



## 2019 Shooting Range Grant Program

WILDLIFE RESTORATION FUNDS



Form Rev. 03/20/2019

### GENERAL INFORMATION

The Oregon Department of Fish and Wildlife’s (ODFW) Hunter Education Program administers the Oregon Shooting Range Grant Program in an effort to create and enhance public access to shooting ranges. Funding for the program is generated by the Pittman-Robertson Federal Aid in Wildlife Restoration Act, which places a manufacturer excise tax on the makers of firearms, ammunition and archery equipment. Funds come into ODFW through the U.S. Fish and Wildlife Service’s Wildlife and Sportfish Restoration Program (WSFR) and are subject to regulations related to federally funded projects.

Grant funds are available for the construction, development and improvement of non-profit shooting ranges and associated facilities. The intent of this grant program is to increase public access to shooting ranges and encourage projects that greatly expand or enhance a ranges ability to provide safe access to recreational shooting or that make important environmental or “good neighbor” improvements.

### PUBLIC ACCESS GRANT REQUIREMENTS

Grant recipients are required to provide public access 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, ranges may restrict public access to other portions of the facility not benefiting by the work accomplished under the grant. Public access can also be setup by appointment only. A member of the public should not have to be enrolled in a class, purchase a membership to a club, be a guest member, 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. The amount of required public access is listed in the table below:

**Minimum Required public access hours break-down:**

**Ranges would be required to open public hours for the length of the contract, which is five (5) years.**

Money granted	Public hours required
\$5,000 to \$15,000	4 hours per month
\$15,500 to \$30,000	8 hours per month
\$30,500 to \$45,000	12 hours per month
\$45,500 to \$60,000	16 hours per month

Grant recipients are required to commit to the commensurate level of public access for a period of five years. Ranges who receive more than one grant during a five year period will be required to provide an additional amount of public hours (based on amount of grant) during those years that overlap.



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### ELIGIBLE ORGANIZATIONS

1. Non-profit, membership-based shooting organizations having as their purpose the promotion of firearm and archery safe handling and proper care, and improving shooting technique and marksmanship.
2. Units of State or local governments that own and manage shooting ranges.
3. Other governmental agencies that own and manage shooting ranges.

### ELIGIBLE PROJECTS

1. Expand and/or improve public recreational firearm and archery shooting opportunities.
2. Improvements to existing firearm and archery range facilities.
3. Development of new firearm and archery range facilities.
4. Integrate safety, accessibility and environmental best management practices into the physical facilities of ranges and the management of ranges.
5. Support firearm and archery education to learn safe and responsible hunting and shooting practices.

Examples of eligible projects: backstops, berms, target holders, benches, baffles, protective fencing, signs, new/expanded lighting (not bulb replacement), field courses, platforms, roads, parking areas, sanitary facilities, storage rooms, shelter/cover buildings or structures, classrooms and similar range improvement projects.

### INELIGIBLE PROJECTS

1. Ineligible projects include clubhouses, employee residences or other similar facilities not essential to the operation of the shooting range or directly tied to enhanced public access to recreational shooting opportunities.
2. Minor or major maintenance expenses, portable items that are easily stolen or lost, and items that do not have an expected life of at least 5 years.

### APPLICATION DEMONSTRATION CRITERIA

1. Project includes design, construction, and installation of shooting range improvements.
2. Project intent is to provide a significant improvement, prioritize safety and environmental concerns, increase hours and accessibility or implement a "good neighbor" improvement.
3. Project application includes commitment by range officers, present and future, to provide public access as specified in the project's grant agreement.
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.



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### RANKING CRITERIA

The Shooting Range Development Advisory Committee meets annually to review grant applications and recommend projects and associated funding levels for approval. 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 following criteria are used to rank projects against each other:

1. Will the project increase general public access to recreational shooting opportunities?
2. Will the project improve accessibility or usefulness for ODFW's Hunter Education/Outdoor Skills programs?
3. Will the project increase accessibility for mobility-impaired people?
4. Proposed project techniques and methodology have a high degree of likelihood of achieving proposed results.
5. Project demonstrates cost effectiveness in achieving project purposes compared to similar projects and alternative means of achieving the same proposed result.
6. Project application demonstrates thorough coordination with appropriate federal, state, local, and private entities including local landowners.
7. Project can be completed by the end of the grant cycle for which the application is made (September 30<sup>th</sup> of the next calendar year).

### FEDERAL AND STATE COMPLIANCE REQUIREMENTS

A number of Federal and State requirements have to be addressed for all WSFR-USFWS-funded projects.

**Potential compliance requirements include:**

1. National Historic Preservation Act (NHPA).
2. Prime and Unique Farmland.
3. Clean Water Act (CWA) Section 404 Permit.
4. Endangered Species (ESA).
5. National Environmental Policy Act (NEPA).
6. Americans with Disabilities Act (ADA).
7. Oregon Department of State Lands (DSL).



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### GRANT APPLICATION REVIEW PROCESS

- Step 1: ODFW reviews applications for completeness and assesses whether projects will require cultural resource surveys.
- Step 2: The Shooting Range Grant Advisory Committee reviews all applications and makes recommendations.
- Step 3: ODFW selects approved projects and forwards applications to USFWS for review.
- Step 4: USFWS reviews project applications for compliance with federal regulations. USFWS can either approve projects to move forward as is, or require additional environmental and/or cultural resource work to be done prior to project approval.
- Step 5: Once USFWS approves the project, ODFW prepares a cost-share grant agreement between ODFW and the applicant of an approved project.
- Step 6: Project can begin once grant agreement is signed by both ODFW and the applicant.

Please note that this grant process may take several months, particularly when environmental or cultural resource work is required. Grant applicants should consider these impacts when planning their projects.

### APPLICATION REQUIREMENTS

1. Application fully completed and submitted with supporting materials, photos, drawings, plans, and quotes. **Incomplete applications will not be considered.**
2. **Deadline for applications is 5:00 pm on May 15, 2019. Applications received after the deadline will not be accepted.**
3. Hand written grant applications will **not** be accepted, please use the fillable forms.
4. Tax ID number is required.
5. Racial and Ethnic impact statement is required for all applications.
6. Please email your application to [huntered@state.or.us](mailto:huntered@state.or.us), or fax to 503-947-6009, or mail to Hunter Education, Attention Brandon Harper, 4034 Fairview Industrial Drive SE, Salem OR 97302.

### QUESTIONS

1. For questions concerning ODFW Shooting Range Grants or this application contact Brandon Harper, Statewide Hunter Education Coordinator, at [brandon.d.harper@state.or.us](mailto:brandon.d.harper@state.or.us) or (503) 947-6079.
2. For questions concerning shooting range project development and shooting range requirements contact George Pitts, Director, Oregon Association of Shooting Ranges, at [chairman@oasr.org](mailto:chairman@oasr.org) or (503) 638-5084.



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<b>ODFW USE ONLY</b>	Title:	Project #:
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<b>APPLICANT- Fill In</b>	<b>CONTACT INFORMATION</b>
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<i>*To qualify for reimbursement or tax credit, Applicant TID or SSN must be supplied.</i>		*Federal Tax ID or SSN:
<b>APPLICANT ORGANIZATION</b>	Applicant:	Work phone:
	Mailing Address:	Fax:
	City/State/Zip:	Email:
<b>PROJECT CONTACT</b>	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:



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APPLICANT- Fill In

PROJECT INFORMATION - ENVIRONMENTAL

Is the proposed project within the existing footprint of the range:  Yes  No

Will the proposed project impact a waterway?  Yes  No

If yes, provide **detailed** description of which waterway will be impacted and the nature of the impact:

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:

APPLICANT- Fill In

PROJECT INFORMATION - ARCHAEOLOGY

Will this work require ground disturbance of any kind?  Yes  No (if no, skip to the Built Environment Section)

Describe the nature and extent of ground disturbance. Include depth and width (i.e. size of hole, length of ditch, area of building pad, etc.). How much of the project area will be involved in ground disturbance?

What equipment and methods will be used for the project?

Describe previous ground disturbance or fill in the project area, if any. What is the depth of the previous filling or fill?

Do you know of any archaeological sites in the area? Has a previous archaeological survey been completed? If so, when? Include site trinomials or SHPO report numbers, if known.



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BUILT ENVIRONMENT

Will work occur on or near buildings, levees, canals, ditches, or other human made structures that are 45 years or older in age?

Yes  No (if no, skip to the Maps and Photos section)

If yes, what are the original construction date(s)?  Check box if date is estimated.

Has a previous Built Environment Survey (Determination of Eligibility) been completed on the structure(s)? If so, when? Was it determined to be eligible or ineligible?

Describe the type of structure(s) or building(s), and their history if known. Also describe any nearby structures.

Describe any previous alterations to the structure(s). Include dates of the alterations if known (additions, replacement of original roofs or windows on buildings, flood gate replacements on levees, etc.)

For work on an existing structure: What are you proposing to renovate and why? What building materials will you be using, and what will they be replacing (for example – vinyl windows replacing original wood windows)?



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**APPLICANT-Fill In** PROJECT BUDGET Alternative format may be used with ODFW approval.

Description	Quantity	\$ Unit Cost	\$ Total Cost
<b>PERSONNEL</b> (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			

<b>PROJECT SUPPLIES &amp; MATERIALS</b>			
Sub-Total 2			

<b>CONTRACTED SERVICES</b> (Describe and attach subcontractor estimates including design/engineering)			
Sub-Total 3			

<b>EQUIPMENT</b> (Landowner provided equipment and/or rented equipment. Quantity = hours used. Value not to exceed standard market rate)			
Sub-Total 4			

<b>TOTAL PROJECT BUDGET</b> (add sub-totals 1-4)	
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**COST SHARE FUND DISTRIBUTION**

<b>Shooting Range Grant Funds Requested</b> (cannot exceed 70% of total project cost)	
<b>Applicant Cost Share Funds</b> (Include in-kind value. Non-federal contributions must total at least 30% of total project cost.)	
<b>Applicant Cost Share Funds – funding contributors</b> (must equal line above; include all grants received (re: NRA, etc.)	
Applicant Contribution (cash, in-kind, donations)	
Other:	
Other:	



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PROJECT DESCRIPTION

Describe project purpose, history, design and techniques to be used and major project features (must provide a detailed description of the project). You must attach **SITE MAP(S), COLOR PHOTOS, DRAWINGS AND/OR PLANS** as appropriate.

ALL PROJECTS must include a USGS map with the boundary of the project area (or areas) outlined. Label project details as needed. Free topo maps can be downloaded at <http://www.natgeomaps.com/trail-maps/pdf-quads>.

IF WORKING ON A HISTORIC STRUCTURE 45 YEARS OLD OR OLDER also include 3-4 COLOR photos of the structure (showing all sides) and 2-3 COLOR photos of the surrounding area if other structures are nearby.



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<b>APPLICANT- Fill In</b>	<b>PROJECT DESCRIPTION</b>		
	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:		
<b>LOCATION OF RANGE SITE</b>	Range opportunities - Check all that apply		
	<input type="checkbox"/> Small bore <input type="checkbox"/> High power <input type="checkbox"/> Pistol <input type="checkbox"/> Trap <input type="checkbox"/> Skeet <input type="checkbox"/> Archery <input type="checkbox"/> Other:		
	<b>USAGE DURING MOST RECENT CALENDAR YEAR</b>		
	<b>Range Facility Users</b>	<b>Number of Individuals</b>	<b>Percent of Total Use</b>
	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:			



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PROJECT DESCRIPTION

**RANGE OPERATION – DAYS AND TIMES**

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 and events receive priority for range use?

**REQUIRED INFORMATION**

**DAYS AND TIMES THE ENTIRE RANGE IS OPEN FOR PUBLIC USE:**

Public access is defined as regularly scheduled, continuing public shooting hours for simple recreational shooting or target practice.

Days and hours open to the public:

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

**Minimum Required public access hours break-down:**

**Ranges would be required to open public hours for the length of the contract, which is five (5) years.**

Money granted	Public hours required
\$5,000 to \$15,000	4 hours per month
\$15,500 to \$30,000	8 hours per month
\$30,500 to \$45,000	12 hours per month
\$45,500 to \$60,000	16 hours per month
Hours can be by appointment only!	

List the days and hours open to the public (please provide schedule, this will have to be posted on web page and on sign for the range):

List the fee to be charge for public access:

Will the range have the required hours per month by appointment only? Yes  No

Grants will score higher if providing more public access hours than above scale, please indicate additional public hours if club can provide more public hours:



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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.

**Grant recipients** will be required to provide public hours to facility based on amount of money being granted.

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.

**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):	<i>My signature indicates acceptance of the Grant Conditions listed above. Electronic signature is acceptable.</i>
Address:	Work phone:
City/State/Zip:	Home phone: