OREGON DEPARTMENT OF FISH AND WILDLIFE
HUNTER EDUCATION PROGRAM

2017 Shooting Range Grant Application

FEDERAL AID IN WILDLIFE RESTORATION ACT FUNDS

Form rev. 11/5/2012

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

Application Deadline: 5 pm on Friday March 10th, 2017

- **Grant Program Intent:** The intent of the grant program is to encourage significant improvements, prioritize safety and environmental concerns, increase hours and accessibility and implement "good neighbor" improvements.
- **Eligibility:** Non-profit organizations that provide shooting range access to the general public and hunter education class participants and participants.
- **Grant Funding:** Applicants may request grants for up to 70% of the total project cost. Applicants must finance at least 30% 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.)
- **Social Security/Tax ID Number**: To qualify for reimbursement, a Social Security or Tax ID number must be supplied.
- **Submission**: Submit Application materials to the Hunter Education Program Coordinator.

REVIEW PROCESS

The Shooting Range Grant Advisory Committee reviews all applications and makes recommendations to ODFW.

From the recommendations, ODFW determines a list of projects to be forwarded to USFWS for approval.

USFWS approves projects from the ODFW list. USFWS approves funding once applicant supplies regulatory clearances.

ODFW enters into a grant agreement between ODFW and the applicant of an approved project.

Construction of project begins (advancement of funds may be requested if needed to begin construction).

Once construction is complete, applicant submits invoice documentation to begin the reimbursement process.

ODFW approves invoices and reimburses applicant.

To receive an electronic version of this form, contact the ODFW 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 10, 2017 to be considered for 2017 funding:

- 2017 Cost Share Grant Application *(pages 4-9 of this document).* **Note: Incomplete and Older versions of the Shooting Range Grant Application <u>will not</u> be accepted.**
- Any supporting materials: map to site; photos; drawings; plans; and hydrologic or hydraulic analyses.
- Submit all application materials by email, mail, or fax to the following address:

  Oregon Department of Fish and Wildlife
  Hunter Education Program
  4034 Fairview Industrial Drive SE
  Salem, OR 97302
  Fax: (503) 947-6009
  Email: james.d.reed@state.or.us

  Applications received after 5 pm on March 10th will not be accepted.

GENERAL INFORMATION

THE PROGRAM

Funds are available through the Oregon Department of Fish and 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 accessibility and implement "good neighbor" improvements.

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 an organization that maintains a non-profit status.
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 accessibility or implement a "good neighbor" improvement.
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 30% 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 represent the following organizations: National Field Archery Association, National Rifle Association, Oregon Association of Shooting Ranges, Oregon Department of Fish and Wildlife, Oregon Hunter Education Instructors Association, Oregon Hunters Association, Oregon State Police Fish and Wildlife Enforcement Division and the Oregon State Shooting 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 ODFW Shooting Range Grants or this application contact James Reed, Statewide Hunter Education Coordinator, at james.d.reed@state.or.us or (503) 947-6016.

For questions concerning shooting range project development and shooting range requirements contact George Pitts, Director, Oregon Association of Shooting Ranges, at chairman@oasr.org or (503) 638-5084.

Shooting Range Grant Program Oregon Department of Fish and Wildlife	2017 Cost Share Grant Application

ODFW USE ONLY	Title:	Project #:

APPLICANT– Fill In	CONTACT INFORMATION	
**To qualify for reimbursement or tax credit, Applicant TID or SSN must be supplied.*		*Federal Tax ID or SSN:
APPLICANT ORGANIZATION	Applicant:	Work phone:
	Mailing Address:	Fax:
	City/State/Zip:	Email:
PROJECT CONTACT	Contact Name:	Work phone:
	Title:	Home phone:
	Mailing Address:	Cell/other:
	City/State/Zip:	Fax:
	Email:	

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

Direct project beneficiaries:

Indirect or additional project beneficiaries:

Projected project start date:

Projected project completion date:

APPLICANT– Fill In	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:

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

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?

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

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

What machinery, if any, will be involved?

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.

FACILITY INFORMATION - EXISTING

LOCATION OF RANGE SITE	Physical Street Address:
	City/State/Zip:
	County:
	Section, township, and range (or latitude and longitude from GPS):
	Current zoning classification:
	Primary land use in surrounding area:
	Security measures:
	Accessibility:

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			
ODFW-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 ODFW volunteer instructors who use the facility and indicate whether they are members:

FACILITY INFORMATION – AFTER PROJECT COMPLETION

SITE INFORMATION	Physical Street Address:
	City/State/Zip:
	County:
	Section, township, and range (or latitude and longitude from GPS):
	Current zoning classification:
	Primary land use in surrounding area:
	Security measures:
	Accessibility:

RANGE OPPORTUNITIES – CHECK ALL THAT APPLY

☐ Small bore ☐ High power ☐ Pistol ☐ Trap ☐ Skeet ☐ Archery ☐ Other:

RANGE OPERATION – DAYS AND TIMES

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

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):

Range usage fees for non-members (note all applicable fees):

Range usage charge for ODFW-sponsored education classes:

Will ODFW-sponsored education classes receive priority for range use?

***APPLICANT*– Fill In**	SIGNATURES

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 ODFW. Advancement payments may be allowed if provided for 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 ODFW for the purpose of audit examination if requested by the Department.

Grant recipients will ensure that a sign (provided by ODFW) 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 (provided by ODFW) crediting the appropriate groups for the funding of the project is installed once the project is complete.

ODFW 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. [ORS 498.306; ORS 498.311]

Applicant Signature:	Date:
Applicant Name (print):	*My signature indicates acceptance of the* ***Grant Conditions*** *listed above. Electronic signature is acceptable.*
Address:	Work phone:
City/State/Zip:	Home phone:

ODFW USE ONLY	PROJECT CERTIFICATION		
STEP	**BY**	**SIGNATURE**	**DATE (M/D/YYYY)**
Applicant final inspection request received by ODFW.	Applicant	*NA, Applicant responsibility*	
Final project inspection of construction. Project passes inspection: ☐ Yes ☐ No	State Coordinator or ODFW assigned representative		
If 'NO,' explain:			

APPLICANT–Fill In	PROJECT BUDGET Alternative format may be used with ODFW approval.		
Description	Quantity	$ Unit Cost	$ Total Cost
PERSONNEL (List by type of labor. Skilled labor to be valued at $22/hour; Unskilled labor to be valued at $10/hour. Quantity = hours used.)			
		Sub-Total 1	
PROJECT SUPPLIES & MATERIALS			
		Sub-Total 2	
CONTRACTED SERVICES (Describe and attach subcontractor estimates including design/engineering)			
		Sub-Total 3	
EQUIPMENT (Landowner provided equipment and/or rented equipment. Quantity = hours used. Value not to exceed standard market rate)			
		Sub-Total 4	
TOTAL PROJECT BUDGET (add sub-totals 1-4)			

COST SHARE FUND DISTRIBUTION	
Shooting Range Grant Funds Requested (cannot exceed 70% of total project cost)	
Applicant Cost Share Funds (Include in-kind value. Non-federal contributions must total at least 30% of total project cost.)	

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