

**STATE OF MAINE
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
BUREAU OF RESOURCE MANAGEMENT**

RFP# 201501010

2015 Maine Range Access Improvement Grant Program

RFP Coordinator: Bob Annese, Shooting Range Coordinator
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From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Bidders' Conference: Wednesday, March 25, 2015, 3:00 PM to 5:00 PM local time
Maine Department of Inland Fisheries and Wildlife
284 State Street
Augusta, ME 04330

Deadline for Submitted Questions: Friday, March 27th, 5:00 PM local time

Proposals Due: Wednesday, April 22th, not later than 2:00 p.m. local time

Submit to:

**Division of Purchases
Burton M. Cross Building, 111 Sewall Street, 4th Floor
9 State House Station, Augusta ME 04333-0009
Augusta ME 04333-0009**

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Public Notice

State of Maine

Department of Inland Fisheries and Wildlife

Bureau of Resource Management

Public Notice for RFP # 201501010

2015 MAINE RANGE ACCESS IMPROVEMENT GRANT PROGRAM

The State of Maine, Department of Inland Fisheries and Wildlife is inviting proposals (grant applications) for projects that:

- Improve public access to firearm and archery range facilities.
- Accomplish improvements at existing or develop new firearm and archery range facilities.
- Seek funding up to a maximum of \$50,000

In accordance with State grant practices, the Department is hereby announcing the publication of a Request for Proposals (RFP) # 201501010

A copy of the RFP can be obtained at <http://www.maine.gov/ifw/rfp.htm> or by contacting the Department's RFP Coordinator for this project: Bob Annese. The RFP Coordinator can be reached at the following email address: rannese380@gmail.com, or by phone at 207-751-9253. The Department encourages all interested parties to obtain a copy of the RFP and to submit a competitive proposal.

A Bidders' Conference, will be held at the Department Offices on Wednesday, March 25, 2015, from 3:00 PM to 5:00 PM, at 284 State Street, Augusta ME.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine 04333-0009. Proposals must be submitted by 2 pm, local time, on April, 22, 2015, where the proposals will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for grant award.

State of Maine
Department of Inland Fisheries and Wildlife
Bureau of Resource Management
RFP# 201501010
2015 MAINE RANGE ACCESS IMPROVEMENT GRANT PROGRAM

PART I INTRODUCTION

A. Purpose and Background

The 2015 Maine Range Access Improvement Grant Program is a state grant program administered by the Maine Department of Inland Fisheries and Wildlife (Department or MDIFW). In 2012 the Department was awarded a five year U.S. Fish and Wildlife Service (USFWS) Wildlife Restoration Program grant with the purposes, in part, to:

- Improve public recreational firearm and archery shooting opportunities by providing small grants to range owning organizations for range enhancement.
- Accomplish improvements at existing firearm and archery range facilities.
- Develop new firearm and archery range facilities.
- Provide facilities accessible by persons with disabilities, where feasible.
- Integrate safety, accessibility and environmental Best Management Practices into the physical facilities of ranges and the management of ranges.
- Support firearm and archery education to learn safe and responsible hunting and shooting practices.

The Maine Range Access Improvement Grant Program provides grants of up to \$50,000 to eligible non-profit shooting organizations and certain government units and agencies for non-commercial firearm and archery range enhancement. Grant applicants, projects and expenses must be eligible and approved by the Department. Certain proposed projects and expenses may not be eligible for funding. Applicants must provide at least 30 percent of project costs, which may include cash or in-kind contributions of labor, services or materials. Grant requirements include providing public access to the range facility and use of BMPs. There is a competitive evaluation of grant applications and an effort to provide a state-wide distribution of awards.

This RFP provides instructions for submitting a grant application including: grant program objectives, who may apply, where can grant funds be used, grant and match requirements, grant amounts, application process, grant selection process, grant selection criteria, grant approval notification, grant management, grant recipient obligations, and the contractual terms which will govern the relationship between the State of Maine (State) and the grant recipient(s).

The Department will provide a draft of the Department's selection of proposals for award to USFWS for review and confirmation. Upon such USFWS review and confirmation the Department will then submit the Department's selection of proposals for award to the State Division of Purchases for approval. With State Division of Purchases approval the Department will announce the selection of proposals for award.

The Maine Range Access Improvement Grant Program in cooperation with grant recipients will, in many areas, provide a critically needed safe and sufficient venue for recreational shooters and sportsmen to hone their shooting skills and sight-in their firearms prior to the hunting season.

B. General Provisions

1. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments, including the *Summary of Written Questions and Department Answers*, issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
4. The RFP and the selected Bidder’s proposal, including all appendices or attachments, will be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Proposals

The following are invited to submit proposals in response to this RFP:

1. Non-profit membership based shooting organizations with a purpose of promoting firearm and archery safe handling and proper care, and improving shooting technique and marksmanship (e.g. rod and gun clubs, fish and game associations, sportsmen’s clubs, firearm and archery ranges).
2. Units of state or local governments that own and manage shooting ranges.
3. Other governmental agencies (e.g. Indian Tribal Governments) that own and manage shooting ranges.
4. Non-profit youth organizations and educational institutions sponsoring opportunities for youth participation in the shooting sports.

Non-profit applicants must be in good standing and on record with the Maine Secretary of State, and must maintain good standing throughout the term of the grant. The status of an incorporation standing is available at: <http://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x>

*For-profit organizations/ businesses and unorganized groups are not eligible for this grant program.

See Minimum Requirements for Consideration found in Appendix F

D. Grant Agreement Terms

The Department is seeking cost-efficient proposals as defined in this RFP, for the anticipated grant periods described below. Please note the dates are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the grant making process. The actual grant start date is estimated to be August 2015 or later.

After Department selection of proposals for award, confirmation by USFWS, and approval by the State Division of Purchases, the Department and each approved grant applicant will enter a project specific grant agreement including both:

- Project Agreement; and
- Standard State of Maine Purchases Contract (BP54).

The term of the Project Agreement will be the longer duration of:

- The project's Useful Life Determination; or
- A minimum of 10 years; or
- As the parties mutually agree to.

The term of the BP54 will be for the expected duration of the project construction/ installation, and for the grant recipient to document match and to receive allowed project cost reimbursement, which is to be completed by November 30, 2016, or as the parties agree to.

A 2015 Maine Range Access Improvement Grant awarded to a grant recipient (grantee) is considered a sub-award of federal funds. Federal terms and conditions for the sub-award apply to each grant issued under this RFP. A Federal Financial award from the Department of the Interior carries with it the responsibility to be aware and comply with the terms and conditions of the award as described in

<http://www.doi.gov/pam/TermsandConditions.html>

DOI Policy, 305 DM 3, "Integrity of Scientific and Scholarly Activities", and further described in

<http://wsfrprograms.fws.gov/Subpages/ToolkitFiles/toolkit.pdf>

E. Number of Awards

The Department reserves the right to make one or multiple awards, whichever is in the best interests of the State, as a result of this RFP process.

PART II SCOPE OF SERVICES

Successful Applicants must demonstrate:

- At least five years of successful range operations.
- Sufficient right, title or interest in the project site, and vehicular access to the project site, to assure that:
 - ✓ the project site is owned by the applicant, and
 - ✓ that the range facility designated for the MDIFW public access use will be available for such MDIFW public access use during those specific times and events as agreed upon.If the range facility is a leased facility, or if it is located on leased land, the lease must provide for a term of the greater:
 - ✓ not less than the useful life of the funded project, or
 - ✓ a minimum of ten years, or
 - ✓ as the Department and the grant recipient agree to of uninterrupted use of the project site from the Department grant approval date (August 2015 or later). Grant recipients must have all land rights that pertain to this proposal prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation.
- A minimum of \$1,000,000 in general liability insurance prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation.

In the proposal, the applicant must designate an individual as the day-to-day contact person for the project.

It is recommended that the applicant establish a project committee. This committee should have 3 to 7 members to ensure overlapping terms and applicant organization consensus.

A. Where Can Grant Funds Be Used – Eligible Projects And Eligible Costs

Grant recipients can use grant funds on eligible firearm and archery range improvement and development projects and for eligible project expenditures ("eligible costs") as follows:

1. Environmental conditions at and near firearm ranges:
 - Lead management plan including lead recovery, recycling and mitigation systems.
 - Noise abatement management plan including noise abatement structures.
 - Air filtration systems for indoor structures.
2. Access for the disabled: ADA compliant accessible facilities. The Department encourages grant recipients to provide components accessible by persons with disabilities, where feasible, at all new and renovated sites to the greatest extent possible, in compliance with the Americans with Disabilities Act of 1990. Accessible components may include, but are not limited to:
 - Parking spaces.
 - Accessible routes/paths.
 - Shooting stations.
 - Toilet structures.
 - Stairways/ramps.
 - Signs.
 - Classrooms.

3. Archery ranges:
 - Including initial equipment and supplies to renew an existing range or set up a new range (with applicant commitment to maintain equipment and supplies during the life of the grant).
4. Safety enhancement:
 - Backstops and safety berms.
 - Shooting pads, stations and covers, and trap houses.
 - Permanent target holding systems.
 - Blue-sky reduction/elimination.
5. Physical capacity of an existing range or development of a new range:
 - Professional design/engineering services.
 - Preparation of permitting applications and fees.
 - Administrative costs such as advertising for bids.
 - Construction management and inspection/monitoring.
 - Land preparation.
 - Electrical, water, sewage and storm drainage systems.
 - Security/safety fencing and gates.
 - Lighting systems.
 - Permanent clay target throwers located in trap houses.
6. Classroom upgrades to serve hunter education.

The following projects and expenses (include but are not limited to) are **not eligible** for funding under this grant program, and cannot be used as match:

- Applicant expenses incurred before the Department notification of grant approval.
- Ranges for the exclusive use of law enforcement marksmanship proficiency.
- Facilities or improvements designed to provide commercial uses or used for commercial purposes
- Club house or other building construction or improvement beyond what is necessary for ADA compliant accessible facilities; and protection of a grant fund acquired asset.
- Projects not providing direct improvements to ranges and hunter education classrooms, such as certain access road construction or improvements, and major construction work for club house improvements.
- Purchase or lease of land rights (e.g. land for buffering an existing range, for a new range location, or legal access) or associated transactional costs (e.g. land appraisal, boundary line survey, legal and other professional services associated with the acquisition of land rights needed for a project).
- Costs related to non-related features (e.g. picnic tables).
- Replacement of targets and removable target frames.
- Operation and maintenance equipment and supplies, including firearms and ammunition (except for initial archery equipment and supplies).
- Public address systems or audio/visual equipment.
- Personal protective equipment.
- Hearing and blood testing.
- Portable trap throwers.
- Security enhancements such as monitoring cameras and recording devices.

Department RFP Coordinators will establish eligibility of a particular project proposal and costs.

B. Grant Requirements – Match – Minimally 30 Percent Non-Federal Match

Grant funds provided by the Department are used to reimburse up to 70 percent of eligible and Department approved costs (allowed costs). These grant funds are required to be, and PAs will be conditioned on, that grant recipients “match” with a minimum of 30 percent of the eligible and Department approved costs from non-federal sources.

This 30 percent non-federal match may include:

- Cash contributions (e.g. private funding, or non-federal state or local funding); and/or
- In-kind contributions (e.g. the value of donated or discounted labor, materials, services, equipment).

An in-kind contribution is the value of a non-cash contribution to meet a grant recipient’s match requirement. An in-kind contribution may consist of the value of donated or discounted labor, materials, goods or services, and equipment directly benefitting the project. In-kind contribution sources may be used in addition to, or in place of cash contributions.

Examples of in-kind contributions include:

- Volunteer or discounted labor (e.g. common labor (a person – seed/mulch spreader));
- Donated or discounted materials (e.g. gravel; lumber);
- Donated or discounted services (e.g. electrician; carpenter; engineering services including project design, topographic survey, blueprint preparation, permitting, environmental assessment and construction monitoring); and
- Donated or discounted equipment use (e.g. brush chipper; tractor loader); the use of which that directly benefit the project and would have been incurred by a contractor or subcontractor to complete the project.

Work by the Maine Army National Guard is not eligible as an in-kind contribution because the Guard is federally funded.

To be eligible as an allowable cost, all in-kind contributions must be expressly determined by the Department to be a necessary and integral part of the project. Third party in-kind contributions may count toward satisfying the match requirement only if the grant recipient receiving these in-kind contributions would otherwise have to pay for such costs to complete project requirements or necessities.

Match must be budgeted.

Actually used match must be adequately reported and documented prior to or at the time of a pay request for the processing of the pay request, and for reporting and audit purposes.

Upon project work completion, and Department certification of the completed work and match, grant recipients will then be reimbursed up to 70 percent of eligible costs limited by the amount approved for the specific grant.

Volunteer Services: Unpaid volunteer time/ services donated to the project by individuals as project match must be valued at rates consistent with those ordinarily paid for similar work/ services in the grant recipient’s organization. For example, when documenting donated personnel time as match, use the amount you pay the individual to do the job for which they are volunteering. If the grant recipient organization does not have the

employees performing similar work, the value of donated personnel time must be consistent with those ordinarily paid by other employers for similar work in the area.

The value of unpaid volunteer or discounted labor may be calculated by one of three methods, depending on the type of labor:

- Professional – if a person is professionally skilled in the work being donated to the project (e.g. electrician; carpenter; engineer services), the wage rate this individual is normally paid for performing this type of service (requiring the skills and experience of this individual) may be charged to the project; or
- MDOT rate – labor rates (straight time only) set by the Maine Department of Transportation (MDOT) which rates can be found under “Labor Reimbursement Rates (Maximum)” at:
<http://www.maine.gov/mdot/csd/documents/pdf/slrper14.pdf>

When neither of the two above methods is sufficient to determine an appropriate rate:

- Maine May 2013 State Occupational Employment and Wage Estimates - use the occupation and Maine wage estimates provided by the Bureau of Labor Statistics, the U. S. Department of Labor.
http://www.bls.gov/oes/current/oes_me.htm#19-0000

The value of donated equipment may be calculated by one of two methods:

- Standard rate – the rate the equipment owner would normally charge for the use of the equipment; but not to exceed the MDOT rate; or
- MDOT rate – equipment rates (with or without operator, as the case may be) set by the MDOT which rates can be found under “Private Equipment Rates” at the same site:
<http://www.maine.gov/mdot/csd/documents/pdf/slrper14.pdf>
(e.g. Bulldozer 70 H.P. with Operator – may be charged at a rate of \$56.47 per hour.)

Generally, contractor or third party in-kind contributions are valued at the rate the state would have to pay for similar services if purchased on the open market. Materials contributed by a contractor or third party must be assigned the market value at the time of contribution.

All match (cash and in-kind contributions), values and rates are subject to Department approval.

The use of and the value of land is not an eligible match in the 2015 Maine Range Access Improvement Grant program.

C. Grant Requirements – Public Access

Grant recipients will be required to provide public access to agreed upon facilities during agreed upon times. The standard for public access to ranges is a reasonable number (somewhat correlated with grant investment) of regularly scheduled, continuing public shooting hours for simple recreational shooting or target practice. Public access does not have to be free, and it does not have to be access to the entire facility or limited to the facility portion benefited by the work accomplished under the grant. A member of the public - should NOT have to be enrolled in a class, purchase a membership to a club, participate in an organized competitive event, or pay more than a modest fee - to access the range facility. If a fee is charged, the fee must be modest, cannot be punitive towards public users and may only be used to offset or defray documented operating, maintenance and management costs of the facility. Any such fee schedule must be approved in writing and in advance by the Department.

Grant recipients will enter the Project Agreement with the Department to formalize the obligations for such public access for the duration of the Project Agreement. This is not a perpetual obligation. During the term of the Project Agreement the grant recipient may request reconsideration of the then current fee to reflect changing documented operating, maintenance and management costs.

Facilities funded in whole or part by grant funds must be primarily for non-commercial recreational range use. Commercial use of the facilities may be permitted provided the commercial use does not interfere with public access during those specific times and events as agreed upon (e.g. associated parking facilities).

D. Grant Requirements – Best Management Practices

Planning and design of improvement projects should conform to generally accepted practices and the Best Management Practices (BMPs) as described in several publications by governmental agencies and by recognized and respected national shooting sports organizations. A Range Management Plan is an additional component of Best Management Practices. Appendix G is a list of several sources that may assist applicants in their planning and design efforts.

E. Grant Amounts – 2015 Reimbursement

Reimbursement amounts (being the federal fund portion) will be provided to 2015 grant recipients:

- **up to \$50,000** award amount; and
- **up to 70 percent** of the total eligible and Department approved costs (allowable costs);

To receive this maximum reimbursement amount of \$50,000 - the project budget would be a minimum of \$71,428 (federal portion \$50,000 (70 percent), and non-federal portion \$21,428 (30 percent)). A project budget may be for any amount (either greater than or less than the \$71,428) but the reimbursement amount is limited to an amount of up to \$50,000 and up to 70 percent of the allowable costs. The non-federal match may be greater than 30 percent.

F. Grant Amounts – Phased Project

An applicant may, in a general or detailed way, propose a larger project – requiring more than the 2015 maximum grant benefit of \$50,000 - and limit this 2015 proposal to a portion of such larger project. A first phase of a multi-phase grant of a larger project will be considered.

G. Grant Management – Permits, Useful Life And Grant Recipient Cost Reimbursement

1. Grant recipients must have all required local, state and federal zoning and development permits that pertain to the grant proposal project before the start of construction.
2. Projects funded under this grant program must have a “Useful Life Determination”. Useful life is defined as the period of time during which a funded capital improvement is capable of fulfilling its intended

purpose with adequate, routine maintenance (e.g. concrete, blacktop, protected wooden structure – 20± years; gravel, unprotected wooden structure – 10-15± years).

3. MDIFW will reimburse the grant recipient for project costs:
 - Upon completion of the entire project; or
 - Upon completion of a specific segment of a project as the parties mutually agree upon in the Project Agreement.

Once the project (or segment of project) has been constructed/ installed and approved by the Department the grant recipient can submit a reimbursement request to the Department. Requests for reimbursement must be accompanied by complete and quantifiable documentation of expenses and associated match including in-kind contribution details. A site inspection by Department personnel may be required before processing any invoice. A site inspection by Department personnel will be required at the completion of the construction/ installation.

H. Grant Recipient Obligations – Construction Phase

1. Grant recipients are expected to plan, site, construct and manage range facilities in compliance with all local, state and federal laws, regulations and ordinances, and in manner which complements state goals and plans such as the Growth Management Act.
2. Work funded by this grant may not begin until a Notice to Proceed has been issued by the Department. Any preliminary engineering analysis or design work performed prior to the PA date will be at the expense of the grant applicant. Simply stated: **Work initiated prior to the Department grant approval date indicated in the Project Agreement is not eligible for reimbursement or use as match.**
3. Grant recipients are responsible for budget control. The approved cost share amount cannot be exceeded and additional grant funds will not be available in the event of a cost overrun.
4. Whenever construction is to be contracted, construction work must be competitively bid following the Department approved bidding procedures. Contracts shall be awarded to the lowest responsible bidder, unless the Department approves otherwise.

In general, Department competitively bid procedures include:

- For projects budgeted for less than \$50,000:
 - Solicit bids from at least 3 potential bidders; or
 - Advertise for bid proposals.
5. Throughout the construction phase of a project, the grant recipient shall submit periodic progress reports as agreed to in the Project Agreement. The Department may conduct periodic on-site inspection to evaluate progress.
 6. A reimbursement grant means that the grant recipient must be able to pay for the project costs in full as such costs are incurred.
 7. Grant recipients must account for expenditures using an expenditure form approved by the Department. Expenditures with inadequate documentation, costs incurred outside of the grant period, or for ineligible items will not be reimbursed.

8. Plans for structures must be certified by a Maine registered Architect or Engineer before the beginning of construction. After the completion of the improvement the architect or engineer who developed the plans will be required to furnish the Department with a statement that the structure has been inspected, and that it complies with the plans and specifications and within building code.
9. Construction projects must be completed by November 30, 2016 or within the time period stipulated in the Project Agreement and BP54. Project completion dates may or may not be extended, depending on the circumstances and fund availability.

I. Grant Recipient Obligations – During the Term of the Project Agreement

1. Non-profit grant recipients must maintain good standing and be on record as such with the Maine Secretary of State throughout the term of the Project Agreement.
2. Interests in a Department assisted facility cannot be conveyed to entities that do not qualify as an applicant under the Maine Range Access Improvement Grant Program without Department consent.
3. Completed projects funded under this grant program shall be maintained by the grant recipient for public access as agreed in the Project Agreement.
4. Completed projects funded under this grant program shall be maintained in a safe, attractive and functional condition after construction/ installation completion at no expense to the Department by the grant recipient for the duration of the Project Agreement.
5. The grant recipient shall post in a visible location project signage to be provided by the Department. The signage will credit USFWS and MDIFW for its partial funding in any range improvements.
6. Grant proposal applicant shall have a minimum of \$1,000,000 in general liability insurance prior to the Department submission of the Department's selection of proposals for award to USFWS for review and confirmation as required above in Item II.B. Grant recipient shall maintain a minimum of \$1,000,000 in general liability insurance and a minimum of \$400,000 in automotive insurance for the duration of the Project Agreement. If the applicant does not own vehicles, but chooses to accept the grant, \$400,000 in automotive insurance is required for hired/non-owned vehicles, or vehicles used in range management or maintenance. Applicant must have sufficient property insurance for an amount not less than the grant amount for the duration of the Project Agreement. The State of Maine must be listed as an additional insured and as a certification holder for the duration of the Project Agreement.
7. Grant recipients shall submit annual reports to MDIFW documenting the usage, and operation and maintenance activities that occurred during the calendar year on those works of improvement funded under the grant program.
8. Projects are subject to the Department and USFWS inspections and audits for the duration of the Project Agreement.
9. Acceptance of a grant requires compliance with Project Agreement and BP54 provisions.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Bidders' Conference	March 25, 2015, 3:00 pm, local time
Due Date for Receipt of Written Questions	March 27, 2015 at 4:00 pm, local time
MDIFW Responses to Written Questions	April 6, 2015
Due Date for Receipt of Proposals (Grant Applications)	April 22, 2015 at 2:00 pm, local time
MDIFW Notifies Applicants of Selected Proposals*	May 31, 2015
MDIFW Submits Selected Proposals to USFWS*	June 2015
MDIFW Submits Selected Proposals to Purchases*	June 2015
MDIFW Notifies Applicants of Grant Awards*	August 2015
MDIFW and Grant Recipients Enter PA and BP54*	August 2015

*Subject to change

B. Bidders Conference

The Department will sponsor a Bidders' Conference concerning this RFP. **The Bidders' Conference will be held on Wednesday, March 25th, 3:00 PM – 5:00 PM, at the Department of Inland Fisheries and Wildlife Headquarters, 284 State Street, Augusta, ME**

The purpose of the **Bidders' Conference** is to answer questions and attempt to clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Bidders' Conference is not mandatory, it is *strongly encouraged* that interested Bidders attend, as this is the only time that the RFP Coordinator, Bob Annese, can answer any Bidder's specific questions about the application, the program and ideas for change.

Bidders planning to attend the conference are asked to call Bob Annese at 751-9253 no later than 1 hour before the conference start time to be added to the attendee list.

C. Questions Submitted by Grant Applicants

1. General Instructions

- a. It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- b. Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.
- c. Questions may be submitted by e-mail, and include the RFP Number and Title in the subject line. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

- d. Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

2. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinators will be considered binding. The Department reserves the right to answer or not answer any question received.

D. Submitting the Proposal (Grant Application)

1. **Proposal due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

2. Mailing/Delivery Instructions

The official delivery site is the State of Maine Division of Purchases (address shown in box below). Do not deliver to the Department.

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery.
- b. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- c. The Bidder must send its proposal in a sealed package including **one original and five copies of the complete proposal**. Please clearly label the original. One electronic copy of the proposal must also be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP Number and RFP Title):

Bidder's Name
Bidder's Business Name
Return Address

Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta ME 04333-0009

Re: RFP # 201501010 - 2015 MAINE RANGE ACCESS IMPROVEMENT GRANT

PART IV PROPOSAL (GRANT APPLICATION) SUBMISSION REQUIREMENTS

This section contains instructions for each grant applicant to use in preparing its proposal. The grant applicant's proposal must follow the outline used below. Failure to use the outline specified in this section, or to respond to all questions and instructions in this RFP including the 2015 Application Form, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the grant applicant's experience and ability to perform the requirements specified throughout the RFP.

A. Grant Application Format

1. For clarity, please use the MS Word format copy of the Department's "2015 Application Form" in a "fillable" application form.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the proposal through to the end, including all forms and attachments. For clarity, the Project Title and Organization name should appear on every page, including attachments.
3. Grant applicants are asked to be brief and to respond to each question and instruction listed in this RFP. Reference each attachment/ exhibit in the grant application to correspond to the relevant question or instruction of this RFP.
4. The grant applicant may not provide additional attachments/ exhibits, except in direct support of the proposal, beyond those specified in this RFP for the purpose of extending their proposal. Any material exceeding this RFP's requirements will not be considered in rating the grant application and will not be returned. Grant applicants shall not include brochures or other promotional material with their proposal. Additional materials, except in direct support of the proposal, will not be considered part of the proposal and will not be evaluated.
5. All information should be presented in the same order and format as described in this RFP.
6. It is the responsibility of the grant applicant to provide all information requested in this RFP at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
7. Grant applicants should complete and submit the 2015 Application Form (Appendix A) and the additional proposal application attachments/ exhibits as provided in this RFP. The order of the proposal should follow the sequence indicated on the Application Checklist (Appendix D). The 2015 Application Form shall be dated and signed by the applicant organization's designated Representative/ Contact Person, and the applicant organization's President/ Chief Executive, a person authorized to enter into contracts on behalf of the grant applicant.

B. Grant Application Contents

The proposal (grant application) must contain the following documents:

1. **2015 Application Form (Appendix A)**
2. **Public Access Questionnaire (Appendix B)**

3. **Application Budget Worksheet (Appendix C)**
4. **Application Checklist (Appendix D)**
5. **Applicant Qualification Statement (on additional sheet(s)):** Present a summary of the applicant's qualifications to carry out the proposal and to manage the grant. Summarize relevant experience, experience with past grants, and financial, administrative and technical qualifications of the organization. Summarize relevant experience of the organization's representative to be the Department's point of contact.
6. **Non-profit Incorporation:** Attach a copy of the applicant organization's status of non-profit incorporation from the Maine Secretary of State, or any explanation of status.
7. **Right, Title or Interest in the Range Facility:** If the applicant already owns title or has an existing lease, please supply a copy of the deed if owned, or the lease if the facility is leased. If the applicant does not already own or lease the facility, please describe the applicant's plan to acquire title or lease.
8. **Insurance Certificate:** Attach a current copy of applicant's liability insurance certificate.
9. **Location Map(s):** Attach and show the general location of your facility on the appropriate page of the Delorme Maine Atlas and Gazetteer, Google Earth or similar map. Show the nearest community, any developed or proposed access, points of service and roads. Include any existing developments such as housing developments, roads, trails or campgrounds that could affect the usefulness of the proposed range or range project.
10. **Municipal Tax Map:** Attach a copy of the municipal tax map showing the project site.
11. **Project Statement (on additional sheet(s)):** To complement the 2015 Application Form and Application Budget Worksheet, present a detailed "Project Statement" or narrative that identifies the needs and describes the work to be done under the grant request. Be specific and include pictures and drawings. The following are required elements of a Project Statement:
 - a. **Needs:** Why is the project being undertaken? What is the identified need? What evidence is there about the needs?
 - b. **Objectives:** What accomplishments are going to be reached that will address the needs? What do you expect to accomplish that is measurable or verifiable? Realistic time, funds, match and personnel? General description and objective(s) of the project.
 - c. **Expected Results:** What positive, quantifiable results and benefits will the project accomplish? Increase public access – how much, how measured and who will benefit? Accomplish improvements at existing or new range facilities? Integrate Best Management Practices into facilities and management? Support firearms and archery education? Include a description of the existing condition of the range and how the project will improve the range.
 - d. **Approach:** In detail, methods to be used in meeting the objectives. What work is to be done? How will the work to be done be accomplished? Who will do the work? How will you reach the objectives in the time allotted? Specific procedures, schedule, key personnel? Cooperators?
 - e. **Location of Work:** Where?
 - f. **Estimated Cost:** For each task identify what will be done, who will do it, and provide a 3-part estimate of task costs (estimated costs, organization cash contribution, and organization in-kind contribution). What is the total project budget? What is the grant amount sought? What is the

percent of total organization cash and in-kind contributions as a percent of total estimated costs? This information is to be summarized on Appendix A- 2015 Application Form (Project Budget) and on Appendix B- Application Budget Worksheet.

Additionally:

- g. **Estimated Population of Your Service Area:** Describe the estimated population of your service area.
 - h. **Public Access:** Discuss increased public access.
 - How will this project improve public access to the range facility and the potential for increased public participation?
 - Currently - on an annual basis, what number of members and public/ non-members use of the range facility, and what activities are available to patrons? What hours and what range facilities are open to the public/ non-members?
 - After project completion, how is usage and activities expected to change: on an annual basis, what is the expected incremental change in the number of members and public/ non-members use of the range facility, and what activities will be available to patrons? What hours and what range facilities are expected to be available to the public/ non-members?
 - i. **Fees:** Proposed member and non-member fees (if any) for use of the facility.
 - j. **Best Management Practices:** Discuss Best Management Practices that are currently in use at the existing range and what additional Best Management Practices will be incorporated into the applicant's facilities and its management as the result of project improvements.
 - k. **Improvements:** How will the proposal improve safety, enhance operations, improve environment or sanitation, or help the range be a better member of the community?
 - l. **Public Benefit Information:** This section is very important because projects that provide significant public benefit are more likely to receive funding. Here are some questions to help in your discussion:
 - Does your organization support MDIFW's Hunter Education and Recruitment and Retention Programs? Are your facilities currently used for these programs? How often on an annual basis?
 - On an annual basis, after project completion, what hours and what facilities will be available to the public/non-members for range use?
 - Will supervision be provided for the public use?
- 12. Project Plan(s):** Attach a sketch or illustration of the proposed project. Grant recipients will be required to submit formal design plans for approval and applicable local, state and federal permits before construction may start.
- 13. Existing Range Management Plan:** Attach a copy of applicant's existing Range Management Plan if available.
- 14. Permits:** Attach a copy of any permits obtained, if available.
- 15. Additional Attachments:** An additional attachment is any document included with the proposal that is not required by this RFP. If additional attachments are included, list such additional attachments on an "index" sheet of paper entitled "**Part 14. Additional Attachments**" and include this index sheet and additional attachments with the proposal. An example would be a letter of commitment from a project cooperator – not required, but if included should clearly describe the specific project work, services or funds that the letter's originator is willing to provide.

16. Five Complete Sets of the Application and Support Documents: Please include five (5) complete copies of the proposal application and support documents when you submit your application.

PART V PROPOSAL (GRANT APPLICATION) EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in this RFP.
2. Officials responsible for making decisions on the selection of grant awards shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals, and to ensure that grants are awarded to the applicants whose proposals best satisfy the criteria of this RFP at a reasonable/ competitive cost.
3. The Department reserves the right to communicate and/or schedule interviews/ presentations with applicants if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/ presentations. The Department reserves the right to make video or audio recordings of any applicable interview/ presentation process. Interviews/ presentations are not required, and changes to grant applications will not be permitted during any interview/ presentation process. Therefore, applicants should submit proposals that present their costs and other requested information as clearly and completely as possible.
4. The Department may perform a site visit anytime from the start of the project to its termination. One of the RFP Coordinators will contact the organization's representative to schedule this site visit.
5. This is a multi-year program. Fund allocation for 2015 awards will be based on the:
 - a) Quantity and quality of proposals;
 - b) Availability of funds; and
 - c) Possible staging (multi-phase grants) of proposed larger projects.
6. The MDIFW Advisory Range Steering Committee and Commissioner will determine the amount of grant funds that are available for grants each year.
7. Eligible 2015 grant proposals will be reviewed and evaluated in a competitive selection process of screening and reviewing by the MDIFW Advisory Range Steering Committee. Grant applications will be scored by this Committee according to the evaluation criteria below.
8. The MDIFW Advisory Range Steering Committee includes personnel from the following MDIFW areas: Safety Coordinator, Warden Service, Department Engineer, Special Projects Coordinator, Federal Aid Coordinator, Resource Management, Promotional Coordinator, Landowner Relations, Public Information and Education, Range Access Improvement Program Coordinator and a Member of the Public.

It is anticipated that organizations that receive improvement grants in previous years may apply for another if their previous grant agreement has been completed or is in good standing.

Subsequent years' grants are expected to be solicited and awarded periodically subject to the availability of grant funds.

B. Scoring Category Weights and Process

1. **Scoring Category Weights:** The score will be based on an 80 point scale and will measure the degree to which each grant application meets the following criteria. See Scoring Matrix Appendix E.

Section I.

Criteria 1 – Proposal and Objectives Clearly Stated

Maximum Points = 4

Goals must be clearly defined and objectives to achieve the stated goals are pertinent and in compliance with eligible projects and costs.

LOWER SCORE 1		HIGHER SCORE 4
Project does not comply	Project complies in some aspects	Project meets all requirements
Costs are unacceptable	Costs are partially acceptable	Costs are acceptable

Criteria 2 – Incorporation of Best Management Practices

Maximum Points = 8

Planning and design of improvement projects should conform to generally accepted practices and the Best Management Practices (BMPs) as described in several publications by governmental agencies. See Appendix F for available sources. A Range Management Plan (RMP) is an additional component of BMPs.

LOWER SCORE 1		HIGHER SCORE 8
Project does not include BMPs	Project includes some BMPs	Project complies with BMPs
Project does not include RMP	Project includes some RMP	Project includes a comprehensive RMP

Criteria 3 – Public Need

Maximum Points = 8

Why is this project necessary? How will these improvements benefit your targeted audience? Identify current usage of the facility and explain the potential for increased usage after completion.

LOWER SCORE 1		HIGHER SCORE 8
Public need is low	Public need is moderate	Public need is high
Project does not justify funding	Project partially justifies funding	Project fully justifies funding

Criteria 4 – Project Type

Maximum Points = 4

Describe the proposed project. Does the proposal comply with the guidelines for eligible projects and eligible costs?

Eligible projects include:

Environmental conditions at and near the facility

Safety enhancements

**Expanded physical capacity of an existing range or development of a new range
Access for the disabled Archery ranges Class room upgrades for hunter education**

LOWER SCORE 1				HIGHER SCORE 4
Project does not comply	Complies with some guidelines	Complies with all guidelines		
Project addresses only utilities	Project addresses a new range and/or support facilities	Project addresses increase of shooting capacity, range safety and ADA access		

Criteria 5 – Current Public Access **Maximum Points = 8**

Applicants are required to provide public access use of the facility. Public access use might include sight-in days, special events, competitions and open range time.

LOWER SCORE 1				HIGHER SCORE 8
Current public access is low	Current public access is moderate	Current public access is high		

Criteria 6 – Incremental Increase in Public Access after Construction **Maximum Points = 8**

Describe the anticipated increase in range usage by the public (non-members) after completion of the project.

LOWER SCORE 1				HIGHER SCORE 8
Range will have some increase in public use	Range will have a moderate increase in public use	Range will have a substantial increase in public use		
Additional scheduled events is low	Additional scheduled events is moderate	Additional scheduled events is high		

Criteria 7 – Hunter Education Use & Sight-in Days **Maximum Points = 4**

Specifically, document the number of training classes (firearm, archery, and crossbow) and public sight-in days currently held at your facility.

LOWER SCORE 1				HIGHER SCORE 4
Current use is low	Current use is moderate	Current use is high		

Criteria 8 – Impact on Existing Ranges

Maximum Points = 12

A key component to this funding is the mitigation of environmental issues, primarily noise reduction and lead mitigation. Please access how your project will impact these issues.

LOWER SCORE 1			HIGHER SCORE 12
Low noise reduction	Moderate noise reduction	Substantial noise reduction	
Low priority on lead mitigation	Moderate lead mitigation	Substantial lead mitigation	

Criteria 9 – Estimated Budget

Maximum Points = 12

Based upon completion of the Budget Worksheet (Appendix C), your budget needs to include the components of accuracy, reasonableness, matching funds and overall compliance with guidelines.

LOWER SCORE 1			HIGHER SCORE 12
Budget is unrealistic	Budget is realistic	Budget is realistic and documented	
Budget is not accurate and not in compliance	Budget is partially accurate and mostly in compliance	Budget is clear, accurate, documented and in compliance	

Criteria 10 – Estimated Match

Maximum Points = 8

Specifically, document your plans to provide the 30% non-federal match for this project. Match may include:

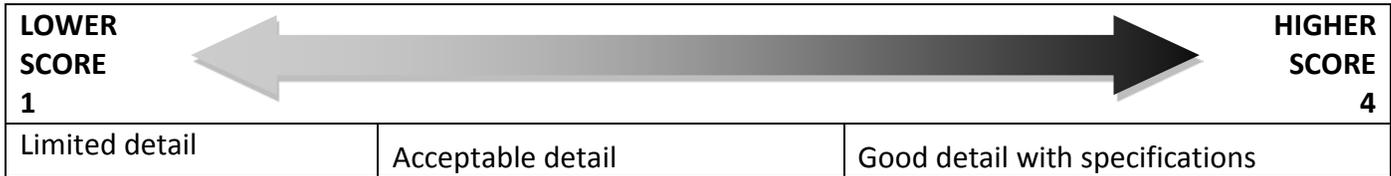
- Cash contributions (e.g. private funding or non-federal state or local funding); and/or
- In-Kind contributions (e.g. the value of donated or discounted labor, materials, services, equipment)

LOWER SCORE 1			HIGHER SCORE 8
Match is not realistic	Match is realistic but needs more documentation	Match is realistic, compliant and documented	

Criteria 11 – Project Details/Readiness for Construction

Maximum Points = 4

Project description should include a time line for the construction/improvements. This should include documentation of research and inquiries to ensure that the project is “shovel ready” once the contract is approved and signed.



2. **Scoring Process:** The review team (the MDIFW Advisory Range Steering Committee) will use a consensus approach to evaluate the proposals. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The grant award(s) will be made to the applicant(s) receiving the highest number of evaluation points, based upon the proposal’s satisfaction of the criteria established in this RFP.
3. **Scoring the Budget Component:** The Budget Component (Scoring Categories: Estimated Budget and Estimated Match) is worth a collective 20 of 80 points. The review team will use a consensus approach to evaluate the budgets based on accuracy, reasonableness, matching funds, and overall budget.
4. **Statewide Distribution of Awards:** In an effort to distribute statewide the awards, the highest scoring proposal in each of the seven (7) Maine Fisheries and Wildlife Regions (Regions A – G), will be the first 7 proposals selected. See Appendix G for a copy of the state map with the Maine Fisheries and Wildlife Regions A- G indicated.

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any grant applicant in this proposal process. All grant applicants are expected to provide their most realistic expectation of results, budget and match with the submission of their proposal application.

5. Negotiations

The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the grant award(s) will be made by representatives of the Department subject to review and confirmation by USFWS, and to approval by the State Purchases Review Committee.
2. Notification to applicants of grant applicant(s) selection or non-selection will be made in writing by the Department.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to grant award(s), to enter project specific grant agreement documents contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the grant applicant.

4. The Department reserves the right to reject any and all grant applications or to make multiple awards.
5. For each Department selected application, the Department will initiate a series of reviews prior to the submission of proposals to USFWS for review and confirmation. These reviews are a requirement to receive federal funding. They usually do not require field work. Reviews include:
 - a) Maine State Historic Preservation Office
 - b) Compliance with the National Environmental Protection Act
 - c) Compliance with the Federal Endangered Species Act, Section 7
 - d) State of Maine Endangered Species Program
 - e) State of Maine Natural Areas Program
 - f) Native American Tribal Review.

If one of these reviews identifies adverse impacts, applicants may have an opportunity to submit a modification or take other appropriate action.

6. It is anticipated that in August 2015 selected proposals approved by the Department and confirmed by USFWS will receive notice from the Department of grant approval. The Department and the approved grant applicant will then enter a project specific grant agreement including:
 - a) Project Agreement (PA), as shown in Attachment B.1; and
 - b) State of Maine, Agreement to Purchase Services (BP54), as shown in Attachment B.2.

D. Appeal of Grant Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D: (optional; for use by Department)

Rider E: (optional; for use by Department)

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>)

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Department estimates having a contract in place by August 31, 2015. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration
 - a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Bidder in the finalization of the contract.

- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A - 2015 Application Form
2. Appendix B – Public Access Questionnaire
3. Appendix C - Application Budget Worksheet
4. Appendix D - Application Checklist
5. Appendix E – Example Project Agreement
6. Appendix F - Scoring Matrix
7. Appendix G - Sources of Generally Accepted Best Practices
8. Appendix H – Maine Fisheries and Wildlife Regions

PART VIII APPENDICES

Appendix A

2015 APPLICATION FORM

**Maine Department of Inland Fisheries and Wildlife
2015 Range Access Improvement Grant Program**

General

Region:

Project Title:	
Applicant:	
Street Address:	
Mailing Address:	
Representative*:	
Mailing Address:	
Phone:	
Email:	

* The applicant's representative is authorized to speak for the applicant on matters pertaining to the grant request, and will be the MDIFW point of contact.

Applicant's organizational status:

Non-profit organization in good standing with the Maine Secretary of State

Unit of state or local government

Other governmental agency

Non-profit youth and educational organization in good standing with the Maine Secretary of State

Applicant organization's purpose: _____

Physical address of range facility: _____

Tax map and lot number: Map No.: _____ Lot No.: _____ (attach copy of tax map)

GPS coordinates of range facility: _____

Applicant's range facility ownership status (attach copy of deed, lease or explanation of status):

Own

Lease

_____ Number of years applicant has operated this range facility.

Have there ever been any accidents or incidents at this range facility that have required assistance from emergency responders (police, fire or EMS)?
_____ (If yes, please explain in a separate statement with details)

Existing Range Facilities and Functions (No. of shooting positions - number & distance (yd.)

<u>Rifle:</u>	Small Bore:	No. of shooting positions	_____ / _____ / _____
	Big Bore:	No. of shooting positions	_____ / _____ / _____
<u>Pistol:</u>	Indoor:	No. of shooting positions	_____ / _____ / _____
	Outdoor:	No. of shooting positions	_____ / _____ / _____
<u>Shotgun:</u>	Trap:	No. of fields	_____
	Skeet:	No. of fields	_____
	Sporting Clays:	No. of fields	_____ No. stations _____
<u>Archery:</u>	Target:	No. of targets	_____
	Field:	No. of shooting positions	_____

Are range facilities currently handicapped accessible?

Yes

Partially, if partially, please explain/describe in a separate statement with details

No

Does your organization have a Range Management Plan?

Yes, if yes, please include a copy of the Plan

No

Is proficiency training (e.g. NRA Personal Protection, sight-in days, 4-H Firearms Training) currently offered at your facility?

Yes, if yes, please describe in a separate statement with details

No

Do you have an on-site classroom facility?

Yes, if yes, how many students will it hold? _____

No, if no, do you use an off-site facility for hunter education? _____

Project Summary (Please provide a 1 – paragraph summary of your proposed project)

Project Budget (From Appendix B Budget Worksheet included with this application)

\$ _____	Total Estimated Costs	a
\$ _____	Match: Total Organization Cash Contributions	b
\$ _____	Match: Total Organization In-Kind Contributions	c
\$ _____	Match: Total Organization Contributions	d=b+c
\$ _____	Grant Award Request	e=a-d
% _____	Total Organization Contribution as Percent of Total Estimated Costs	f=d/a

Timing

_____ Preferred Start Date
_____ Expected Completion Date

Will this project require local, state or federal environmental permits?

Yes, if yes, please describe in a separate statement which permit(s) and if secured, and please include a copy of the permit(s)

No

Certifications

By signing this application, the undersigned certify that:

1. The proposed project will be compliance with all applicable local, state and federal laws, regulations and ordinances.
2. The project will be undertaken if a Project Agreement is awarded.
3. The project meets eligibility criteria and applicants are eligible to submit an application.
4. The project is on a shooting range, or part thereof, that will be open to the public.
5. The applicant has a secure match of at least 30 percent or more of the total project cost.
6. The individual(s) submitting the application are authorized to act on behalf of their organizations.
7. The estimated costs and organization match contained therein will remain valid and binding for a period of 180 days from the date and time of the proposal opening or as agreed to by the parties.

Contact's Signature

Date _____

Contact's Printed Name

Applicant's President/Chief Executive Signature

Date _____

Applicant's President/Chief Executive Printed Name

Appendix B

PUBLIC ACCESS QUESTIONNAIRE

Please indicate under the “Before Proposed Project” if your facility offers the following. And additionally indicate under the “After Proposed Project” what your facility expects to realistically offer.

A. Firearms Education:

Type of Course	Before Proposed Project - Number/Year	After Proposed Project - Number/Year
Hunter Education courses that are advertised to the general public		
Firearms courses that are advertised and open to the general public		
Firearms courses that are available to members only		
Other (describe)		
Other (describe)		
Other (describe)		

B. Archery Education:

Type of Course	Before Proposed Project - Number/Year	After Proposed Project - Number/Year
Bowhunter Education courses that are advertised to the general public		
Archery (Olympic style) that are advertised to the general public		
Other (describe)		
Other (describe)		
Other (describe)		

C. Competitive Events:

Type of Event	Before Proposed Project - Number/Year	After Proposed Project - Number/Year
Club member only or league member competitive event (any type of firearm)		
Competitive event open to members of general public		
Other (describe)		

D. Public Events:

Type of Event	Before Proposed Project - Number/Year	After Proposed Project - Number/Year
Youth Field Day		
Hunting and Fishing Day		
Food based events, like dinners/barbeques/pancake breakfasts/etc.		
Other (describe)		

E. Regularly Scheduled General Public Shooting Hours - available to non-members, non-guests:

Range Available to Public	Before Proposed Project - Days/Year	Before Proposed Project - Hours/Day	After Proposed Project - Days/Year	After Proposed Project - Hours/Day
Shotgun				
Rifle				
Handgun				
Archery (range or 3D course)				
Sight-in Days				
Other (describe)				

Please add additional sheets as necessary.

Appendix C

APPLICATION BUDGET WORKSHEET

Project Title:			
Applicant:			
	Estimated Costs		Organization Cash Contribution
			Organization In-kind Contribution
Element	<i>This column should contain estimates of all project costs.</i>		<i>Total of Organization Cash and In-kind Contributions (Match) must equal at least 30 percent of the total all project costs.</i>
Planning/development	\$		\$
Equipment	\$		\$
Materials	\$		\$
Construction	\$		\$
Labor	\$		\$
Supplies	\$		\$
Other:	\$		\$
Total	a \$		b \$
Less Total Organization Cash and In-Kind Contributions (Dollars)	- \$		d \$
Equals Grant Award Request (Dollars) (max of \$50,000)	e \$		f %
Provide on separate sheets a detailed listing of: expenses; and match sources, type (e.g. cash, in-kind contribution) and amounts which will be used in the accounting for in-kind contributions.			

Appendix D
APPLICATION CHECKLIST

Project Title:	
Applicant:	

A completed application check list must accompany your grant application. Copy or remove this page, then check each item you have attached to your application. Incomplete applications are ineligible for funding.

	Item	Item Enclosed
1	2015 Application Form (Appendix A)	
2	Public Access Questionnaire (Appendix B)	
3	Application Budget Worksheet (Appendix C)	
4	Application Checklist (Appendix D)	
5	Applicant Qualification Statement	
6	Non-profit Incorporation	
7	Right, Title or Interest in the Range Facility	
8	Insurance Certificate	
9	Location Map(s)	
10	Municipal Tax Map	
11	Project Statement	
12	Project Plan(s)	
13	Existing Range Management Plan	
14	Copies of Any Required Permits, if available	
15	Additional Attachments	
16	3 Complete Sets of Application/ Support Documents	

Appendix E

PROJECT AGREEMENT (EXAMPLE)

And alternative and additional agreements, terms and conditions as the parties agree to.

**SUBAWARD AGREEMENT
BETWEEN
STATE OF MAINE, DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
AND
«capapplicant»**

**Subgrant Title: “«projecttitle»”
ME Range Access Improvement Project No. 2013-«projectno»
«capapptown1», «capappcty1» COUNTY, AND «capapptown2», «capappcty2» COUNTY, MAINE**

AGREEMENT made by and between the STATE OF MAINE, by and through its DEPARTMENT OF INLAND FISHERIES AND WILDLIFE, hereinafter called the “MDIFW”, and «capapplicant», a «org», hereinafter called the “Applicant”.

WITNESSETH

WHEREAS, MDIFW has received funding from the United States Fish and Wildlife Service under **Grant Number F12AF01334 titled “ME W-89-D-1 Shooting Range Access Improvement Program”**, for certain activities including a “Small Grants Program for Range Enhancement and Range Development” (the “Grant”) for eligible non-profit organizations and government units and agencies; and

WHEREAS, Applicant has been determined to qualify for funding under the Grant; and

WHEREAS, Applicant «ownlease1» lands that include a shooting range facility, more fully set forth and described in **Exhibit A**, which such lands (the “Property”) qualify for improvements under the Grant, and shall be subject to the terms and conditions of this Agreement.

WHEREAS, MDIFW has agreed to provide Applicant with Grant funding for certain improvements at Applicant’s Property, subject to the terms and conditions of the Grant.

WHEREAS, Applicant has read the Grant Agreement and accepts its terms and conditions.

NOW THEREFORE, MDIFW and Applicant hereby agree as follows:

Applicant agrees it will:

- 1) Construct and/or improve the range facility on the Property, and/or purchase equipment, performing the “Scope of Work” as described in the attached Exhibit A titled “Subgrant Property Description and Scope of Work Description”.
- 2) Perform the Scope of Work and additional Subgrant activities and obligations consistent with the terms of:
 - the Grant, its Revisions and this Agreement;
 - MDIFW’s RFP # 201501010, Request for Proposals, 2015 Maine Range Access Improvement Grant Program, and its written supplements and amendments; and
 - Applicant’s Proposal dated _____ and its written supplements and amendments.
- 3) Dedicate the Property for the construction and operation of the Facility throughout the term of this Agreement.

- 4) Provide a minimum of thirty percent (30%) of the total construction costs of the Facility in cash and/or in-kind services as are approved in advance by MDIFW.
- 5) Be responsible for the following documents and services pertaining to the design and construction of the Facility:
 - a. Preparation of applications for and receipt of all required Federal, State and local permits, with copies of same being provided to MDIFW.
 - b. Documentation of type and value of in-kind match services. Match must be adequately reported and documented prior to or at the time of a pay request for the processing of the pay request, and for reporting and audit purposes. All match values and rates are subject to MDIFW approval.
- 6) Throughout the term of the Subaward Agreement, allow a) MDIFW on-site inspections of the Property and Facility and b) public use of the Facility as described in **Exhibit C**, at posted and reasonable times and periods, at no fee or at a reasonable and appropriate fee reviewed and approved in writing by MDIFW in advance of implementation.
- 7) Erect a sign or signs provided by MDIFW that recognize the cooperation of Applicant and MDIFW, and the Grant participation.
- 8) Provide for the adequate and routine maintenance of the Property and Facility at Applicant's expense.

MDIFW agrees that upon receipt of funding under the Grant, it will:

- 1) Provide technical assistance on related resource, construction and maintenance issues.
- 2) Provide funds received under **Grant Number F12AF01334** for up to 70 percent of approved construction cost of the Facility, such share not to exceed «grantrequest» Dollars. Such Grant funds shall be released by MDIFW when MDIFW has approved the following documents presented by Applicant: a) Requisition for Payment and b) documentation of previously paid and/or received allowed in-kind services in amounts equal to or greater than 30 percent the cumulative requested Grant funds.

Additionally, MDIFW and Applicant agree:

- 1) **Construction Period and Progress Reports:** The "Construction Period" shall extend from the date of this Agreement through November 30, 2016. During the Construction Period the Applicant shall submit to MDIFW semi-annual "Construction Period Progress Report(s)" as indicated until Applicant's Scope of Work is completed. Construction Period Progress Reports should include a description and photos of work completed to date, a schedule of upcoming tasks and any anticipated issues. A final Construction Period Progress Report is due with the final Requisition for Payment. The due dates for such semi-annual Construction Period Progress Reports shall be:

Report Period:	Report Due Date:
Through November 30, 2015	December 10, 2015
December 1, 2015 – May 31, 2016	June 10, 2016
June 1, 2016 – November 30, 2016	December 10, 2016

- 2) **Subgrant Annual Reports:** Upon completion of the foregoing and throughout the remainder of the Subgrant Period, the Applicant shall submit to MDIFW annually a "Subgrant Annual Report" documenting occurrences and activities that occurred during the activity year of December 1 to November 30 at the Facility, such Report to include the following:
 - a. Any revisions or updates pertaining to the Property and Facility.
 - b. The condition, operation and maintenance status of the Facility.
 - c. Usage as related to the budgeted and actual Increased Public Access.

- 3) **Notices:** For the purposes of this Agreement, any required notices shall be delivered by hand or by United States certified mail, return receipt requested or by other courier providing reliable proof of delivery, addressed as follows:

Maine Department of Inland Fisheries and Wildlife
Attention: Commissioner
41 State House Station
Augusta, ME 04333-0041

«applicant»
«appmailadd», «appmailtownstatezip»

- 4) **Subgrant Term:** This Agreement shall take effect when signed by both parties and notice thereof shall be recorded in the applicable county Registry of Deeds. Unless sooner terminated, this Agreement shall expire on November 30, 2026 and thereafter neither party shall have any further obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Subaward Agreement, by their duly authorized representatives.

Maine Department of Inland Fisheries and Wildlife

By: Chandler Woodcock, Commissioner

date _____

Applicant

By: _____, Representative

date _____

Appendix F

SCORING MATRIX

Project Title:	
Applicant:	

Selection Criteria: MDIFW’s Review Committee will review applications based upon the following criteria:

1. Minimum Requirements for Consideration
2. Total Score Based on the Project Selection Criteria

Minimum Requirements for Consideration

<p>Is the applicant a non-profit organization in good standing with the Maine Secretary of State or a government unit? Yes _____ No _____</p> <p>Does the applicant own the land on which the works of improvement will be installed/ constructed? Yes _____ No _____ N/A _____</p> <p align="center">or</p> <p>Does the applicant have a minimum of a ten year lease on the land on which the works of improvement will be installed/ constructed? Yes _____ No _____ N/A _____</p>	<p>Does the applicant have the required cost share amount (match), either in cash or in-kind services? Yes _____ No _____</p> <p>Will this project allow for an incremental increase of public access pursuant to grant requirements? Yes _____ No _____</p>
<p>Does the applicant have general liability insurance? Yes _____ No _____</p>	
<p>Does the applicant have five years’ experience in range operation and maintenance? Yes _____ No _____</p>	<p>NOTE: A “No” in any of these categories will eliminate the proposal for the current grant year. Applicants may resubmit in a subsequent year.</p>

SCORING MATRIX - Page 2

Project Title:	
Applicant:	

Total Score Based on the Project Selection Criteria

<u>Points</u>					<u>Category Weight</u>	<u>Category Score</u>
<u>Scoring Category</u>	1	2	3	4		
Proposal and Objectives Clearly Stated	Limited clarity	Fair clarity	Good clarity	Excellent clarity	1	
Incorporation of Best Management Practices	Low inclusion	Some inclusion	Moderate inclusion	High inclusion	2	
Public Need	Low	Moderate	Above Average	High	2	
Project Type	Utilities	New Range	Support Facilities (restroom/ parking)	Increase shooting capacity/ safety of existing ranges/ handicap accessibility	1	
Current Public Access	More than one, but less than five events/yr.	Five to nine events/yr.	Ten to fourteen events/yr.	Fifteen or more events/yr.	2	
Incremental Increase in Public Access after Construction	More than one, but less than five events/yr.	Five to nine events/yr.	Ten to fourteen events/yr.	Fifteen or more events/yr.	2	
Hunter Education & Sight-in Days	One class or session/yr.	Two classes or sessions /yr.	Three classes or sessions/yr.	More than three classes or sessions/yr.	1	
Impact on Existing Ranges	Potential reduction in sound or improved lead management	Limited reduction in sound or improved lead management	Moderate reduction in sound or improved lead management	Large reduction in sound or improved lead management	3	

Estimated Budget	Unrealistic	Somewhat realistic	Realistic	Realistic & documented	3	
Estimated Match	Unrealistic	Somewhat realistic	Realistic	Realistic & documented	2	
Project Details/ Readiness for Construction	Limited detail	Fair detail	Good detail	Excellent detail w/specs (near "shovel ready")	1	
				TOTAL	20	

Appendix G

SOURCES OF GENERALLY ACCEPTED BEST PRACTICES

Planning and design of access improvement projects should conform to generally accepted practices and the Best Management Practices as described in several publications by governmental agencies and recognized and respected national shooting sports organizations. The following is a list of several sources that may assist applicants in their planning and design efforts.

- Best Management Practices for Lead at Outdoor Shooting Ranges, published by the U.S. Environmental Protection Agency, Region 2, revised June 2005, EPA-902-B-01-001:
http://www2.epa.gov/sites/production/files/documents/epa_bmp.pdf
 - The NRA Range Source Book: NRA's guide to planning and constructing shooting ranges, published by the National Rifle Association:
<http://rangeservices.nra.org/sourcebook.aspx>
 - Various publications, National Shooting Sports Foundation:
http://www.nssf.org/ranges/PDF/ASR_catalog.pdf
 - Various publications, National Association of Shooting Ranges, a division of the National Shooting Sports Foundation:
<http://www.goal.org/Documents/nasrcatalog.pdf>
 - Environmental Management at Operating Outdoor Small Arms Firing Ranges, The Interstate Technology & Regulatory Council, Small Arms Firing Range Team, 2005.
 - The 2010 ADA Standards for Accessible Design, published by the U.S. Department of Justice:
<http://www.ada.gov/regs2010/2010ADASTandards/Guidance2010ADAstandards.htm>
- And also:
- <http://www.access-board.gov/index.htm>
 - Outdoor Shooting Ranges: Best Practices, published by Minnesota Department of Natural Resources, 2003:
http://files.dnr.state.mn.us/destinations/shooting_ranges/outdoor_shooting_best_practices.pdf
 - Local and state land use regulations and building codes: Check with town/city code enforcement officer in which the range facility is located.

Appendix H

MAINE FISHERIES AND WILDLIFE REGIONS

