

Colorado Parks and Wildlife

Shooting Range

SMALL GRANT PROGRAM

*CPW Funds for Improving Shooting & Archery
Facilities in Colorado*



2023

Grant Program Guidelines and Application Form

Colorado Parks and Wildlife
Hunter Education Shooting Range Small Grant Program
REQUEST FOR PROPOSALS



Each year Colorado Parks and Wildlife (CPW) offers an opportunity for third party entities across Colorado to apply for funding to make improvements at public and private shooting range facilities that allow hunter education classes, public sight-in days and youth and family involvement in the shooting sports. Please review the eligibility criteria listed (page 3) to determine if these funds may serve your efforts to provide improved amenities at your shooting range.

Funding for the Shooting Range Small Grant Program is generated from the Hunting and Fishing license plate that provides dollars specifically set aside to increase recreational shooting opportunities. By keeping the funding within the state, we hope to allow applicants the most flexibility in grant fund usage.

Here's How It Works:

The Shooting Range Small Grant Program will serve as a cooperative effort between CPW (grantor) and other entities (grantees) to enhance Colorado's shooting ranges. CPW plans that approximately five to eight projects will be selected annually. Each project request should not be less than \$500 or more than \$5,000. Eligible applicants can apply and compete for financial assistance for specific projects as outlined in the following guidelines. Applicants ***must match*** a Small Shooting Range Grant award with non-state cash or in-kind services (donated labor and/or supplies and equipment use). It is very important that proposed grant activities will produce improvements at shooting ranges that are readily available for public use (some private use is allowed). A project will be ranked primarily in terms of new and/or improved shooting range opportunities for the greatest number of users. Make sure to completely describe the project in the application, **emphasizing how it benefits hunter education, hunter sight-in and practice, and youth participation in shooting sports.**

We encourage you to review the enclosed program guidelines and invite you to work with us to develop a proposal for funds to improve your shooting range. On page 9 you will find a 2023-2025 Shooting Range Small Grant Program Calendar. The Application Form can be found on pages 10-16.

Please call with any questions you may have. *Good luck with your application!*

Sincerely,

Jordan Likes, *Hunter Education Coordinator*
303-291-7264

Travis Long, *Grant Program Administrator*
303-386-5758

TABLE OF CONTENTS

Program Guidelines.....	3
Who May Apply.....	3
Eligibility.....	3
Requirements for Receiving Funds.....	4
Grant Application Preparation.....	5
Application Ranking and Selection.....	6
Matching Funds.....	6
Compliance Requirements.....	8
Application Calendar.....	9
Application Form and Instructions.....	10
Signature Page.....	15
Applicant Check List.....	16

PROGRAM GUIDELINES

The Shooting Range Small Grant Program provides matching funds to Colorado entities for the improvement and maintenance of Colorado's shooting ranges. The grants available through this program **REIMBURSE** project sponsors for up to 75 percent of approved expenses. Please carefully read the following guidelines to answer many of the questions you may have, including:

- **Who May Apply**
- **Eligible Projects**
- **The Application Process** (timetable, necessary components of the application, matching funds, etc.)
- **Requirements for State Funds**
- **The Selection and Approval Process**

WHO MAY APPLY

Local government agencies, parks and recreation departments, private shooting ranges that allow use by hunter education classes and allow public sight-in days, shooting associations or any other shooting facility that is open to the public may apply for a small shooting range grant. These grant funds are not meant for CPW shooting ranges. Commercial, for-profit ranges are not eligible. Please contact the Hunter Education Office if you have questions about eligibility.

Applicants may not participate in more than one project annually. Separate chapters or units of statewide organizations are considered as separate applicants. Two or more local agencies may form a partnership to conduct a project. It is important to note, however, that fund management is best facilitated when a county or municipality is the lead agency. *State dollars and/or donated labor from a state agency cannot be used for match* (please see directions for proper match documentation).

Applicants with open grants must demonstrate that the current project is significantly underway before another grant will be considered.

ELIGIBLE PROJECTS

The Shooting Range Small Grant Program is designed to improve shooting ranges across Colorado. The following are general requirements of all projects:

- The project will assist Colorado Parks and Wildlife in reaching its Strategic Plan goals of an increase in hunter recreation days and hunter satisfaction.
- Proposed improvements are substantial in nature.
- The project will improve access and/or amenities at a shooting range that is available for public use.
- The public access to the shooting range resource is assured for hunter education classes and use by hunters for sight-in and practice.
- The project is determined to be a cost-effective investment.
- The grant funded activities will be maintained for the life of the project for shooting range purposes, which is normally considered to be 15 years, if major construction work is involved.

Examples of Eligible Projects

Examples of eligible projects that meet the above goals, as well as the regulations for use of this funding, include: targets, benches, shelters, storage, parking lot and access road improvements, etc. Please call your local CPW Wildlife Officer (DWM) or the Hunter Education Office to discuss any other creative ideas.

Examples of Ineligible Projects

Grants will NOT be awarded for:

- Overhead, program administration, project planning or project research
- BBQ pits, community picnic areas, and other non-shooting related amenities
- Any projects that are not available to the general public or offer limited public access
- Contingency funds or unanticipated overages

Examples of Recent Projects

- Road base to improve access
- Concrete walkway for ADA compliance
- Compressed bales and 3D targets for archery range
- Shade and rain canopy
- Concrete shooting benches
- ADA-compliant restroom

REQUIREMENTS FOR STATE FUNDS

Match:

Each application must meet the minimum match requirements to be considered during the review and grant award process. It's important that the application show how much of the anticipated match is cash and how much is in-kind. While the maximum contribution CPW can contribute to a project is **75 percent** of the total project cost, the actual percentage for each project is dependent on how well the project results would meet the grant program goals. Higher ranking will be received in the selection process for projects that provide more than 25 percent of the cost share.

Match must be documented at the time a request for reimbursement is made to CPW Hunter Education office. In-kind labor must be documented using the proper form (which is part of the confirmation package) and must be shown to have occurred during the grant period.

Project Benefits:

In the selection process, additional weight will be given to projects that foster substantial increases in public shooting range use and/or open up new shooting ranges.

Useful Life:

In all cases, proponents will be responsible for operation and maintenance for the lifetime of the project. During useful life of the project annual updates may be requested about the operating status of the project. The following table lists the approved useful life for common types of shooting range improvements:

2023 CPW Small Shooting Range Grant Program

Grant Funded Activity	Useful Life (years)
Shooting Range supplies (e.g., targets, 3D archery targets, backers, holders, stands)	3
Gravel & blading (shooting range, access roads and/or trails)	5
Benches, seats	
Steel and/or Concrete	15
Wooden	5
Building & fencing repairs	10
Vault toilets	15
Canopies	5
Concrete pads	15
Fencing	15

Accepting a Hunter Education Small Shooting Range Grant from CPW implies that for the defined life expectancy of the specific range grant project the range will be available for hunter education classes, hunter sight in, and youth event use without restrictions or requirements that the hunter education instructors, hunters, or youth participants be members of that facility.

A.D.A. (Americans with Disabilities Act):

It should be noted that all projects shall be designed and constructed so as to be accessible to the physically challenged and should meet current A.D.A. requirements where practical and economically feasible.

GRANT APPLICATION PREPARATION

Applications undergo a detailed review process by a review panel. Project sponsors may be contacted during this time for more information. Please follow the steps below in completing your application:

- 1) Begin by contacting your CPW Area staff (local office or wildlife officer) at least 3 weeks prior to application deadline to discuss the details of your proposed project. If you don't know who to contact call the Hunter Education Office (303-291-7470) or your CPW area office.
- 2) During this review period, applicants may be asked to explain, revise, or expand their application. It is important that any changes are made in a timely manner.
- 3) The application should then be forwarded to the Hunter Education office at the Denver Broadway location by **5 pm on September 29, 2023**.

Mail: Hunter Education
Colorado Parks and Wildlife
6060 Broadway
Denver, CO 80216

Email: jordan.likes@state.co.us

APPLICATION RANKING AND SELECTION

Once projects have been submitted to the Hunter Education Office they go through a ranking and selection process by the Review Panel.

2023 CPW Small Shooting Range Grant Program

- Based on the results of Review Panel ranking, letters to applicants will be sent out that will notify them of approval or disapproval of projects by **January 31, 2023**. Applicants are welcome to start work on their projects after they receive this Letter of Acceptance.

✓ **STARTING ANY WORK BEFORE GRANT APPROVAL AND PRIOR TO RECEIVING THIS ACCEPTANCE LETTER INVALIDATES THE GRANT!**

- Applicants may be required to submit semiannual status reports during the project. After completion, project sponsors should submit a final report of expenditures and photos of the completed project. All projects should be completed by **December 31, 2025**.
- Field inspections may be made as projects are being constructed. Upon completion, the Program Coordinator, Area Manager, or District Wildlife Manager may inspect the project prior to approving final payment to the sponsor (all appropriate receipts will have been verified) and annually, thereafter, to insure compliance with maintaining the project for its useful life.

What Happens if Your Proposal is Not Selected?

The Shooting Range Small Grant Program is a highly competitive statewide assistance program. It should not be construed that a project is unworthy because it is not approved or not funded in its entirety. Proposals may be re-submitted in following years if they were not funded, but they must go through the same application process, be re-dated, and finally re-evaluated by the Review Panel for the next funding cycle. An application which circumvents this process will not be considered. The Hunter Education office will work with applicants to address issues and provide suggestions to insure the project has the best chance possible to receive funding in the future.

MATCHING FUNDS

What Qualifies As Matching Funds?

For an applicant, the determination for matching funds can be fairly complex. If questions arise during application preparations it may be advantageous to discuss your project with the Hunter Education Coordinator, Jordan Likes, at jordan.likes@state.co.us or 303-291-7264.

Acceptance of justifiable matching funds and their value will be subject to approval by Colorado Parks and Wildlife's Grant Program Administrator.

Guidelines covering the determination and use of eligible matching funds are as follows:

- Total grant funds (state) may not exceed 75 percent of the total project cost. Therefore, at least 25 percent of the total project costs must be justifiable in-kind and/or cash matching funds.
- In-kind and cash donations must come from non-state and non-CPW sources.
- In-kind matching funds may be used in addition to, or in place of, cash donations.
- In-kind contributions may be in the form of volunteer labor (non-state), materials, use of equipment or costs incurred by the contractor or subcontractors to complete the project. All in-kind match **MUST BE** documented correctly on the approved form and must have occurred during the approved grant period.

2023 CPW Small Shooting Range Grant Program

- To be eligible as an allowable cost, all in-kind contributions must be expressly determined by the state to be a necessary and integral part of the project. Third party in-kind contributions may count toward satisfying the matching requirement only if the participants receiving these in-kind contributions would otherwise have to pay for them to complete project requirements or necessities.
- In-kind match may not include costs that are borne by other state grant agreements. This includes costs and third party in-kind contributions that have been used to satisfy matching or cost-sharing requirements of another state grant/aid agreement or any other award of state funds.
- In-kind matching funds must be specific to the approved work units of the project documented in the work plan of the application, and will be specified as a line item in the budget exhibit of the funding agreement.
- Indirect costs (such as overhead charges or contingency estimates) cannot be included as part of in-kind contributions. This also applies to non-expendable tools and equipment that have a use beyond the project.
- **No in-kind donation or funds expended prior to the receipt of a Letter of Acceptance will be eligible as match.**
- The NRA Foundation also has grant monies available. Please check www.nrafoundation.org/grants/ for potential grant funds to match these state funds.

How Is The Value Of In-Kind Matching Funds Determined?

The valuation of an in-kind contribution is dependent on whether the contribution is from volunteer labor, equipment use, or any other third party. The following rules apply to in-kind matching funds:

- Generally, contractor or third party in-kind contributions are valued at the rate the state would have to pay for similar services or property if purchased on the open market in that part of Colorado.
- Materials contributed by a third party will be assigned the market value at the time of the contribution.
- If the contractor or a third party contributes labor and/or equipment, the contribution will be valued at the fair labor or rental rate over the term of the project. Only labor and/or equipment, necessary and integral to the completion of the project, will be considered for evaluation as an in-kind contribution.
- Fair labor and/or equipment rates shall be determined by the documented prevailing rate at the project area.
- If not specified in the budget outline of the application, the value of donated labor will be computed at \$24/hour. The use of higher hourly figures must be justified by the type of work and qualifications of the worker. The correct form to document donated labor will be part of the confirmation package.

COMPLIANCE REQUIREMENTS

A number of requirements have to be addressed for all projects. These compliance issues are addressed as part of the application portion of the process, not during the initial application and panel review process. Depending on the nature of the projects, substantial delays - nine months or more - may occur as a result of these requirements,

2023 CPW Small Shooting Range Grant Program

although lengthy delays are the exception. The following lists some compliance assurances that are typically required as part of the state review process:

POTENTIAL COMPLIANCE REQUIREMENT	WHAT IT IS, WHO TAKES LEAD ON ADDRESSING
Historical and Cultural Preservation	<i>A written statement from the State Historical Preservation office clearing your project - CPW normally takes the lead on this. If the project requires a Cultural Resource Survey (CRS) additional costs and time will be required. A CRS may be required any time soil is disturbed—building berms, digging foundations, building roads, etc.</i>
Prime and Unique Farmland	<i>A written confirmation from the Natural Resources Conservation Service (previously SCS) clearing your project site from the unique or prime farmland restrictions - CPW normally takes the lead on this.</i>
Army Corps of Engineers 404 Permit	<i>A 404 Permit or clearance from the Corps of Engineers may be needed for projects that could affect jurisdictional wetlands - the project sponsor normally takes the lead on this, if applicable, through contact with the local Army Corps of Engineers Office.</i>
Endangered Species	<i>Each project must assess whether there will be an impact on any federally-listed threatened or endangered species or how any impact will be mitigated - CPW personnel normally take the lead on assessing the presence of any listed species. Project sponsor may take the lead on determining course of action should endangered species issues arise.</i>
Environmental Assessments	<i>Projects that involve water depletions, wetlands or other environmental impacts may require an acceptable Environmental Assessments - Project sponsor will develop any required environmental assessments.</i>

APPLICATION CALENDAR

May 25, 2023

Program guidelines and applications available online:

<http://cpw.state.co.us/thingstodo/Pages/RangeMaintenanceGrants.aspx>

September 29, 2023

Applications due at the CPW Hunter Education office, 6060 Broadway, Denver, 80216, by 5 pm.

December 10, 2023

Proposal review and ranking, which may require discussions with applicant.

January 31, 2024

Letters will be sent to applicants with results of review panel, either accepting or rejecting proposal.

December 31, 2024

Project should be completed no later than December 31, 2024. If a situation arises where additional time is needed to complete a project the grant can be amended. Contact the Hunter Education office well before the grant expires. Once the grant has expired no additional funds will be available.

APPLICATION FORM AND INSTRUCTIONS

PLEASE USE THIS FORM ONLY AND FILL IN ALL SECTIONS!

APPLICANT INFORMATION		
Applicant (Organization):		
Name of Range:		
Project Title:		
Mailing Address:		
Physical Address of Range or General Location, if different than mailing address:		
County:		
Project Legal Location--Township, Range, Section, ¼ Section (MUST BE INCLUDED):		
Total Project Cost:	Grant Amount Requested:	Matching Cash and/or In-Kind Provided:
Website of Organization:		
Contact Person (name):		Title:
Contact Mailing Address:		
Contact Phone Number:	Contact Email:	
Type of Organization:		
Circle Available Facilities at the Range: <div style="display: flex; justify-content: space-around; text-align: center;"> Archery Shotgun Small Bore (.22) High Powered Rifle Handgun </div>		
<i>I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of Colorado Parks and Wildlife. I acknowledge that failure to meet the requirements of the grant program will result in forfeiture of grant funds.</i>		
<i>Signature of person who prepared grant application</i>		<i>DATE:</i>
<i>Printed name of above individual</i>		
<i>Signature of president or administrator of applicant organization</i>		<i>DATE:</i>
<i>Printed name of above individual</i>		

2023 CPW Small Shooting Range Grant Program

PROJECT COSTS		
Amount of CPW aid requested	\$	Percentage of total project: (no more than 75%)
Amount of local cash match	\$	Percentage of total project: (must total at least 25%) Indicating how much match is cash and how much is in-kind is required.
Amount of local in-kind match	\$	
Total match	\$	
Total Cost of Project	\$	Above percentages must total 100%
PROJECT DESCRIPTION		
Purpose (Existing condition of range and how project will improve it):		
Need (Why project is needed and expected results of improvements):		
Objective(s):		
Approach (Work Plan describing main activities):		
<p>Will any ground be disturbed as part of the proposed shooting range improvement activities? Has the area already been disturbed? <u>Photos of the area to be improved must be included for submission to the State Historical Society for evaluation. A Cultural Resources Survey may be required. Applications without photos will be returned.</u></p> <p>Please describe:</p>		

Expected Results & Benefits (How will range benefit and benefit to the public):

Is Range Used for:

	Number of Days Currently?	Number of Days After Completion of Project?
Hunter Education		
Hunter Sight-in Days		
Youth Education		
Youth Competition		

Please list examples of youth groups or activities that the range will be available to after the project is completed:

RANGE ACCESS INFORMATION

(Please fill in all that apply or note N/A if it does not apply)

Initiation Fee:

Annual Membership dues:

Number of Members:

Cap on Membership Numbers:

Fee for Guests:

Public Access Fees:

Number of Public Access Days per Month:

PUBLIC USE / PRIVATE USE / ADA USE

Present PUBLIC Shooting Range Use (%):	After completion (%):
Present PRIVATE Shooting Range Use (%):	After completion (%):
Present Handicapped Shooting Range Use (%):	After completion (%):

2023 CPW Small Shooting Range Grant Program

PROJECT BUDGET:							
Work Item #	Work Activity Description	Unit of Measurement	Quantity	Cost Unit	Total Cost	Local Share	CPW Share
ENGINEERING (if applicable)							
Name:							
Qualifications:							
MAINTENANCE (Responsible Party)							
Name:							
Contact Information:							
SITE PLAN							
Please include a map to show the general location of the range, including the nearest community and access roads. Also include a diagram of the range that includes existing and proposed range features. The diagram may be hand drawn.							

LAND OWNERSHIP

Property to be developed must be controlled by the local sponsor for the life of the project. A copy of the lease, easement, or title may need to be given to CPW to ensure public access to the property throughout the life of the project. Give the name of the landowner and the type of legal instrument guaranteeing public access for a minimum of the useful life of the project. If the project is selected the applicant may be required to furnish a copy of such document.

Property Owner:

Legal Instrument:

MAIN CPW CONTACT(S)

Name, title, phone number (e.g., District Wildlife Manager, Regional Manager, Area Wildlife Manager, Hunter Education Coordinator):

Accepting a Hunter Education Small Shooting Range Grant from Colorado Parks and Wildlife implies that for the defined life expectancy of the specific range grant project the range will be available for hunter education classes, hunter sight in, and youth event use without restrictions or requirements that the hunter education instructors, hunters, or youth participants be members of that facility.

SIGNATURE PAGE

Organization Name: _____

Project Sponsor (name, title):

Date:

CPW District Wildlife Manager:

Date:

CPW Area Wildlife Manager or CPW Regional Manager: Date:

Region Comments:

Applications must have at least one Colorado Parks and Wildlife signature to be accepted. Please contact the Hunter Education Office or your local area CPW office for contact information if needed. Applications sent without a completed signature page will be returned.

APPLICANT CHECK LIST

Please make sure all of the following steps have been completed before your proposal is submitted to CPW.

- Application is specific to the Small Range Grant?
- Application has been discussed with CPW staff?
- Application is completely filled out?
- Signature page has been completed?
- Map is included?
- Site plan or diagram is attached?
- Photos of the area to be modified are included?

Incomplete applications will not be accepted and will be returned to the applicant.

Contact information:
Colorado Parks and Wildlife
Shooting Range Small Grant Program
Hunter Education
6060 Broadway
Denver, CO 80216
303-291-7470
303-291-7113 (fax)