



## COLORADO PARKS AND WILDLIFE

### 2017 SHOOTING RANGE DEVELOPMENT GRANT PROGRAM

Colorado Parks and Wildlife's Shooting Range Development (SRDG) Program focuses on establishing new shooting ranges and expanding or improving existing ranges across Colorado. Established in 2009, the SRDG will make available up to \$500,000 in 2017 in matching grants for shooting ranges large and small. To date, the SRDG has supported more than 40 projects on the eastern plains, along the Front Range and on the Western Slope, including projects to develop entirely new shooting ranges, improve safety conditions, upgrade berms, replace shooting positions, install target holders, expand handicapped access and add new shooting lanes to existing ranges.

Colorado Parks and Wildlife's (CPW) Shooting Range Development Program is one of the largest programs of its kind in the nation, reflecting CPW's commitment to support safe, accessible ranges for recreational shooters, hunters and archers, and to help pass important outdoor recreational traditions on to future generations.

The following guidelines provide information on the program priorities and process.

#### ***Who is eligible to apply?***

Applicants have included county and local governments, existing shooting ranges, recreational shooting organizations, police departments, educational groups, park and recreation departments, archery clubs, landowners, school districts, and others. Colorado Parks and Wildlife is interested in partnering with a broad array of entities interested in developing or improving recreational shooting opportunities in the state. Contact the SRDG Program Coordinator – Jim Guthrie – at [jim.guthrie@state.co.us](mailto:jim.guthrie@state.co.us) if you have any questions about eligibility to apply.

#### ***What type of ranges are eligible for funding?***

A range receiving funding must be open to the general public at convenient and reasonable times. Ranges limited solely and exclusively to private membership use are not eligible for SRDG grants. Small fees may be charged for public use of a SRDG-supported range, but they should be reasonable and provide a good value to recreational shooters. Ranges typically also allow access for hunter education training, and for introduction and skills development course through programs run by organizations such as 4-H, the Boy Scouts and the NRA.

***What improvements are eligible for funding?***

Project elements that can be supported through SRDG Program grants include berms, shooting benches, target holders, storage areas, fencing, restrooms, parking areas, access roads, shade covers, and other capital improvements that are directly linked to providing a recreational shooting opportunity.

***What will the program not fund?***

The SRDG Program will not approve grants for general operating expenses, promotional or advertising activities, improvements considered not directly linked to the recreational shooting opportunity, ammunition, expendable items (e.g. targets) or improvements considered in excess of basic facilities required for the range.

For projects involving grants \$5,000 or less, project sponsors should apply through the Small Shooting Range Grant program, which emphasizes smaller upgrades to existing shooting ranges and has separate guidelines and funding cycles.

***What are the priorities of the SRDG program?***

Expanding opportunities for youth is the top priority of the SRDG program, but the program also seeks to provide new, expanded and improved opportunities for hunters and recreational shooters of all ages. The youth opportunity criteria is commonly met by opening the range to hunter education classes and youth education programs such as those offered by 4-H, the Boy Scouts and other organizations.

New shooting ranges are also an important priority goal, particularly those in underserved or high demand areas. The SRDG program strives to support as many projects as possible throughout the state, as well as creating handicapped accessible opportunities.

***How much funding is available each year?***

For 2017, up to \$500,000 will be available for matching grants. That figure may increase or decrease in future years.

***How much local match must be provided?***

Local match must cover at least 25% of the total project cost. Local match cannot come from CPW-related sources (i.e. license funds, GOCO wildlife quadrant funds). In some cases federal-sourced funds might not be eligible for use as match. Examples of eligible local match include local government funds, volunteer time, donated professional services, donated materials, foundation funds, and private donations.

***Who can I talk to about a potential project?***

Contacting your local District Wildlife Manager in the early stages of project development is advised. Project proponents should be aware that hunting season is a very busy time for District Wildlife

Managers so contacting them before or after the main hunting seasons is recommended. Call your area or regional Colorado Parks and Wildlife office if you need contact information for the appropriate District Wildlife Manager.

In addition, you can contact the SRDG program coordinator with questions about project elements, local match and other project details. The program coordinator – Jim Guthrie – can be contacted at [jim.guthrie@state.co.us](mailto:jim.guthrie@state.co.us) or by phone at 303-866-3203 x4689.

### ***What type of information will I need to provide in an application?***

The application form can be found on the SRDG page on the Colorado Parks and Wildlife website. The application form includes brief descriptions and guidance of what type of information should be provided. In general, the main sections in the application form request information on the current use of the range, the situation the proposed project seeks to address, how the work will be done, and the planned budget for the project. Additional information that will be part of the application include project sponsor and contacts, the project site, descriptions and drawings of the proposed improvements, landownership information, and any letters of support from financial and local community partners.

The application should strive to make the best and clearest case possible on why the proposed project is a good one, the benefits that will result and to show that the project is well-thought through.

### ***How are grants reviewed and selected?***

Once an application is received, the project is reviewed by local District and Area Wildlife Managers. Feedback and suggested improvements to the project may be provided at that time, if earlier pre-application discussions have not taken place. Each of the four CPW regions ranks projects in their region and provide the rankings and any comments on projects to the SRDG program coordinator. Copies of the applications are also forwarded to members of the SRDG review panel.

The SRDG review panel is comprised of representatives from outside groups with a strong interest in recreational shooting and hunting, along with CPW and US Fish and Wildlife Service representatives. Proposals are assessed on the overall benefits they will provide to recreational shooters, hunters and/or archers in the state. Factors considered include cost-effectiveness, amount of public access, youth education and Hunter Education program access, expected ability to complete the project in a timely manner, range fees for public access, partner support, local match, population served, lack of alternative ranges, and degree of expansion of recreational shooting opportunities.

The review panel generally meets in early- to mid-April to review project proposals, receive presentations from project sponsors describing the proposal, and to develop funding recommendations for SRDG funds to the Director of Colorado Parks and Wildlife. Please see the separate application calendar for the exact application deadline and review panel meeting dates for the 2017 grant cycle.

***Are there any design standards ranges must meet?***

Rifle, handgun, shotgun, skeet and trap ranges should meet design guidelines established by the National Rifle Association, the National Shooting Sports Foundation or the National Association of Shooting Ranges.

For archery ranges, design information is available on websites for the Archery Trade Association, the National Field Archery Association and other organizations.

***What requirements will I need to meet if I receive a conditional funding award?***

Prior to the final awarding of a grant, successful applicants will also need to provide final designs and budget (if there are any changes from the application package) and any permits required for the project construction. In addition, a legal agreement with the state, most commonly in the form of a purchase order, must be fully approved before work can begin. For larger projects, generally those awarded funding above \$100,000, a grant with the US Fish and Wildlife Service and a state contract, must be fully executed before work can begin. Starting construction prior to receipt of a fully signed state contract or purchase order will very likely void the grant award and make it impossible for CPW to reimburse project sponsors for project costs. Examples of standard contract language for both governmental (i.e.; local or county governments) and non-governmental (e.g.; local shooting clubs) are available on the main page of the SRDG program on the Colorado Parks and Wildlife website.

Please review these documents prior to submitting a grant application to ensure the project sponsor can comply with listed contractual requirements.

Sponsors of projects that receive SRDG funding must also commit to maintaining the project improvements for their useful life, generally considered to be 20 years. Failure to maintain the project or to allow public access during the useful life may require the project sponsor to repay a prorated portion of the grant.

The majority of SRDG funding comes from license fee revenue, but federal funds may be used on projects in some cases. When federal funds are applied to a project, federal rules, procedures and requirements must be met.

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Attachment A includes a list of more detailed references on shooting range environmental stewardship plans and shooting range design standards, and lists the major insurance requirements that projects involving construction will need to comply with.

If you have further questions about the Shooting Range Development Grant Program, please contact the SRDG program coordinator, Jim Guthrie, at [jim.guthrie@state.co.us](mailto:jim.guthrie@state.co.us) or by phone at 303-866-3203 x4689.

## **Important points to keep in mind as a project is developed or implemented**

- Early consultation with Colorado Parks and Wildlife local personnel, such as District Wildlife Managers, can be helpful in project design, and to identify and resolve issues prior to the review panel meeting.
- Volunteer time is best documented at the time it is provided, commonly through signed volunteer timesheets. Trying to document volunteer participation in a project after the fact is difficult at best, and may result in reduced match and reduced reimbursement for expenses.
- Range should meet design guidelines established by the National Rifle Association, the National Shooting Sports Foundation or the National Association of Shooting Ranges.
- Do not start construction work before a fully approved purchase order is in hand, or in the case of certain larger projects, a federal grant is approved and a contract with the state has been fully executed.
- If the project design or cost estimates change, contact the Shooting Range Development Grant (SRDG) Program Coordinator to determine if an amendment to the purchase order or the federal grant and state contract is needed. Waiting until the end of the grant period to tell the SRDG Program Coordinator of design or budget changes may preclude CPW from being able to reimburse the project sponsor for some costs.
- Funding is provided on a reimbursement basis, which means the project sponsor pays for expenses up front, and then is reimbursed for the SRDG share of the expenses later.
- Project sponsors are responsible for maintenance of angling improvements for their useful life, generally 20 years. If a project is on property the sponsor does not own, such as a local government or shooting organization constructing a project on county or federally-owned land, either the property owner must accept financial responsibility for the maintenance or the project sponsor must have an agreement with the property owner to provide the maintenance.
- Project sponsors are required to have liability and, in some cases, worker's compensation insurance and to include Colorado Parks and Wildlife as "additional insured".

## Attachment A

### References

Additional information for grant applicants on best practices, examples, and guidance is available for SRGP grant applicants:

#### Environmental Protection Agency References

- EPA Best Management Practices - <http://www.epa.gov/region2/waste/leadshot/download.htm>
- EPA Brochure: “Do You Use Best Management Practices for Lead at Your Outdoor Shooting Range?” 2001.
  - o <http://www.epa.gov/Region2/waste/leadshot/brochure.pdf>
- EPA Guidance Manual: “Best Management Practices for Lead at Outdoor Shooting Ranges”, January 2001.
  - o <http://www.epa.gov/Region2/waste/leadshot/download.htm>
- EPA Region 2 Website (for success stories)
  - o <http://www.epa.gov/Region2/waste/leadshot/>
- EPA Certification Program
  - o <http://www.epa.gov/Region2/waste/leadshot/certif.htm>
- EPA Presentation on Best Management Practices for Lead at Outdoor Shooting Ranges
  - o [http://www.epa.gov/Region2/waste/leadshot/epa\\_bmp.pdf](http://www.epa.gov/Region2/waste/leadshot/epa_bmp.pdf)
- EPA Innovative Technology
  - o [http://www.clu-in.org/conf/itrc/smartemp\\_062805/resource.cfm](http://www.clu-in.org/conf/itrc/smartemp_062805/resource.cfm)

#### State of Colorado References

- Colorado Department of Public Health and Environment. “Corrective Action at Outdoor Shooting Ranges Guidance Document.” January 2005
  - o <http://www.cdphe.state.co.us/hm/shootingrange.pdf>
- Soil Treatments to Limit Lead Mobility
  - o [http://www.rangeinfo.org/resource\\_library/NSRS/04PolicyTrack/SoilTreatments.pdf](http://www.rangeinfo.org/resource_library/NSRS/04PolicyTrack/SoilTreatments.pdf)
- Laws as They Apply to Shooting Ranges
  - o [http://www.rangeinfo.org/resource\\_library/NSRS/08PolicyTrack/EnvLaws.pdf](http://www.rangeinfo.org/resource_library/NSRS/08PolicyTrack/EnvLaws.pdf)
- National Association of Shooting Ranges
  - o [http://www.rangeinfo.org/resource\\_library/resLibDetl.cfm?CAT=Facility%20Management](http://www.rangeinfo.org/resource_library/resLibDetl.cfm?CAT=Facility%20Management)
- National Rifle Association – Range Source Book must be ordered
  - o <http://www.nrahq.org/shootingrange/sourcebook.asp>

## Sample Stewardship Plans

- Environmental Stewardship Plan- Rod and Gun Club & Sportsman Association  
[http://www.rangeinfo.org/resource\\_library/resLibDetl.cfm?CAT=Facility%20Management](http://www.rangeinfo.org/resource_library/resLibDetl.cfm?CAT=Facility%20Management)
- State of Florida: Environmental Stewardship Plan Template  
[http://www.dep.state.fl.us/waste/quick\\_topics/publications/shw/hazardous/shootingrange/EnvironmentalStewardship\\_word.doc](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/hazardous/shootingrange/EnvironmentalStewardship_word.doc)
- National Association of Shooting Ranges: Environmental Stewardship Plan Templates  
[http://www.epa.gov/region2/waste/leadshot/bmp2\\_7.pdf](http://www.epa.gov/region2/waste/leadshot/bmp2_7.pdf)

## Internal Revenue Service Form W-9 Request for Taxpayer Identification Number

- o <http://www.irs.gov/pub/irs-pdf/fw9.pdf> for the form
- o <http://www.irs.gov/pub/irs-pdf/iw9.pdf> for the instructions

## State Standard Insurance Requirements

The Contractor shall obtain, and maintain at all times during the term of this agreement, insurance in the following kinds and amounts:

- Worker's Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of the contractor's employees acting within the course and scope of their employment.
- Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
  - o \$1,000,000 each occurrence;
  - o \$1,000,000 general aggregate;
  - o \$1,000,000 products and completed operations aggregate; and
  - o \$50,000 any one fire.
- If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.
- Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit may be required in cases in which automobiles are to be used in the construction project.

- The ***State of Colorado*** shall be named as additional insured on the **Commercial General Liability Insurance policy (leases and construction contracts will require the additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent)**. Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.
- The insurance shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the State by certified mail.
- The contractor will require all insurance policies in any way related to the contract and secured and maintained by the contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.
- All policies evidencing the required insurance coverages shall be issued by insurance companies satisfactory to the State.
- The contractor shall provide certificates showing insurance coverage required by this contract to the State within 7 business days of the effective date of the contract, but in no event later than the commencement of the services or delivery of the goods under the contract. No later than 15 days prior to the expiration date of any such coverage, the contractor shall deliver the State certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the State may request in writing, and the contractor shall thereupon within 10 days supply to the State, evidence of insurance coverage satisfactory to the state.