

**NEVADA DEPARTMENT OF WILDLIFE**  
**NOTICE OF SUBGRANT AWARD # SG20-06**  
**County of Washoe – Archery and Shooting Facilities**

Period of performance	Federal Award Project Description:	Federal Award #:	CFDA#:	Dollar Amount:	Accounting Code:	Budget Account	GL
07/01/19-06/30/20	W-53 Hunter Education Shooting Ranges in Washoe County	F17AF01025	15.611	\$255,537.50	0552-01	4462-16	8795

<p><b><u>Nevada Department of Wildlife</u></b>  <b>Duns #:</b> 165111840  <b><u>Federal Awarding Agency Name :</u></b>          U.S. Department of Interior          Fish&amp;Wildlife Service  <b><u>CFDA Name:</u></b> Wildlife Restoration and Basic Hunter Education – 15.611  <b><u>Program Manager:</u></b> Aaron Keller</p>	<p><b><u>Subgrantee Name (must match registered DUNS name):</u></b>          County of Washoe</p>												
<p><b><u>NDOW Address:</u></b>          6980 Sierra Center Parkway, Suite 120          Reno, Nevada 89511-2209  <b><u>Phone:</u></b> (775) 688-1555  <b><u>Email:</u></b> akeller@ndow.org</p>	<p><b><u>Address:</u></b>          1895 North Sierra          Reno, NV 89503  <b><u>Phone:</u></b> (775)-785-4512  <b><u>Email:</u></b> bharrower@washoecounty.us</p>												
<p><b><u>Subgrant Period:</u></b>  <b>Beginning Date:</b> upon final signature  <b>Ending Date:</b> June 30, 2020</p>	<p><b><u>Subgrantee EIN / Tax ID#:</u></b> 88-6000138  <b><u>Payee Vendor#:</u></b> T40283400  <b><u>Subgrantee Duns #:</u></b> 073786998</p>												
<p><b><u>Purpose of Award:</u></b>  <b><u>Archery Facility:</u></b>  <i>The purpose of this award is to improve ADA accessibility, needed vehicle access improvements, and create an ADA compliant target lane.</i>  <b><u>Shooting Facility:</u></b>  <i>To improve access to the facility by roadway, parking and drainage improvements as well as improving the safety of the range by improving one of the large containment berms adjacent to the 1000-yard range. The classroom will be updated to allow for classes to be held to the same standards NDOW currently uses in their facilities.</i></p>													
<p><b><u>Region(s) to be served:</u></b> ( ) Statewide ( X ) Specific county or counties: <b>Washoe</b>  <b><u>Is this award pertaining to R&amp;D:</u></b> ( ) Yes ( X ) No</p>													
<p><b><u>Approved Budget Categories:</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project</th><th>NDOW Reimbursement</th><th>County of Washoe Match</th><th>Total Costs</th></tr> </thead> <tbody> <tr> <td><b>Contractual</b></td><td>\$ 255,537.50</td><td>\$ 85,180.00</td><td>\$ 340,717.50</td></tr> <tr> <td><b>Grand Totals</b></td><td><b>\$255,537.50</b></td><td><b>\$ 85,180.00</b></td><td><b>\$ 340,717.50</b></td></tr> </tbody> </table>		Project	NDOW Reimbursement	County of Washoe Match	Total Costs	<b>Contractual</b>	\$ 255,537.50	\$ 85,180.00	\$ 340,717.50	<b>Grand Totals</b>	<b>\$255,537.50</b>	<b>\$ 85,180.00</b>	<b>\$ 340,717.50</b>
Project	NDOW Reimbursement	County of Washoe Match	Total Costs										
<b>Contractual</b>	\$ 255,537.50	\$ 85,180.00	\$ 340,717.50										
<b>Grand Totals</b>	<b>\$255,537.50</b>	<b>\$ 85,180.00</b>	<b>\$ 340,717.50</b>										
<p><b><u>Indirect Cost Rate (F&amp;A)</u></b> 0%</p>													
<p><b><u>NICRA or F&amp;A Reduction Waiver on file?</u></b> ( ) Yes ( X ) No</p>													
<p><b><u>Disbursement of funds will be as follows:</u></b>          Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this Subgrant</i>. Total reimbursement will not exceed <b>\$ 255,537.50</b> during the Subgrant period. <u>Carryover of funding from year to year is not permitted.</u></p>													
<p><b><u>Terms and Conditions</u></b>          In accepting these grant funds, it is understood that:          1. Expenditures must comply with appropriate state and/or federal regulations.          2. This award is subject to the availability of appropriate funds.          3. Recipient of these funds agrees to stipulations listed in Sections A, B, C and D (if applicable) of this Subgrant award.</p>													

## **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 (Section C). Any additional expenditures beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Nevada Department of Wildlife and/or by a subgrant amendment, 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 and trackable 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 II 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. Subgrantees are responsible for notifying the Nevada Department of Wildlife in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the Subgrantee, the Subgrantee's employees, or the Subgrantee's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different

organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Subgrantee, the Subgrantee's employees, or the Subgrantee's subrecipients in the matter. Upon receipt of such a notice, the Nevada Department of Wildlife will consult to determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Subgrantee, the Subgrantee's employee(s), or the Subgrantee's subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Nevada Department of Wildlife may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.

6. Subgrantee shall comply with the requirements of the Civil Rights Act of 1964, as amended, 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 (3 CFR Part 1986 Comp., p. 189), Executive Order 12689 (3 CFR Part 1989 Comp., P. 235) and 2 CFR Part 1400, Government-wide Debarment and Suspension. 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.

New Restrictions on Lobbying (43 CFR 18): Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A, Certification Regarding Lobbying.

10. Recipients of subgrants must respond to all auditor inquiries. Nevada Department of Wildlife Subgrants are subject to inspection and audit by representatives of the Nevada Department of Wildlife, the State of Nevada's Governor's Finance Office, the Audit Department of the Legislative Counsel Bureau or other appropriate entity as required by law to audit the Subgrantee 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 required 2 CFR 200, Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations) 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 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 D of this Subgrant must be filled out and signed.
- 12. Environmental Quality, the subgrantee and subcontractors shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Title 42 U.S.C. 7401-7671q., Section 508 of the Clean Air Act, Title 33 U.S.C. 1368 Executive order 11738 and, Title 40 CFR part 15 as well as Federal Water Pollution Control Act, as amended (33 U.S.C 1251-1387). Violations must be reported to the Nevada Department of Wildlife, the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 13. The Subgrantee shall comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Conservation Act (42 U.S.C. 6201).
- 14. The subgrantee shall comply with Procurement of Recovered Materials, 2 CFR 200.322. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- 15. The subgrantee is responsible for complying with all requirements of the Federal award. For all Federal awards, this includes the provisions of Federal Funding Accountability and Transparency Act (FFATA), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.
- 16. Subgrantee must disclose, in a timely manner, in writing to the Nevada Department of Wildlife all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting

this award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313).

17. Subgrantee must comply with Section 743 of Division E, Title VII of Pub. L. 113-235, Prohibition on Issuing Financial Assistance Awards to Entities that Require Certain Internal Confidentiality Agreements: Prohibits the use of funds appropriated or otherwise made available under that or any other Act for grants or cooperative agreements to an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information. Recipients must not require their employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information. Recipients must notify their employees or contractors that existing internal confidentiality agreements covered by this condition are no longer in effect.
18. Subgrantee agrees to the Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
19. Subgrantee agrees to comply with all applicable Administrative Requirements in 2 CFR Part 200, Subparts A through D; and Cost Principals in 2 CFR Part 200, Subpart E – for State and Local Governments, Institutions of Higher Education and Non-Profit Organizations and for Non-profit organizations exempted from 2 CFR Part 200, Subpart E (see Appendix VIII to Part 200): 48 CFR 1, Subpart 31.2 – Contracts with commercial Organizations.
20. Subgrantee must comply with other requirements:
  - a. 2 CFR Part 25, Universal Identifier and Central Contractor Registration
  - b. 2 CFR Part 175, Award Term for Trafficking in Persons
  - c. 2 CFR Part 1401, Requirements for Drug-Free Workplace (Financial Assistance)
  - d. 41 USC §6306, Prohibition on Members of Congress Making Contracts with Federal Government: No member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public’s general benefit.

- e. Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving: Subgrantee's are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the Order.
  - f. 41 USC §4712, (a) Enhancement of Recipient and Subrecipient Employee Whistleblower Protection. This award, related subawards, and related contracts over the simplified acquisition threshold and all employees working on this award, related subawards, and related contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies established at 41 USC 4712. (b) Recipients, their subrecipients, and their 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 USC 4712. (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.
  - g. 2 CFR Part 200, appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
21. 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 Subgrant agreement shall be terminated immediately if for any reason the Nevada Department of Wildlife, state, and/or federal funding ability to satisfy this Subgrant agreement is withdrawn, limited, or impaired.
22. 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.
23. All subgrants must address termination for cause for non-performance and for convenience by the Nevada Department of Wildlife including the manner by which it will be effected and the basis for settlement.
24. Equal Employment Opportunity. During the performance of this contract, the contractor agrees as follows:
- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



25. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
26. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**Special Conditions and Provisions:**

-Cost accounting is required at Project level

-Your organization's SAM CCR registration will expire on **March 5, 2020**. Under the terms and conditions of this award, your organization is required to maintain an active CCR registration throughout the entire approved award period.

**Conflict of Interest Disclosures:**

Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the Recipient, the Recipients employees, or the Recipients subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipients employees, or the Recipients subrecipients



in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's sub-recipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

**Other Mandatory Disclosures:**

Recipients and their subrecipients must disclose, in a timely manner, in writing to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313).

**27. DOI Award Provisions:**

**I. Conflicts of Interest**

**(a) Applicability.**

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

**(b) Requirements.**

(1) Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.

(2) In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.

(3) No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

**(c) Notification.**

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of Interest.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(d) Restrictions on Lobbying. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.

(e) Review Procedures. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(f) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

## **II. Data Availability**

(a) Applicability. The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.

(b) Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

(c) Availability of Data. The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third party evaluation and reproduction of the following:

- (1) The scientific data relied upon;
- (2) The analysis relied upon; and
- (3) The methodology, including models, used to gather and analyze data.

## **SECTION B**

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

### **1. Scope of Work**

[See Attachment A #3](#)

### **2. Timeline for the Work**

[See Attachment A #4](#)

### **3. Reporting Requirements**

[See Attachment A #5](#)

### **4. Subrecipient's Performance**

[See Attachment A #6](#)

### **5. Subgrant Monitoring**

[See Attachment A #7](#)

### **6. Subgrantee Match**

[See Attachment A #8](#)

### **7. Subgrantee Obligations**

Subgrantee's [County of Washoe](#), hereinafter referred to as Subgrantee, agrees to provide the following services and reports according to the identified timeframes:

[See Attachment A #9](#)

- 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.

### **8. Nevada Department of Wildlife Obligations**

The Nevada Department of Wildlife agrees to provide the following:

[See Attachment A #10](#)

- "The program Contract Monitor or Program Manager shall, when federal funding requires a specific match, if a specific vendor or Subgrantee 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 Subgrantee Match 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.

#### **9. Joint Obligations**

The Subgrantee and the Nevada Department of Wildlife agree to the following:

[See Attachment A #11](#)

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

**1. Budget**

See Attachment A #12

**1. 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 purchased under this subgrant must comply with 2 CFR 200.313. All permanent equipment purchases that become affixed to the subgrantees property must be maintained for its useful life for the purpose under the terms of this award.
- 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).

**2. 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 **\$ 255,537.50. Carryover of funding from year to year is not permitted.**
- Requests for Reimbursement, which will also include a financial report, 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. The reimbursement request from the awardee will be organized for quicker review, approval and payment by the Nevada Department of Wildlife.
- 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.
- The Subgrantee 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 Subgrantee will send in an email notify NDOW that there are "No reimbursement request for quarter" and reference the quarter. Quarters as defined in the agreement will be as 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
- Reimbursement for work conducted in a fiscal year, July 1st through June 30th, must be received at 6980 Sierra Center Parkway, Suite 120 NDOW Fiscal headquarters office in Reno, Nevada no later than July 15th, following the fiscal year in which the expenditures were occurred. This requirement is necessary for NDOW to record the expenditure and seek reimbursement from the federal government before the grant ending date. Any reimbursement received after a grant ending date will be returned to the sub-grantee and will not be reimbursed by the Nevada Department of Wildlife and all costs associated with the returned reimbursement will need to be absorbed by the subgrantee.

Additionally, the Subgrantee agrees to provide:

- An approved federally recognized indirect cost rate negotiated between the Sub recipient and the Federal government or, if no such rate exists, either a rate negotiated between the Nevada Department of Wildlife and the Subgrantee (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.
- A Grantee 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 Grantee:
  - Grantee has received all funding due under the Subgrant,
  - Upon final payment Grantee is due no outstanding funding,
  - Grantee has no outstanding debts to NDOW.
- An Equipment Inventory and Transfer Certification. If the Subgrantee 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 grantee 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.

- In the event the Department terminates the Subgrant 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; (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 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 X NO
3. When does your fiscal year end?     June 30
4. How often is your organization audited?     Annually
5. When was your last audit performed?     November 27, 2019
6. What time period did it cover?     July 1, 2018 to June 30, 2019
7. Which accounting firm conducted the audit?     Eide Bailly
8. Were there any findings found by the firm?     Yes      
(note: if there were findings please include findings report)  
Auditor's report can also be found in <https://www.washoecounty.us/comptroller/CAFR/index.php>



SIGNATURE

Sr. Accountant

TITLE

2-21-20

DATE



## **COMPLIANCE SECTION**



**Independent Auditor's Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

To the Honorable Board of Commissioners  
Washoe County, Nevada  
Reno, Nevada

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of Washoe County, Nevada (the "County") as of June 30, 2019, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated November 27, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore,

**What inspires you, inspires us. Let's talk. | [eidebailly.com](http://eidebailly.com)**

5441 Kietzke Ln., Ste. 150 | Reno, NV 89511-2094 | T 775.689.9100 | F 775.689.9299 | EOE

material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as Finding 2019-001 that we consider to be a material weakness.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Washoe County's Response to Findings**

The County's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The County's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Esde Bailly LLP".

Reno, Nevada  
November 27, 2019



**Independent Auditor's Report on Compliance for Each Major Program and on  
Internal Control over Compliance Required by the Uniform Guidance**

To the Honorable Board of Commissioners  
Washoe County, Nevada  
Reno, Nevada

**Report on Compliance for Each Major Federal Program**

We have audited Washoe County, Nevada's (Washoe County) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Washoe County's major federal programs for the year ended June 30, 2019. Washoe County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of Washoe County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Washoe County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Washoe County's compliance.

**What inspires you, inspires us. Let's talk. | [eidebailly.com](http://eidebailly.com)**

5441 Kietzke Ln., Ste. 150 | Reno, NV 89511-2094 | T 775.689.9100 | F 775.689.9299 | EOE

**Opinion on Each Major Federal Program**

In our opinion, Washoe County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

**Report on Internal Control over Compliance**

Management of Washoe County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Washoe County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Washoe County's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as Findings 2019-002 and 2019-003 that we consider to be significant deficiencies.

Washoe County's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Washoe County's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Edie Sully LLP*

Reno, Nevada  
November 27, 2019



**WASHOE COUNTY, NEVADA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	Yes
Significant deficiencies identified?	None Reported
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
Material weaknesses identified?	No
Significant deficiencies identified?	Yes
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516?	Yes

**Identification of major programs:**

<u><b>Name of Federal Program</b></u>	<u><b>CFDA Number</b></u>
Air Pollution Control Program Support	66.001
Aging Cluster:	
Special Programs for the Aging-Title III, Part B-Grants for Support Services and Senior Centers	93.044
Special Programs for the Aging-Title III, Part C-Nutrition Services	93.045
Nutrition Services Incentive Program (NSIP)	93.053
Child Support Enforcement	93.563
Foster Care Title IV-E	93.658
Disaster Grants – Public Assistance	97.036
Dollar threshold used to distinguish between Type A and Type B programs:	\$1,261,055
Auditee qualified as a low-risk auditee?	No

**WASHOE COUNTY, NEVADA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2019**

**Section II – Financial Statement Findings**

**2019-001: Financial Close and Reporting – Audit Adjustments  
Material Weakness**

<i>Criteria:</i>	Management is responsible for establishing and maintaining an effective system of internal control over financial reporting. Reconciliation and classification of receivables, interfund transfers, revenue, and financial assurances is a key component of effective internal control over financial reporting.
<i>Condition:</i>	<p>During our testing over FEMA grant receivables, we noted that the amounts still outstanding from the prior year were not recorded.</p> <p>During our testing over interfund transfers, we noted certain amounts were not classified appropriately as interfund transfers.</p> <p>During our testing over payment in lieu of tax revenues, we noted that amounts were classified as unearned revenue when revenue should have been recognized as it was available for use.</p> <p>During our testing over financial assurances, we noted that certain amounts were released in the prior year, but were still reported in the current year.</p>
<i>Cause:</i>	Washoe County did not have adequate controls in place to ensure the correct amounts were appropriately reflected in the financial statements.
<i>Effect:</i>	Prior to adjustment, amounts recorded in relation to FEMA receivables were understated by approximately \$2,000,000 in the General Fund and Governmental Activities. Interfund transfers between the Child Protective Services Fund and Indigent Tax Levy Fund were understated by approximately \$6,600,000. The amounts were previously recognized as an expense in the Indigent Tax Levy Fund and revenue in the Child Protective Services Fund. A prior period adjustment was recognized in relation to payments in lieu of taxes that were deferred in the prior period for approximately \$3,600,000 in the General Fund and Governmental Activities. Prior to adjustment, financial assurances were overstated by approximately \$2,400,000 in the Agency Funds.
<i>Recommendation:</i>	We recommend Washoe County enhance internal controls over financial reporting with specific attention toward grant receivables, interfund transfers, revenue recognition, and financial assurances to ensure amounts are appropriately reflected in the financial statements.
<i>Views of Responsible Officials:</i>	Management agrees with the finding.

WASHOE COUNTY, NEVADA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2019

**Section III – Federal Award Findings and Questioned Costs**

**2019-002: U.S. Department of Health and Human Services  
Passed through State of Nevada Division of Child and Family Services  
Foster Care – Title IV-E, CFDA 93.658**

**Reporting  
Significant Deficiency in Internal Control over Compliance**

<i>Grant Award Number:</i>	Affects all grant awards included under CFDA 93.658 on the Schedule of Expenditures of Federal Awards.
<i>Criteria:</i>	2 CFR Part 200 ( <i>Uniform Guidance</i> ) requires that reports submitted to the Federal awarding agency (or pass-through entity) include all activity of the reporting period and are presented in accordance with program requirements.
<i>Condition:</i>	During our testing of Title IV-E Programs Quarterly Financial Reports (CB-496), we noted the number of children reported for <i>Pre-Placement – Title IV-E Funded Candidate Administrative Costs</i> was reported using incorrect candidacy caseload information for the quarter ended September 30, 2018.
<i>Cause:</i>	Washoe County did not have adequate controls in place to provide for the review of CB-496 reports to ensure accurate reporting of information to the pass-through entity.
<i>Effect:</i>	Inaccurate information was reported to the pass-through entity.
<i>Questioned Costs:</i>	None.
<i>Context/Sampling:</i>	A nonstatistical sample of two CB-496 reports out of four was selected for testing. Washoe County reported 68 children rather than 72 children on the quarter ended September 30, 2018 CB-496.
<i>Repeat Finding from Prior Year(s):</i>	No.
<i>Recommendation:</i>	We recommend Washoe County enhance controls in place to provide for the review of CB-496 reports to ensure accurate reporting to the pass-through entity.
<i>Views of Responsible Officials:</i>	Management agrees with the finding.

WASHOE COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2018

**2019-003: U.S. Department of Homeland Security  
Passed through State of Nevada Department of Public Safety  
Disaster Grants – Public Assistance, CFDA 97.036**

**Allowable Costs/Cost Principles  
Significant Deficiency in Internal Control over Compliance**

<i>Grant Award Number:</i>	Affects grant award WASHC30 included under CFDA 97.036 on the Schedule of Expenditures of Federal Awards.
<i>Criteria:</i>	2 CFR Part 200 (Uniform Guidance) requires costs to be adequately documented. In addition, Uniform Guidance requires salary and wages to reasonably reflect the total activity for which the employee is compensated and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
<i>Condition:</i>	Salaries (hourly rates) charged to the grant award did not agree to the underlying pay rate documentation. In addition, hours worked that were charged to the grant award did not agree to the underlying timecard.
<i>Cause:</i>	Washoe County did not have adequate controls in place to ensure payroll charges were accurately claimed.
<i>Effect:</i>	Salaries and benefits were charged to grant inaccurately.
<i>Questioned Costs:</i>	None, the errors resulted in a net understatement of payroll costs.
<i>Context/Sampling:</i>	A nonstatistical sample of 60 payroll transactions was selected for testing, 43 of which were applicable to grant award WASHC30. The WASHC30 payroll transactions sampled totaled \$9,120. Of the WASHC30 payroll transactions, 42 of them did not reflect a pay raise and were understated on the claim. In addition, 17 hours were claimed rather than 10 hours for one transaction. The net result of these errors was an understated claim of approximately \$37.
<i>Repeat Finding from Prior Year(s):</i>	Yes – prior year finding 2018-004.
<i>Recommendation:</i>	We recommend Washoe County enhance controls to ensure payroll charges are accurately claimed.
<i>Views of Responsible Officials:</i>	Management agrees with the finding.



## Washoe County Office of the Comptroller

# CORRECTIVE ACTION PLAN FOR AUDIT FINDING

Date: November 26, 2019

### Corrective Action Plan

Audit Report Number: N/A

Finding Number: 2019-001

Finding: FEMA receivables not recorded, incorrect classification of interfund transfers, PILT payments recognized Incorrectly recognized as unearned revenue, financial assurance overstated in Agency Funds.

Corrective Action Taken or To Be Taken: Prior year response included the County reviewing its procedures for recognizing receivables for FEMA related disasters. The County continues to discuss FEMA related financial activities with the appropriate personnel to assist in ensuring that appropriate recognition is made in the County's financial reporting system to the amounts due to the County.

If already taken, date of completion: November 2019

If to be taken, estimated date of completion: Click here to enter a date.

### Agency Response

Does the Agency Agree with finding?: Yes ☒ No ☐ Partially ☐

If No or Partial, Please explain reason(s) why:

Additional Comments: N/A

### Division Responsible for Corrective Action Plan

Name, Title: Cathy Hill, Comptroller

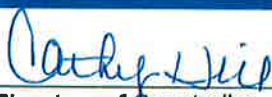
Address or Mailstop: 1001 E. Ninth St.

City, State, Zip Code: Reno, NV 89512

Phone Number: 775-328-2552

Email: chill@washoecounty.us

### Reviewed and Approved

  
Signature of Comptroller

11/26/19  
Date:



Washoe County Human Services Agency  
**CORRECTIVE ACTION PLAN FOR AUDIT FINDING**

Date: 11/26/2019  
Division: Finance and Administration

**Corrective Action Plan**

Audit Report Number:  
Finding Number: 2019-002  
Finding: The number of children reported for Pre-Placement - Title IV-E Funded Candidate Administrative Costs were reported using incorrect candidacy caseload information for the quarter ended September 30, 2018.  
Corrective Action Taken or To Be Taken: HSA will implement a multi-layer review and approval process including the vendor (if applicable), FCO, FCAO and Fiscal Manager in coordination with the use of newly implemented automated cost-allocation software. The implementation will include intensive training on reports and requirements for existing and newly hired staff.  
If already taken, date of completion:  
If to be taken, estimated date of completion: March 30, 2020

**Agency Response**

Does the Agency Agree with finding?: Yes ☒ No ☐ Partially ☐

If No or Partial, Please explain reason(s) why:

Additional Comments:

**Division Responsible for Corrective Action Plan**

Name, Title: Pamela Mann, Division Director – Finance and Administration  
Address or Mailstop: 350 S. Center Street  
City, State, Zip Code: Reno, NV 89501  
Phone Number: 775.785.5652  
Email: pmann@washoecounty.us

**Reviewed and Approved**

  
Signature of Director

11/26/19  
Date:



## Washoe County Office of the Comptroller

# CORRECTIVE ACTION PLAN FOR AUDIT FINDING

Date: November 26, 2019

### Corrective Action Plan

Audit Report Number: N/A  
Finding Number: 2019-003  
Finding: Salaries charged to the grant award did not agree with underlying documentation.  
Corrective Action Taken or To Be Taken: The County will continue to work with the departments on costs associated with grant events. This will begin to include on being informed of any salary or timecard changes made subsequent to billing review.

If already taken, date of completion: November 2019  
If to be taken, estimated date of completion: Click here to enter a date.

### Agency Response

Does the Agency Agree with finding?: Yes ☒ No ☐ Partially ☐

If No or Partial, Please explain reason(s) why:

Additional Comments: N/A

### Division Responsible for Corrective Action Plan

Name, Title: Cathy Hill, Comptroller  
Address or Mailstop: 1001 E. Ninth St.  
City, State, Zip Code: Reno, NV 89512  
Phone Number: 775-328-2552  
Email: chill@washoecounty.us

### Reviewed and Approved

  
Signature of Comptroller

11/26/19  
Date:





### **Auditor's Comments**

To the Honorable Board of Commissioners  
Washoe County, Nevada  
Reno, Nevada

In connection with our audit of the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of Washoe County, Nevada (the County) as of and for the year ended June 30, 2019, and the related notes to the financial statements, nothing came to our attention that caused us to believe that the County failed to comply with the specific requirements of Nevada Revised Statutes cited below. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the County's noncompliance with the requirements of Nevada Revised Statutes cited below, insofar as they relate to accounting matters.

#### **Statute Compliance**

The required disclosure on compliance with Nevada Revised Statutes and the Nevada Administrative Code is contained in Note 2 to the financial statements.

#### **Progress on Prior Year Statute Compliance**

The County conformed to all significant statutory constraints on its financial administration for the year ended June 30, 2018.

#### **Prior Year Recommendations**

See the Summary Schedule of Prior Year Audit Findings under separate cover.

#### **Current Year Recommendations**

The current year recommendations are reported in the Schedule of Findings and Questioned Costs.

A handwritten signature in black ink that reads "Eide Bailly LLP".

Reno, Nevada  
November 27, 2019

**What inspires you, inspires us. Let's talk. | [eidebailly.com](http://eidebailly.com)**

**Signature Page: Award #SG20-06**

**Nevada Department of Wildlife:**

<u>Aaron Keller</u>	<u>Date</u>	<u>Program Manager</u> Title
<u>Chris Vasey</u>	<u>Date</u>	<u>Division Administrator</u> Title
<u>Katie Jameson</u>	<u>Date</u>	<u>ASO III</u> Title
<u>Liz O'Brien</u>	<u>Date</u>	<u>Deputy Director</u> Title
<u>Jack Robb</u>	<u>Date</u>	<u>Deputy Director</u> Title

**Subgrantee:**

<u>Signature #1</u>	<u>Date</u>	<u>Title</u>
<u>Signature #1</u>	<u>Date</u>	<u>Title</u>

## **Attachment A**

**Attachment A**  
**FY20 SUBGRANT SUMMARY**  
**SG20-06 County of Washoe Archery and Shooting Facilities**

1. Type of subgrant (check one):

a. ☒ New Subgrant

☐ Amendment

**SUBGRANT AMENDMENTS ONLY:**

Amount of subgrant amendment: N/A

Amended termination date: N/A

and/or explain other changes: N/A

2. What is the purpose of this award?

**Archery Facility:**

*The purpose of this award is to improve provide funding for the commission of a consulting firm to create a master plan for the archery facility.*

**Shooting Facility:**

*To improve access to the facility by roadway, parking and drainage improvements as well as improving the safety of the range by improving one of the large containment berms adjacent to the 1000-yard range. The classroom will be updated to allow for classes to be held to the same standards NDOW currently uses in their facilities.*

3. Section B (1) - Scope of Work (Provide a descriptive scope of work for the project to be conducted)

**Archery Facility:**

*The Nevada Department of Wildlife will be providing reimbursement for contractual work and materials not to exceed \$50,000. The deliverables expected to be completed for the contractual work are as follows:*

*The deliverables expected to be completed for the contractual work are as follows:*

*1.) Commission of a consulting firm to create a master plan for the facility.*

**Shooting Facility:**

*The Nevada Department of Wildlife will be providing reimbursement for contractual work and materials not to exceed \$205,537.50. The deliverables expected to be completed for the contractual work are as follows:*

*The deliverables expected to be completed for the contractual work are as follows:*

*1.) Improve the access roadway to the facility, as well as the parking and drainage.*

*2.) Bring the safety berm of the 1000-yard range to standard.*

*3.) Classroom improvements to the floor and walls.*

4. Section B (2) - Timeline for the Work (Provide a timeline for the work to be accomplished)

**Archery Facility and Shooting Facility:**

*All project work to be completed by June 30, 2020. A final project report including pictures will be submitted by July 15, 2020.*

5. Section B (3) - Reporting Requirements (to meet your Federal reporting requirements and delineate the terms and conditions concerning closeout of the award)

**Archery Facility and Shooting Facility:**

*A copy of the master plan for the archery range, and a final report including pictures will be submitted by July 15, 2020.*

*Unless the awarding agency authorizes an extension, the subgrantee must liquidate all obligations incurred no later than 15 days after the end date of the period of performance (June 30, 2020). Further, all requests for reimbursements with associated deliverables must be submitted to the awarding agency by July 15, 2020. Award closeout documentation will be initiated by the Nevada Department of Wildlife and must be completed by the subgrantee when received.*

6. Section B (4) - Subrecipient's Performance

**Archery Facility and Shooting Facility:**

*Performance will be deemed adequate once the master plan for the archery range is completed, and the shooting facility is complete. Further, a subsequent report must be provided to the Nevada Department of Wildlife for the completion of the shooting facility as outlined in the reporting requirements section.*

7. Section B (5) - Subgrant Monitoring (monitoring process during the award)

**Archery Facility and Shooting Facility:**

*Performance will be deemed adequate and inspected as needed for each milestone outlined in the scope of work. An onsite inspection by an NDOW employee will be performed to verify all ongoing and completed work. Further, documentation upon completion with photos and a progress report is required.*

8. Section B (6) - Subgrant Match (describe subgrantee matching share)

**Archery Facility and Shooting Facility:**

*Subgrantee will supply documentation in support of in-kind match of at least 25% of total project costs. Subgrantee will provide all invoices and receipts from the project expenditures and submit copies of them to NDOW with Request For Reimbursement forms.*

*All requests for reimbursements must include proof of payment such as cashed checks, receipts, etc.*

*If your sub-grant requires cash/in-kind match all request for reimbursements must include proof of match payment that is reasonable and allocable, and allowable. Match needs to be separated and marked clearly on all request for reimbursement draw sheets/spreadsheets.*

*If in-kind match is provided via personnel services a timesheet must be provided that shows the individual whole hours those on/off the project, is signed by the employee and supervisor and shows daily break out with all the employee work hours and time allocated to the specific project. A sample/template of the approved timesheet can be found on NDOW website at: [http://www.ndow.org/Our\\_Agency/Grants/](http://www.ndow.org/Our_Agency/Grants/) (currently under construction).*



*Match provide by equipment rental/usages must follow an established equipment rate units/hours and the rates are determined by the local market. All equipment must be in good mechanical condition to be allowable. Please provide pictures when possible.*

9. Section B (7) - Subgrantee obligations

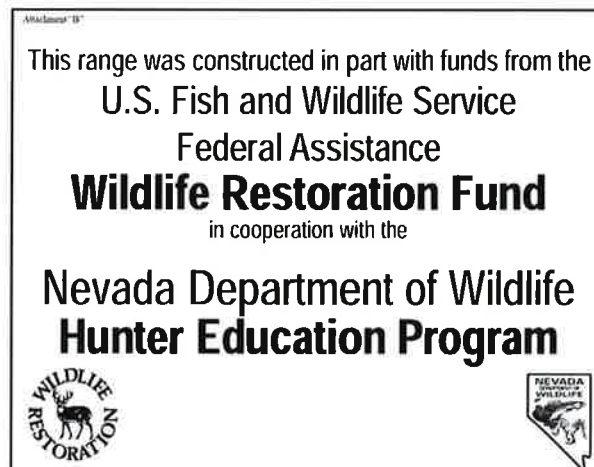
**Archery Facility and Shooting Facility:**

*Subgrantee's County of Washoe, hereinafter referred to as Subgrantee, agrees to provide the following services and reports according to the identified timeframes:*

- *Completion of items outlined in the scope of work by the end date of this subgrant agreement.*
- *Fulfill all terms and obligations as stipulated in the Nevada Department of Wildlife's (NDOW) Shooting Range Grant Program 2019 Cost Share Grant Application (Attachment B).*
- *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. Information shown on the example is the minimum information required by the NDOW Shooting Range Grant Program.*

*Permanent Sign – (on gates or walkways – Minimum Size – 3' x 3', on buildings or walls – Minimum size 2' x 2'). Multiple signs to acknowledge the program are encouraged.*

*Costs for program acknowledgement signs are reimbursable for approved projects if budgeted in item #12 below.*



*Subgrantee acknowledges the intent of this program is to encourage improvement, prioritize safety and environmental concerns, increase hours of operation, public accessibility to safe recreational shooting sites as well as create more facilities to host hunter education program activities.*

*Subgrantee is to coordinate with NDOW to develop a master calendar of events, training and reservation of facility. The subgrantee will complete all maintenance and upkeep of the facility as needed.*

- *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.*

10. Section B (8) - NDOW obligations

***Archery Facility and Shooting Facility:***

*The Nevada Department of Wildlife agrees to provide the following:*

- *Technical assistance will be provided, upon request from the subgrantee and approval of reports or documents to be developed.*
- *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.*
- *"The program Contract Monitor or Program Manager shall, when federal funding requires a specific match, if a specific vendor or Subgrantee 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 Subgrantee Match 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."*

11. Section B (9) - Joint obligations

***Archery Facility and Shooting Facility:***

*The Subgrantee and the Nevada Department of Wildlife agree to the following:*

*Nevada Department of Wildlife and County of Washoe will collaborate to ensure that all project timelines are met.*

*On all capital improvement(s) on shooting ranges on land owned by third-parties the Nevada Department of Wildlife (NDOW) must maintain control of capital improvements throughout their useful lives. To ensure that improvements meet regulations for Property Trust Relationships (2 CFR 200.316), Real Property (2 CFR 200.311(b) and 50 CFR 80.132-137), and Internal Controls (2 CFR 200.303), NDOW and you the recipient of this sub-award must hold a legally binding agreement that ensures the control, maintenance and continued intended use of the capital improvement for its useful life. NDOW will coordinate with you (the recipient sub-awardee) to enter into these agreements, where necessary, for shooting ranges covered by this grant.*

*See Attachment C for third party agreement.*



12. NDOW contribution (budget)

**Archery Facility:**

Approved Budget Categories:			
Project Budget Itemized	Applicant Request	Applicant Match	Total Costs
Contractual	\$50,000.00	\$16,667.00	\$66,667.00
Grand Totals	\$50,000.00	\$16,667.00	\$66,667.00
Indirect Cost Rate (F&A) 0%			
NICRA or <i>F&amp;A Reduction Waiver</i> on file? ( ) Yes ( X ) No			

**Shooting Facility:**

Approved Budget Categories:			
Project Budget Itemized	Applicant Request	Applicant Match	Total Costs
Contractual	\$205,537.50	\$68,512.50	\$274,050.00
Grand Totals	\$205,537.50	\$68,512.50	\$274,050.00
Indirect Cost Rate (F&A) 0%			
NICRA or <i>F&amp;A Reduction Waiver</i> on file? ( ) Yes ( X ) No			

13. Attachments – Maps, Exhibits, Reports (include all attachments with completion of this form)

**Archery Facility:**

*See Attachment B for subgrantee application and supporting materials*

*See Attachment C for Third Party Agreement*

## **Attachment B**



NEVADA DEPARTMENT OF WILDLIFE  
HUNTER EDUCATION PROGRAM

**2019 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 8, 2019**

- **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 2019).
2. From the recommendations, NDOW determines a list of projects to be forwarded to USFWS for approval. (May 2019)
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) (July/August 2019).
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 8, 2019** to be considered for funding:

- 2019 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  
6980 Sierra Center Parkway  
Suite 120  
Reno, NV 89511  
akeller@ndow.org  
**Mailed or emailed applications received after 5 pm on March 8, 2019 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, Aaron Keller at [akeller@ndow.org](mailto:akeller@ndow.org) (775) 688-1555.

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

# Shooting Range Grant Program

Nevada Department of Wildlife



# 2019 Cost Share Grant Application



NDOW USE ONLY

Title: **88-6000138**

Project #:

APPLICANT- Fill In

## CONTACT INFORMATION

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

\*Federal Tax ID:

Duns #:

### APPLICANT ORGANIZATION

Applicant: **Washoe County Regional Parks**

Work phone: **775-785-4512x101**

Mailing Address: **1001.9<sup>th</sup> street**

Fax: **775-785-4707**

City/State/Zip: **Reno/NV/89512**

Email: **bharrower@washoecounty.us**

### PROJECT CONTACT

Contact Name: **Bryan Harrower**

Work phone: **775-758-4512x101**

Title: **District Park Manager**

Home phone: **775-424-3297**

Mailing Address: **1595 N. Sierra St.**

Cell/other: **775-830-2574**

City/State/Zip: **Reno/NV/89503**

Fax: **775-785-4707**

Email: **bharrower@washoecounty.us**

Does your club have an Environmental Stewardship Plan (ESP)? ☐ Yes ☐ No

Direct project beneficiaries: Target shooters, hunters and law enforcement agencies

Indirect or additional project beneficiaries: Open space users displaced by shooting, local fire and land management agencies

Projected project start date: 7/1/19

Projected project completion date: 5/30/20

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 X No

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

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

Project is on fill dirt and previously developed land. We will not move out of the current footprint of the developed area at the range. The roadway, berm and classroom work will be improvements of existing facilities in the same locations.

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

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

How many acres/miles does the project encompass? 50 acres

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

How long will it take to complete the project(s)? 1 month

What machinery, if any, will be involved? Road grader, excavator, back hoe

Will herbicides be used? ☐ Yes X No

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

**FACILITY INFORMATION - EXISTING****LOCATION OF RANGE SITE**

Physical Street Address: 21555 Pyramid Way

City/State/Zip: Reno/NV/89510

County: Washoe

Section, township, and range (or latitude and longitude from GPS): lat: 39.86212 lon: -119.6653

Current zoning classification: PR

Primary land use in surrounding area: GRA

Security measures: Fencing and locked gates

Accessibility: Yes

**RANGE OPPORTUNITIES – CHECK ALL THAT APPLY**X Small bore   X High power   X 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			
NDOW-sponsored education classes			
Scouts and 4-H members			
College/university students			
R.O.T.C. and National Guard			
Law enforcement officers			
Competitive shooting matches			
Firearms classes			
General public			
Other (list):			

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




**FACILITY INFORMATION – AFTER PROJECT COMPLETION****SITE  
INFORMATION**

Physical Street Address: 21555 Pyramid Way

City/State/Zip: Reno/NV/89510

County: Washoe

Section, township, and range (or latitude and longitude from GPS): lat: 39.86212 lon: -119.6653

Current zoning classification: PR

Primary land use in surrounding area: GRA

Security measures: Fencing and locked gates

Accessibility: yes

**RANGE OPPORTUNITIES – CHECK ALL THAT APPLY**X Small bore   X High power   X Pistol   ☐ Trap   ☐ Skeet   ☐ Archery   ☐ Other:**RANGE OPERATION – DAYS AND TIMES**

Monday: 8-4   Tuesday:   Wednesday:   Thursday:   Friday: 8-4   Saturday: 8-4   Sunday: 8-4

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

Monday: 8-4   Tuesday:   Wednesday:   Thursday:   Friday: 8-4   Saturday: 8-4   Sunday: 8-4

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

Monday: 8-4   Tuesday:   Wednesday:   Thursday:   Friday: 8-4   Saturday: 8-4   Sunday: 8-4

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

Monday: 8-4   Tuesday:   Wednesday:   Thursday:   Friday: 8-4   Saturday: 8-4   Sunday: 8-4

**Club member fees (note whether these are monthly, quarterly or annually):****Range usage fees for members (note all applicable fees):****Range usage fees for non-members (note all applicable fees): \$9 adult \$5 youth/seniors****Range usage charge for NDOW-sponsored education classes:****Will NDOW-sponsored education classes receive priority for range use?**

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:

Applicant Name (print):

Bryan Harrower

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

Address:

1595 N. Sierra St.

Work phone:

775-785-4512

City/State/Zip:

Reno NV 89503

Home phone:

775-424-3297

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 \$40/hour; Unskilled labor to be valued at \$25.43/hour. Quantity = hours used.)			
Equipment operator	80	40	3200
Range Master	120	40	4800
Volunteers	1000	25.43	25430
Facility tech	200	40	8000
<b>Sub-Total 1</b>			41430
<b>PROJECT SUPPLIES &amp; MATERIALS</b>			
Screened DG	3000	1	3000
Base	4500	1	4500
carpet	3000	1	3000
paint	2000	1	2000
<b>Sub-Total 2</b>			12500
<b>CONTRACTED SERVICES</b> (Describe and attach subcontractor estimates including design/engineering)			
Road/drainage/parking improvements not performed by county staff	1	175000	175000
Classroom repair/upgrade	1	15000	15000
Roadway design	1	25000	25000
<b>Sub-Total 3</b>			215000
<b>EQUIPMENT</b> (Landowner provided equipment and/or rented equipment. Quantity = hours used. Value not to exceed standard market rate)			
Loader	80	64.00	5120
<b>Sub-Total 4</b>			5120
<b>TOTAL PROJECT BUDGET</b> (add sub-totals 1-4)			\$274,050

**COST SHARE FUND DISTRIBUTION**

<b>Shooting Range Grant Funds Requested</b> (can not exceed 75% of total project cost)	\$205,537.50
<b>Applicant Cost Share Funds</b> (Include in-kind value. Non-federal contributions must total at least 25% of total project cost.)	\$68,512.50

<b>Applicant Cost Share Funds – funding contributors</b> (must equal line above; include all grants received (re: NRA, etc.))	
Applicant Contribution (cash, in-kind, donations)	\$43082.50
Other: volunteers hours	\$25430
Other:	
Other:	

**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.**

The largest part of the project is improving access to the facility by roadway, parking and drainage improvement as well as improving the safety of the range by improving one of the large containment berms adjacent to the 1000 yard range. The classroom will be updated to allow for classes to be held there to the same standards that NDOW currently uses in their facilities.

	<p style="text-align: center;"><b>NEVADA DEPARTMENT OF WILDLIFE</b> HUNTER EDUCATION PROGRAM</p> <p style="text-align: center;"><b>2019 Shooting Range Grant Application</b></p> <p style="text-align: center;">FEDERAL AID IN WILDLIFE RESTORATION ACT FUNDS</p>	<p>Form rev.3/28/2012</p> 
---	---	---

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

**Application Deadline: 5 pm on Friday, March 8, 2019**

- **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 2019).
2. From the recommendations, NDOW determines a list of projects to be forwarded to USFWS for approval. (May 2019)
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) (July/August 2019).
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 8, 2019** to be considered for funding:

- 2019 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  
6980 Sierra Center Parkway  
Suite 120  
Reno, NV 89511  
akeller@ndow.org  
**Mailed or emailed applications received after 5 pm on March 8, 2019 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, Aaron Keller at [akeller@ndow.org](mailto:akeller@ndow.org) (775) 688-1555.

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

# Shooting Range Grant Program

Nevada Department of Wildlife



# 2019 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: 88-6000138

Duns #:

### APPLICANT ORGANIZATION

Applicant: Washoe county

Work phone: 775785-4512

Mailing Address: 1595 north Sierra

Fax:

City/State/Zip: Reno Nevada. 89503

Email: bharrower@washoecounty.us

### PROJECT CONTACT

Contact Name: Bryan Harrower

Work phone: 775785-4512

Title: District Manager

Home phone: 7757854512

Mailing Address: 1595 North Sierra

Cell/other: n/a

City/State/Zip: Reno Nevada, 89503

Fax:

Email: bharrower@washoecounty.us

Does your club have an Environmental Stewardship Plan (ESP)? ☐ Yes ☒ No

Direct project beneficiaries -:Silver Arrow Bowman Archery club

Indirect or additional project beneficiaries: General public

Projected project start Date:-Fall 2019

Projected project completion date :spring 2020



**PROJECT INFORMATION**

Is the proposed project within the existing footprint of the range: ☒ 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: master plan for area is required and proposed

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

-Installation of pit toilets- digging of latrine holes. On undisturbed dirt

-Road and parking lot- grading and realignment- undisturbed dirt ( master plan)

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

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? 110 acres

What week(s) or month(s) will the project occur? July 2019- June 2020

How long will it take to complete the project(s)? 9 months

What machinery, if any, will be involved? excavator.....

Will herbicides be used? ☐ Yes ☒ No

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

---

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.

- Master Plan for the area
- ~~Access road and parking lot improvements~~
- ~~Design of entrance road~~
- ~~Pit toilets~~
- ~~Handicapped shooting lane using Winnemucca design~~

**FACILITY INFORMATION - EXISTING****LOCATION OF RANGE SITE**

Physical Street Address:1255 Matterhorn Blvd.

City/State/Zip: Reno Nevada

County: Washoe

Section, township, and range (or latitude and longitude from GPS):N/A

Current zoning classification OS40 and GR60

Primary land use in surrounding area: open space, residential , church

Security measures :locked gates

Accessibility: Not ADA accessible , vehicle access needs improvements, proposed handicapped lane/target

**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			
NDOW-sponsored education classes	?		
Scouts and 4-H members			
College/university students	30	1 percent	no fee
R.O.T.C. and National Guard			
Law enforcement officers			
Competitive shooting matches	1000	15 percent	\$10-\$60
Firearms classes			
General public	6000		no fee
Other (list):			

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

Kelly Dean, Silver Arrow Bowman	?	

**FACILITY INFORMATION – AFTER PROJECT COMPLETION****SITE  
INFORMATION**

Physical Street Address: 1255 Matterhorn Blvd.

City/State/Zip: Reno, Nevada

County- Washoe

Section, township, and range (or latitude and longitude from GPS):N/A

Current zoning classification: OS 40 GR 60

Primary land use in surrounding area:- open space and residential

Security measures: additional /improved locked gates

Accessibility:- added handicapped shooting lanes /area

**RANGE OPPORTUNITIES – CHECK ALL THAT APPLY**☐ Small bore ☐ High power ☐ Pistol ☐ Trap ☐ Skeet ☒ Archery ☐ Other:**RANGE OPERATION – DAYS AND TIMES**

Monday: sunrise to sunset Tuesday: sunrise to sunset Wednesday: sunrise to sunset Thursday: sunrise to sunset Friday: sunrise to sunset Saturday: sunrise to sunset Sunday: sunrise to sunset

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

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

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

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

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

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

**Club member fees (note whether these are monthly, quarterly or annually):****Range usage fees for members (note all applicable fees): one time \$10 park fee for shoots****Range usage fees for non-members (note all applicable fees): Free, one time \$10 park fee for organized shoots****Range usage charge for NDOW-sponsored education classes: Free****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.

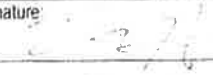
**Grant monies shall be disbursed** upon completion of the project and after costs have been submitted to NDOW. Advancement payments of up to 10% of total project cost may be allowed if approved by NDOW in the Grant Agreement.

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: 5/17/19
Applicant Name (print): <b>Bryan Harrower</b>	My signature indicates acceptance of the Grant Conditions listed above. Electronic signature is not acceptable.
Address: <b>1595 N. Sierra St.</b>	Work phone: <b>775-785-4512</b>
City/State/Zip: <b>Reno Nv 89503</b>	Home phone: <b>775-424-3297</b>

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:

APPLICANT-Fill In		PROJECT BUDGET 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 \$40/hour; Unskilled labor to be valued at \$25.43/hour. Quantity = hours used.)			
Staff	170	39.22	\$6667
Sub-Total 1			\$6667
<b>PROJECT SUPPLIES &amp; MATERIALS</b>			
	1		
	1		
Sub-Total 2			\$0
<b>CONTRACTED SERVICES</b> (Describe and attach subcontractor estimates including design/engineering)			
Master Plan	1	60,000	\$60,000
g	1		
	1		
	1		
Sub-Total 3			60,000
<b>EQUIPMENT</b> (Landowner provided equipment and/or rented equipment. Quantity = hours used. Value not to exceed standard market rate)			
Sub-Total 4			\$0
<b>TOTAL PROJECT BUDGET</b> (add sub-totals 1-4)			\$66,667

COST SHARE FUND DISTRIBUTION	
<b>Shooting Range Grant Funds Requested</b> (can not exceed 75% of total project cost)	\$50,000
<b>Applicant Cost Share Funds</b> (Include in-kind value. Non-federal contributions must total at least 25% of total project cost.)	\$16,667

Applicant Cost Share Funds – funding contributors (must equal line above; include all grants received (re: NRA, etc.))	
Applicant Contribution (cash, in-kind, donations)	\$16,667
Other:	
Other:	
Other:	

## **Attachment C**



# THIRD PARTY MEMORANDUM OF AGREEMENT

Between

NEVADA DEPARTMENT OF WILDLIFE

And

COUNTY OF WASHOE

This **MEMORANDUM OF AGREEMENT** is hereby entered into by and between the **Nevada Department of Wildlife**, hereinafter referred to as NDOW, and the **County of Washoe**, hereinafter referred to as RANGE. Shall remain into effect for 15 Years or the end of useful life as stated below whichever may come first.

## 1. PURPOSE:

The purpose of this Memorandum of Agreement (MOA) is to establish a contractual duties and responsibilities between NDOW and RANGE for the development, operation, and management of an outdoor shooting range facility on lands owned by **County of Washoe**, Located **at the Shooting Facility, located at 21555 Pyramid Way, Spanish Springs, Nevada 89441**, in **Washoe** County, Nevada, herein after referred to as "RANGE." The areas of responsibility and relationships presented herein provide the concept and obligations under which the project will be undertaken, managed, and maintained.

## 2. BACKGROUND:

WHEREAS NDOW and RANGE agree that shooting sports are important to the future of hunting and recruitment efforts to attract new participants to hunting and recreational shooting sports; and WHEREAS NDOW may apply for and secure funding from the United States Fish and Wildlife Service (USFWS), Wildlife Restoration Program (WRP), for the purpose of promoting, designing and, constructing shooting facilities; and

## 3. AGREEMENT

NDOW and RANGE have full legal right, power, and authority to enter into this Agreement and carry out and consummate all transactions contemplated by this Agreement. NDOW and RANGE entered into a sub-award agreement to develop an outdoor shooting range facility and/or modifications to an existing range. Federal Wildlife Restoration Funds paid for these capital improvements on lands owned by **County of Washoe**.

RANGE, as the sub-recipient of a federal grant, under a sub-award agreement, to fund capital improvements on land not owned and maintained by NDOW. A sub-recipient must maintain control of capital improvements throughout their useful lives. To ensure that improvements meet regulations for Property Trust Relationships (2 CFR 200.316), Real Property (2 CFR 200.311(b) and 50 CFR 80.132-137), and Internal Controls (2 CFR 200.303), NDOW must hold a legally binding agreement with the third-party landowner that ensures the control, maintenance and continued intended use of the capital improvements for their useful life.

Range will ensure reasonable public access during normal business hours and any fees charged to the public for use of facilities shall remain reasonable. NDOW will be notified of any planned fee increases to the public. Range will provide NDOW rights of refusal for private/special events. Range will notify NDOW of scheduled private/special events that coincide with NDOW scheduled activities.

Right of First Refusal- NDOW-sponsored education classes will receive priority for range use.

NDOW will be notified prior to any disposal/destruction of property or changes to the agreed upon public access. Range will allow NDOW inspection accessibility during the life of the capital improvement. Failure to comply with this requirement will result termination of sub-agreements.

The determined useful life of the classroom updates to the shooting facility, in sub-agreement SG20-06 is 5 years. This agreement furthermore ensures you will maintain the above stated items for the life expectancy stated above.

## Nevada Department of Wildlife Third Party Memorandum of Agreement:

<u>Aaron Keller</u>	<u>Date</u>	<u>Program Manager</u> Title
<u>Chris Vasey</u>	<u>Date</u>	<u>Division Administrator</u> Title
<u>Katie Jameson</u>	<u>Date</u>	<u>ASO III</u> Title
<u>Liz O'Brien</u>	<u>Date</u>	<u>Deputy Director</u> Title
<u>Jack Robb</u>	<u>Date</u>	<u>Deputy Director</u> Title
Subgrantee:		
<u>Signature #1</u>	<u>Date</u>	<u>Title</u>
<u>Signature #1</u>	<u>Date</u>	<u>Title</u>

Congratulations on receiving a sub-grant from the Nevada Department of Wildlife (NDOW). Below is a checklist of the requirements for processing your agreement and receiving funds.

***The sub-grantee MUST initial each line of this document to ensure understanding and return a copy to NDOW with your signed agreement before any funding can be received.***

### **Sub-grant Administration Guidelines**

**Initial each line below**

\_\_\_\_\_ **If your organization has previous sub-grants open with NDOW all the quarterly and final sub-grant reporting requirements must be met before your organization can be awarded a new sub-grant.**

- Make sure all previously awarded sub-grants for your organization are in good standing with NDOW.

\_\_\_\_\_ **All organizations receiving a sub-grant from NDOW are required to have a current *Vendor Registration Number* on file with NDOW.**

This is required, as state of Nevada procedures, in order for NDOW to give your organization funding. Payments to you cannot be processed without a current vendor form on file.

- If your organization has a Vendor Registration Number make sure the contact information is current and NDOW has your correct number.
- If your organization does not have a Vendor Registration Number, apply to obtain one with the State Controller's Office and Vendor Services as soon as possible by going to [http://controller.nv.gov/VendorServices/Vendor\\_Services.html](http://controller.nv.gov/VendorServices/Vendor_Services.html). If additional help is needed contact the State Controller's Office at (775) 684-5750.

\_\_\_\_\_ **Per new Federal Requirements all sub-grantees must have a valid *federal DUNS number* to receive pass through funds.**

This is a federal mandate that NDOW must follow so that your organization can receive funds from a federal parent grant award.

- If your organization has a DUNS number, make certain it is correct and current and indicate your DUNS number on your agreement.
- If your organization does not have one, you must obtain one as soon as possible by going to the federal central contractor registration. A DUNS number may be obtained from D&B by telephone (currently (866) 705-5711) or the Internet (currently at <https://www.dandb.com>).
- Be aware, it can take up to several days to acquire a DUNS number and NDOW cannot assist with obtaining a DUNS number.

\_\_\_\_\_ **NDOW's Fiscal Services Section must have your organization's current contact information.**

This is needed to ensure funding can be dispersed and contacts regarding project work can be made.

- Make sure NDOW has the correct contact information and the name of your correct current authorized signing official. NDOW must receive any changes regarding point of contacts in writing to [jgoshert@ndow.org](mailto:jgoshert@ndow.org)

\_\_\_\_\_ **The subgrantee has read and understands the Department of Wildlife Grants Procedure Manual.**

This manual can be found on NDOW website at: [http://www.ndow.org/Our\\_Agency/Grants](http://www.ndow.org/Our_Agency/Grants)

### ***After receiving the sub-grant award and sub-agreement contract***

\_\_\_\_\_ **Sub-grantee's must sign and return to NDOW a copy of the signature page of the notice of sub-grant award.**

- NDOW will return to you a fully executed copy with both your organization's signing authority's signature and an NDOW representative's signature. This is to be kept in your files.

\_\_\_\_\_ **Your organization may not start project work until a fully executed copy of the sub-grant award agreement has been received by your organization. Please note: Any work started prior to this cannot be reimbursed.**

\_\_\_\_\_ **Any correspondence or discussions regarding the awarded sub-grant should include the parent agreement and the sub-grant agreement numbers.**

This is required so that organization and accuracy is kept within NDOW and that there is no ambiguity on which exact grant is being discussed.

- Make sure you have recorded and become familiar with the parent grant number and sub-grant agreement number for your sub-grants.

Progress reports and a final report must be sent to NDOW by the assigned deadlines and be in the format provided. Deadlines will be communicated via email.

These reports are required to keep a mutual understanding between both parties of the work that is accomplished with the grant money given. The dates must be followed to ensure NDOW has sufficient time to meet the federal reporting deadlines.

- NDOW will communicate with sub-grantee via email, so please make sure a current and correct e-mail address has been provided.
- Please make note of the due dates and check your emails often. NDOW may contact you or give you reminders of when reports or additional information is needed.

Construction and competitively bid services must follow a competitive process in which a bid for services is conducted in a fair and open manner. Any recruitment of these services must also follow all applicable federal laws such as prevailing wage and labor regulations.

- 2 CFR §200.319 All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section.
- 2 CFR §200.320 Methods of procurement to be followed. Procurements over \$150,000.

**Please Note all bid documentation must be sent to NDOW**

Equipment over \$5,000 having a useful life of more than one year per-unit acquisition cost must comply with 2 CFR 200 .436 any equipment purchased must with the federal grant must be returned to NDOW at the end of the project unless otherwise stipulated in the award documents.

### **REQUEST FOR REIMBURSEMENTS:**

Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees.

- The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Manual 0200.0 and 0320.0).
- The per diem rates can be found at <https://www.gsa.gov/portal/content/104877>.

The sub-grantee should plan that 30 to 45 days may be required to process a Request for Funds.

- Plan ahead with your requests and note that NDOW is not responsible for any expenditure that you may have made prior to receiving payment from NDOW.

**Request for Reimbursements must be accompanied by back up documentation.**

This is required per your contract and necessary for NDOW audit reviews.

- Keep all invoices and receipts from your project expenditures and submit copies of them to NDOW with your RFR forms.
- All requests for reimbursements **must** include proof of payment such as cashed checks, receipts etc.
- If your sub-grant requires cash/in-kind match **all** request for reimbursements **must** include proof of match payment that is reasonable and allocable, and allowable. Match needs to be separated and marked clearly on all request for reimbursement draw sheets/spreadsheets.
- If in-kind match is provided via personnel services a timesheet must be provided that shows the individual whole hours those on/off the project, is signed by the employee and supervisor and shows daily break out with time allocated to the specific project a sample/template of the approved timesheet can be found on NDOW web-site at: [http://www.ndow.org/Our\\_Agency/Grants](http://www.ndow.org/Our_Agency/Grants) (currently under construction).
- Match provide by equipment rental/usages must follow an established equipment rate units/hours and the rates are determined by the local market. All equipment must be in good mechanical condition to be allowable. Please provide pictures when possible.

Please do not hesitate to contact any of the following NDOW employees if you have questions or concerns regarding your sub-grant status or if you need help understanding any of the requirements above.

Sub-grantee Signature

Date

Jordan Goshert  
ASO I  
Nevada Department of Wildlife  
(775)688-1581  
[jgoshert@ndow.org](mailto:jgoshert@ndow.org)

Katie Jameson  
ASO III  
Nevada Department of Wildlife  
(775)688-1570  
[kajameson@ndow.org](mailto:kajameson@ndow.org)