

Shooting Range Grant Program Guidance

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



Revised June 2021

I. Table of Contents

II. PLANNING & COMMUNICATION ARE THE KEYS TO A SUCCESSFUL PROJECT!	3
III. INTRODUCTION	3
A. Applicable Laws	4
B. Available Funding	4
IV. GRANT PROGRAM DEADLINES	4
V. ELIGIBILITY	4
A. Eligible Project Determination	4
B. Eligible Applicants	5
C. Grant Program Priorities	5
D. Eligible Program Costs	5
E. Ineligible Costs	6
F. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment	6
VI. SUBRECIPIENT RESPONSIBILITIES	7
A. Open to the Public	7
B. Operation and Maintenance	7
C. Financial Responsibilities	7
D. Official Authorizing Resolution	8
E. ADA Accessibility	9
F. Reports	9
VII. FUNDING PROCESS	9
A. Application Review	9

B.	Grant Award and Grant Agreement	10
...		
VIII.	REIMBURSEMENT PROCESS	10
IX.	AMENDING OR CHANGING THE GRANT AGREEMENT	11
X.	ONCE YOUR PROJECT IS COMPLETE	11
XI.	DISCLAIMER	11
XII.	MAP	12

...

II. 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. 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.

III. 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.

A. Applicable Laws

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 (2 CFR 200 and 50 CFR 80). The State then subawards these grants to subrecipients via the Shooting Range Grant Program. The grant program is also managed at the state level under Wis. Admin. Code § NR 50.17.

B. Available Funding

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 normally limited to \$75,000 for projects on existing ranges. This maximum does not apply to projects seeking funds to develop a new range.

IV. 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.

V. 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 3rd party for operation as long as a membership is not required to shoot at the range. These projects are normally eligible for up to 75% cost share for eligible project costs. Grant awards are normally 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. You may require a membership, but shooting must be allowed without membership a minimum of 100 days/year or 3 days/week. If your organization cannot meet this requirement you are NOT eligible for this grant. Please contact the Grant Program Manager to discuss your application before proceeding. Private range projects are normally eligible for up to 75% cost share for eligible project costs. Grant awards are normally 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.

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 20 miles of one of these major cities: 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. **See map of grant program priority areas on page 11.**
- 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.
- Ranges replacing existing surveillance equipment prohibited by 2 CFR 200.216

D. Eligible Program Costs

Eligible items for outdoor range construction include but are not limited to:

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

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

Shooting Range Program Guidance

...

This is a partial list; other items may be eligible if they are determined to be necessary for project completion. Call the Grant Program Manager to discuss specific items.

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 advertising activities
- Most consumable and single-use items (e.g. targets). Please call the grant manager to discuss the eligibility of these items.
- Law enforcement activities.
- Public relations activities to promote the State fish and wildlife agency, other State administrative units, or the State.
- Activities conducted for the primary purpose of producing income.
- Activities, projects, or programs that promote or encourage opposition to the regulated taking of fish, hunting, or the trapping of wildlife.

F. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Purpose: This notice is to inform subrecipients of federal funds of the implementation of a Federal Office of Management and Budget (OMB) Final Guidance requirement that became effective upon publication in the Federal Register on August 13, 2020.

Summary: OMB revised 2 CFR 200 to align with section 889 of the National Defense Authorization Act for FY 2019 (NDAA 2019); adding section 2 CFR 200.216, *Prohibition on certain telecommunication and video surveillance services or equipment*. This section prohibits Federal award recipients from using loan or grant funds to enter into contracts (or extend or renew contracts) with entities that use telecommunications equipment or services from affected vendors. As of April 27, 2021, prohibited vendors included Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, and any subsidiaries or affiliates.

Action: Subrecipients should first review 2 CFR 200.216 to confirm the list of prohibited vendors. Certain prohibited entities identified in NDAA 2019 are recorded in the System for Award Management (SAM) exclusion list. Although SAM is not a comprehensive exclusion list, Subrecipients should query the SAM database to determine if their proposed vendor is allowable under terms of 2 CFR 200.216. If the vendor is not found in the SAM database, Subrecipients should work with their technology service vendor to ensure any grant-funded equipment, systems, or services meet the obligations of 2 CFR 200.216.

VI. Subrecipient 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 useful life of the project. Useful life is normally considered 20 years but can vary depending on project specific details. Useful life is the period during which a federally funded capital improvement is capable of fulfilling its intended purpose with adequate routine maintenance.

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 Program 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 normally require a minimum of 25% match and Private shooting range grants normally 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.

Shooting Range Program Guidance

...

Documenting donated labor, services, materials, and equipment as part of subrecipient match: Volunteer time and donated professional services (i.e., engineering, consulting, and/or other services donated by a professional), materials, and/or equipment usage may only be applied towards the required subrecipient match. Donations cannot be reimbursed but they do provide a 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 DNR 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. Volunteers must sign EACH day they work; a timesheet that has several days of work and only one signature will not be accepted.
- 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 and the form to document donated equipment usage 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](#). Please contact the Grant Program Manager for more information.

D. Official Authorizing Resolution

Every grant application must include a resolution adopted by the applicant's governing body. See our [website](#) for a sample resolution under the Applying tab. This resolution must do the following:

Shooting Range Program Guidance

. . .

- 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 Grant Program Manager will contact you when an interim report is due. Final reports are required with your final payment request. During the useful life of your project, self-inspection compliance reporting and/or DNR staff inspections will also be required. The DNR will contact you to schedule these inspections.

VII. Funding Process

A. Application Review

1. Applications will be scored on adherence to program priorities and detail included in the application. See “Project Scoring Criteria” on the [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 must 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 earn 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

Shooting Range Program Guidance

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 US Fish & Wildlife Service (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.

B. Grant Award and Grant Agreement

1. 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.
2. Grant agreements are normally written to allow for two construction seasons.
3. Successful applicants must sign and return a recorded copy of the grant agreement to the Grant Program Manager (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.

VIII. Reimbursement Process

To be eligible for reimbursement, all costs must be incurred during the Period of Performance 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 Period of Performance. 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 Grant Program Manager (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)

Shooting Range Program Guidance

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)
8. Signed Volunteer Labor Form(s) and/or Donated Professional Services Form(s)
9. Final Report with photos (final reimbursement only.)
10. A copy of the recorded grant agreement.

Once all items are received, reviewed, and a site visit has been completed, 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.

IX. 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 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.

X. Once your Project is Complete

When the project has been completed, a DNR staff member 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 subrecipient to submit self-inspection reports or allow the DNR to preform on-site inspections to ensure the property is maintained and open to the public as required by the grant agreement over the useful life of the project.

XI. 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.

XII. Map

