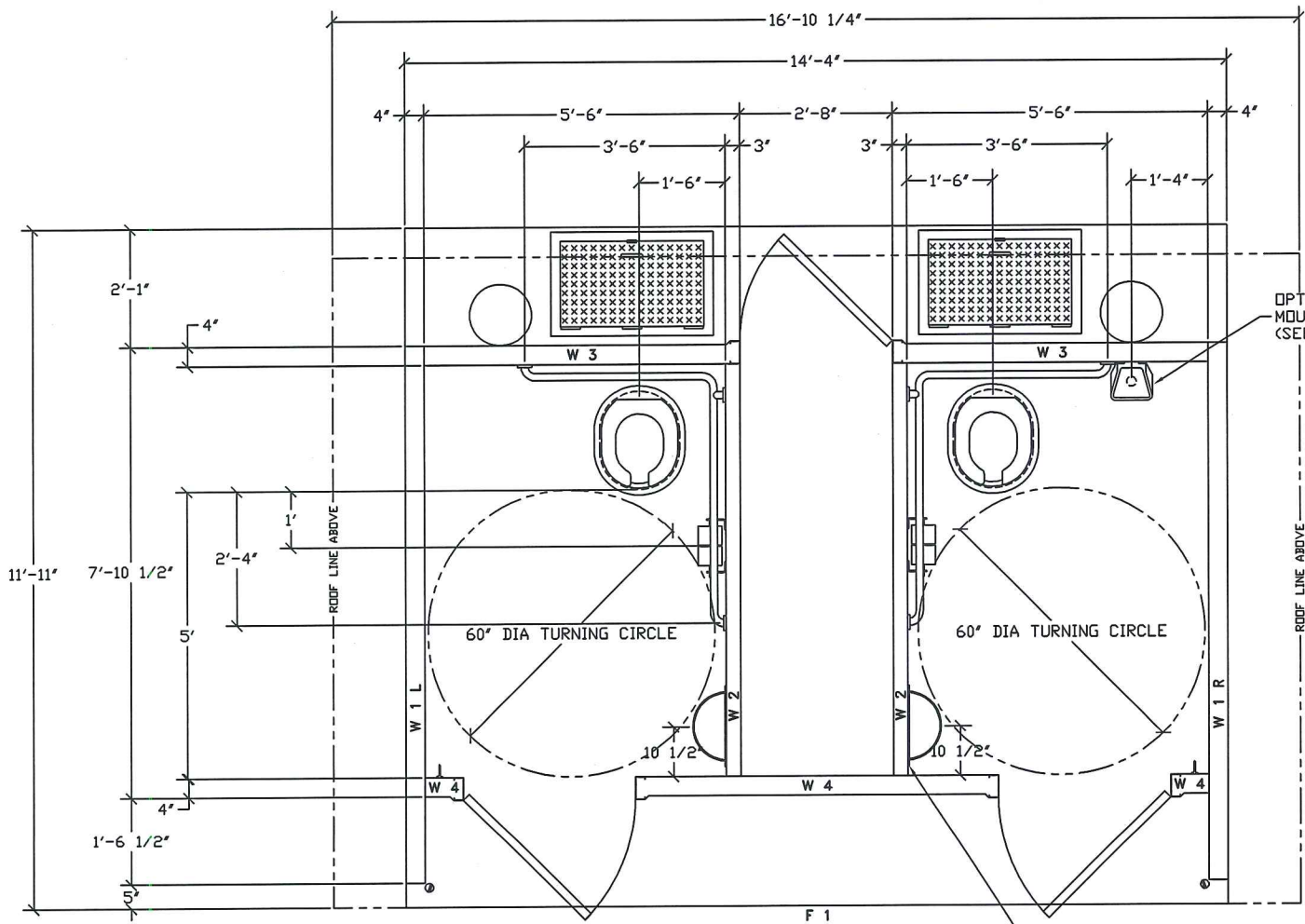
PROJECT TITLE
TIOGA with CHASE
 CXT STANDARD BUILDING

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REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4" = 1'-0"	DATE	03-28-05
DRAWN	FILE NO.	PD-TWC03	
CHECKED	PLOT	48	

INTERIOR ELEVATIONS

DWG NO.	SHEET	REV.
TWC-03		



OPTIONAL URINAL
MOUNT RIM 17" O.F.F.
(SEE MI)

OPTIONAL WASTE PAPER BASKET
MOUNT BTM 12" OFF FINISHED FLOOR
(SEE MI)

**FOR
REFERENCE
ONLY**



PROJECT TITLE
TIOGA with CHASE
CXT STANDARD BUILDING

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CXT Incorporated

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	/	



NEVADA DEPARTMENT OF WILDLIFE
HUNTER EDUCATION PROGRAM

2016 Shooting Range Grant Application

FEDERAL AID IN WILDLIFE RESTORATION ACT FUNDS

Form rev.3/28/2012



GENERAL INSTRUCTIONS – Detailed instructions inside. *Please keep a copy of your application materials.*

Application Deadline: 5 pm on Friday, March 11th, 2016

- **Grant Program Intent:** The intent of the grant program is to encourage significant improvements, prioritize safety and environmental concerns, increase hours and public accessibility and create more facilities to host hunter education program activities.
- **Eligibility:** Local municipal governments (county, city, township, etc.) that provide or are willing to provide shooting range access to the general public and hunter education class participants and participants. Non-profit organizations may apply through their local governments.
- **Grant Funding:** Applicants may request grants for up to 75% of the total project cost. Applicants must finance at least 25% of the total project cost through documented cash expenditures, donated materials and labor or other pre-approved in-kind matches.
- **Federal Funds:** Federal funds other than Wildlife Restoration Act funds cannot be applied for the same project purpose.
- **Regulatory Clearance:** The applicant must obtain all regulatory clearances (ESA, NEPA, SHPO, DSL, etc.) before USFWS will approve funding.
- **Attachments:** Attach additional documentation as needed (site maps, photos, drawings, plans, etc.)
- **Tax ID Number:** To qualify for reimbursement, a Tax ID number must be supplied.
- **Submission:** Submit Application materials to the NDOW Hunter Education Program Coordinator.

REVIEW PROCESS

1. The Shooting Range Grant Advisory Committee reviews all applications and makes recommendations to NDOW no more than 30 days after the application deadline (April 2016).
2. From the recommendations, NDOW determines a list of projects to be forwarded to USFWS for approval. (May 2016)
3. USFWS approves projects from the NDOW list. USFWS approves funding once applicant supplies regulatory clearances.
4. NDOW enters into a grant agreement with applicant(s) of approved project(s) (June/July 2016).
5. Construction of project begins (An advancement of up to 10% of the total project cost may be requested if funds are needed to begin construction, with each request reviewed by NDOW on a case by case basis).
6. Once construction is complete, applicant submits invoice documentation to begin the reimbursement process.
7. NDOW approves invoices and reimburses applicant.

To receive an electronic version of this form, contact the NDOW Hunter Education Program.

APPLICATION SUBMISSION

The following application materials must be submitted to the Hunter Education Program Coordinator **no later than 5 pm on Friday, March 11th, 2016** to be considered for funding:

- 2016 Cost Share Grant Application (*pages 4-9 of this document*). **Note: Incomplete and older versions of the Shooting Range Grant Application will not be accepted.**
- Any supporting materials: map to site; photos; drawings; plans; and hydrologic or hydraulic analyses.
- Submit all application materials by mail, fax or email to the following address:
Nevada Department of Wildlife
Hunter Education Program
1100 Valley Road
Reno, NV 89512
Fax: (775) 688-1495
tdthomas@ndow.org
Faxed or emailed applications received after 5 pm on March 11, 2016 will not be accepted.

GENERAL INFORMATION

THE PROGRAM

- Funds are available through the Nevada Department of Wildlife for the construction, development and improvement of non-profit shooting ranges and associated facilities. The intent of the grant program is to encourage significant improvements, prioritize safety and environmental concerns, increase hours and public accessibility and create more facilities to host Hunter Education program activities.

The grant funding program is managed by the Department's Hunter Education Program.

PROJECTS ELIGIBLE FOR COST SHARE FUNDING

ELIGIBLE PROJECTS

Projects eligible for cost share funding include backstops, berms, target holders, benches, baffles, protective fencing, signs, lighting, field courses, platforms, roads, parking areas, **sanitary facilities**, storage rooms, shelter

buildings and classrooms. All range construction must be on lands owned by the applicant or lands controlled by the applicant by a use permit, lease or easement that ensures use for a minimum of 10 years.

INELIGIBLE PROJECTS

Ineligible projects include clubhouses, employee residences, similar or other facilities not essential to the operation of the shooting range or the conduct of hunter education classes, maintenance expenses, portable items that are easily stolen or lost, and items that do not have an expected life of at least 10 years.

ELIGIBILITY CRITERIA

The following criteria must be met to be eligible for consideration:

1. Project applicant is a local government that provides or is willing to provide shooting range access to the public. Non-profit organizations may apply through their local governments.
2. Project includes design, construction, and installation of shooting range improvements.
3. Project intent is to provide a significant improvement, prioritize safety and environmental concerns, increase hours and public accessibility or create more facilities to host hunter education program activities.
4. Project application includes commitment by one or more project operators or sponsors to assume all operation and maintenance costs for the life of the project.
5. Project application demonstrates commitment of at least 25% of total project cost from non-federal funding sources. Applicant cost share may include in-kind costs such as labor, equipment, fill material, material disposal areas, lands, easements, right-of-ways, relocations and other such project requirements.
6. Project application states that federal funding is not being received from any other source for the same specific project purpose.
7. Project application demonstrates coordination with and documents approval by project owner/operator and, if necessary, by



adjacent landowner(s) for required construction access.

RANKING CRITERIA

The Shooting Range Development Advisory Committee meets annually to review grant applications, determine amounts of grants to be awarded, monitor the status of approved grants and respond to related issues. Committee members may include the following organizations: Nevada Department of Wildlife, National Rifle Association, and the Nevada State Rifle and Pistol Association.

The committee will use the following criteria to rank applications:

1. Will the project improve accessibility or usefulness for Hunter Education students?
2. Will the project increase accessibility for mobility-impaired people?
3. Will the project increase accessibility for the general public?
4. Will the funds help grant recipient continue to provide access and services to the public?

5. Proposed project techniques and methodology have a high degree of likelihood of achieving proposed results.

6. Project demonstrates cost effectiveness in achieving project purposes compared to similar projects and alternative means of achieving the same proposed result.

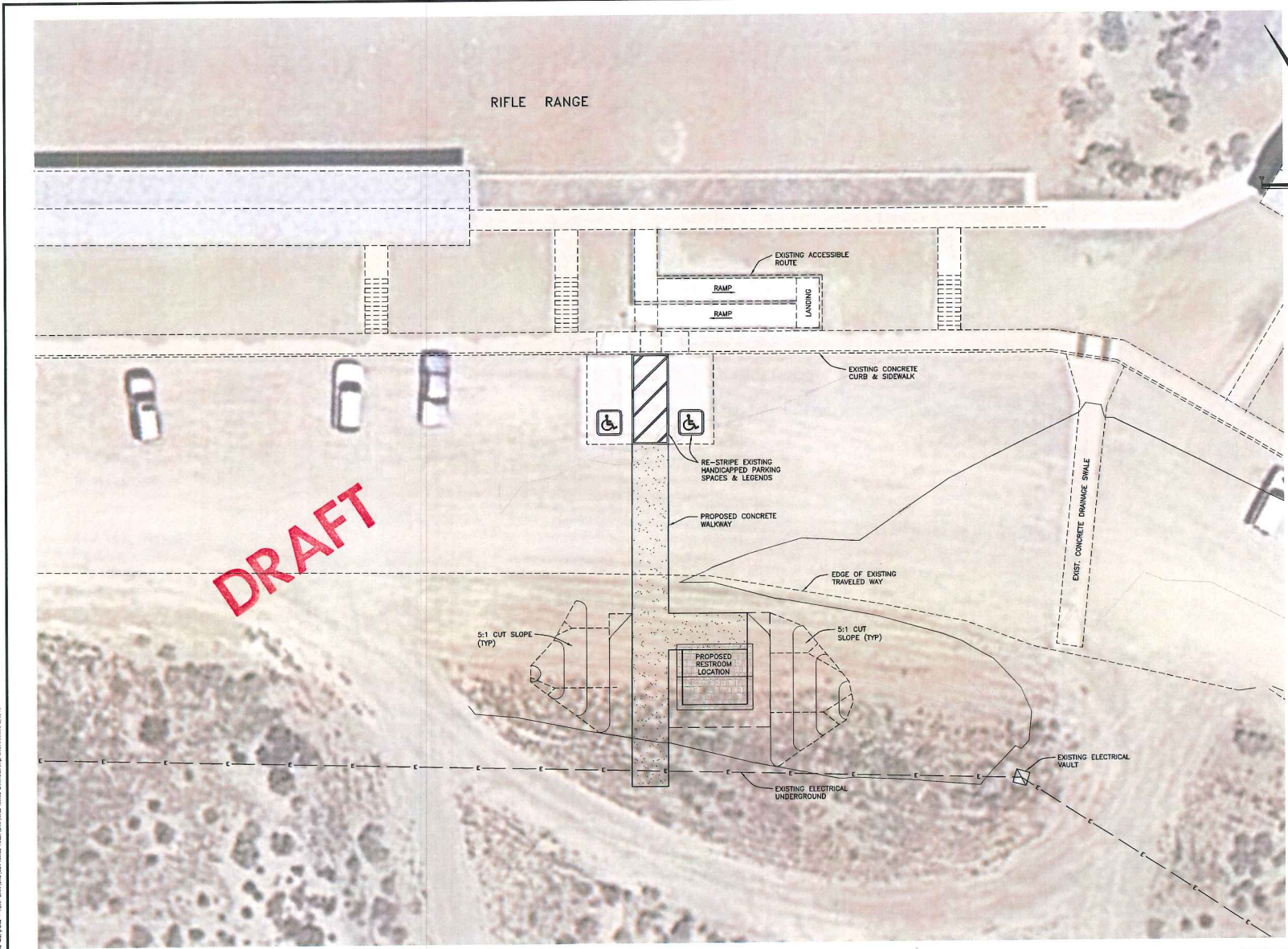
7. Project application demonstrates thorough coordination with appropriate federal, state, local, and private entities including local landowners.

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.

QUESTIONS?

For questions concerning NDOW Shooting Range Grants or this application contact Statewide Range Grant Administrator, Chris Vasey at cvasey@ndow.org (775) 688-1553.

For questions concerning shooting range project development and shooting range requirements contact National Rifle Association Range Services at range@nrahq.org or (877) 672-7264



DESIGNED BY: XXXX
 DRAWN BY: XXXX
 CHECKED BY: XXXX
 DWG NO.: XXXX.DWG
 SCALE (BORER): 1/8"=1'-0"
 LAYOUT NAME: XXXXXXXX
 PLOT DATE: 12/22/2011

CARSON CITY ENGINEERING DIVISION
 3505 BUTTE WAY CARSON CITY, NEVADA 89701
 PH: 887-2355 FAX: 887-2112

REV.	DATE	DESCRIPTION	BY	APP'D

**CARSON CITY RIFLE & PISTOL RANGE
 VAULT TOILET RESTROOM
 PROJECT No. XX-XXXX
 VAULT TOILET RESTROOM
 SITE PLAN #2**

SHEET
1
 OF
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\\P\proj\4410\proj\4410.dwg - Title: Vault Toilet Restroom - 12/22/2011 10:50:00 AM