



# Montana Fish, Wildlife & Parks

## Montana Fish, Wildlife & Parks Shooting Range Development & Enhancement Program Guidelines for Grant Requests

### Introduction

Montana Fish, Wildlife & Parks (FWP) has administered a grant program for the development and enhancement of shooting ranges since 1989. These grant funds are generated from the sale of state hunting licenses. The purpose of the Montana Shooting Range Grant Program is to create a continuing program and mechanism to provide funding, through the department, to private shooting clubs, private organizations, local governments, and school districts for the establishment and improvement of a system of shooting ranges throughout Montana. (87-1-276). A private shooting club, private organization, unit of local government, or school district may seek a grant for a shooting range development project (87-1-277).

FWP is now accepting grant applications online. Please go to <https://fundingmt.org/> and on the middle left-hand side of the screen select *Register Here* to begin the process.

For more detailed help, please download the user guide found at <http://fwp.mt.gov/recreation/activities/shootingRanges/grants/> or call 406-444-9948 OR 406-444-9947

### **FWP WILL NOT ACCEPT SHOOTING RANGE GRANT APPLICATIONS SUBMITTED AFTER FEBRUARY 1.**

*A completed application means that all of the required information, signatures, and documentation are included.*

## **DEFINITIONS:**

The following definitions apply in this document.

- A. **Department** means the Montana Department of Fish, Wildlife & Parks.
- B. **Grant** is the amount of the shooting range development funds allocated to the Applicant for reimbursement of expenditures on the project.
- C. **Matching Share** means the Applicant's share of total project costs in the form of cash, donations of equipment, materials, land and labor.
- D. **Applicant** means a, private shooting club or private organization pursuant to Title 35, chapter 2, MCA, local government, or school district which is an eligible applicant for and recipient of a matching fund grant.
- E. **Project** means the work proposed by the Applicant in the Project Narrative of the Application and approved by the Department.
- F. **Project Period** means the period of time in which all approved work and related expenditures are to be accomplished by the Applicant. **Work and expenditures accomplished prior to or following the approved Project Period will be ineligible for reimbursement.**
- G. **Shooting Range Development Fund** means those funds appropriated by the Legislature with authority to the Department to award to Applicants for development of shooting range facilities.
- H. **Volunteer Time Records**
  - a. Requires a separate timesheet or accounting for each volunteer documenting the volunteer hours on a daily basis. The timesheet must be personally signed by the volunteer and counter signed by the club representative attesting to the accuracy of the hours submitted.
  - b. Claims for any skilled labor must include: dates of work, professional license number or contractor's registration number, name of person, hours worked, and requested rate.
  - c. Claims for any equipment used for in-kind must: include dates of use and daily hours, requested hourly rate, type of equipment, rating of equipment (size), and age (year of manufacture).

Montana state law and administrative rules establish the following conditions (all original legal text is *italicized* throughout the document):

**Grant criteria (87-1-278)**

- (1) *An applicant for a grant pursuant to [87-1-277](#) shall provide matching funds in either cash or in-kind contributions. The match must represent \$1 in value for each \$1 of the grant. In-kind contributions include but are not limited to labor, materials, and real property. Existing assets and existing shooting range development may not apply to the match.*
- (2) *An applicant that is a private shooting club or a private organization must be a nonprofit corporation pursuant to Title 35, chapter 2, with an organizational structure, officers, directors, and a registered agent.*
- (3) *A grant must be used for the purchase of real property, earthwork, fixed improvements to existing shooting ranges or ranges being established, or reasonable grant application expenses. A grant may not be used for any expendable supplies for a shooting range.*
- (4) *To be eligible for grant assistance, a private shooting club or a private organization:*
  - (a) *(i) shall accept in its membership any person who holds or is eligible to hold a Montana hunting license and who pays club or organization membership fees;*
  - (ii) may not limit the number of members;*
  - (iii) may charge a membership fee not greater than the per-member share of the club's or organization's reasonable cost of provision of services, including establishment, improvement, and maintenance of shooting facilities and other membership services; and*
  - (iv) shall offer members occasional guest privileges at no cost to the member or invited guest and shall make a reasonable effort to hold a public sight-in day each September, when the general public may use the shooting range for a day-use fee or at no cost; or*
  - (b) *shall admit the general public for a reasonable day-use fee.*
- (5) *A private shooting club, private organization, unit of local government, or school district that accepts a grant under [87-1-276](#), [87-1-277](#), [87-1-279](#), and this section shall provide the department with a future interest, providing that upon the discontinued use of its shooting range facility or its dissolution, the assets of the facility revert to the department. The department may hold the property indefinitely pending identification of a new entity to operate the facility. If a facility funded under [87-1-276](#), [87-1-277](#), [87-1-279](#), and this section is sold for a use other than a shooting range facility and the sale proceeds are not reinvested in another shooting range facility within 1 year of the sale, the entity that sells the facility shall reimburse the grant program for all funds received under [87-1-276](#), [87-1-277](#), [87-1-279](#), and this section.*
- (6) *To be eligible for grant assistance, the applicant shall allow safe shooting of hunting arms. Hunting arms include shotguns, archery equipment, black powder arms, rifles, and pistols.*
- (7) *An entity receiving a grant shall allow use of the facility by hunter education classes for no fee.*
- (8) *A unit of local government or a school district shall compete on an equal basis with other applicants and shall provide access to its facility for a reasonable fee to any person holding or eligible to hold a Montana hunting license.*

### **Program rules (87-1-279)**

- (1) The department may not use more than 15% of the program funds for administration.*
- (2) The department shall develop a simple application procedure and accountability system.*
- (3) The department shall make every effort to expend or obligate funds for shooting range improvement grants within the year for which they are appropriated.*
- (4) The department shall prioritize grant applications according to those that provide facilities for the greatest number of shooters, that accommodate the use of a combination of hunting arms, and that meet other criteria established by the department.*
- (5) The department may not grant more than 30% of the eligible funds for the establishment or improvement of any single facility in any year.*
- (6) The department shall promote the use of publicly owned land for shooting range facilities. The department may negotiate with federal, state, and local agencies to encourage land trades, shared or specific use designations, and other mechanisms to provide land for shooting range facilities.*

### **Grant Application Procedure (12.10.103)**

- (1) To apply for a shooting range development grant, an applicant must prepare and submit a completed application to the department's conservation education division in Helena. For questions and assistance contact: Department of Fish, Wildlife and Parks, Conservation Education Bureau, 1420 East Sixth Avenue, P.O. Box 200701, Helena, MT 59620, Wayne Cooperider, (406) 444-9947, [wacooperider@mt.gov](mailto:wacooperider@mt.gov) .*
- (2) Applications must be postmarked on or before **February 1**.*
- (3) If the applicant is a private club or organization, the applicant must submit a club or organization resolution that approves the application for financial assistance, the project proposal, the commitment to allow public and hunter education program use of the facilities, and certifies the applicant's ability to provide matching funds or in-kind contributions.*
- (4) Applicants receiving preliminary approval must enter into a shooting range development project agreement with the department before the department gives final approval and disburses grant funds. The agreement shall delineate the terms the applicant must abide by under applicable statutes, administrative rules, and state and department policy. Department final approval of an agreement is contingent upon the EA decision notice.*

### **REIMBURSEMENT OF COSTS (12.10.104)**

- (1) All billing on a proposed project must be completed by **June 15** of the fiscal year the money is awarded.*
- (2) Reimbursement requests will be based upon actual costs or in-kind contributions, verified by receipts and documentation that the work was completed.*
- (3) With prior approval, the department will consider situations where work cannot be completed until funds are received. Which situations constitute a special circumstance or hardship, requiring dispersal of grant funds in advance, is at the department's discretion.*
- (4) Per 87-1-278, MCA, existing assets and shooting range developments may not be applied to the matching funds or in-kind contributions. Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline.*

## **Required Information for Grant Applications (12.10.110)**

*1. Each shooting range grant application must contain a comprehensive description of the proposed project. The information presented in the description will be used by the department to review, evaluate, and prioritize applications. The description must provide:*

- A. statement of need and benefit for the proposed project, including plans to enhance safety; hunter education; access by persons with disabilities; use by a variety of shooters (archery, shotgun, rifle, pistol); and availability to the public.*
- B. work to be completed, including a calendar with completion dates, budget (including cost estimates and in-kind contributions); and*
- C. site plan (within the property boundary) for the proposed project, including location of proposed work/facilities; existing development/facilities; north orientation arrow; access route(s) to the project; safety zones and impact areas; and current photographs of the proposed project area.*

*2. The applicant must submit satisfactory documentation of a long-term lease, easement, or ownership of the land where the project is proposed. Long-term leases are those with terms of 10 years or more with option for renewal. Lease with terms of less than 10 years may qualify only under special circumstances.*

Please utilize the application form to submit a grant request. This form has been designed to address Montana laws and rules specific to the shooting range program including the above statement of need, proposed activities, and necessary documentation. An electronic version of the form can be found on-line at [Grant Application](#) other grant information can be found at [Shooting Range Grants](#).

## **Grant Priority (12.10.112)**

- (1) As long as funds are sufficient to allocate grants to all eligible applicants, grants will be awarded beginning on July 1 of each year.*
- (2) When the department receives more eligible applications for grants than funds are available, the department may include, but is not limited to, the following criteria to disperse funds and approve grants:*
  - a. needs of the community determined by distance to applicant shooting range and annual club membership/range use;*
  - b. population of the county compared with numbers of shooting ranges allowing public use within the county;*
  - c. disabled accessibility improved to existing shooting range as a result of the project;*
  - d. types of firearms and archery equipment that can be used at the proposed project;*
  - e. range safety improved as a result of the proposed project; and*
  - f. impacts to the human environment.*

## SHOOTING RANGE GRANT EVALUATION CRITERIA

In situations where grant requests exceed the amount of available funding, FWP uses the following criteria to score and rank grant requests. Overall, the goal is to develop or enhance shooting ranges that provide safe, accessible, and diverse opportunities for a variety of shooting interests statewide.

- 1) Range serves local community. Requests will be scored and ranked according to the distance between the range and the nearest community where the majority of members/visitors reside. The maximum number of points is 10.
- 2) Range serves people of the local and regional community. Requests will be scored and ranked according to a ratio of existing and anticipated shooters (members and visitors) utilizing the range annually and the total population of the county. The maximum number of points is 10.
- 3) Range serves as host for a variety of designated shooting events. Requests will be scored and ranked according to the total number of existing and anticipated designated shooting events held annually. The maximum number of points is 10.
- 4) Range serves as host for a variety of educational shooting activities (e.g., 4-H, hunter education, and boy scouts) annually. Requests will be scored and ranked according to the total number of existing and anticipated educational shooting activities held annually. The maximum number of points is 10.
- 5) Range provides access to shooters. Requests will be scored and ranked according to the degree to which they provide public access for shooters. Ranges that are only open to members score lower than those ranges that are maintained and open to public use for a reasonable fee. The maximum number of points is 20.
- 6) Proposed project improves accessibility for handicapped shooters. Requests will be scored and ranked according to the degree to which the project improves the accessibility of the site for handicapped shooters. The maximum number of points is 10.
- 7) Proposed project enhances the safety of the range. Requests will be scored and ranked according to the degree to which they enhance the safety of the range. Requests with purposes related to safety improvements rank higher than those whose purpose is not directly related to safety. The maximum number of points is 20.
- 8) Proposed project mitigates environmental impacts associated with shooting activities. Requests will be scored and ranked according to the degree to which environmental impacts associated with existing and proposed shooting activities are minimized. The maximum number of points is 10.

- 9) Proposed project accommodates new or additional types of shooting activities. Requests will be scored and ranked according to the degree to which they add new shooting activities to the site (has to be a specifically designated shooting area). The maximum number of points is 10.
- 10) Proposed project is a partnership with other organizations. Requests will be scored and ranked according to the degree to which additional funding sources have been secured. The maximum number of points is 10.
- 11) Proposed project fulfills an unmet shooting need in the community. Requests will be scored and ranked according to the number and type of existing shooting ranges within the county and/or FWP administrative region. The maximum number of points is 10.

### **APPLICANT RESOLUTION form Approving Project**

The applicant must notarize a resolution approving the application for the grant, the project proposal, the applicant's commitment to allow public and hunter/bowhunter education program use of the facilities, and certifying the applicant's ability to provide matching funds (please use the SHOOTING RANGE DEVELOPMENT APPLICANT RESOLUTION form included).

### **Proof of Insurance**

A copy of the club's Certificate of Liability Insurance must accompany the application.

If the club has an employee, by state law, they must provide that employee worker's compensation insurance.

For a private not for profit club to qualify for a shooting range grant they must provide FWP with the Not for Profit IRS Tax Information.

If the club uses a contractor to complete the work then the contractor should be licensed with the state and carry worker's comp insurance. This information can be obtained at <https://app.mt.gov/bes/>.

### **Land Acquisition (12.10.105)**

*Shooting range grant funds may be used to purchase public or private land for the purpose of a shooting range. Fee title or an equitable interest in the land must be held by the applicant. The applicant must provide evidence that other adequate land is not available for lease. A copy of the purchase agreement, an appraisal from a qualified appraiser and a commitment for title insurance must be submitted prior to dispersal of grant funds. If funding is provided for the purchase of land, the department must be listed as a reversionary interest on the property title. Section 87-1-278, MCA, sets forth the conditions that trigger a diversionary interest. Funding assistance will be provided at a maximum 50% state, 50% applicant matching basis, not to exceed 30% of available program funds for the state share.*

### **Inspections (12.10.106)**

1. *The department may conduct periodic on-site inspections.*
2. *Project sites will be subject to inspection by the department for 10 years following receipt of a shooting range development grant.*
3. *Upon completion of the work, the applicant must submit photographs of the completed project.*

### **Environmental Assessments**

Upon preliminary approval of a grant request, FWP will evaluate the project under the provisions of the Montana Environmental Protection Act (MEPA). This process may delay projects up to 60 days or more.

1. Project distance to the streams, creeks, rivers, ponds, lakes, and irrigation ditches, etc. According to MEPA, FWP has to assess how close facilities are to water bodies, whether shooters shoot over or into the waterways, whether runoff from berms drains into them, or whether the impact areas may have waterways within them or even if access roads cross or run along them.

2. In addition to these water bodies, applicants are encouraged to indicate on maps the existence of inhabited buildings or residences especially down range including sites or property where potential development might create an incompatible situation down range.

### **Shooting Range Grant Accounting Procedures**

The applicant must submit proof that the work has been completed prior to being reimbursed by FWP for the expenditure (*see* exemption with prior FWP approval 12.10.104). According to program laws and rules, the amount FWP reimburses cannot exceed 50% of the total expenditure submitted.

A grant must be used for the purchase of real property, earthwork, or fixed improvements to existing shooting ranges or ranges being established. In-kind contributions can include labor, materials, and real property; existing assets and existing shooting range development prior to the grant period may not apply with the exception of *reasonable grant application expenses (MCA 87-1-278)*.

For fiscal year 2019, all in-kind labor will be reimbursed at **\$19.<sup>20</sup>** an hour unless the person performing the work is a professional or a contractor registered with the State of Montana. In those instances, the Montana Prevailing Wage Rate for their profession will be used based on the current list provided by the Department of Labor and Industry or fair market value of the work. These wages can be accessed at the Department of Labor's website at <http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-information.html>. To receive a professional hourly amount, the person performing the work should provide FWP with a copy of a professional contractor's license or if an employee of a contractor then the state registration number of their employer. FWP will make the final determination.



In order to assist FWP in determining the value of donated items, claims must include the following documentation (*see* enclosed project expenditure record):

- equipment use must include dates of use, type of equipment, rating of equipment (size), hourly charge and hours of use per project- rates will be determined based on the MT Department of Transportation's Blue Book rates or documented fair market value;
- claims of skilled labor need to include dates of work, professional license number/contractor's registration number, name of laborer, hours worked-rate will be determined based on the Montana prevailing wage rate or fair market value;
- **club member labor at the rate of \$19.<sup>90</sup> per hour – record keeping must include the name of laborer, dates and hours worked and project;**
- reasonable administration of the grant is an eligible donation

# Americans with Disabilities Act (ADA) Information

The Department of Justice's revised regulations for [Titles II](#) and [III](#) of the Americans with Disabilities Act of 1990 (ADA) were published in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design, "2010 Standards." On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under [Titles II](#) and [III](#). March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal.

Public accommodations and commercial facilities must follow the requirements of the 2010 Standards, including both the Title III regulations at 28 CFR part 36, subpart D; and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.

The 2010 ADA Accessibility Standard applies to **newly constructed and altered facilities**. As of March 15, 2012, all newly constructed and altered **shooting facilities** have to comply with the provisions of the ADA.

Depending on how a facility is covered under Title III, they need to do readily achievable barrier removal, which means doing what's easy to accomplish without difficulty or expense.

If your range is owned by a unit of state or local government, the regulations are similar under Title II, and it's called program accessibility.

**15.7.4 Shooting Facilities.** Where fixed firing positions are provided at a site, at least 5 percent, but not less than one, of each type of firing position shall comply with 15.7.4.1. [Appendix Note](#)

**15.7.4.1 Fixed Firing Position.** Fixed firing positions shall contain a 60 inch (1525 mm) diameter space and shall have a slope not steeper than 1:48.

**15.7.4 Shooting Facilities.** Examples of different types of firing positions include, but are not limited to: positions having different admission prices, positions with or without weather covering or lighting, and positions supporting different shooting events such as argon, muzzle loading rifle, small bore rifle, high power rifle, bull's eye pistol, action pistol, silhouette, trap, skeet, and archery (bow and crossbow).

*A public accommodation is defined as "a private entity that owns, leases (or leases to), or operates a place of public accommodation."*

*A person with a disability is defined by the ADA as, "a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment."*

Technical assistance on the guidelines for sports facilities is available from the Access Board at: (800)-872-2253 (voice), (800)-993-2822 (TTY) or [ta@access-board.gov](mailto:ta@access-board.gov) (e-mail).

## APPLICATION CHECKLIST

**Electronic applications must be submitted before midnight February 1st.  
Paper applications must be post marked no later than February 1st.**

### REQUIRED DOCUMENTS

Completed and signed Application **including all of the below items**

Completed budget worksheet with *estimated costs with bids if available and all in-kind contributions-(labor, material, equipment use etc.)*

Detailed plans for project - scaled drawings, material specifications, etc.

Calendar showing estimated project dates of start and completion

A notarized copy of the **SHOOTING RANGE DEVELOPMENT PROJECT  
RESOLUTION**

Copy of the 10-year property lease agreement, fee title, or documentation supporting intent to purchase

### REQUIRED DOCUMENTS

**Site plan (within the property boundary) for the proposed project, including:**

**Aerial or Google Maps view of property showing the following:**

North Arrow Orientation

The location of proposed work/facilities

Existing development/facilities

Access route(s) to the project

Safety zones and impact areas

Water-permanent or seasonal, and direction of water flow or drainage

Current photographs of the proposed project area

### REQUIRED DOCUMENTS

Adjacent landownership information including names, physical and mailing addresses

Current liability insurance certificate

For a private not for profit club provide the **Not for Profit** IRS Tax Information.

Completed W-9 form

### Other documents that may need to be submitted

Lead or contaminate recovery or containment plan

Weed abatement or mitigation plan

Adjacent landowner agreement(s)

**Applications that are missing any of the required documents or that are otherwise incomplete will not be considered. FWP is not responsible to review submitted applications for completeness or to notify applicants of missing documentation.**