Program Guidance
Public & Private Shooting Range Grant Program

Keys to a Successful Project

Plan, Plan, Plan! ***Communication, Communication, Communication!***

1- Start ***planning*** your project early and communicate with the WDNR Hunting and Shooting Sports Coordinator often about your project goals.

2- Before applying for a grant, spend some time discussing needs, goals, and expectations of the Public and Private Shooting Range grant programs. A little pre-planning will pay dividends down the road. The WDNR encourages novel, outside-the-box pilots and projects with good strategies and success measures. At the same time, projects don't have to reinvent the wheel; if there's something that has been documented to be working, build on it and evaluate your success. Private and public shooting range grant applications are accepted every two years starting with year 2014.

3- This grant program is administered as a reimbursement program. This means you must incur and pay all costs associated with the project *before* seeking reimbursement from WDNR. No grant advances are possible. As costs are incurred, save all invoices, receipts, and other proof of purchase and proofs of payment. Make sure to document volunteer hours worked. The DNR has volunteer time sheets available for your use. Taking these actions from the beginning of your project eliminates frantically searching for documents and trying to remember number of hours worked and who worked them, all at the last minute.

4- Finish your grant project before your grant expiration date. If you need an extension to the date on your grant agreement, contact the DNR Hunting and Shooting Sports Coordinator ***before*** the grant expiration date to request an extension. Costs incurred prior to the grant agreement start date or after the end date of the grant agreement are not eligible for reimbursement.

5- **AND MOST IMPORTANTLY,** feel free to ask questions if you don't know how to proceed or need clarification on topics such as eligible costs or grant administration procedures.

Keith Warnke, Coordinator
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Grant Program Specifications

Introduction

Wisconsin DNR has a long history of promoting safe and accessible shooting opportunities including a commitment to provide ranges on public lands and a shooting range grant program to assist in maintenance and development on private ranges in exchange for some public access. There are estimated to be over 400 shooting ranges in Wisconsin, of which between 30 and 35 are on public land (state, county, or municipality). Five of these public ranges are located in the southeastern third of the state where the majority of the population lives.

Public ranges are considered generally heavily used and several need repairs and/or maintenance work. Recently five public range renovations have been completed with at least another dozen in line to be considered in the coming years.

With an estimated 1.7 million firearm owners in Wisconsin and over 400 ranges, including only five public ranges in the southeastern third of the state, there is need for expanded public shooting opportunities.

In order to help maintain and expand recreational shooting and Wisconsin's hunting heritage and the economic impacts of those activities, the DNR is interested in increasing opportunities for shooting in a safe environment within a reasonable travel distance for participants and in a location intended for recreational shooting.

Applicant Commitments

In order to receive these funds, range operators must commit (through the grant agreement) to opening all shooting facilities at their range to the public 3 days/week or a minimum of 100 days per year for a period of 20 years following the completion of the project. Range operators may charge a reasonable fee for public access, but may not require a membership. All repairs or new construction, whether indoors or outdoors, must comply with the Americans with Disabilities Act (ADA). See DNR's ADA Guide at http://dnr.wi.gov/Aid/ShootingRange.html under the "Application and Reimbursement" tab.

Eligible Project Sponsors

PUBLIC SHOOTING RANGE

- Wisconsin counties, towns, villages, and cities
- Wisconsin Tribes
- Wisconsin School Districts
- Other Wisconsin governmental units, as defined in s. 66.299, Wis. Stats.

PRIVATE SHOOTING RANGE

- Rod and Gun Clubs
- Owners and operators of Shooting ranges
- Wisconsin universities, colleges, and technical schools
- Conservation Organization or Association

Grant Program Priorities

Public shooting range projects will be evaluated based on the following criteria, listed in priority order:

1. Range renovation and maintenance projects at existing ranges within 50 miles of La Crosse, Eau Claire, Milwaukee, Kenosha, Waukesha, Madison, Janesville, Appleton, or Green Bay.
2. Construction of new ranges in areas where there are few public shooting ranges relative to population density.
3. Renovation projects at other existing ranges not covered under criteria #1.
4. Construction of new ranges where reasonable range access is not available or convenient for public shooting.
5. Demonstration of shooting need, amount of public support, cost, hunter education need, and siting constraints
6. More consideration will be given to projects that will improve an existing range than to develop new ranges in the same locality.

Source of Program Funds

Funding for range projects is available from several sources including public funding from the Federal Pittman-Robertson (PR) Wildlife Restoration grant (50 *CFR* 80.50).

Total Available Funding and Grant Award Cap

Total available funding varies from year by year. Currently, there is no grant award cap for shooting range grants.

Table 1a. 2014 Proposed Public and Private Shooting Range Grant Program Deadlines

Activity	Deadlines
DNR makes Application Materials Available on-line	Aug 15, 2014
Postmark Deadline for Project Sponsor to Submit Application to DNR *	Nov 17, 2014
DNR Provide Application Status to Project Sponsor	Jan 15, 2015
DNR issues Grant Agreement	April 1, 2015
Project Start Date	April 1, 2015

*Note: If any deadlines fall on a Saturday or Sunday, the deadline is moved to the next working day.

Table 1b. 2016 Proposed Public and Private Shooting Range Grant Program Deadlines

Activity	Deadlines
DNR makes Application Materials Available on-line	Aug 15, 2016
Postmark Deadline for Project Sponsor to Submit Application to DNR	Nov 15, 2016
DNR Provide Application Status to Project Sponsor*	Jan 16, 2017
DNR issues Grant Agreement*	April 3, 2017
Project Start Date*	April 3, 2017

*Note: If any deadlines fall on a Saturday or Sunday, the deadline is moved to the next working day.

Eligible Project Costs

Items for outdoor range construction including:

- Archery ranges
- Backstops and berms
- Target holders
- Shooting benches
- Baffles
- Protective fencing
- Signs
- Trenches
- Gun racks
- Platforms
- Restroom facilities
- Other items that the department deems essential for the project

Indoor ranges are also eligible, when the department determines they are necessary.

Ineligible Project Costs

- Operation and maintenance of the range are ineligible project costs for this grant.
- Construction of clubhouse and facilities that are not essential to the operation of the shooting range.

Project Sponsor Responsibilities

A. Financial Responsibilities. The financial responsibility contained in the DNR's grant agreement cannot be passed to another entity by a resolution or any other means. All reimbursement requests must **be submitted by the sponsor named on the grant agreement.**

> **Caution #1:** If a consultant completes the application for you, be sure to check the completeness and accuracy of the information. Remember that, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements.
>
> **Caution #2:** Expenses incurred by a volunteer(s) completing tasks during the project period can be considered an eligible grant expense. Compensating a volunteer beyond incurred project

expenses may mean that the volunteer(s) should be considered an employee or independent contractor. For further information, please contact your attorney.

B. Official Authorizing Resolution. Every grant application must include a resolution adopted by the applicant's governing body. This resolution must do the following:

- Request financial assistance from the WDNR
- Authorize one representative, preferably by "title" rather than by name, to act on behalf of the applicant to:
    - submit an application
    - sign a grant agreement
    - take necessary action to complete the proposed project
    - request reimbursement from WDNR
    - submit a final report and before and after photos of the project site
- Affirm that the applicant has funding from other sources for the local share
- Identify another cooperating eligible sponsor (only when School Districts are involved)

C. Cost Containment. Local government applicants must follow procurement requirements in Wisconsin Statutes. See link to *DNR Procurement Guide* on Shooting Range grant web page. Other applicants should obtain 3 price quotes for contracted work.

D. Local Share. "Local share" means that portion of the total project cost (25-50% in most cases) that is not coming from a WDNR grant. Your local share may consist of cash, funds from a party other than the WDNR, donated labor, services, materials, or the value of some equipment used. Funds from other Federal sources may not be used as local share.

Documenting donated labor, services, materials, and equipment as part of local share: A volunteer's time and donated services, materials, or equipment may be used as all or part of the required local share of your project. This allows project sponsors to get "credit" toward a grant for using volunteers to collect data, using donated equipment, or receiving donated professional services like consulting. Donations are subject to the following provisions:

- All sources of the local share donation must be indicated in the grant application.
- The maximum hourly value of donated labor is $12.00 per hour and vehicle mileage is $0.565 per mile.
- The value of donated equipment will be based on the Wisconsin Department of Transportation (DOT) county highway rates for similar equipment. (County highway rates for equipment can be obtained from your county highway and transportation office.)
- The value of donated materials and professional services shall be determined by market rates and be established by invoice provided by the donor.

Project Scopes

Successful project scopes will:

- Describe in detail how the project sponsor plans to renovate an existing public shooting range or develop a new public shooting range.
- Involve as many groups as possible in implementing the project.

Application Review

Proposals will be scored based on applicability to program priorities and detail included in the application. See Table 2 for Project Scoring Criteria. Projects will be ranked, in descending order, based on application score. Projects will be funded in rank order until available funds are depleted. Final grant award decisions will be made by the Office of the Wisconsin DNR Secretary and are final.

Table 2. Project Scoring Criteria

Topic	Possible Score
Will all shooting facilities at the range be open to the public at least 100 days per year for 20 years following the completion of this project? (Answer must be "Yes" to be eligible)	Yes No
Project Renovation or Development will comply with ADA law? (Answer must be "Yes" to be eligible)	Yes No
Application Completeness and Details • Are all sections completed with enough detail for the reviewer to understand the project in detail? (10 - 20 pts) • Did the reviewer have questions of the applicant that would have been answered with more detail? (10 or fewer pts)	20 points maximum
Shooting Range Project • Is this a renovation to an existing shooting range facility? (10 pts) • Is this a development project of a new shooting range? (5 pts)	10 points maximum
Range Details	
A. 1. Is this shooting range within 15 miles of a city with a population greater than 50,000? (30 pts) **or** 2. Is this shooting range within 15 and 30 miles of a city with a population greater than 50,000? (20 pts) **or** 3. Is this shooting range within 30 miles of a city with a population between 10,000 and 49,999? (10 pts)	30 points maximum
B. Does the existing facility or proposed renovation include a 50-yard range?	5 points maximum
C. Does the existing facility or proposed renovation include a 100-yard range?	5 points maximum
D. Does the existing facility or proposed renovation include a 200-yard range?	5 points maximum
E. Does the existing facility or proposed renovation include a pistol range?	5 points maximum
F. Does the existing facility or proposed renovation include a shotgun skeet and/or trap range?	5 points maximum
G. Does the existing facility or proposed renovation include an archery range?	5 points maximum
H. Does the existing facility currently host Hunter Education classes?	5 points maximum
I. Did the application include "before" photos of project site?	10 points maximum
Budget Collaboration Portion of project costs requested through grant application	<25% = 20 points 26%-50% = 10 points 51%-75% = 5 points >76% = 0 points
TOTAL MAXIMUM SCORE =	**125 points**

Grant Award and Grant Agreement

Grant funding may be awarded for projects with multiple year duration.

Upon selection of your project, you will receive a notice of grant award and a grant agreement from the WDNR detailing the approved project scope, time period for the project, and budget. Read your grant agreement carefully and share it with your consultant (if you are working with one). Your grant

agreement contains conditions that govern your project. Make sure your consultant agrees with the project scope and conditions described in the grant agreement before you sign it.

Successful applicants must sign both copies of the grant agreement and return one to the Hunter Education and Shooting Sports grant manager within 30 days of receipt from the WDNR.

Bobbi Winebar, Grant Manager
Hunter Education and Shooting Sports
2984 Shawano Ave
Green Bay, WI 54313
Phone: (920) 662-5175
E-mail: Roberta.Winebar@wisconsin.gov

Important!! Costs incurred prior to the start date of the grant agreement or after the end date of the grant agreement are not eligible for reimbursement.

Reimbursement Process

This grant program is administered as a reimbursement program. This means you must incur and pay all costs associated with the project *before* seeking reimbursement from WDNR. No grant advances are possible.

It is possible for grantees to request partial (quarterly) reimbursements of the WDNR during the life of the project. The quarterly reimbursements would cover the following timeframes: Jan 1-March 31; April 1-June 30; July 1-Sept 30; and Oct 1-Dec 31.

Reimbursements must be submitted on forms provided by the WDNR. Reimbursement requests must include both proofs of purchase and proofs of payment. Send your reimbursement request(s) to the Public Shooting Range grant manager:

Bobbi Winebar, Grant Manager
Hunter Education and Shooting Sports
2984 Shawano Ave
Green Bay, WI 54313
Phone: (920) 662-5175
E-mail: Roberta.Winebar@wisconsin.gov

The total of all partial reimbursements shall not exceed 90% of the total grant award. The last 10% of the project budget will be maintained by the WDNR for the final reimbursement payment.

The final reimbursement request must include a final report from the grantee.

Final Report Requirements

A final report and "after" photos of the project site must be submitted within 60 days of the end date of the grant agreement or completion of the project, whichever occurs first. A project completion inspection will be scheduled and conducted by WDNR personnel within 60 days of notification that the project has been completed.

Application Instructions

On the application or in attached supporting documents, you must completely and in detail address all the following sections and requirements (application can be found at http://dnr.wi.gov/Aid/ShootingRange.html. if not attached).

Section I: Applicant Information

Applicant: The applicant may be a county, town, city, village, town, rod & gun club, local governmental unit, tribal unit of government, qualified non-governmental conservation association, or qualified conservation organization. Fill in the name of the applicant and then check the box that describes the applicant. By submitting this application you are agreeing to a background check of all people involved in your project.

Authorized Representative Named by Resolution: The authorized representative must be the person named and authorized by a resolution of the applicant's governing body to act on behalf of the applicant to sign the application and all grant-related documents, receive grant payments on behalf of the applicant, and take necessary action to complete the proposed project. A consultant hired by the applicant may not be named as authorized representative for the project.

Project Contact Name: The contact person is the person the applicant designates to perform day-to-day management and coordination of the project. The contact person may or may not be the same person as the authorized representative. The applicant may choose to designate a consultant as the contact person.

Section II: Project Location

Location: Provide mailing address of the shooting range, Township, Range, Section, ¼, ¼ Sections, County and GPS coordinates of the main parking lot of the shooting range.

Section III: Project Information

Project Title: Provide a descriptive title for your project.

Describe the existing facilities including ranges and buildings (attach photos). Explain why this project is necessary. Demonstrate the demand for this project. Describe any controversies/ complications with the proposed project. Indicate whether the project site has been surveyed for endangered or rare species and if a fee will be charged. Also provide information on hunter safety courses.

Section IV: Purpose and Objectives

Based on the need for this project, outline your objectives in specific detail. Describe in detail how your project will meet those objectives.
This is the heart of your grant application, and should provide the grant reviewers with a narrative that gives a full picture of your project. Write your project description to meet the needs of the size and complexity of your project. For a relatively simple small-scale project, a few paragraphs may suffice; for a large-scale project, you will need to provide more information.

Section V: Construction

Fill in your anticipated project start date, completion date and when you expect to have the range open for public use. Describe the construction plan and indicate if the work will take place on the existing footprint of the range. Attach site plan(s).

Section VI: Public Range Details

Check appropriate corresponding boxes and fill in blanks to provide details of your existing facility, if applicable. Indicate if this facility is a Public or Private shooting range.

Section VII: Budget Narrative, Cost Estimate and Grant Request

Determine your total funding from the following sources: Applicant (you), State (use total from #10 below), Local and In-Kind. Provide a detailed budget of eligible items to show how the money will be spent.

The cost estimate is divided into two columns for each cost category: Cash Costs and Donated Value.

Column A	Cash Costs, are those costs the applicant expects to incur specifically for the project and will pay in cash, either out-of-pocket or with grant funds
Column B	Donated Value, includes the value of donated labor, services and goods that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means.

Enter your projected costs for each applicable cost category 1 through 7 listed in Section VII, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value. Most projects won't have costs in all categories. Refer to the instructions below for descriptive notes for certain cost categories that may not be self-explanatory or which have special requirements.

1. Salaries, wages and employee benefits: Column A, Cash Costs, includes salaries, wages and employee benefits paid by the applicant to its own employees for work directly allocable to the grant project and documented by time sheets and payroll records. Column B, Donated Value, includes the value of labor donated to the project. The value of such labor is limited to a maximum value of $12.00 per hour.
2. Consulting services: Column A, Cash Costs, include the full cost of the consulting contract(s) for the project. Column B, Donated Value, includes the value of donated professional consulting services at the rate the professional person actually receives for similar work performed for pay.
3. Purchased services (printing and mailing):
4. Other purchased services (specify):
5. Supplies (specify): NOTE: Supplies are consumable items.
6. Hourly equipment use charges (specify):
7. Other Costs: List costs that are needed to implement the project but are not captured in the items above, and enter the sum of these costs.
8. Subtotals: Add up the numbers in Column A, Cash Costs, and enter the sum in Column A on Line 8. Add the numbers in Column B, Donated Value, and enter the sum in Column B on Line 8.
9. Total project cost estimate: Add together the numbers from Columns A and B on Line 8. Enter this sum in the box on Line 9. This is your total

project cost estimate, including costs the applicant will pay with cash and the value of donated labor, services and goods.

10. State share requested: The state share requested is 75% (maximum) for publicly-owned ranges or 50% for privately-owned ranges of the total project cost estimate from Line 9 not exceeding the total cash costs from Column A, Line 8. You may use the worksheet below to calculate the state share requested.

a) Total project cost estimate from Line 9 =	
b) Figure on line a) times 0.75 (public) or 0.50 (private)	
c) Cash costs from Column A, Line 8 =	
d) The lesser of b) or c), above =	
This is the maximum state share you may request. Enter the amount from d), above, in the box for Line 10.	

Indicate if you will accept partial funding and if you expect any profits from the completed project. Provide information on any other grants you are receiving for this project and any other information you feel is pertinent to your project that you want to include in this application.

Section VIII: Certification **Be sure that the representative authorized by resolution of the applicant's governing body signs and dates the application!**

Submit completed application and attachment to:

Keith Warnke, Coordinator
WDNR Hunting and Shooting Sports
Bureau of Law Enforcement
101 So. Webster Street
Madison, WI 53703
Phone: (608) 576-5243
E-mail: keith.warnke@wisconsin.gov