



MONTANA FISH, WILDLIFE & PARKS

Dear Applicant:

Montana Fish, Wildlife & Parks (FWP) would like to thank you for your interest in FWP's Shooting Range Development Grant Program. The funds are appropriated by the Legislature authorizing FWP to award to successful Applicants for development of publicly available shooting range facilities. These funds come from hunter license dollars and are one way in which Montana's hunter license dollars are reinvested in Montana's sportsmen and communities.

Please read the application carefully and answer each question completely. In preparing your project overview, you may review the criteria used by FWP to evaluate and rank grant applications.

Please note that FWP defines the **Project Period** as the period of time in which all approved work and related expenditures are to be accomplished by the Applicant. ***Work completed or expenditures incurred outside the approved Project Period will be ineligible for reimbursement.***

Generally, the sequence of events for the grant applications are as follows:

February 1 - Grant application submission deadline

Grants and associated projects are reviewed for completeness and project eligibility

Grants are scored and ranked based on selection criteria

Environmental Assessments (EAs) are conducted

EAs are published and public comment sought on project for a two-week comment period

Responses are made to public comments

Decision Notices are published

Contracts undergo legal review

Contracts are sent to applicants for signatures

Projects are to be completed and bills submitted for reimbursement by the following June 15th

*Projects may be extended to the next June 15th following an accrual process and an amended contract being signed.

Please submit this page with your application

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 <i>estimated costs with bids if available and all in-kind contributions- (labor, material, equipment use etc.)</i>	
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.	

Please submit this page with your application



MONTANA FISH, WILDLIFE & PARKS

SHOOTING RANGE GRANT APPLICATION

Communication and Education Division, 1420 East Sixth Avenue, P.O. Box 200701, Helena, MT 59620,
Wayde Cooperider, Outdoor Skills & Safety Supervisor
406-444-9947, wacooperider@mt.gov

I. APPLICANT INFORMATION

Applicant (Organization):

Organization Mailing Address:

Physical Address of Range:

Address: _____ City: _____ State: MT Zip code: _____

Latitude/Longitude or UTM coordinates (GPS) of Range: Lat: _____ Long: _____

Website of the organization:

Contact Person (Name):

Title:

Contact Mailing Address:

Address: _____ City: _____ State: _____ Zip code: _____

Telephone #:

Cell:

E-mail:

Organization Tax ID Number:

Registered Agent – (MCA 87-1-278(2) Person registered with the Secretary of State as the organization representative)

Amount Requested: \$

Total Projected Project Budget: \$

The amount of funding being requested from FWP is usually 1/2 of the total project cost.

**PLEASE LABEL EACH ADDITIONAL PAGE AND
CLEARLY INDICATE
THE QUESTION BEING ANSWERED**

DEFINITIONS:

The following definitions apply in this document.

- A. **ADA Means Americans with Disabilities Act.**
Applicant means a, private shooting club or private organization pursuant to
- B Title 35, chapter 2, MCA, local government, or school district which is an eligible applicant for and recipient of a matching fund grant.
- C **Department** means the Montana Department of Fish, Wildlife & Parks.
- D **Grant** is the amount of the shooting range development funds allocated to the Applicant for reimbursement of expenditures on the project.
- E **Matching Share** means the Applicant's share of total project costs in the form of cash, donations of equipment, materials, land and labor.
- F **Project** means the work proposed by the Applicant in the Project Narrative of the Application and approved by the Department.

- G **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.
- H **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.
- I **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)

PROPOSAL INFORMATION:

When answering the following questions, please provide as much detail as possible to describe your proposed project. In preparing your project overview, you may also review the criteria used by FWP to evaluate and rank grant applications.

**Incomplete applications will not be considered until all the requisite information is provided.
Please DO NOT refer an answer to a previous question.**

APPLICATION SUBMISSION DEADLINE IS FEBRUARY 1

1. What specific activities or projects will the grant fund?
2. Briefly summarize the need and associated benefits of the proposed project.
3. If partially funded, will this project still move forward? ___ Yes ___ No
4. What types of shooting activities does your range currently offer?
Rifle, Pistol, Shotgun, Archery, Black Powder, Cowboy Action, Long Range Rifle
Other: _____
5. Does this project(s) enhance existing shooting activities? ___ Yes ___ No
6. What types of shooting activities will this project create or expand/enhance?
Rifle, Pistol, Shotgun, Archery, Black Powder, Cowboy Action, Long Range Rifle
Other: _____
7. Explain how the proposed project(s) will enhance range safety.
8. Is the current range accessible to shooters with disabilities? ___ Yes ___ No
9. Currently, what makes the range accessible to shooters with disabilities?
paved roads, sidewalks, or shooting lanes; wheelchair accessible shooting benches, restrooms, or building access
Other _____ NONE: _____
10. Will the proposed project comply with ADA requirements and standards? (See attachment)
 ___ Yes ___ No
11. Explain how the project is ADA compliant or why it will not comply.
12. How many shooting ranges currently exist in your county? _____
13. What is the population of the county where your range is located? _____
14. How close is the nearest range with similar shooting opportunities? (road miles) _____ Miles

15. In what city is the nearest range located? _____
16. In what county is the nearest range located? _____
17. Which of the following describes your range: **Nonprofit private shooting club, Unit of local government, or a School district.**
18. Is this project on public or private land? _____ Public _____ Private
19. Is the shooting range on leased or deeded land? _____ Leased _____ Deeded
Please remember to provide the required copy of the lease or deed with this application.
20. Is any part of this project on state or federal land? _____ Yes _____ No
21. Are there any known or suspected historic, archaeological, or Traditional Cultural Property sites known to be in the project area? _____ Yes _____ No
22. How many total acres comprise the current range? _____
23. How many acres are estimated to be involved with the proposed project? _____
24. If this is a private range, is there a membership fee? _____ Yes _____ No _____ Not private
25. What is the membership fee for: Individual: _____ Family: _____ Guests: _____
Day use: _____ Other: _____
26. Are new members required to attend orientation training prior to using the range for the first time? _____ Yes _____ No
27. Are new members required to attend any safety training prior to using the range for the first time? _____ Yes _____ No
28. If it is a private range, can visitors shoot for free or for a day-use fee?
_____ Yes _____ No _____ Not private
29. Can members bring a guest to use the range? _____ Yes _____ No
30. How many events does the range host each year? _____
31. How many different organizations or events currently use the range in a given year?
32. List the names of existing groups/organizations utilizing the range.
33. Do you anticipate increased use from new organizations or events? _____ Yes _____ No
34. If yes, please list them.

35. How close is the nearest: **AND** In which direction from shooting lanes

Residential area _____ (one or more occupied homes)	N S E W NE NW SE SW
Undeveloped - Subdivided property _____	N S E W NE NW SE SW
Commercial business _____	N S E W NE NW SE SW
School or daycare _____	N S E W NE NW SE SW
Public Road _____	N S E W NE NW SE SW

36. List any required local, state, or federal permits, licenses, inspections, or authorizations required to complete this project. (e.g. Septic, water, electrical, air quality for indoor ranges, etc.)

37. Do all properly discharged projectiles terminate on range property? ___ Yes ___ No

38. If **NO**, is there a written agreement in place with the adjacent landowner(s)?
___ Yes ___ No ___ N/A

39. If a written agreement with the adjacent landowner(s) exists, please provide a copy.

40. Is there an existing lead recovery or containment plan in place? ___ Yes ___ No
(e.g. trap cubs may have a contractor recover lead every few years)

41. Please detail or provide a copy of the lead or contaminate recovery plan.

42. Is the creation of a lead recovery or containment plan being considered for implementation?
___ Yes ___ No

43. Is there a weed abatement or mitigation plan currently in place? ___ Yes ___ No

44. Is a weed abatement or mitigation plan planned; specifically, as it relates to any disturbed soil resulting from this project or other uses? ___ Yes ___ No

45. Please indicate any weed abatement or mitigation currently in use or being planned and the frequency that it is done.
___ Chemical ___ Hand pulling ___ Grazing ___ Insect Other: _____

46. Are there any sight or sound mitigation measures in use? ___ Yes ___ No

47. Are there any sight or sound mitigation measures planned? ___ Yes ___ No

48. Describe all planned sight or sound mitigation measures

49. Is any part of the range in a flood plain? ___ Yes ___ No
(Contact your local Conservation District for assistance)

50. Do any properly discharged lead-based projectiles land in or near any water on the range?
___ Yes ___ No

51. Do any properly discharged lead-based projectiles land in or near any water on property adjacent to the range? Yes No
52. Is water present at all times (pond, stream, etc.) or is it seasonal (spring runoff, heavy rain, etc.)? Always Present Seasonal None
- a. If you answered yes to any one of the three previous questions, please provide an aerial image (satellite-Google Map) or topographic map with details of the affected area showing property boundaries, water bodies-permanent or seasonal, and direction of water flow.
53. Does your proposed project involve the remodeling or destruction of any existing facility? Yes No
- a. **If yes:** Does the project involve more than **10 square feet** (e.g. 2'X5'), 3 linear feet, or 3 cubic feet? Yes No

If yes:

A Montana accredited asbestos inspector must perform a thorough inspection of a **facility** (or affected portion of the facility) before any renovation or demolition.

- *The owner or operator of the facility must use an asbestos contractor. Depending on the amount of material, MDEQ must receive an asbestos project permit application five to ten working days prior to the start date of the job.*
- *You must notify the MDEQ ten working days prior to the start date for a demolition, even if no asbestos is present.*
- *A copy of the asbestos inspection report must be onsite during the asbestos project or demolition.*
- *Montana asbestos inspectors are listed on the MDEQ website: <http://deq.mt.gov/Public/asbestos>.*
- *You may access hard copy Asbestos project and demolition forms at <http://deq.mt.gov/Public/asbestos/Forms>, and submit forms by postal delivery, fax, email, or for asbestos projects, our online service at <https://app.mt.gov/AsbestosPermits>*

I/we have read and agree to abide by the MDEQ asbestos requirements.

Initials required

List the adjacent landownership information including names and complete addresses –both physical and mailing.

Name	Physical Address	Mailing Address

Name **Physical Address** **Mailing Address**

BUDGET

A complete, detailed, budget worksheet must be attached, listing all anticipated costs for this project; construction, materials, permits, labor, equipment, and other miscellaneous expenses. FWP may use this information to identify sub-projects for partial funding.

**See the example budget worksheet
included with this application**

ACKNOWLEDGMENT

As the duly authorized officer(s)/agents(s) for the applicant organization, I (we) certify that, we are aware of and agree to the following:

- No employee, officer, or agent of the Applicant shall participate in the selection, award, or administration of a contract supported by state funds if a real or apparent conflict of interest would be involved.
- The Applicant may not purchase goods or services from any business in which the Applicant, an officer, or agent has a financial or other interest.
- ***Work completed or expenditures incurred outside the approved Project Period will be ineligible for reimbursement.*** Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline. (the current application year is implied)
- The Applicant shall make the shooting range available free of charge for Montana Hunter and Bowhunter Education Programs. The Applicant shall make the shooting range available to the public as mandated by 87-1-278, MCA.
- The Applicant certifies the ability to provide the required matching funds within the contract period.
- The Applicant certifies that I/we are aware of the Americans with Disabilities Act (ADA) and the requirement to comply for any alterations or new construction.

Program/Project Coordinator Signature Authorized Agent(s)	Date
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AUTHORIZATION

I (we) the undersigned, do hereby certify that, I (we) are the duly authorized agent(s) for the applicant organization and further certify that the information contained in this grant application is true and correct.

Program/Project Coordinator Signature Authorized Agent(s)	Date
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SHOOTING RANGE DEVELOPMENT PROJECT RESOLUTION

Each application must include a Project Resolution signed by the president or similar governing entity that indicates the application is an approved action by the governing board of the organization. All Project Resolutions must be notarized.

Resolution Number: _____

Resolution of the: _____
(Applicant's Governing Body)

APPROVING THE APPLICATION TO THE MONTANA FISH, WILDLIFE & PARKS FOR SHOOTING RANGE DEVELOPMENT FUNDING ASSISTANCE

(Project Title)

WHEREAS, the Montana Legislature has authorized funding for the establishment of a Shooting Range Development Program providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, Montana Fish, Wildlife & Parks has responsibility for the administration of the program, including the necessary guidelines and procedures governing applications for funding assistance under the program; and

WHEREAS, the established application procedures require the participant's governing body to approve by resolution its submission of applications for shooting range funding assistance,

NOW, THEREFORE, BE IT RESOLVED that the

(Applicant's Governing Body)

hereby:

1. Approves the filing of an application for shooting range development funding assistance.
2. Certifies that the project application is consistent and compatible with submitted construction plans and programs for safe shooting range developments.
3. Agrees to comply with all applicable procedures, federal and state guidelines and requirements, including the Americans with Disabilities Act, throughout the application process and for 10 years after the contact period of the project.
4. Understands that the project scope and funding amount are subject to final approval by Montana Fish, Wildlife & Parks.
5. Acknowledges that work completed, or expenditures incurred outside the approved Project Period will be ineligible for reimbursement. *Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline.* (For the current application year is implied)
6. Certifies that it will obtain its full share of funding (cash or in-kind) for the requested grant amount within the contract period.
7. Certifies that it will allow public and hunter/bowhunter education program use of the facilities.

Authorizes: _____ to act
(Name of Applicant Contact and phone number)

On behalf of: _____
(Applicant's Governing Body)

In conducting all negotiations, executing and submitting all documents, including, but not necessarily limited to, applications, agreements, amendments, and requests for other documents, which may be necessary for the completion of a shooting range development project.

**SHOOTING RANGE DEVELOPMENT
APPLICANT RESOLUTION**

PASSED, ADOPTED AND APPROVED by the _____
(Applicant's Governing Body)

This _____ of _____, _____
(day) (month) (year)

(Authorized signature)

(seal)

(Notary Public)

STATE OF MONTANA

County of: _____

City/Town of: _____

I, the undersigned, _____, being the duly appointed and
(Name of Applicant's Contact)

qualified _____ of _____
(Office Held/ Title) (Governing Body)

certify that the foregoing Resolution No _____ is a true, correct, and accurate copy of Resolution No. _____

passed and adopted at a regular meeting of _____ held on _____
(Governing Body) (day, month, year)

at which a quorum was present and voted in favor of said Resolution.

Given under my hand and seal this _____
(day, month, year)

Contact's Signature: _____

Mailing Address: _____

Home/office phone: _____ Cell Phone: _____

Email: _____

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 (e-mail).

EXAMPLE

Proposed Budget for Shooting Range Grant					
Organization/Club Name:					
			Name / Authorized Agent:		
Detail of Expense	Contractor/Supplier	Actual Out-of-Pocket Cost	Value of in-Kind Donation (labor, materials, money)	Total	FWP Portion = 1/2 of Total
Example - Lumber 30 2x4x10	Home Depot - (attach receipt)	\$100.00	\$50.00	\$150.00	\$75.00
Example - Volunteer Labor	6 volunteers @ 10 hours each = 10Hrs X 6 Vol X \$21.50	\$0.00	\$600.00	\$600.00	\$300.00
Example - Equipment Rental - Dozer - 3 days	Joe's Rental Shop (attach receipt and equipment description)	\$1,000.00	\$0.00	\$1,000.00	\$500.00
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Proposed Budget for Shooting Range Grant

Organization/Club Name:

Name / Authorized Agent:

Detail of Expense	Contractor/Supplier	Actual Out-of-Pocket Cost	Value of in-Kind Donation (labor, materials, money)	Total	FWP Portion = 1/2 of Total
TOTAL EACH COLUMN					