



OREGON DEPARTMENT OF FISH AND WILDLIFE
HUNTER EDUCATION PROGRAM

**Shooting Range Grant
Program**

WILDLIFE AND SPORT FISH RESTORATION FUNDS



GENERAL INFORMATION

Funding for the Oregon Shooting Range Grant Program is generated by Federal manufacturer excise taxes collected on the sales of firearms, ammunition and archery equipment. It is managed as a Federal grant program to the States under the Wildlife Restoration program (Section 4 – Hunter Education and Section 10 – Enhanced Hunter Education) by the U.S. Fish and Wildlife Service (USFWS) as a “User” pays Public Benefits” program.

Funds are available through the Oregon Department of Fish and Wildlife (ODFW) for the construction, development and improvement of non-profit shooting ranges and associated facilities. The intent of this grant program is to encourage significant improvements, prioritize safety and environmental concerns, increase public shooting hours and accessibility and implement “good neighbor” improvements. The grant funding program is managed by the ODFW’s Hunter Education Program.

REQUIREMENTS BY USFWS AND ODFW

Grant recipients of public funds are required to provide public access during agreed upon times and to the portion of the range that is benefiting from the grant (at a minimum). 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 hours requirement must cover the portion of the range that is benefiting from 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. Any such fee schedule must be approved in writing and in advance by the State and by the respective regional Wildlife and Sport Fish Restoration USFWS Program Staff.

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



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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.
2. Units of State or local governments that own and manage shooting ranges.
3. Other governmental agencies that own and manage shooting ranges.
4. Non-profit youth organizations and educational institutions sponsoring opportunities for youth participation in the shooting sports.

ELIGIBLE PROJECTS

1. Improve public recreational firearm and archery shooting opportunities by providing small grants to range-owning organizations for range enhancement.
2. Accomplish improvements at existing firearm and archery range facilities.
3. Develop 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.
6. Examples of projects: backstops, berms, target holders, benches, baffles, protective fencing, signs, lighting, field courses, platforms, roads, parking areas, sanitary facilities, storage rooms, shelter builds, classrooms and other range improvement projects.

INELIGIBLE PROJECTS

1. Ineligible projects include clubhouses, employee residences, similar or other facilities not essential to the operation of the shooting range.
2. Maintenance expenses, portable items that are easily stolen or lost, and items that do not have an expected life of at least 5 years.

ELIGIBLE 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 one or more project operators or sponsors to assume all operation and maintenance costs for the life of the project.
4. 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.
5. Project application states that federal funding is not being received from any other source for the same specific project purpose.
6. 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

This is a competitive process designed to increase public access to safe shooting facilities. The following criteria will be used to rank applications:

1. Will the project improve accessibility or usefulness for Hunter Education/Outdoor Skills students?
2. Will the project increase accessibility for mobility-impaired people?
3. How will the project increase accessibility for the general public?
4. Projects that provide significantly more public access will be ranked higher.
5. Will the funds help grant recipient continue to provide access and services to the public?
6. Proposed project techniques and methodology have a high degree of likelihood of achieving proposed results.
7. Project demonstrates cost effectiveness in achieving project purposes compared to similar projects and alternative means of achieving the same proposed result.
8. Project application demonstrates thorough coordination with appropriate federal, state, local, and private entities including local landowners.
9. Project can be completed within the same grant cycle for which the application is made. The grant cycle runs from July 1 to September 30 of the second year of the grant.

The grant funding program is managed by the Information and Education Division's Education Services Section. Grants will be reviewed with the assistance of an advisory group including representatives of shooting ranges, hunting groups, industry, retailers, organizations and others interested in the hunting and shooting sports.

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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REVIEW PROCESS

ODFW and Wildlife and Sport Fish Restoration Process

1. The Shooting range grants will be evaluated by June 30th
2. ODFW selected projects and supplemental environmental paperwork is forwarded to USFWS for review. USFWS approves funding once project meets all environmental compliance requirements and notifies ODFW. This occurs approximately in July-August.
3. ODFW enters into a grant agreement between ODFW and the applicant of an approved project. This occurs in July to September. Advancement of funds may be requested if needed to begin construction.
4. Projects can begin once all regulatory clearances and contracts have been completed.
5. Once construction is complete, applicant submits final report along with invoice documentation to begin the reimbursement process.
6. ODFW approves final paperwork, inspects final project. ODFW processes final payment.

Note: Timelines are only estimates!

APPLICATION REQUIREMENTS

1. Application completed and submitted with supporting materials, photos, drawings, plans, and quotes.
2. **Deadline for applications is by 5:00 pm on April 30. Applications received after 5:00 pm on April 30 will not be considered.**
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 Jered.W.Goodwin@odfw.oregon.gov, or fax to 503-947-6009, or mail to Hunter Education, Attention: Jered Goodwin 4034 Fairview Industrial Drive SE, Salem OR 97302.

QUESTIONS

For questions concerning ODFW Shooting Range Grants or this application contact Jered Goodwin, Hunter Education Coordinator, at Jered.W.Goodwin@odfw.oregon.gov (503) 947-6028.



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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)? <input type="checkbox"/> Yes <input type="checkbox"/> 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

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 provide 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:

ARCHAEOLOGY

Will work include ground disturbance of any kind?

If No- Skip to the Built Environment Section.

☐ Yes ☐ No

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/methods will be used for the project?

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

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

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 their 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 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
PERSONNEL (List by type of labor. Skilled labor to be valued at \$41/hour; Unskilled labor to be valued at \$31/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:	



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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), COLOR PHOTOS, DRAWINGS AND/OR PLANS.

ALL PROJECTS: 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: Also include 3-4 photos of the structure (showing all sides), and 2-3 photos of the surrounding area if other structures are nearby



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FACILITY INFORMATION

**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:



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FACILITY INFORMATION

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: [CLICK HERE TO ENTER TEXT.](#)

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: [Click here to enter text.](#)

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): [Click here to enter text.](#)

List the fee to be charge for public access: [Click here to enter text.](#)

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: [Click here to enter text.](#)



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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: Click here to enter text.
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:



Oregon Department of Fish and Wildlife Shooting Range Grant Program

RACIAL AND ETHNIC IMPACT STATEMENT

This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons¹ in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. ☒ The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

_____ Women
_____ Persons with Disabilities
_____ African-Americans
_____ Hispanics
_____ Asians or Pacific Islanders
_____ American Indians
_____ Alaskan Natives

2. ☐ The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

_____ Women
_____ Persons with Disabilities
_____ African-Americans
_____ Hispanics
_____ Asians or Pacific Islanders
_____ American Indians
_____ Alaskan Natives

3. ☐ The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, on a separate sheet of paper, provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

I HEREBY CERTIFY on this _____ day of _____, 20____, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Signature: _____

Printed Name: _____

Title: _____

¹ "Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific Islanders, American Indians and Alaskan Natives.