

SHOOTING SPORTS PROGRAM GRANTS

Part 1: Development Grants

571---56.1 Purpose. The purpose of the shooting sports development grant program is to provide state cost sharing to eligible applicants for the creation of new and improvement of existing shooting ranges and facilities. The department shall administer the program.

571—56.2. Definitions.

“*Committee*” means the review and selection committee established in 571—56.6(1).

“*Department*” means the department of natural resources created in Iowa Code section 455A.2

“*Director*” means the director of the department.

571---56.3. Eligibility requirements. The following entities are eligible so long as they meet all of the following requirements and submit an application with all supporting documents on time: must allow public access, must not have any unresolved close-out issues on prior grant projects, must be on property owned by the applicant or enrolled in a long-term lease of at least 25 years, must have liability insurance unless not required by law, and must make the range available for department hunter education courses, department hunter recruitment efforts, department archery programs, and the Scholastic Clay Target Program activities.

56.3(1) Eligible entities. Iowa-based shooting sports organizations, Iowa primary and secondary public and private schools, Iowa public and private colleges and universities, Iowa nonprofit corporations, public ranges not owned by the state, city park and recreation agencies, and county governments.

56.3(2) Ineligible entities. Privately-owned for-profit ranges and state-owned-and-operated public ranges are not eligible for this program.

571---56.4. Maximum grant amounts. The maximum grant award is \$50,000 per project with at least a 25% match as described in 571—56.5(3).

571---56.5. Grant application submissions.

56.5(1) Form of application. Grant applications shall be on forms provided by the department and shall follow guidelines provided by the department.

56.5(2) Application timing. Grant applications (one original and five copies) must be received by the department by September 15th for the 2012 grant cycle, and then all following years by February 1st.

56.5(3) Match and local funding. Applicants are expected to finance 25% of development grant projects, either through cash, donated materials/labor, or other pre-approved in-kind match. An applicant shall certify that it has committed its match before the 90 percent up-front grant payment

will be made pursuant to 571—56.10. A “letter of intent” signed by the mayor, chairperson of the board of supervisors, chairperson of the county conservation board, or the CEO or chief financial officer of an agency, organization, or corporation and submitted with the application showing intent to include funds in finalized budgets will be accepted as proof of commitment. Applications must forward proof of budgeting by November 1st of the 2012 grant cycle and June 1st for all following years or be removed from the list of approved projects.

56.5(4) *Competitive bids.* Any development expense costing more than \$500 and funded by grant dollars must be purchased through a competitive bid or quotation process. Records of such process must be submitted with grant close-out documentation. Items purchased by any other means are not reimbursable under the grant.

571---56.6. Project review and selection.

56.6(1) *Review and selection committee.* The review and selection committee shall be comprised of six members appointed by the director and shall review and evaluate project applications and determine final project approval. Three members shall be from department staff and three members shall be from the public/private sector and shall be appointed based upon their expertise and interest in one of the three shooting sports of rifle/handgun, shotgun, and archery.

56.6(2) *Conflict of interest.* If a project is submitted to the committee by an entity with a member or employee on the committee, that individual shall not participate in discussion and shall not vote on that particular project.

56.6(3) *Consideration withheld.* The committee will not consider any application which, on the date of the selection session, is not complete or for which additional pertinent information has been requested and not received. The committee will not consider any application which, on the date of the selection session, has not demonstrated compliance or does not have a reasonable plan for achieving compliance with the requirements of Iowa Code section 657.9.

56.6(4) *Application rating system.* The committee will apply a numerical rating system to each grant application that is considered for funding. The criteria and maximum number of points for each includes the following:

- a. Overall program strength and feasibility (30 points).
- b. Education (30 points)
- c. Proximity to other public ranges (25 points).
- d. Range capacity (15 points)
- e. Project type (10 points)

56.6(5) *Rating of scores for tie breakers.* If two or more projects receive the same score, the committee shall use the points awarded to “project feasibility” to determine which project has a higher rank.

56.6(6) *Notification.* Applicants shall be notified of their grant status in writing within 30 days after the committee meeting.

571—56.7. Applications not approved for funding: appeals. Unfunded applicants may appeal the committee’s decision to the director within 5 days of receipt of committee’s decision, by

mailing a letter of appeal to the director of the department. The director shall review the application, committee score sheets, and make a final decision as to the grant awards.

571---56.8. Grant amendments. Project amendments may be made upon request by the applicant, subject to the availability of funds, and approval by the director or the director's designee.

571---56.9. Timely commencement of projects. Grant recipients are expected to carry out their projects in an expeditious manner. Projects shall be initiated no later than two months following their approval by the committee and shall be completed no later than June 30 of the year following the grant award. Failure to initiate projects in a timely manner may be cause for termination of the agreement and cancellation of the grant.

571—56.10. Payments. Ninety percent of approved grant amounts may be paid to project sponsors when requested, but not earlier than the start-up date of the project. Ten percent of the grant total shall be withheld by the department, pending successful completion and final site inspection, or until any irregularities discovered as a result of the final site inspection have been resolved.

56.10(1) Expense documentation, balance payment or reimbursement. Documentation of expenditures eligible for prepayment or reimbursement shall be submitted on forms provided by the department and shall be accompanied by applicable receipts showing evidence that the expense is necessary and reasonably related to the creation of a new or improvement to an existing shooting range or facility. The grantee shall sign a certification stating that all expenses for which reimbursement is requested are related to the program and have been paid by the sponsor prior to requesting reimbursement. If necessary, the department may request copies of cancelled checks to verify expenditures. For purposes of this rule, expenses that are necessary and reasonably related to the creation of a new or improvement to an existing shooting range or facility include, without limitation, costs associated with the lease or acquisition of real property used for the project; personal property acquired for use in the project; and management and maintenance costs associated with the project; however in no event shall funds used under this program be used to cover costs associated with employment or personnel costs of the grant recipient, including salaries and benefits. Those costs, however, may be used to meet the match requirement described in subrule 56.5(3).

571—56.11. Record keeping and retention. Grant recipients shall keep adequate records relating to the administration of the project, particularly relating to all incurred expenses. Records include but are not necessarily limited to invoices, cancelled checks, bank statements, and bid and quote documentation. These records shall be available for audit by representatives of the department and the state auditor's office for a period of three years following the close of the grant. All records shall be retained in accordance with state laws.

56.11(1) Annual reports. Grant recipients shall submit an annual report for seven years following the close of the grant on forms provided by the department.

571---56.12. Project life and recovery of funds. Applicants shall state an expected project life of at least ten years which will become part of the project agreement. Should the funded project cease to be used for public recreation before the stated project life, the director may seek to recover the remaining value of the grant award.

571---56.13. Unlawful use of funds. Whenever any property, real or personal, acquired or developed with grant funds under this program passes from the control of the grantee or is used for purposes other than the approved project purpose, it will be considered an unlawful use of these funds.

571---56.14. Remedy. Funds used without authorization, for purposes other than the approved project, or unlawfully, must be returned to the department for deposit in the account supporting this program. In the case of diversion of personal property, the grantee shall remit to the department funds in the amount of the original purchase price of the property. The grantee shall have a period of three months after notification from the department in which to correct the unlawful use of funds. The remedy provided in this rule is in addition to others provided by law.

571---56.15. Ineligibility. Whenever the director determines that a grantee is in violation of these rules, that grantee shall be ineligible for further assistance until the matter has been resolved to the satisfaction of the director.

This rule making is intended to implement Iowa Code sections 455A.5(6), 456A.24 and 456A.30.

Part 2: Equipment Grants

571---56.16. Purpose. The purpose of the shooting sports equipment grant program is to provide state cost sharing to eligible applicants for the purchasing or improving of shooting range equipment. The department shall administer the program.

571—56.17. Definitions.

“Committee” means the review and selection committee established in 571—56.21(1).

“Department” means the department of natural resources created in Iowa Code section 455A.2.

“Director” means the director of the department.

571---56.18. Eligibility requirements. The following entities are eligible so long as they meet all of the following requirements and submit an application with all supporting documents on time: must allow public access, must not have any unresolved close-out issues with prior grant projects, must be on property owned by the applicant or enrolled in a long-term lease of at least 25 years, must have liability insurance unless not required by law, and must make the range available for department hunter education courses, department hunter recruitment efforts, department archery programs, and the Scholastic Clay Target Program activities.

56.18(1) Eligible entities. Iowa-based shooting sports organizations, Iowa primary and secondary public and private schools, Iowa public and private colleges and universities, Iowa nonprofit corporations, public ranges not owned by the state, city park and recreation agencies, and county governments.

56.18(2) Ineligible entities. Privately-owned for-profit ranges and state-owned-and-operated public ranges are not eligible for this program.

571---56.19. Maximum grant amounts. There is no maximum request amount for equipment grants, but a 50% match is required as described in 571—56.20(3).

571---56.20. Grant application submissions.

56.20(1) Form of application. Grant applications shall be on forms provided by the department and shall follow guidelines provided by the department.

56.20(2) Application timing. Grant applications (one original and five copies) must be received by the department by September 15th for the 2012 grant cycle, and then all following years by February 1st.

56.20(3) Match and local funding. Applicants are expected to finance 50% of equipment grant projects, either through cash, donated materials/labor, or other pre-approved in-kind match. An applicant shall certify that it has committed its match before the 90 percent up-front grant payment will be made pursuant to 571—56.25. A “letter of intent” signed by the mayor, chairperson of the board of supervisors, chairperson of the county conservation board, or the CEO or chief financial officer of an agency, organization, or corporation and submitted with the application showing intent to include funds in finalized budgets will be accepted as proof of commitment. Applications must forward proof of budgeting by November 1st of the 2012 grant cycle and June 1st for following years or be removed from the list of approved projects.

56.20(4) Competitive bids. Any equipment costing more than \$500 and funded by grant dollars must be purchased through a competitive bid or quotation process. Records of such process must be submitted with close-out documentation. Items purchased by any other means are not reimbursable under the grant.

571---56.21. Project review and selection.

56.21(1) Review and selection committee. The review and selection committee shall be comprised of six members appointed by the director and shall review and evaluate project applications and determine final project approval. Three members shall be from department staff and three members shall be from the public/private sector and shall be appointed based upon their expertise and interest in one of the three shooting sports of rifle/handgun, shotgun, and archery.

56.21(2) Conflict of interest. If a project is submitted to the committee by an entity with a member or employee on the committee, that individual shall not participate in discussion and shall not vote on that particular project.

56.21(3) Consideration withheld. The committee will not consider any application which, on the date of the selection session, is not complete or for which additional pertinent information has been requested and not received. The committee will not consider any application which, on the date of the selection session, is proposing to use the equipment at a facility that has not demonstrated compliance or does not have a reasonable plan for achieving compliance with the requirements of Iowa Code section 657.9.

56.21(4) Application rating system. The committee will apply a numerical rating system to each grant application that is considered for funding. The criteria and maximum number of points for each includes the following:

- a. Overall program strength and feasibility (30 points)
- b. Education (30 points)
- c. Proximity to other public ranges (25 points)
- d. Range capacity (15 points)
- e. Project type (10 points)

56.21(5) Rating of scores for tie breakers. If two or more projects receive the same score, the committee shall use the points awarded to “project feasibility” to determine which project has a higher rank.

56.21(6) Notification. Applicants shall be notified of their grant status in writing within 30 days after the committee meeting.

571—56.22. Applications not approved for funding: appeals. Unfunded applicants may appeal the committee’s decision to the director within 5 days of receipt of committee’s decision, by mailing a letter of appeal to the director of the department. The director shall review the application, committee score sheets, and make a final decision as to the grant awards.

571---56.23. Grant amendments. Project amendments may be made upon request by the applicant, subject to the availability of funds, and approval by the director or director’s designee.

571---56.24. Timely commencement of projects. Grant recipients are expected to carry out their projects in an expeditious manner. Projects shall be initiated no later than two months following their approval by the committee and shall be completed no later than June 30 of the year following the grant award. Failure to initiate projects in a timely manner may be cause for termination of the agreement and cancellation of the grant.

571—56.25. Payments. Ninety percent of approved grant amounts may be paid to project sponsors when requested, but not earlier than the start-up date of the project. Ten percent of the grant total shall be withheld by the department, pending successful completion and final site inspection, or until any irregularities discovered as a result of the final site inspection have been resolved.

56.25(1) Expense documentation, balance payment or reimbursement. Documentation of expenditures eligible for prepayment or reimbursement shall be submitted on forms provided by the department and shall be accompanied by applicable receipts showing evidence that the expense is necessary and reasonably related to the purchase or improvement of shooting range equipment.

The grantee shall sign a certification stating that all expenses for which reimbursement is requested are related to the program and have been paid by the sponsor prior to requesting reimbursement. If necessary, the department may request copies of cancelled checks to verify expenditures. For purposes of this rule, expenses that are necessary and reasonably related to the purchase or improvement of shooting range equipment include, without limitation, the actual equipment approved as the funded project and associated delivery costs, as well as the management and maintenance costs associated with such equipment; however in no event shall funds used under this program be used to cover costs associated with employment or personnel costs of the grant recipient, including salaries and benefits. Those costs, however, may be used to meet the match requirement described in subrule 56.20(3).

571—56.26. Record keeping and retention. Grant recipients shall keep adequate records relating to the administration of the project, particularly relating to all incurred expenses. Records include but are not necessarily limited to invoices, cancelled checks, bank statements, and bid and quote documentation. These records shall be available for audit by representatives of the department and the state auditor's office for a period of three years following the close of the grant. All records shall be retained in accordance with state laws.

56.26(1) Annual reports. Grant recipients shall submit an annual report for five years following the close of the grant on forms provided by the department.

571---56.27. Project life and recovery of funds. Applicants shall state an expected project life of at least ten years which will become part of the project agreement. Should the funded project cease to be used for public recreation before the stated project life, the director may seek to recover the remaining value of the grant award.

571---56.28. Unlawful use of funds. Whenever any property, real or personal, acquired or developed with grant funds under this program passes from the control of the grantee or is used for purposes other than the approved project purpose, it will be considered an unlawful use of these funds.

571---56.29. Remedy. Funds used without authorization, for purposes other than the approved project, or unlawfully, must be returned to the department for deposit in the account supporting this program. In the case of diversion of personal property, the grantee shall remit to the department funds in the amount of the original purchase price of the property. The grantee shall have a period of three months after notification from the department in which to correct the unlawful use of funds. The remedy provided in this rule is in addition to others provided by law.

571---56.30. Ineligibility. Whenever the director determines that a grantee is in violation of these rules, that grantee shall be ineligible for further assistance until the matter has been resolved to the satisfaction of the director.

This rule making is intended to implement Iowa Code sections 455A.5(6), 456A.24 and 456A.30.