

# Shooting Range Grant Program Guidance

A financial assistance program administered by the  
Wisconsin Department of Natural Resources (DNR)



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## I. Planning & Communication are the Keys to a Successful Project!

- Start **planning** your project early and communicate with the DNR Hunting and Shooting Sports Coordinator often about your project goals.
- **Before applying for a grant**, spend some time discussing needs, goals, and expectations of the Shooting Range grant programs with the DNR Hunting and Shooting Sports Coordinator. A little pre-planning will pay dividends down the road. The DNR encourages projects with good strategies and success measures.
- **Your project can only proceed after** you are issued a grant agreement from the DNR. Getting your project approved and receiving a grant application approved can take **up to one year** after your application is submitted. Make sure you include this approval period into your timeline.
- 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 the DNR. No grant advances are possible. As costs are incurred, save all invoices, receipts, and other proofs of purchase and proofs of payment. Be sure to document volunteer hours worked as the value of these hours can be used as your subrecipient match. The DNR has [volunteer labor worksheets](https://dnr.wi.gov/files/PDF/forms/8700/8700-349B.pdf) available for your use (<https://dnr.wi.gov/files/PDF/forms/8700/8700-349B.pdf>). These worksheets require the volunteer's signature, so having these on hand at the beginning of your project eliminates frantically searching for the documents and obtaining signatures, all at the last minute.
- Employ best management practices (BMPs). Planning and design of improvement projects should conform to generally accepted practices and the BMPs as described in several publications and recognized by national shooting sports organizations. The Environmental Protection Agency's (EPA) BMPs for lead management at ranges should be followed as well. An excellent resource is the NRA Range Source Book, which can be purchased from the NRA. Links to these and several other helpful websites are on listed on our webpage (<https://dnr.wi.gov/Aid/ShootingRange.html>) under the Resources tab.
- **Finish your grant project** before your grant expiration date. Costs incurred prior to the grant agreement start date or after the end date of the grant agreement are **not** eligible for reimbursement.
- **MOST IMPORTANT**, feel free to ask questions, we are here to help! If you don't know how to proceed or need clarification on topics such as eligible costs or grant administration procedures, call the Grant Program Manager.

## II. Introduction

Promoting hunting, shooting sports and hunter safety is a long-standing objective with the DNR. To meet this objective the DNR has developed the Shooting Range Grant Program to assist with the development of new ranges and improvements to existing ranges who make their facilities available to the public. The DNR's Vision for shooting ranges in Wisconsin is: "In order to maintain and expand recreational shooting opportunities and Wisconsin's hunting heritage and the economic impact those activities have, we will increase opportunities for shooting in a safe environment within a reasonable travel distance for participants in a location intended for recreational shooting."

The number one action goal for the DNR to achieve this vision is to improve and increase public access to high quality, safe shooting opportunities at well-designed ranges. The Private and Public Shooting Range Grant Program is one tool to help us reach this goal.

The DNR's ability to provide grants to partners for development of new ranges and improvements to existing ranges is based on funding through the Federal Wildlife Restoration Program. Funding is generated by Federal manufacturer excise taxes collected on the sale of firearms, ammunition, and archery equipment. It is managed as a Federal grant program to the State of Wisconsin under the Federal Pittman-Robertson (PR) Wildlife Restoration grant (50 *CFR* 80.50). Total funding available for grant awards varies from year to year. The DNR subawards a portion of the funds received to private and public partners via the grant program. The grant awards are limited to \$75,000 for projects on existing ranges. This maximum does not apply to projects seeking funds to develop a new range.

### III. Grant Program Deadlines

**Private and Public** shooting range grant applications are accepted once per year. Please check the website for the next application deadline (<https://dnr.wi.gov/Aid/ShootingRange.html>.) Work on your project should not begin until you have received a signed grant agreement from the DNR. Any costs incurred before the start date of the grant agreement are **not** eligible for reimbursement.

### IV. Eligibility

#### A. Eligible Project Determination:

1. **Public Shooting Range project:** The land must be owned by a governmental body. The property can be leased to a 3<sup>rd</sup> party for operation as long as a membership is not required to shoot at the range. These projects are eligible for up to 75% cost share for eligible project costs. Grant awards are limited to \$75,000 for construction projects on existing ranges. This maximum does not apply to projects seeking funds to develop a new range.
2. **Private Shooting Range project:** The land is owned by a private entity or group which may or may not have a membership requirement or the land may be owned by a governmental body and leased to a 3<sup>rd</sup> party which requires a membership to shoot at the range. These projects are eligible for up to 50% cost share for eligible project costs. Grant awards are limited to \$75,000 for construction projects on existing ranges. This maximum does not apply to projects seeking funds to develop a new range.

**Public and Private shooting ranges must be open to the public a minimum of 3 days per week or 100 days per year to be grant eligible and must agree to maintain this level of public access for the next 20 years.**

**Projects at ranges limited solely and exclusively to private membership use are not eligible for Shooting Range grants.**

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## B. Eligible Applicants

- Wisconsin tribes
- Wisconsin school districts
- Wisconsin counties, towns, villages and cities
- Other Wisconsin governmental units, as defined in s. 66.299, Wis. Stats.
- Rod and gun clubs
- Businesses or corporations
- Wisconsin universities, colleges, and technical schools
- Conservation organizations or associations

## C. Grant Program Priorities

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

- Range development within one of these metropolitan areas: La Crosse, Eau Claire, Milwaukee, Kenosha, Waukesha, Madison, Janesville, Appleton, Racine, Oshkosh, West Allis or Green Bay, where no other ranges are available which have similar amenities within 20 miles of the project area.
- Range development of a new shooting range where there are no other ranges with similar amenities within 20 miles of the project area.
- Renovation of an existing range.
- Range development of a new range that doesn't meet any of the criteria above.

## D. Eligible Program Costs

Items for outdoor range construction including:

- Archery ranges
- Backstops and berms
- Parking areas
- Target holders
- Shooting benches
- Baffles
- Protective fencing
- Signs
- Access road
- Trenches
- Gun racks
- Platforms
- Restroom facilities
- Lead reclamation
- Shade covers
- Classroom facilities

Indoor ranges and other items may be eligible, if the DNR determines they are necessary.

Guidance for range designs is available through several organizations, including the National Rifle Association, National Shooting Sports Foundation, National Association of Shooting Ranges, Archery Trade Association, and others. Links to several resources are available on our [webpage](#) under the Resources tab.

## E. Ineligible Costs

- Operation and maintenance of the range (mowing activities, painting, cleaning, etc.)
- Construction of clubhouse and facilities that are not essential to the operation of the shooting range
- Promotional or adverting activities

- Expendable items (e.g. targets)

## V. Subrecipient/Grantee Responsibilities

### A. Open to the Public

In order to receive these funds, range operators must commit (by signing a DNR grant agreement, which must be recorded in the Register of Deeds of Office in the county in which the range is located) 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. For this public access requirement, range operators may charge a reasonable fee for public access but may not require a membership.

### B. Operation and Maintenance

Range operators will be responsible for operation and maintenance for the lifetime of the project. Project lifetime is normally considered 20 years but can vary depending on project specific details.

### C. 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 subrecipient named on the grant agreement.**

**Caution:** *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.*

#### 1. Cost Containment

Local government applicants must follow procurement requirements in Wisconsin Statutes. See [DNR Procurement Guide](https://dnr.wi.gov/Aid/ShootingRange.html) on the Shooting Range grant web page (<https://dnr.wi.gov/Aid/ShootingRange.html>), under the Resources tab. Other applicants should obtain 3 price quotes for contracted work.

#### 2. Match

Match, also referred to as "subrecipient match" means that portion of the total eligible project cost that is not part of the grant award. Public Shooting Range grants require a minimum of 25% match and Private Shooting Range grants require a minimum of 50% match. Your subrecipient match may consist of cash (e.g. private funding or state or local funding), or the value of donated labor, services, materials, or equipment used. Funds from other Federal sources may not be used as subrecipient match.

**Documenting donated labor, services, materials, and equipment as part of subrecipient match:** Volunteer time and donated professional services (i.e., engineering and/or consulting), materials, and/or equipment usage may only be applied towards the required subrecipient match. Donations cannot be reimbursed but they do provide a

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means for the subrecipients to reduce the amount of cash needed to complete their project. Donations are subject to the following provisions:

- All sources of the subrecipient match must be indicated in the grant application.
- Vehicle mileage is valued at the current US Internal Revenue Service (IRS) Standard Mileage Rate (<https://www.irs.gov> search “mileage”). The Mileage Reimbursement form can be found under the Reimbursement tab at <https://dnr.wi.gov/Aid/ShootingRange.html>.
- The value of donated labor is set by hourly wage for similar jobs in the area. Make sure to document volunteer hours worked. The state has volunteer timesheets available for your use, which can be found under the Reimbursement tab at <https://dnr.wi.gov/Aid/ShootingRange.html>. The timesheet **must** include the volunteers name, date, hours worked, and activity completed. The timesheet must be signed by both the volunteer and the subrecipient who can verify the hours worked.
- The value of donated equipment will be based on the value assigned to similar equipment by the Wisconsin Department of Transportation (DOT) in its “County Highway Rates Manual”. You can find a copy of this on our website under the Reimbursement tab: <https://dnr.wi.gov/Aid/ShootingRange.html>.
- The value of donated materials and professional services shall be determined by market rates and be established by invoice provided by the donor (typically done on business letterhead or work order.) Form 8700-350 can help you track professional service donations. This form can also be found on our website under the Reimbursement tab.
- **NOTE:** Subrecipients can never be reimbursed for more than their incurred costs (cash spent). If donated values exceed cash costs, reimbursements are capped at the total cash spent or grant award amount, whichever is less.

### 3. Program Income

Program income or revenue is the gross income earned by the range and is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. If the project receiving funds from this grant program will generate revenue, then that income must be documented, reported annually and returned to the general operation and maintenance of the range facility. You must retain all documentation of income earned on USFWS funded projects. More information about program income can be found in 2 CFR 200.

## D. Official Authorizing Resolution

Every grant application must include a resolution adopted by the applicant’s governing body. See our [website](https://dnr.wi.gov/Aid/ShootingRange.html) (<https://dnr.wi.gov/Aid/ShootingRange.html>) for a sample resolution under the Applying tab. This resolution must do the following:

- Request financial assistance from the DNR
- 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 DNR
  - submit required reports and before/after photos of the project site
- Affirm that the applicant has funding for the subrecipient match

## E. ADA Accessibility

All repairs or new construction, whether indoors or outdoors, must **comply with the Americans with Disabilities Act (ADA)**. See DNR's Accessibility Guidance for Grant Funded Projects (CF-031) at <https://dnr.wi.gov/Aid/ShootingRange.html> under the Resources tab.

## F. Reports

Interim and final project reports are required for this program. The Shooting Range Grant Program Manager will contact you when an interim report is due. Final reports are required with your final payment request. (See Section VI)

# VI. Funding Process

## A. Application Submission (Form 8700-084)

Applications must be submitted to the DNR by 11:59 p.m. on the deadline date. Application submittals must contain the following:

### 1. Applicant Information:

- **Applicant:** 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.
- **DUNS number:** Add your organization's DUNS number. If you do not have DUNS number, you must apply for one. DUNS numbers are required to receive federal funds. You can get a DUNS number by calling 1-866-705-5711 or visit the Dun & Bradstreet website (<https://fedgov.dnb.com/webform/displayHomePage.do>)
- **Public or Private application:** Check the appropriate box as to whether you are applying for a Public or Private Shooting Range Grant. To qualify for the Public Shooting Range Program the land the range is located on must be owned by a governmental body and the range must be operated by the governmental body or leased to a third party that does NOT require a membership to shoot at the range. If you have questions about this section, please contact the Grant Program Manager.
- **Authorized Representative Named by Resolution:** The authorized representative must be the position named and authorized by a resolution of the applicant's governing body to act on behalf of the applicant for signing the application and all grant-related documents, requesting grant payments, and taking necessary actions 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

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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.

2. **Project Location:** Provide the mailing address of the shooting range; the Township, Range, Section,  $\frac{1}{4}$ ,  $\frac{1}{4}$  Sections; County; and GPS coordinates of the main parking lot of the shooting range. Provide the landowner, as listed on the deed of the property to the range. Attach a copy of the deed to the application.
3. **Project Information:**
  - **Project Title:** Provide a descriptive title for your project. (example: St. Croix Range Development of Sheet Field #1)
  - **Facilities:** For existing ranges, describe the existing facilities including ranges and buildings (attach photos and/or drawings). Explain what you want to change at the range.
  - **Complications:** Describe any controversies/complications with the proposed project and describe how you plan to address those issues.
4. **Need Statement:** Explain why this project is necessary, identify issues or problems that this project will address. State the consequences if your project is NOT done. This is the section where you want to provide the big picture of your project and the importance of what you need to do.

Example: The wooden fences installed decades ago at the range have deteriorated over the years and are no longer adequate to protect shooters between ranges from being hit with broken clay birds. The shooting range averages 2000 shooters annually. Providing a safe shooting experience is a primary objective of the range. Without new fences, safety of those using the range and those volunteering at the range, will decrease.
5. **Purpose Statement:** The purpose should state the desired outcome *based on the need statement* (i.e., The need drives you to do what.)

Example: The purpose of the project is to replace the existing fencing to make the range a safer place for people to participate in shooting sports and for spectators to watch shooting events.
6. **Objective(s):** Based on the need for this project, state your objective(s). You may have more than one objective to list in this section. Use the outline below as a guide.

Action verb(s) \_\_\_\_\_? \_\_\_\_\_ how many \_\_\_\_\_? \_\_\_\_\_ who or what \_\_\_\_\_? \_\_\_\_\_ by when \_\_\_\_\_? \_\_\_\_\_.

Example: Replace 2 wooden fences between trap fields # 1, 2, and 3 by November 30, 2021.
7. **Approach:** Provide a detailed description of the approach of your project to meet your objectives. This is the HOW part of your project. Outline specific actions or efforts you will be taking to achieve your objective(s). You should have a separate approach for each objective listed above. Describe in detail how each approach will be completed. If you are building something, give specifics about the design. If you are purchasing items describe what you are purchasing. Include who will do the work and when it will be done.

Example: Replace the existing wooden fences between trap fields 1 and 2 with a 65'

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long by 10' high wooded fence. This fence will be made with treated lumber. The existing netting will then be reinstalled on top of the new fence. Between fields 2 and 3 the existing fence will be replaced with a 68' long by 10' high wooded fence. This fence will also be made with treated lumber and the existing netting will be reinstalled on top of the new fence. The old fences and existing netting will be taken down and the area will be prepped for construction by volunteers. All fence construction will be contracted out. The netting will be reinstalled by volunteers.

8. **Results and Benefits Expected:** Based on the need and objective(s) of your project, what are your expected results and benefits when the project is completed? List what results will be expected from each objective and approach. List the benefits to the participants, local area and state.

Example: Replacing the old wooden fencing, the range will become a safer shooting environment for the shooters, spectators and the volunteers. Improving the safety of the range will ensure the long-term viability of the range, which in turn benefits the local community.

9. **Construction, Timeline and Benchmarks:** List all the timeframes, activities and other relevant information in this section. At a minimum you should have three different time periods listed with a description of what you anticipate will be completed on your project during that time period. **REMEMBER** when you complete this section, that your grant will take 9-12 months to get approved. In your timeline, your project should not start until 9-12 months from the application deadline.

Example:

- Spring 2021 – remove existing fencing and prep area for construction
- Summer 2021 – construction company will build new fences (this is estimated to take one month.)
- Fall 2021 – install netting on new fences and open ranges back up for public use

10. **Useful Life:** This section is used to record the useful life of purchased equipment over \$5,000.00 and to define the expected life of development projects. How long should the items the grant is paying for continue to provide public benefits? Cite the source used to determine the useful life expectancy.

Example: According to the construction company we have been working with, the wooden fence is expected to last 20 years.

11. **Range Details:** Check appropriate corresponding boxes and fill in blanks to provide details of your existing facility.

12. **Budget Narrative, Cost Estimate and Grant Request:**

- **Part A – Itemized Budget Detail:** Provide a detailed budget of **eligible** costs including wages, services and supplies needed to accomplish your project. List each item, cost and quantity – one per line. More lines may be added if needed.
  - **Item Description:** Give a short summary of what this item is and what it is for
  - **Cost Category:** Pick the correct cost category for the item you are describing.

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- Salaries are cash costs includes salaries and wages paid by the applicant to its own employees for work directly allocable to the grant project and documented by time sheets and payroll records. Donated value for salaries, includes the value of labor donated to the project and includes the value of donated professional services at the rate the professional person actually receives for similar work performed for pay. Donated labor records must conform to very strict guidelines please see section V.C.2.
  - Fringe benefits include the full cost of employee benefits.
  - Travel costs associated with your project
  - Supplies are consumable items
  - Equipment is tangible property having a useful life of more than one year and a cost of more than \$5,000.00. If several items are purchased to be put together into one tangible piece of property and together the pieces purchased totaled more than \$5,000.00, they are considered equipment.
  - Contractual Services are those cash or donated costs of contracted services for the project
  - Construction are those cash or donated cost for construction.
  - Other costs are those needed to implement the project but are not captured in the items above.
  - Indirect costs, if you claim indirect costs, please include a copy of your NICRA statement.
- Cash or Donation:
    - 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.
    - Donation includes items that your organization does not have a cash layout for. Donations can include the value of service, goods and labor that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means. You cannot get reimbursed for donated value, but it can be your source of match.
  - Quantity: enter the number of the item described that you will need
  - Cost: enter the cost of each item
  - Total Cost: will automatically calculate for you
- Part B – Cost Estimate Summary: This is a summary of all costs from Part A. Lines 1 through 12 automatically total for you from Part A. Line 11 is the total cost of your project – it will automatically add the cash cost subtotal plus the donated value subtotal.
    - Line 12: State share requested: this amount will automatically figure your allowed grant amount based on the type of project you have. Public Shooting Range grants are eligible for 75% of the total project cost estimate and Private Shooting Range grants are eligible for 50% of the total project cost estimate. The grant request

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is always capped by the amount of cash costs from your project. You CANNOT get paid for donated value on a project. Also, this amount is capped at \$75,000.00, unless you are building a new range.

- Line 13: Enter the amount of your total grant request if your request is LESS THAN the amount listed in Line 12.
- Indicate if you would accept partial funding if the full grant amount requested is not available.
- If you expect any profits from the completed project, please explain what will generate the income and how much you expect to receive.
- Provide information on any other grants you are receiving for this project.
- Provide any other information you feel is pertinent to your project that you want to include in this application.

**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:**  
[DNRShootingRangeGrants@wisconsin.gov](mailto:DNRShootingRangeGrants@wisconsin.gov)

### B. Application Review

1. Applications will be scored on adherence to program priorities and detail included in the application. See "Project Scoring Criteria" on the Shooting Ranges [webpage](#) under the Applying tab. 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 DNR Secretary.
2. Once approved by the DNR Secretary, grant staff will send tentative award letters to applicants whose projects are selected for funding. At this point projects are not guaranteed funding but are moving into the next round of review and approval.
3. Several State and Federal reviews have to be completed for all shooting range projects. These reviews can take months to complete. The reviews include but are not limited to: National Historic Preservation Act, both state and federal Endangered Species, National Environmental Policy Act, and Americans with Disabilities Act.
4. For projects that earns income or revenue, the anticipated program income will be calculated and accounted for in the application budget process. If your project earns income or revenue, please discuss program income potentials with the Grant Program Manager before submitting your application. More information about program income can be found in 2 CFR 200.
5. After the DNR completes all required reviews of the project, the project is submitted to the USFWS for approval. This process takes **at least three months**. Once the USFWS approves the project, you will receive a written grant agreement from the DNR and can begin your project.

## C. Grant Award and Grant Agreement

- Upon selection of your project, you will receive a notice of grant award and a grant agreement from the DNR 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 you and your consultant agree with the project scope and conditions described in the grant agreement before you sign it. Consultants cannot sign grant agreements on behalf of eligible grant applicants.
- Grant agreements are normally written to allow for two construction seasons.
- Successful applicants must sign and return a recorded copy of the grant agreement to the Shooting Range Grant Program Manager ([DNRShootingRangeGrants@wisconsin.gov](mailto:DNRShootingRangeGrants@wisconsin.gov)). Grant Agreements are required to be recorded in the register of deeds office in the county where the range is located to secure the 20-year public access requirement of this award.

**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.**

## VII. Reimbursement Process

To be eligible for reimbursement, all costs must be incurred during the project period and must be items identified in the “Project Scope and Description of Project” section of the grant agreement. No grant advances are possible.

It is possible for subrecipients to request partial reimbursements from the DNR during the project period. If you are interested in submitting a partial reimbursement package, please contact the Grant Program Manager to discuss. 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 DNR for the final reimbursement payment.

Reimbursement requests must be submitted to the Shooting Range Grant Program Manager ([DNRShootingRangeGrants@wisconsin.gov](mailto:DNRShootingRangeGrants@wisconsin.gov)). Final reimbursement requests must be submitted within 60 days of the end date of the grant agreement. A complete reimbursement requests should include:

1. Grant Payment Request & Worksheet (Form 8700-001)
2. Grant Partner Financial Data Report (Form 9300-230)
3. Copy of all contracts or agreements with contractors or service providers that went out for bid.
4. Copy of summary of all bids (if applicable)
5. Copies of all proofs of purchase (*i.e.*, invoices, receipts, etc.) and proofs of payments (*i.e.*, cancelled checks (front and back), bank statements, credit card statements, etc.). Personal information may be blacked out.
6. Photos (with dates) of completed project area.
7. Equipment Serial Numbers (value of over \$5,000)

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8. Signed Volunteer Labor Form(s) and/or Donated Professional Services Form(s)
9. Final Report with photos (final reimbursement only.)

Once all items are received, reviewed, and a site visit has been completed by the Grant Program Manager, payment will be processed by the DNR. **All project records must be retained by the grant recipient for a period of not less than 3 years after final payment is issued by the DNR or final disposition of audit findings (if applicable).**

The grant reimbursement can only cover the subrecipient's costs (out-of-pocket expenses), not donations. The subrecipient cannot be reimbursed for project costs they did not incur.

### VIII. Amending or Changing the Grant Agreement

If you feel your grant project needs to change from what you originally proposed and were awarded a grant to do, contact the Shooting Range Grant Program Manager AS SOON AS POSSIBLE to discuss the issues. If an amendment to your project is needed, the Grant Program Manager will require a formal written amendment request. Formal grant amendments are required for:

1. Time Extension – Time extensions may be approved in certain circumstances.
2. Scope Changes – Requests for project scope modification must justify the need and be accompanied by a revised cost estimate worksheet. Requests for changes in scope must be approved before undertaking any changes in project activity.
3. Award Amount Changes – Requests for additional funding require an amended grant application and cost estimate worksheet.

### IX. Once your Project is Complete

When the project has been completed, the grant project manager will visit the site to verify that all elements of the scope have been completed and meet required standards. The DNR will also require the grant recipient to submit self-inspection reports or allow the DNR to perform on-site inspections to ensure the property is maintained and open to the public as required by the grant agreement over the life of the project.

### X. Disclaimer

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.