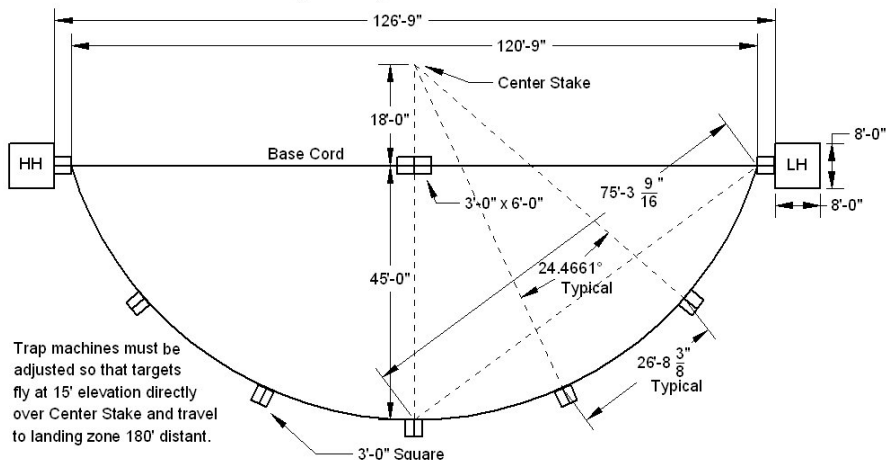


Large Shooting Range Grants

REQUEST FOR PROPOSAL

Skeet Range Layout and Dimensions



General Information

Award Type: Competitive Grant

Posted Date: August 17, 2023

Due Date for Applications: August 24, 2023 through the end of the grant period.

Application Method: Mail completed application to Chuck Niska, address below.

Eligible Applicants: Local recreation shooting clubs in Minnesota that operate shooting ranges and allow public access to shooting.

Project Completion Date: June 30, 2025 and June 30, 2026 respective of each Fiscal-Year.

Estimated Funding each Fiscal Year (2024 & 2025): \$100,000

Minimum Award: \$25,001.00

Maximum Award: Dependent on availability of funding.

Match Requirement: 50% non-state funds. Match may be cash or in-kind materials or services. All non-state funding sources must be listed.

Fund Source: Heritage Enhancement Account of the Game and Fish Fund

Grant Program Webpage: www.dnr.state.mn.us/grants/recreation/rangedev4.html

Grant Program Contact: Chuck Niska, Shooting Range Grant Program Coordinator
Division of Enforcement
500 Lafayette Road, Box 47
St. Paul, Minnesota 55155-4047
(612) 756-4165

LARGE SHOOTING RANGE GRANTS
REQUEST FOR PROPOSAL AND PROGRAM MANUAL

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I. Grant Opportunity Description

A. Summary

As provided by 2023 LAWS of MINNESOTA, Chapter 60, Article 1, Section 3, Subd 6 (n) (1) and Subd 6 (n) (2), the Minnesota Department of Natural Resources (DNR) is providing cost-share grants to local recreational shooting clubs for up to 50 percent of the costs of developing or rehabilitating shooting sports facilities for public use. These funds are from the DNR Heritage Enhancement account of the Game and Fish Fund.

As part of that program, the DNR has created the **Large Shooting Range Grants (LSRG)** program to provide grants of an unlimited amount, for listed projects eligible for funding. This grant program, along with the Small Shooting Range Grant (SSRG) program **replace** the Small Trap Shooting Range Grant Program, providing matching grants for everything including **all new shooting range construction, and on-going rehabilitation and improvement of existing facilities with new construction**. The grants must be matched 1:1. Groups wishing to apply for these funds can either operate existing shooting ranges intending to expand, improve, or upgrade their shooting ranges with the primary goal of increasing range capacity for youth recreational shooters. For newly constructed shooting ranges, applicants need to provide documentation regarding compliance with the MN Wetland Conservation Act, as well as having local government zoning approval, in order to participate in this program. Additional site reviews conducted by the DNR will cover State Historical Preservation (SHPO) and Natural Heritage Program concerns, to ensure projects will not negatively impact cultural or biological resources.

B. Funding Source

Funding for the Large Shooting Range Grant program comes from the Heritage Enhancement Account of the Game and Fish Fund, funded by hunting and fishing license purchases.

C. Program Priorities

1. To increase shooting range capacity and access for youth shooting teams and individual shooters from those teams.
2. To increase shooting range capacity and access for youth in general.
3. To increase shooting range capacity and access for adults.

Applicants and proposed projects must meet all Federal, State, and local laws, regulations, policies, and codes, as applicable.

D. Funding Cycles

Allocation of funds for Large Shooting Range Grants will occur on an annual basis at the discretion of the Commissioner and is dependent on available funding. There is \$100,000 available, for each respective Fiscal Year: 2024 and 2025.

E. Eligible Applicants

Eligible applicants are limited those groups that operate existing shooting ranges.

[State Grant Policy 08-13, Grant Closeout Evaluation](#) requires state agencies to consider a grant applicant's performance on prior grants from that agency before making a new grant award of over \$5,000. Applicants who performed poorly on prior grants may not be funded or may allowed to work on small, specific projects.

F. Grants and Public Information

Under [MN Statutes 13.599](#), responses to Requests for Proposals (RFP) are nonpublic until the application deadline is reached. At that time, the name and address of the grantee and the amount requested becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed. Sensitive information, such as Natural Heritage Database review information, will be redacted on all applications prior to them becoming public.

G. Application

The grant application for this funding cycle is [available at the DNR website](#).

II. Program Information

A. Grant Funds

Up to \$ 100,000 is available in fiscal year 2024, another \$100,000 in 2025 for the Large Shooting Range Grant Program. The maximum grant in the Large Shooting Range Grant Program is \$100,000.

1. The DNR reserves the right to award less than the total amount available if suitable projects are not submitted. If no grants above \$25,000 are applied for, then those funds will be rolled into the Small Shooting Range Grants.
2. The DNR reserves the right to make additional awards under this announcement, if additional funding becomes available; a project comes in under or over budget; or if a grantee cannot carry out their project as planned.
3. The DNR reserves the right to award amounts less than that requested in an application should it be determined aspects of a project are not desirable, eligible for funding, or are not cost effective.
4. Grant funds will be awarded to only one eligible organization (the "Grantee") per grant period. The Grantee is responsible for the proper expenditure of funds, on-the-ground accomplishments, reporting, and meeting all program and legal requirements.

B. Match Information

1. Minimum Requirements

This program requires a match of 50 percent non-state funds for all grants. The match may be cash or in-kind services or materials. Funds used for match for Large Shooting Range Grant Program grants cannot be used as match for any other state grant programs.

Match funds are generally subject to the same requirements as grant funds, unless specifically listed. Documentation of all match funds is required. Match can come from a

variety of public (non-state origin) and private sources and can include in-kind goods and services and volunteer labor. Match funds are subject to audit.

Cash Match is actual cash contributed to a project, such as:

- Cash contributed by your organization.
- Cash contributed by a third party that is supported by a Partner Commitment Letter and documented in the grantee's files.
- Supplies or contracted services (not grantee staff time) to be paid for by the grantee for project activities during the grant period.

In-kind Match is non-cash donations of a good or service, such as:

- Personnel time given to the project (existing staff or volunteers).
- Use of equipment.
- Donated supplies or services.
- In-kind donations can be matched through this grant program, but must be identified as a part of the budget in this RFP, and properly documented, regarding date of occurrence, amount contributed, etc. No more than \$25 per hour may be used contributions of labor.

All Match funds must:

- Be reasonable, necessary, and allowable for the performance of the grant award.
- Conform to grant program guidelines, including project dates.
- Be provided for in the approved budget.
- Be treated consistently with other costs incurred by the organization.
- Be in accordance with Generally Accepted Accounting Principles (GAAP).
- Be adequately documented (i.e., are verifiable from the grantees records and reported to the grant program as requested).

C. General Program Requirements

This program is funded by state dollars and requires a significant amount of documentation and transparency. All expenditures and work done with these funds must adhere to the following requirements:

1. Applicable Laws, Regulations, Policies and Codes

Applicants must follow Federal, State, and local laws, regulations, policies, and codes, as applicable. Projects on public lands, and any project receiving state funds, may require more approvals and/or permits than other projects. It is the applicants' responsibility to obtain all required approvals and permits. Applicants must coordinate this with public Land Managers, Easement Holders, and/or private landowner(s) before submitting the application.

2. Commissioner's Approval

The Commissioner of Minnesota Department of Natural Resources has authorized the Director of the Division of Fish and Wildlife to approve all projects in the Large Shooting Range Grant Program.

3. Grantee's Duties

Grantees must be willing and able to perform all work required to complete the projects they are requesting funds for. This includes managing any bid, contract or purchasing process necessary to complete work under the grant. The grantee is also responsible for project oversight and management. DNR or other public Land Managers or Easement Holders may provide technical guidance to the grantee, but are not responsible for the work. Grantees are also responsible for understanding and following all program requirements and procedures.

4. Conflict of Interest

[State Grant Policy 08-01, Conflict of Interest for State Grant-Making](#), also applies to grantees. Please review and follow this policy to ensure there are no conflicts of interest. Applications may be rejected or grants cancelled if conflicts are found and not resolved to the State's satisfaction.

Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

- a. A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties;
- b. A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties; and/or
- c. A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

An organization's conflict of interest policy must be followed when selecting contractors. If no policy exists, the grantee must document that a fair process was used.

5. Work on Public Land

Any work to be done on public lands must be approved by the public Land Manager in writing at the time of application. Include a signed letter with your application.

6. Equipment Tracking

Individual equipment items that cost \$2,500 or more must be specifically identified in the grant proposal.

7. ADA Act

All projects must be open to the general public (no membership required) and must be in compliance with the Americans with Disabilities Act.

8. Guidelines for Shooting Range Design

All projects should reference the NRA Source book guidelines for shooting range design and construction.

III. Eligibility Information

A. Ineligible Applications

The following applications will not be considered eligible under this RFP and will be disqualified:

1. Applications requesting \$25,000 or less. Applications of a smaller size are eligible for consideration through the Small Shooting Range Grant Program (SSRG).
2. If an application requests funding for ineligible activities, or uses ineligible activities as match, the ineligible activities will not be considered and may result in the rejection of the entire proposal.
3. Applications which are not complete at time of application deadline. No late submissions will be accepted. Applications are considered incomplete if:
 - a. Land Manager letter of approval is missing, incomplete, or unsigned
 - b. Any required financial documentation is missing
 - c. The match amount does not meet requirements

B. Eligible Expenses

Generally, if an expense is eligible as a grant cost, it is eligible as a match cost. All grant and match expenses must occur within the project period. The grant period begins when the final signature on the grant contract is obtained and continues until all work is completed but no later than their respective contract end date (June 30, 2025 for Fiscal Year 2024; June 30, 2026 for Fiscal Year 2025). **No work may begin or expenditures incurred until the grant contract is signed by all parties.**

Eligible expenditures include:

- 1) Trap house construction (new, replacement, or rehabilitation).
- 2) Trap thrower purchase.
- 3) Trap thrower replacement purchase.
- 4) Constructing access paths & sidewalks as part of a trap field project.
- 5) Sound abatement (primarily plantings).
- 6) Constructing trap pads.
- 7) Trap field design and engineering costs.
- 8) Trap field site preparation and grading.
- 9) Skeet house construction (new, replacement, or rehabilitation).
- 10) Skeet thrower purchase (new or replacement).
- 11) Skeet pad or station installation.
- 12) Constructing access paths & sidewalks as part of a skeet field project.
- 13) Rifle or pistol range backstop and side berms.
- 14) Firing line enclosures.
- 15) Sound abatement, including vegetative plantings, walls and earthen side berms.
- 16) Lighting improvements (new or improvement of existing).
- 17) Access and Americans with Disabilities Act-related improvements.
- 18) Voice activation equipment and installation.
- 19) Warning signs.
- 20) Crediting signs posted in close proximity to when grant improvements are made (required by DNR).
- 21) Costs of re-vegetation, unless already cost-shared by the local Soil and Water Conservation District (SWCD).
- 22) Five stand construction or rehabilitation.
- 23) Skeet field site preparation and grading.
- 24) Fencing.
- 25) Shooting tables.
- 26) Patterning boards.

C. Ineligible Expenses

Indirect costs (overhead costs for basic operational functions such as lights, office rent, water, phone) costs are not eligible grant or match expenditures.

- 1) Staff time and grant preparation costs.
- 2) Indirect costs, travel costs.
- 3) Construction or reconstruction of buildings.
- 4) Construction of pavilions/furniture.
- 5) Maintenance equipment.
- 6) Parking improvements.
- 7) Furniture other than shooting tables.
- 8) Plumbing improvements.
- 9) Land purchase or rental.
- 10) Facility operations or maintenance.
- 11) Insurance premiums.
- 12) Targets and ammunition.
- 13) Firearms.
- 14) Land purchase, rental or lease costs.
- 15) Attorney's fees.
- 16) Clubhouse construction or improvements.

APPLICATION AND GRAND AWARD INFORMATION

I. Application Information

A. Mail-in Grant Applications

You must use the application form supplied in this packet, and must include all documentation at the time you submit your written application. Incomplete or late applications will not be accepted.

Submit your application by mail to:

Minnesota Department of Natural Resources
Chuck Niska, Shooting Range Coordinator
500 Lafayette Rd., Box 47
St. Paul, MN 55155-4047

or via e-mail: chuck.niska@state.mn.us

B. Application Deadline

Large Shooting Range Grant Program applications will be accepted continuously:

- i. Regarding Fiscal Year 2024, from August 24, 2024 through June 30, 2024.
- ii. Regarding Fiscal Year 2025, from July 1, 2024 through June 30, 2025.

C. Application Status

All applicants in the Large Shooting Range Grand Program grant cycle will be notified of their funding status within 1 week of the grand announcement date.

D. Start Date

Additional documentation including insurance certificates and work plan updates will be needed before the grant contract can be executed. The grant contract must be executed (signed by the grantee and DNR staff) **before** work may begin. The start date is largely dependent on how quickly the grantee submits requested materials. If required materials are not submitted within a reasonable time period, the state reserves the right to cancel the grant award.

E. What NOT to Submit

Do not submit extra or unsolicited material, such as pamphlets, business cards, appraisals, etc. Do not embed these items in any of the required documents that you upload. Such material will be removed from the application and will not be sent to reviewers. Should any of this information be needed, grant staff will request it from the applicant. ALSO: Do not submit this set of instructions.

F. Photos

Applicants may attach photos of the project site(s). Photos should be relevant to the project showing past/current state of the site to demonstrate the need for funding.

II. Application Review Information

A. Evaluation and Scoring Criteria

Grant applications will be scored by a panel of at least three Minnesota shooting range experts, with each panel member submitting a separate score sheet. Points are awarded according to how well the proposed project meets evaluation scoring criteria.

Applicants should review the Evaluation Criteria list found at the end of this document, on page 21, to make sure all the information needed to evaluate their application on each criterion is included to ensure funding.

1. Project location & need (50 points possible)

- Estimated number of youth teams served (the more teams served the higher proposal will be scored).
- Estimated number of youth team shooters served (the more shooters served the higher the proposal will be scored).
- Estimated number of youth from the general public and not associated with teams served (the more youth shooters served the higher the proposal will be scored).
- Estimated number of adults from the general public served (the more adult shooters served the higher the proposal will be scored).
- Proximity to population centers (proposals located in or near large population centers will be scored higher).

2. Financial Contributions (20 points possible)

- Amount of Applicant Funding compared to total project budget (projects with a lower ratio of state to applicant funding will be scored higher).
- Cost Share: Other funding sources (projects with multiple funding partners will be scored higher).
Please list all funding sources!

3. Feasibility of Project (30 points possible)

- Timeline (projects with a realistic timeline will be scored higher).
- Scope of Work (projects where the scope of the work matches the goals of the grant program will be scored higher).
- Sustainability (projects that have plans to ensure sustainability will be scored higher).
- Correlation of Project Work with Budget (projects where work to be performed matches project budget will be scored higher).
- Staff and Equipment (projects that demonstrate adequate involvement of staff and equipment to complete the work will be scored higher).

The Director of the DNR Division of Fish & Wildlife determines final grant awards.

B. Review and Selection Process

1. Initial Review

An application must pass all Initial Review criteria in order for it to be forwarded for further consideration. Applications that do not pass the initial review are considered ineligible. Large Trap Range Grant Program staff will review applications to ensure that:

- a. The applicant meets the eligibility requirements for the program;
- b. The application meets the requirements of the RFP, including submission of all required forms;
- c. The match requirements are met;
- d. The projects are eligible and all work is within the scope of the Large Shooting Range Grant Program;
- e. The project can be accomplished within the grant period.

2. Financial Review of Nongovernmental Organizations-Requests Over \$25,000

[The State Grant Policy 08-06, Financial Review of Nongovernmental Organizations](#) requires that before awarding a Large Shooting Range Grant Program grant of **over \$25,000** to a nongovernmental organization, Minnesota state agencies must assess a recent financial statement from that organization. Organizations submitting multiple applications (from any of the grant cycles) that total over \$25,000 will be asked to submit required financial documentation at that time. Items of significant concern must be discussed with the grant applicant and resolved to the satisfaction of state agency staff before a grant is awarded. Financial documentation required is based on annual income:

- a. Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or a certified financial audit must submit their most recent board-reviewed financial statements.
- b. Grant applicants with annual income of over \$50,000 and under \$750,000 must submit their most recent IRS Form 990.
- c. Grant applicants with annual income of over \$750,000 must submit their most recent certified financial audit.

Applicants should include the appropriate documents with their application. Financial review is completed by Large Shooting Range Grant Program Staff during the initial review process.

3. Final Approval of Grants

The commissioner has granted approval authority for the Large Shooting Range Grant Program grants to the DNR's Fish and Wildlife Division Director.

The DNR reserves the right to reject any and all applications which do not meet the requirements of this RFP or are outside the scope of the Large Shooting Range Grant Program. All or part of a grant

may be funded. The DNR also reserves the right to award less than the total grant funds available if suitable projects are not submitted.

C. Unfunded Applications

Applicants with ineligible or incomplete applications will be notified of such at the time the awards are announced.

D. Un-awarded Funds

Any un-awarded funds remaining will remain in the Heritage Enhancement Account of the Game and Fish Fund.

III. Award Administration Information

A. Anticipated Award Dates

Large Shooting Range Grant Program grants will be awarded once, in October 2024.

B. Grant Award Information

All grants will be awarded using a grant contract. The grant contract is the legal document containing the project description, budget, and other requirements. This is considered a contract between the award recipient and the State of MN. No work may begin or expenditures incurred until the grant contract is fully signed by all parties.

C. Executing the Grant Contract

Each grant contract required s minimum of three signatures, signed in this order:

1. State Encumbrance Verification by a DNR staff member who verifies that the grant funds have been encumbered.
2. Grantee Signature by the member(s) of the grantees' organization who have the authority to sign legal documents on behalf of the organization.
3. State Agency Signature by a DNR Division Director, within Enforcement Division and the Fish and Wildlife Division.

The grant contract is "executed" when all the above signatures have been obtained. Work may not begin until the grant contract is executed. The contract process moves at the speed set by the award recipient (grantee) as all requirements must be submitted by the grantee before execution of the contract.

D. Grant Period

The grant period starts when the grant contract is "executed," meaning all required signatures have been obtained. Work that occurs before this date **is not eligible** for reimbursement with grant funds, and cannot be used as match, with the exception of the Pre-Award Costs outlined in the RFP.

The end date of a grant period is determined by the appropriation language. Projects funded must be completed by June 30, 2024 or June 30, 2025, based on contract-start-date. All work must be completed and final products delivered by the grant expiration date.

E. Changes to the Application, Work Plan, or Grant Contract

Any changes to the approved application must be submitted to and approved by Large Shooting Range Grant Program Staff before the grant contract is signed and work begins. The application is called the "work plan" after the project is funded, and is incorporated into the grant contract. Changes that are significant enough to alter the work plan beyond scope of the originally approved application are not allowed.

Minor changes to the work plan such as dropping or adding project sites or modifying the timeline can be made by requesting the change in writing to Large Shooting Range Grant Program Staff prior to the change.

Major changes may need a formal amendment. Contact Large Shooting Range Grant Program Grant Staff as soon as possible when changes are expected, and prior to doing any work. Any amendment(s) to the original grant contract must be in writing and will not be effective until the amendment has been signed and approved by the same parties who executed and approved the original agreement, or their successors in office.

F. Volunteers and Contractors

1. Volunteers

Volunteers are individuals or groups who perform work described in the grant and are not paid for their time by any agency, grant or organization. Volunteers working on DNR lands must [register as DNR volunteers](#) and are then covered by DNR's Worker's Compensation Insurance. Forms are available from the DNR Land Manager. Volunteers working on other public lands must follow the volunteer guidelines for the agency that manages the land. Work performed by unregistered volunteers on either DNR or other public lands will not be counted as in-kind match. Documented volunteer hours may be counted as in-kind match. Forms are provided for this purpose and are available on the Large Shooting Range Grant Program webpage. Grantees may use their own forms as long as the same information is provided.

2. Contractors

Contractors are individuals, groups or companies paid by a grantee to perform all or portions of the work as outlined in the grant. Contractors are subject to the same restrictions and responsibilities as the grantee.

It is strongly recommended that all contractors meet the same insurance requirements as the grantee. An organization's Conflict of Interest policy must be followed when selecting subgrantees, contractors, or vendors. Contractors will be required to certify that they have not been debarred or suspended from participation in federal assistance awards in accordance with 40 CFR Part 32.

Suspended or debarred vendors may not be used for the Large Shooting Range Grant Program project, regardless if grant or match funds are being used to pay for contracted services. See the [State of MN's Suspended/Debarred Vendor Report](#) to check for potential conflicts before hiring contractors.

3. Selecting Contractors

Contractors must be selected as described below.

- a. If the value of the services is anticipated to be less than \$5,000 a competitive process is not required.
- b. If the value is anticipated to be more than \$5,000, but less than \$50,000, an informal competitive process must be used unless the grantee prefers to use a more formal process.
 - i. The bid solicitation process must be open and available to all interested parties.
 - ii. The advertisement for bid must allow for fair competition among potentially qualified bidders.
- c. If the anticipated value is greater than \$50,000, a formal RFP and rating process must be used.

- d. In all cases, records of the process must be trained in the grantee's file.
- e. Contracts funded with Large Shooting Range Grant Program funds must incorporate all Large Shooting Range Grant Program requirements.

4. Prevailing Wages

It is the responsibility of the grant recipient or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply ([MN Statutes 177.42-177.44](#)). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with state funds included in this RFP shall be paid at least the prevailing wage rate as projects of a similar character in the locality. Examples of applicable projects include construction or maintenance of roads, buildings, bridges, dams, and utilities.

Additional information on [prevailing wage requirements](#) are available on the Department of Labor and Industry (DOLI) website.

Questions about the application of prevailing wage rates should be directed to the Department of Labor and Industry at 651-284-5070 or 1-800-342-5354. The Grant recipients are solely responsible for payment of all required prevailing wage rates.

G. Grantee Responsibilities

1. Project Manager

- a. There can only be one Project (Grant) Manager at a time for each grant.
- b. The Project Manager receives all correspondence from Large Shooting Range Grant Program staff about the application and grant.
- c. The Project Manager serves as the immediate contact point for the grant, and must be actively involved in the application/grant process and available to provide information immediately after the proposal is submitted (for example, if there are questions about match eligibility), within a few weeks after the proposal is submitted (the Project Manager may be asked to respond to comments and questions about the application), after the application is funded (during the awarding of the grant agreement), and during the grant period (submit reports and respond to questions from Large Shooting Range Grant Program staff).
- d. The Project Manager must be affiliated with the grant recipient's organization and must be knowledgeable about biological, partnership, and administrative aspects of the proposal.
- e. The Project Manager is responsible for ensuring that all work is done according to grant and program requirements.
- f. The Project Manager coordinates work with public land managers, and is responsible for ordering and purchasing supplies, writing and administering contracts, organizing and documenting volunteers, meeting permit requirements, etc. Some of these duties may be shared with the fiscal contact.

2. Fiscal Contact Responsibilities

- a. Fiscal Contacts are optional. There can only be one Fiscal Contact for each grant at a time.
- b. The Fiscal Contact works cooperatively with the Project Manager, but focuses on the fiscal side of the grant. Specific duties are determined by the grantee's organization, but generally include grant and match fund management, bill paying, submitting payment requests, etc.
- c. The Fiscal Contact will frequently be included on emails and other communications between Large Shooting Range Grant Program Staff and grantees.

H. Project Reports, Grant Monitoring, and Financial Audits

1. Accomplishment Reports

The Final Accomplishment Report captures all costs and work completed during the grant period. Final Accomplishment Reports are due by July 21, 2024, 1st fiscal-year contract (or July 21, 2025 related to the 2nd fiscal-year contract).

Payments requested by grantees with outstanding reports will not be processed. It is expected that grantees will meet or exceed the planned accomplishments as outlined in their work plan. Final Project Report forms are available on the Large Shooting Range Grant Program website.

2. Grant Monitoring

[State Grant Policy 08-10, Grant Monitoring](#) requires state agencies to conduct at least one monitoring visit and financial reconciliation per grant period on all state grants over \$50,000 and to conduct at least annual monitoring visits on grants over \$250,000. Monitoring may be done in person or by telephone, at the discretion of Large Shooting Range Grant Program staff. See the policy for more information.

Field reviews are intended to ensure that work was performed as described in the grant contract. Financial audits ensure grant funds and match funds are properly spent and accounted for. Ideas for improving the program are also discussed during both the review and the audit, which may occur while grant work is in progress, or after it is completed.

All Large Shooting Range Grant Program grants under \$50,000 may be subject to monitoring, based upon grantee performance, grantee history of grants management and the activity that was funded.

3. Additional Audits

The DNR and/or Legislative Auditors may also conduct financial reconciliation audits.

I. Payment Information

1. Method of Payment

Grantees will be paid on a reimbursement basis upon services rendered.

- a. Services rendered basis: proof of work, service, or purchase of goods must be submitted to Large Shooting Range Grant Program Staff as an invoice along with a request for payment. Staff will pay the grantee based on the approved invoices. Proof that the vendor has been paid (receipt from vendor, cancelled check, etc.) is required before any additional payments will be made to the grantee.
- b. Reimbursement basis: exactly the same as above, except that proof of payment to vendors is included with the payment request. There is no outstanding documentation with this method of payment.
- c. [State Grant Policy 08-08, Grant Payments](#) has more information on grant payment methods and schedules, and other payment information.

2. Requesting Grant Payments

All payment requests must be on the Payment Request Form provided with the grantee's contract.

The Payment Request Form includes match expenditures as well. All documentation must be included, and any other requirements met (such as submission of restoration plans or annual reports) and approved before payment will be made. The Payment Request Form and instructions provide more detailed information.

3. Match Documentation

All match amounts must be spent and documented before the final grant payment will be made. Each payment request that claims match has been spent must include documentation of the match. Volunteer reporting forms and material use forms are available on the Grant Program Information page shown at the beginning of this application, as to how to document this work. The minimum required amount of match must be spent and documented before the final grant payment will be made. If the minimum required match is not met or cannot be accounted for by the end of the grant period, the amount of grant funds paid will be reduced. The amount eligible for reimbursement will be pro-rated, using the total documented match amount as a basis for the reduction.

4. Payment Requests

All payment requests must be received by July 21, 2024, 1st fiscal-year contract (or July 21, 2025 related to the 2nd fiscal-year contract). The Final Accomplishment Report and all supporting documentation such as invoices and proofs of payment must also be submitted with the final payment request. The payment request form and reporting forms will be provided to the grantees. **The payment request form and reporting forms are attached to the grant agreement.**

5. Payment Timeline

If all required documentation is submitted with the payment request, Large Shooting Range Grant Program Grant Staff can generally review and approve requests for payment within a week of receiving the request. If questions arise or documents are missing, payment approval may take longer. Once payments are approved, they are sent to the DNR's business office for payment. The payment process will take up to 30 days from receipt of a complete payment request.

6. ACH Payments

The fastest way to receive payment is by signing up for Automated Clearing House (ACH) from Minnesota Management and Budget. This can be done online; vendor ID numbers are considered the log-name. Passwords can be created or reset if forgotten. Instructions can be found at the [eSupplier portal](#). Grantees can also review payment information online. Funds are deposited directly into the grantee's account, typically within 72 hours of payment processing. If awarded grantee is not signed up to receive ACH payments, a paper check will be issued and mailed to the remit to address specified on the application.

7. Grantee Information Webpage

The payment documents, in-kind reporting forms, Annual and Final Accomplishment Reports will be provided with the grant agreement.

PROJECT INFORMATION

I. General Information

A. Permitting and Environmental Compliance Requirements

Because the Large Shooting Range Grant Program is funded with state dollars, and most work will occur on public lands, the DNR, grantee, and any contractor must comply with various permitting requirements and environmental laws. Such compliance requires the participation and cooperation of the DNR, Large Shooting Range Grant Program grant applicant, and appropriate public Land Manager. The grantee is responsible for understanding and following all these requirements. These requirements apply to all projects.

B. Requirements for Work on Eligible Lands

1. Public Lands

As part of the application approval process for work on public lands, the grant applicant and appropriate public Land Manager will:

- a. Evaluate the proposed project to confirm that it meets guidelines for the public land management unit where the work will be done.
- b. Complete or request a Natural Heritage Database Review to check for any federal or state listed threatened or endangered species, or critical habitats.
- c. Plan work to mitigate the introduction or spread of invasive species.
- d. Discuss other applicable legal requirements, permits or environmental compliance needed.
- e. Discuss the cost and timelines to complete this work.

C. Invasive Species Requirements

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during all activities performed through the Large Shooting Range Grant Program. The grantee and/or hired contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee/contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee/contractor shall dispose of material cleaned from equipment and clothing at a location determined by the land manager. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The grantee/contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (e.g. Zebra mussels, etc.) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that come in contact with any infested waters must be thoroughly decontaminated.

D. Pollinator Habitat Enhancement

DNR practices and guidelines for pollinator habitat enhancement must be used for all habitat enhancement or restoration of lands under the commissioner's control as soon as they become available. Prairie restorations conducted on state lands or with state funds must include an appropriate diversity of native species selected to provide habitat for pollinators throughout the growing season. Recommendations for appropriate species must be incorporated into projects as soon as they become available.

E. Vegetation and Seed Requirements

1. All vegetation and seed mixes must be approved by the appropriate Land Manager in writing. Any changes must also be approved by the appropriate Land Manager in writing. Substitutions of individual species are acceptable if they meet the intended goals of a project/program and are approved by the public Land Manager.
2. Seed mixes should be an appropriate match for the specific site conditions.
3. Use seed sources within, or adjacent to, the same ecoregion, to the extent possible. The [Minnesota Ecological Sections and Subsections map](#) shows areas of the state with ecological similarities and can be used as a guide for selecting seed.
4. All seed shall be supplied as Pure Live Seed (PLS).

5. Provide “yellow tags” to the public Land Manager. If yellow tags are not available, provide written documentation describing where the seed originated from.

II. Other Requirements and Information

A. Insurance

Grantees are required to carry insurance that meets or exceeds the requirements of the State.

Insurance requirements for working on this project are listed below. Proof of insurance will be required prior to a grant being encumbered. Grant funds may not be used to pay for insurance.

Applicants should investigate the cost of insurance before submitting an application.

Insurance costs must be directly related to the project. For example, an organization carries insurance for a fishing tournament and needs to add a rider to cover grant-funded upland enhancement work. Only the rider for the upland enhancement work may be used as match for the grant; the cost of insurance for the fishing tournament does not apply to the upland work.

1. General Insurance Requirements

- a. The grantee must submit a copy of the Certificate of Insurance to the Grant Program Staff before the grant agreement is executed. The industry standard Accord form is the typical Certificate of Insurance provided. The grantee must have a **minimum of \$2,000,000 of “per occurrence” coverage.**
- b. All policies and certificates shall provide that the policies shall remain in force and effect throughout the term of the service being provided.
- c. Policy shall provide the state of Minnesota with thirty (30) days advance written notice of cancellation.
- d. The policy(ies) shall be primary insurance available to the state of Minnesota with respect to any claim arising out of providing service to the State.
- e. The state of Minnesota **must** be endorsed as an additional insured on the general liability coverage.
- f. It is strongly recommended that all contractors meet the same insurance requirements as the grantee. Contractors must file evidence of insurance with the grantee.
- g. If Grantee is self-insured, a Certificate of Self-Insurance must be attached.
- h. The Insurance Companies must have an “AM Best” rating of A- (minus), Financial Size Category (FSC) VII or better, and be authorized to do business in the state of Minnesota.
- i. The Grantee’s insurance company waives its right to assert the immunity of the State as a defense to any claims made under said insurance.

The grantee shall maintain insurance to cover claims, which may arise from operations under this contract, whether such operations are by grantee or contractor or by anyone directly or indirectly employed under the grant.

An Umbrella or Excess Liability insurance policy may be used to supplement the grantee’s policy limit to satisfy the full policy limits required by the contract.

2. Workers’ Compensation Insurance

- a. Statutory Compensation coverage
- b. Coverage B – Employer’s Liability with limits of not less than:
 - i. \$100,000 Bodily Injury by Disease per Employee
 - ii. \$500,000 Bodily Injury by Disease Aggregate
 - iii. \$100,000 Bodily Injury by Accident

The grantee and subcontractors, if any, must provide Workers' Compensation insurance for all employees in accordance with the statutory requirements of the state of Minnesota, including Coverage B, Employer's Liability.

If [MN Statutes 176.041](#) exempts Grantee from Workers' Compensation insurance or if the Grantee has no employees in the State of Minnesota, Grantee must provide a written statement, signed by the authorized signer of the contract, stating the qualifying exemption that excludes Grantee from MN Workers' Compensation requirements.

The statement must also include the following clause: "If during the course of the contract the Grantee becomes eligible for Worker's Compensation, the Grantee will comply with the Workers' Compensation Insurance requirements and provide the State of Minnesota with a certificate of insurance."

3. Automobile Liability Insurance

Minimum Limits of Liability:

- a. Passenger vehicle such as a car, van or pickup truck: Minnesota State No-fault
- b. If vehicle is towing anything or is a commercial vehicle, the combined single limit shall be the same as required under the General Liability Insurance, below.
- c. Coverage required:
 - i. Any Auto
 - ii. All Owned Auto
 - iii. Scheduled Auto
 - iv. Hired Auto
 - v. Non-owned Auto
- d. The grantee and any contractors shall maintain insurance to cover liability arising out of the operations, use, or maintenance of all owned, non-owned and hired automobiles. Evidence of contractor insurance shall be filed with the grantee.

4. General Liability Insurance

Minimum Limits of Liability:

- a. \$2,000,000 – Per Occurrence
- b. \$2,000,000 – annual Aggregate
- c. Coverages required:
 - i. Premises and Operations Bodily Injury and Property Damage
 - ii. Personal & Advertising Injury
 - iii. Blanket Contractual
 - iv. Products and Completed Operations
 - v. State of Minnesota and its agencies, officers, and employees (State) endorsed as an Additional Insured

It is a requirement of the State that coverage for the period of the Contract will be maintained for a period of no less than three (3) years for claims-made coverage or one (1) year for occurrence coverage, after the expiration of the Contract.

Name the State, its officers and employees, and CPV members, their officers and employees, as additional insureds with respect to services provided.

B. Tax Identification Number Required

Upon notification of receiving a grant, all grantees must register or verify correct information for their vendor status with the State. A federal tax identification number is required to do business with the State of Minnesota and grantees must be registered within the state vendor system. Grantees will be required to submit their state Vendor ID# before the grant agreement can be developed. [See the Vendor Information page to register or update information](#). The vendor address on file with the state must match either the project manager or fiscal contact mailing address within the application/work plan.

C. Accessibility

All grant awards and projects funded through this program must be in compliance with the Americans with Disabilities Act. Information on criteria regarding the ADA can be found at: www.ada.gov.

D. Crediting Signage

All projects funded through this grant program are required to post at least one sign crediting the 2023 Legislative Appropriation. Language should include the following: "Funding for shooting range development was provided in part through the DNR Game and Fish Fund from a 2023 MN Legislative Appropriation."

III. General Definitions

Applicant: An eligible organization or government entity that is applying for grant funds under the Large Shooting Range Grant Program.

Conflict of Interest (COI): May be actual or perceived. COI occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse or favorable to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

Encumber: The process in which DNR accounting staff tie up funds in the state accounting system. This happens after the grant has been awarded and the grant agreement has been prepared, but not routed for execution.

Execute: A grant agreement is considered "executed" once the last signature has been obtained. The steps to fully execute a grant are as follows: (1) encumber funds, (2) obtain authorized grantee's signature, and (3) obtain FAW Division Director's signature. Work may not begin until all signatures have been obtained.

Fiscal Contact: Person responsible for managing and tracking all grant and match expenses, maintaining files to meet generally accepted accounting standards, submitting requests for payment, paying vendors, etc. This may be the same as the Project Manager.

Grant Funds: All funds originating from the State's Heritage Enhancement Account of the Game and Fish Fund and awarded through the Large Shooting Range Grant Program.

Grantee: An applicant who has been awarded grant funds.

Grant Administration: Activities necessary to directly implement the grant, such as compiling and writing required grant reports, documenting expenditures, requesting payment, etc.

Grant Contract: The legal document containing the project description, budget, and other legal requirements.

Land Manager (LM): Person responsible for the long-term management of the land where work will be done. Every parcel of land has a Land Manager. The Land Manager provides oversight and input for the grant work but does not do the work. Land Managers also complete the Land Manager Review and Approval form (including a Natural Heritage Review) for the project site. For government agencies, this person must be someone authorized to approve the work to be done. If the grant involves work on multiple sites, there may be multiple Land Managers involved with each project. The Land Manager cannot be the same person as the Project Manager.

Match Funds: All funds provided by grantee or a partner, as part of the required contributions of non-state origins. This includes in-kind resources that may not be actual cash (supplies, volunteer work, etc.). The match may be cash or in-kind resources.

Project (Grant) Manager: Person responsible for applying for and managing the grant. Grant management includes making sure the work being done meets all grant program requirements, is completed in a timely manner, and is completed as proposed. The Project Manager coordinates with the Land Manager, but cannot be the same person.

Work Plan: The final, approved version of the grantee's application that specifies the work to be done, who will do the work, the budget, timeline, and other details. The work plan must include quantifiable project deliverables (acres, miles, etc.), so that outcomes can be accurately measured. The work plan will be attached to and incorporated into the grant agreement.

IV. Evaluation Criteria

Applicants should be sure their application contains enough information for reviewers to evaluate the application based on the criteria below. Information may be provided on the Project Summary page of the application, or in the narrative section of the application. This table is also available as a stand-alone document on the Large Shooting Range Grant Program website.

Evaluation Criteria for Large Shooting Range Grant Awards

- **Proximity to population:** What is the potential user/client base to this range?
- **Numbers of schools and/or Clay Target League Teams:** How many schools and/or Clay target league participants will be able to access the shooting range constructed using public funding?
- **Public use and access to the range:** How many of the operating days or hours of the range operation will be made available to the general public?
- **Capability to complete the proposed project:** Is the proposed budget realistic to allow for the successful completion of the project? Does the applicant demonstrate the capacity to complete this project?
- **Funding sources:** How many local contributors are providing matching funds?

V. Program Contacts

Grant program webpage: www.dnr.state.mn.us/grants/recreation/rangedev4.html

Grant program email: Send inquiries to chuck.niska@state.mn.us

Grant program staff:

Chuck Niska, Shooting Range Coordinator
Department of Natural Resources, Division of Enforcement
500 Lafayette Road, Box 47
Saint Paul, Minnesota 55155-4047
612-756-4165

Large Shooting Range Grant Application Information

HOW TO APPLY:

You must use the application form supplied in this packet, and must include all documentation at the time you submit your written application. Incomplete or late applications will not be accepted.

Three complete sets of the application with original signatures and supporting documentation and plans must be submitted. The materials and documentation must be on standard, letter-sized 8.5 x 11 paper.

TIMELINE: Large Shooting Range Grants (LSRG)

- August, 2023: LSRG announced and applications available.
- October 24, 2023: LSRG applications due.
- October 2023: Funding decisions are announced.

Completed grant applications, including any supporting documentation, must be received and/or postmarked before 5:00 p.m. on the application due date, October 24, 2023.

CONTACT:

If you have questions contact Chuck Niska, Shooting Range Coordinator:

(612) 756-4165 or chuck.niska@state.mn.us

Submit your application by mail to:

Chuck Niska, Shooting Range Coordinator
Minnesota Department of Natural Resources, Division of Enforcement
500 Lafayette Rd., Box 47
St. Paul, MN 55155-4047

Who is eligible?

Local recreational shooting clubs in Minnesota that allow public access to shooting. A facility rehabilitated or developed with a grant must be open to the general public at reasonable times and for a reasonable fee on a walk-in basis. These grants are for installation of new trap fields, skeet fields, rifle and pistol ranges, five stand, as well as rehabilitation of existing same facilities.

Funding Priorities for Large Shooting Range Grants:

- 1) To provide large scale grant awards for projects greater than \$25,000 in size and scope.
- 2) To increase shooting range capacity and access for youth skeet teams and individual shooters from those teams.
- 3) To increase shooting range capacity and access for youth in general.
- 4) To increase various types of shooting range capacity and access for adults.

Applicants and proposed projects must meet all state laws and rules. For existing and new facilities funded under this grant, all new shooting ranges must be properly permitted by the local governmental unit with direct

authority over the range. Also, for new shooting range construction, proof of wetland delineation and exemption must be demonstrated, in order to verify that the new shooting range will not negatively impact wildlife and the environment. **Applicants who are awarded a grant through this program must also provide proof of possessing liability insurance, with a minimum coverage level of \$2,000,000 per occurrence before work can begin. The State of MN must also be listed as an additional insured.**

What are eligible expenditures?

- 1) Trap house construction (new, replacement, or rehabilitation).
- 2) Trap thrower purchase.
- 3) Trap thrower replacement purchase.
- 4) Constructing access paths & sidewalks as part of a trap field project.
- 5) Sound abatement (primarily plantings).
- 6) Constructing trap pads.
- 7) Lighting improvements (new or improvement of existing).
- 8) Access and Americans with Disabilities Act-related improvements.
- 9) Voice activation equipment and installation.
- 10) Warning signs.
- 11) Crediting signs posted in close proximity to where grant improvements are made (required by DNR).
- 12) Costs of re-vegetation, unless already cost-shared by the local Soil and Water Conservation District.
- 13) Trap field design and engineering costs.
- 14) Trap field site preparation and grading.
- 15) Fencing.
- 16) Skeet house construction (new, replacement, or rehabilitation).
- 17) Skeet thrower purchase and replacement.
- 18) Construction of backstop and side berms.
- 19) Constructing firing line enclosures.
- 20) Constructing access paths & sidewalks as part of a trap field project.
- 21) Sound abatement including plantings, walls and earthen berms.
- 22) Constructing skeet fields or shooting stations.
- 23) Shooting benches.

What are not eligible expenditures?

- 1) Staff time and grant preparation costs.
- 2) Indirect costs, travel costs.
- 3) Construction or reconstruction of buildings.
- 4) Construction of pavilions.
- 5) Maintenance equipment.
- 6) Parking improvements.
- 7) Furniture other than shooting benches (see #25 above).
- 8) Plumbing improvements.
- 9) Land purchase or rental.
- 10) Facility operations or maintenance.
- 11) Insurance premiums.
- 12) Targets and ammunition.
- 13) Firearms.
- 14) Attorney's fees.
- 15) Trap field construction or rehabilitation

Grant requirements and limitations:

1. The DNR will determine how much money is available for Large Shooting Range Grants each year; currently the total available is \$100,000 per fiscal year. Groups may apply for a single grant per grant funding round. Maximum amount awarded per round will be above \$25,000 per grantee. Applicants with smaller grant requests should apply through Round 1 of the Small Shooting Range Grant Program.
2. All necessary federal, state, county, township approvals, Board Resolutions, and permits must be in place and proof provided to state prior to full execution of grant agreement.
3. Funded projects must be completed within the current biennium. On June 30, 2025.
4. A 50 % match of non-state dollars **or in-kind materials or services** (1:1 match) is a requirement; larger percentage matches will be considered a positive asset during the evaluation and scoring process.
5. Grant project funding will be reimbursed to the grantee. Consideration for covering expenses prior to submitting project related invoices and receipts should be made.
6. Grant recipients must sign a Grant Contract with the Minnesota Department of Natural Resources immediately following notification of funding. When the grant contract is executed, it becomes public data.
7. **No expenses can or will be reimbursed for items prior to the full execution of a grant contract. Each grant contract requires a minimum of three signatures; two by DNR and at least one by the grantee. The grant contract is “executed” when all three signatures have been obtained.**
8. Equipment purchased under this grant must be used for the purpose for which it was acquired for its useful life. Individual equipment items that cost \$5,000 or more must be specifically identified in the grant proposal.
9. All projects must be open to the general public (no membership required) and must be in compliance with the Americans with Disabilities Act.
10. All projects should reference NRA Source Book guidelines for range design and construction.
11. The State of Minnesota requires annual written progress reports by grantees, until all grant funds have been expended. Grant payments shall not be made on grants with past due progress reports unless the state agency has given the grantee a written extension.

The State of Minnesota requires proof of general liability insurance in the amount of \$2 million per each occurrence and certification of worker’s compensation insurance coverage for the duration of the project. Prior to full execution of the grant contract, successful grant applicants will be asked to submit a certificate of general liability insurance and any other required insurance based on project activities to the DNR. The State of MN must be listed as an additional insured.

How grant applications are scored:

Grant applications will be scored by a panel of at least three Minnesota shooting range experts, with each panel member submitting a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria below:

1. Project location & need (50 points possible)

- Estimated number of youth teams served (the more teams served the higher proposal will be scored).
- Estimated number of youth team shooters served (the more shooters served the higher the proposal will be scored).
- Estimated number of youth from the general public and not associated with teams served (the more youth shooters served the higher the proposal will be scored).
- Estimated number of adults from the general public served (the more adult shooters served the higher the proposal will be scored).
- Proximity to population centers (proposals located in or near large population centers will be scored higher).

2. Financial Contributions (20 points possible)

- Amount of Applicant Funding compared to total project budget (projects with a lower ratio of state to applicant funding will be scored higher).
- Cost Share: Other funding sources (projects with multiple funding partners will be scored higher).

3. Feasibility of Project (30 points possible)

- Timeline (projects with a realistic timeline will be scored higher).
- Scope of Work (projects where the scope of the work matches the goals of the grant program will be scored higher).
- Sustainability (projects that have plans to ensure sustainability will be scored higher).
- Correlation of Project Work with Budget (projects where work to be performed matches project budget will be scored higher).
- Staff and Equipment (projects that demonstrate adequate involvement of staff and equipment to complete the work will be scored higher).

The Director of the DNR Division of Fish & Wildlife determines final grant awards.

Requests for payment will be processed as received by the DNR. All paperwork and reporting forms and instructions will be made available to grant recipients, as a part of the grant agreement.

See Next Page

LARGE SHOOTING RANGE GRANT APPLICATION

NOTE: MAKE SURE THE APPLICATION IS COMPLETE. THIS IS THE ONLY INFORMATION THAT WILL BE USED WHEN MAKING FUNDING DECISIONS.

CHECK THE APPROPRIATE GRANT TIME FRAME:

AUGUST 2023 - JUNE 30, 2025

JULY 1, 2024 - JUNE 30, 2026

FACILITY:

NAME:

GIS Coordinates:

STREET ADDRESS:

CITY, STATE, ZIP:

REMIT TO ADDRESS WHERE CHECKS WILL BE MAILED:

NAME:

ADDRESS:

CITY, STATE, ZIP:

REPRESENTATIVE:

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE - DAYTIME:

PHONE - EVENING:

EMAIL:

SITE INFORMATION

1. LOCATION AND SITE

GPS coordinates and/or Town, Range, Section, 1/4 Section and include a street address if possible. Please describe the natural physical features and habitat present (include photos if desired, and a topographic map of your range's location).

2. EXISTING FACILITIES

Describe the existing facilities including all shelters, buildings, ranges, restrooms, etc. (include photos if desired)

3. PRIMARY CONTACT

Who is the person of primary responsibility for this project? Provide name, address, phone number and email.

4. NEED

Explain why the project is necessary

5. DESIRED OUTCOME AND PURPOSE based on need.

List specific objectives that will achieve the desired outcome.

6. **RESULTS OR BENEFITS EXPECTED**

- a. Estimated number of Minnesota State High School Clay Target Skeet teams served:
- b. Estimated number of Minnesota State High School Clay Target Skeet shooters served:
- c. Estimated number of youth shooters from the general public served:
- d. Estimated number of adult shooters from the general public served:
- e. How many days and hours per year will the trap shooting ranges be open to teams and members of the Minnesota State High School Clay Target Skeet League?
- f. How many days and hours per year will the trap shooting ranges be open to youth from the general public?
- g. How many days and hours will the trap shooting ranges be open to adults from the general public?
 - i. Will a fee be charged for use of the shooting range? Yes / No
 - j. If yes, what will be the fee charged for a round of trap?

7. **APPROACH AND TIMELINE** - Describe tasks and anticipated dates of completion, including final project completion.

8. **USEFUL LIFE** - How long will the results serve the public good?

9. **PROJECT NARRATIVE AND DRAWINGS** - Attach a description of the project and work to be done; **attach drawings and blueprints for the work.**

10. **BUDGET NARRATIVE AND DETAIL** - Please list source of funding. A minimum of 50 percent (50%) cost share (1:1; non-state) is required. Cost share must be in the form of cash or in-kind labor, materials, etc. Total amount should be rounded to the nearest whole dollar amount. Please make sure to double check all calculations to ensure accuracy.

Estimated Funding:

- a. Applicant (you)
- b. State (amount you are requesting from DNR)
- c. Local funding from other sources (non-applicant)***
- d. In-kind (labor, materials, etc...)

TOTAL PROJECT COST

*** PLEASE LIST ALL FUNDING SOURCES!

Budget detail - itemize how the money will be spent (add more lines if necessary)

ITEM DESCRIPTION	ITEM COST	# ITEMS	TOTAL COSTS
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TOTAL

11. **ADA COMPLIANCE** - Will all facilities at the range be in compliance with the American with Disabilities Act at the completion of the project? If not, the project will not be funded.

Yes	No
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12. **Partial Funding** - Will you accept partial funding?

Yes	No
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13. **Report** - A report detailing the project outcomes and expenditures including before and after photos of project is due within 30 days of completion of the project. Indicate expected report date.
14. **Relationship with Other Grants** - If you are receiving other grants for this project, please describe the nature of the grant and the source of money.
15. **Program Income** - Is there expected profit from the completed project? Yes No
16. **General and Other** - Any other information on the request should be included here.

RANGE DETAILS

1. Will the range be open to public shooting? (Note: public shooting means anyone may show up and shoot on the range(s) where this project work will take place. A reasonable fee may be charged.)
- Yes No (If no, funding will be denied)
- How many days of the year, which months, which days of the week, and what are the hours that you anticipate it will be open to the public?
2. Is the range on public land? Yes No
3. a. Is range located within 15 miles of a city with a population greater than 50,000?
- Yes No
- b. Is range located between 15 and 30 miles from a city with a population greater than 50,000?
- Yes No
- c. Is range located within 30 miles of a city with a population between 10,000 and 49,999?
- Yes No
4. Is this project a new skeet field or other shooting range? Yes No
5. Is this facility operated by a non-profit organization? Yes No

Representative Signature

Date

SUBMIT COMPLETED APPLICATION AND ATTACHMENTS TO:

*Minnesota Department of Natural Resources - ENF Division
Chuck Niska - Shooting Range Coordinator
500 Lafayette Road, St. Paul, MN 55155-4047*