

DEPARTMENT OF FISH AND WILDLIFE

W

ASHINGTON

SHOOTING RANGE APPLICATION



POLICIES & PROCEDURES

DEPARTMENT OF FISH AND WILDLIFE
600 CAPITOL WAY N
OLYMPIA, WASHINGTON 98501-1091

APPLICATIONS DUE BY JUNE 30, 2010

Mandatory Attendance Meeting For Grant Applications On Saturday, May 1, 2010

The information about applying for federal shooting range development funds on these pages reflects the work of many hands. Much has been borrowed—from other states, other federal, private and/or local agencies and individuals too numerous to identify by name. Their willingness to share ideas and experiences in providing funds for shooting range development helped introduce Washington's first shooting range program in 2002. Thanks to all for their assistance.

Special thanks goes to the original Citizen Shooting Range Advisory Committee—identified by name below—for their time, energy and support in bringing this federally-funded shooting range program to fruition here in Washington State.

<u>Name</u>	<u>Representing</u>
Robin Ball	Commercial Ranges
Barbara Clark	Shotgun Sports
Alan Jones	Archery
Lyle Lewis	Hunter Education
Don Manning	Competitive Shooters
Jim Reddick	General Shooters
Tony Roberts	Muzzleloading Shooters
Bill Sahlberg	Handgun Hunters

Every effort has been made to include accurate and complete information and application instructions. If, however, you identify any confusion, errors or omissions as you use this manual, please notify hunter education staff below so that we may make corrections:

Department of Fish and Wildlife
Hunter Education Division
600 Capitol Way N
Olympia, Washington 98501-1091
(360) 902-8111
(360) 902-2155 – FAX
huntered@dfw.wa.gov

We welcome comments and suggestions regarding this publication. Most importantly, we want this book to help meet the needs of shooting range operators in better serving Washington's hunting and shooting public.

This program receives federal financial assistance from the U.S. Fish and Wildlife Service. It is the policy of the Washington State Department of Fish and Wildlife (WDFW) to adhere to the following:

Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. The U.S.

Department of the Interior and its bureaus prohibit discrimination on the bases of race, color, national origin, age, disability and sex (in educational programs). If you believe you have been discriminated against in any program, activity or facility, please contact the WDFW ADA Coordinator at 600 Capitol Way North, Olympia, Washington, 98501-1091, or write to:

U.S. Fish and Wildlife Service
Office of External Programs
4040 N. Fairfax Drive, Suite 130
Arlington, VA 22203



*Washington
Department of*
**FISH and
WILDLIFE**

SHOOTING RANGE PROGRAM
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Washington Department of Fish And Wildlife
Federal Funding For Shooting Ranges
Grant Application Checklist

Submit 13 copies of your completed application packet to WDFW, Hunter Education Division, 600 Capitol Way N, Olympia, 98501. Failure to submit the required number of copies will result in delays (since the application will be immediately returned to the applicant organization) and may result in disqualification of your grant application.

The checklist below identifies **required** information to submit with your application. **Failure to submit ALL required information will result in AUTOMATIC disqualification.**

- Chief Instructor Names. Provide the names of chief instructors who have taught hunter education at your range during the preceding 12-month period.
- Public Use Of Range. Identify the method used to document **public** (*not member*) use of the range. Identify total **public** users the range served last year.
- Summarized Application Form. Submit one application for each prioritized grant (*maximum of two per year*). Clearly indicate public access based on posted hours.
- Applicant scoring application. Tell us how *you* score your application based on the matrix and criteria provided on page 15. A **minimum score of 55** is required to fund any application. WDFW review score must also meet the minimum of 55 to qualify.
- Environmental Review. Include an appropriate level of environmental review with your application. See page 24 to see if your project *requires* review by qualified biologists.
- Program Narrative. Respond clearly and thoroughly to the categories and questions on page 14 of this booklet.
- General Location Map. Provide a state, county or local map to show the specific range location.
- Master Plan. Detail existing and proposed range features and improvements.
- Conformity With State/County/Local Zoning. Provide evidence from the city, county and/or state that the proposed project complies with all zoning requirements.
- Applicant Resolution. Complete and notarize the resolution authorizing the project.
- Liability Insurance. Provide a copy of the applicant organization's current liability policy. Note that the applicant organization must agree to indemnify and hold harmless the State, the Department of Fish and Wildlife, and the U.S. Fish and Wildlife Service and their various programs throughout the life cycle of the project.
- Eligibility Status. Non-profit organizations must provide evidence of their federal non-profit status **and** evidence they are formally registered with the Secretary of State.
- Land Tenure. Demonstrate adequate legal control over the proposed project.
- User Fees And Charges. Identify user fees and charges, if any, and a clear statement that no facility fee shall be charged for hunter education classes.

1. INTRODUCTION

Mission Statement: To promote recreational shooting opportunities in a safe and educational environment.

Federal funding for hunter education and shooting ranges is derived from one-half of the 11% federal excise tax on archery equipment and 10% federal excise tax on handguns, pistols and revolvers. The federal excise tax money is distributed to the states on the basis of population, with each state receiving a maximum apportionment of 3% and a minimum of 1%.

Funds for federally-funded statewide shooting range development in Washington State vary each year. In a typical recent year, \$55,000 has been available. The shooting range development program is a matching, reimbursement program. This means that grantees will first pay any costs associated with construction and materials and then later will be reimbursed for up to 75% of these costs. The remaining 25% must be provided by a local, cost-share match.

At the time of application the project sponsor must have at least 25% of the total project costs available, which serves as the sponsor match. The local share may be case, including tax sources, bond issues or other contributions. The donated value of labor, equipment and materials may also be used.

Successful project sponsors will **NOT** receive a cash grant at the time of project approval. Instead, project sponsors must first pay the bills and later be reimbursed for a maximum of 75% of the expenses incurred for the project according to the terms of the project agreement. Reimbursement requests may be made periodically during the project period.

The Department of Fish and Wildlife (WDFW) shooting range development program is separate from the range development program operated by the Interagency Committee for Outdoor Recreation (IAC). WDFW uses *federal* funding for its program, and federal rules and regulations—in addition to state rules and regulations—are applied. Funding for the IAC program is derived from *state* revenues only, and not all federal regulations are applicable.

A. Program Goals

The Shooting Range Program of the Department of Fish and Wildlife is designed to assist eligible shooting ranges on a reimbursement basis with construction of new facilities, expansion of or additions to existing facilities and maintenance of existing facilities. **Regular public access is a requirement for all funded activities.**

B. Eligible Applicants

Shooting Range Program funding is available **ONLY** to nonprofit shooting organizations, school districts, and state, county and local governments. At a

minimum, nonprofit organizations must be formally registered with Washington's Secretary of State.

Municipal corporations—such as port districts, park and recreation districts, public utility districts, etc.—may be eligible if legally authorized to develop and maintain recreational facilities.

Proposed shooting range projects must demonstrate in their application conformity with local zoning regulations **BEFORE** an application will be considered for funding. Applications which do not contain evidence of compliance with local zoning will be automatically rejected.

Only shooting facilities which are open to the general public on a regular basis will be considered for funding. Requests for funding private or commercial shooting ranges will not be considered.

Due to the variety of project proposals, it is possible that a proposed project may satisfy the eligibility and rating criteria, but the completed project may not provide adequate public shooting opportunity. *WDFW reserves the right to disqualify any proposal(s) in which:*

- Costs exceed the **public** (not club member) shooting benefits.
- The facility requires intensive and high-cost maintenance.
- Fees charged at the site are excessively high when compared to fees charged at similar facilities.

C. Shooting Range Committee

The Shooting Range Committee (SRC)—comprised of representatives from Washington Department of Fish and Wildlife enforcement, wildlife, and hunter education programs—selects successful project applications. Using criteria and a scoring matrix identified elsewhere in this manual (See: Appendices) SRC representatives meet at least once per year to evaluate shooting range project applications.

A separate public advisory committee—comprised of citizen representatives from various shooting disciplines—also review and score all project applications and provide funding recommendations for agency SRC staff. Agency SRC represent the final authority in funding decisions.

SRC and advisory committee meetings are conducted in accordance with the Open Public Meetings act and are open to the general public. For specific meeting dates, times, and locations, please contact hunter education staff at (360) 902-8111.

II APPLICATION PROCEDURES

Contact hunter education program staff for all questions relating to the Shooting Range Committee and the public advisory committee. The contact address is:

Department of Fish and Wildlife
Hunter Education Program
600 Capitol Way N
Olympia, Washington 98501-1091
(360) 902-8111 FAX: (360) 902-2155 huntered@dfw.wa.gov

Submit all applications and range correspondence to the above address.

A. Forms

The application format is included in the appendices. Copies are available in MS Word format. Applicants must provide detail to support project proposals.

B. Application Deadlines

Applications for shooting range development funds must be received or postmarked by the close of business, June 30, 2010. Applications which are not timely received for the current year will not be ranked or scored.

All applicant organizations must attend the mandatory range grant workshop 10 a.m. – 2 p.m., May 1, 2010 at the Washington Cattleman’s Association, 1301 North Dolarway Road, Ellensburg 98926 (509-925-9877) Take I-90 to Exit 106, head north to the four-way stop sign, turn right and go to the third building on your right. Failure to attend the mandatory workshop will result in rejection of your application.

C. Evaluation Criteria

The scoring matrix is included in the appendix. Please review the matrix carefully. **All funding decisions of the WDFW Shooting Range Committee are final,** although rejected applications may be resubmitted in future funding cycles.

The evaluation process gives high priority to expansion of shooting opportunity(ies), noise abatement and safety improvements. Examples of expanded shooting opportunities include adding skeet to a traditional trap range, or adding archery to an existing rifle range. Examples of noise abatement improvements include insulation, containment structures (walls and roofs), etc. Examples of safety improvement elements include fencing and projectile containment structures such as baffles.

Please note that the scoring matrix also gives high priority to grant applications which demonstrate clear public need, provide significant public (not member) range access, and conduct hunter education training classes.

D. Environmental Assessment

In 1969 the National Environmental Policy Act (NEPA) was passed to provide a uniform national policy of evaluating the environmental impacts of federal and federally-funded projects. NEPA requires preparation of an Environmental Impact Statement (EIS) for federally-funded projects which may result in significant, adverse effects to the environment.

All shooting range projects must have some basic environmental data to determine the impact of the proposed project. The information you supply in an Environmental Assessment (detailed below) will determine whether a more detailed EIS must be prepared.

An Environmental Assessment (EA) includes four sections:

The proposed action.

Alternatives to the proposed action.

Environmental impacts of the proposed action.

A list of agencies and persons consulted as part of the EA.

It is very important that the information contained in the EA is both accurate and objective. Deceptive analysis of potential impacts could result in a withdrawal of federal funds, repayment of already-reimbursed funds, or court action against the project sponsor. The following suggestions will assist in preparing an EA:

1. Keep the environmental information free of project justification and personal bias. The proposed project presumably is justified elsewhere in the proposal.
2. Do not rely on generalities. Specific facts are essential. General statements and allegations should be supported and quantified wherever possible.
3. Make liberal use of maps, sketches and related graphics to help explain the project. Aerial photographs, for example, can help reduce narrative.
4. Keep the writing clear and concise. Treat adverse impacts of the proposal as fairly as the beneficial impacts.

An outline for an Environmental Assessment is contained in the Appendix. For most projects, an EA should be no longer than three to five pages. The May 30 workshop will provide additional information and answer any questions you may have.

E. Selection Timeline

Successful shooting range grant applicants will be notified as soon as possible after projects are scored and ranked. August 15 is the target date for preliminary notification of awards. Please note that no funding reimbursement is available for project work performed before official WDFW notification of the grant award.

III. POLICIES

A. Legal Requirements And Limitations

The Federal Aid in Wildlife Restoration Act and implementing rules and regulations contain prohibitions on the use of federal aid funds for certain purposes, including:

- Public relations activities.
- Activities for the purpose of producing revenue, including **any** commercial purpose.
- Providing services or property of material value to individuals or groups for commercial purposes or to benefit such groups or individuals.
- Stocking of game animals for the purpose of providing hunting of the animals stocked without objectives for restoration or establishment of self-sustaining populations.
- Furnishing public facilities, equipment or services in excess of the minimum required to meet project purposes or health and safety standards.

All applications for federal aid reimbursement must contain a minimum of 25% in non-federal matching funds. Matching contributions may include cash, donated land, labor, materials or equipment use. **Existing sponsor assets—including real property and developments—shall not be used as match.**

All applications for federal aid reimbursement must demonstrate and exercise management and operational non-discrimination policies which provide equal access to all. Signed assurances of non-discrimination will be required.

All successful applications for federal aid reimbursement must maintain regularly-scheduled hours of operation for public access to the shooting range facilities.

All successful applications for federal aid reimbursement must provide facilities at no fee to hunter education classes, except that archery ranges need not be open to firearm use.

All successful applications for federal aid reimbursement must repay the entire grant amount if the range facility is discontinued less than 10 years after the grant is accepted or the public benefits as agreed to in the grant are no longer provided.

B. Funding Priorities

The Shooting Range Committee will give funding preference to projects which demonstrate specific features, including those which:

- Fill an identified need for improved and/or additional shooting facilities.
- Contribute to the safety and or noise reduction of an existing shooting range facility.
- Adhere to professional design standards for shooting range activities.
- Expand or renovate existing shooting facilities.
- Provide regular and convenient access for public use.

- ❑ Develop a realistic budget which explains in detail project costs and estimates.
- ❑ Exceed the minimum match required to access federal aid reimbursement funding.

C. Project Agreement

The Shooting Range Committee approves federal aid reimbursement once per year. Successful applicants must sign a Department of Fish and Wildlife Project Agreement to become an eligible project sponsor. Once the agency and project sponsor sign the agreement and the project has been approved by the Fish and Wildlife Service Division of Federal Aid, project sponsors can submit billing for reimbursement of completed project activities.

D. Conversion

The Department of Fish and Wildlife monitors the project for compliance with the signed Project Agreement. If the sponsor fails to comply with the terms of the agreement for a period of ten years from the date of the last reimbursement, WDFW may declare a “conversion” and require the project sponsor to compensate WDFW in specific ways, including reimbursement of the entire grant amount or replacing each project element with similar land or shooting range value.

Examples of circumstances which could lead to conversion are where the use of the range facility is discontinued or where the nonprofit organization sponsor fails to maintain nonprofit or not-for-profit status.

E. Funding Availability And Limits

Applicants may apply for small-scale grants (up to \$5,000) and/or large-scale grants (up to \$25,000). WDFW initially reserves \$25,000 for small-scale grants.

We expect at least \$50,000 in range funding available statewide for FY 2011. Applicants may submit one small-scale grant and one large-scale grant application.

The Shooting Range Committee will review an applicant’s second-priority applications **only** if additional funding is available after reviewing and funding all first-priority projects. Applicants that submit two applications but fail to prioritize them will have their projects prioritized by the committee.

F. Universal, Barrier-Free Access

Applicants must agree that all facilities developed with federal funds meet barrier-free design standards. Several laws and codes provide construction designs to meet these standards (Americans With Disabilities Act, State Building Code, Accessibility, Rehabilitation Act of 1973, etc.). Program facilities not covered by these laws and codes are not exempt from barrier-free access design standards. Project applicants with specific barrier-free design questions should contact hunter education staff.

G. User Fees And Charges

User and/or other fees may be charged for areas and facilities developed with Shooting Range Committee grants, *except* that no facility fee shall be charged for hunter education classes. Federal rules prohibit commercial gain through use of a federally-funded project.

H. Liability Insurance

Project applicants must agree to indemnify and hold harmless by name the State of Washington, the Department of Fish and Wildlife and its various programs and administrators, the U.S. Fish and Wildlife Service and its various programs and administrators, throughout the life of the shooting range project (a minimum of ten years).

No person or organization may seek to recover claims against the state, the federal government, or their agents arising from any injury or harm arising from activities at shooting range projects funded with federal aid monies.

Throughout the sponsor's obligation to the project (a minimum of 10 years from final reimbursement) each project sponsor must carry liability insurance appropriate to pay all successful claims. Coverage shall be at least one million dollars for the death or injury to any one person. The policy must also require the insurer to give at least 30 days' notice to all insured parties before cancellation by the insurer, and no more than ten days' notice following termination by the insured.

I. Developments – Tenure And Control

Applicants must demonstrate adequate legal control over any land to be developed. Legal control may include:

- Fee title Lease Easement

The application must identify all outstanding rights or interests held by others in the land to be developed. If any outstanding rights later prove to be incompatible with public use of the site, the project sponsor must agree to remedy the situation to WDFW's satisfaction. Such remedy must be implemented at no cost to the shooting range program.

All applications must provide evidence that the following minimum conditions have been satisfied when proposing a development on leased lands:

- At least 10 years remains on the lease from the date of the last reimbursement;
- The lease is not revocable at will;
- The development and its intended uses are consistent with and legally permissible under the conditions of the lease; and,
- The property owner does not object to the proposed development.

IV. ELIGIBILITY

A. Eligible Projects

Land Acquisition. No land acquisition will be eligible for reimbursement, nor will it be allowable for use as the local match.

Construction/Expansion/Maintenance Projects. Funds may be used to construct, maintain and/or expand range facilities. Included are fixed structures related to range use and management, safety, accessibility, noise abatement, etc. Examples of eligible projects are:

- | | |
|--------------------|-----------------------|
| ➤ Skeet houses | ➤ Gun racks |
| ➤ Fencing | ➤ Utilities |
| ➤ Site preparation | ➤ Sanitary facilities |
| ➤ Shooting stands | ➤ Trap houses |
| ➤ Platforms | ➤ Safety baffles |
| ➤ Backstops | |
| ➤ Target holders | |

B. Ineligible Projects

The following projects are not eligible for funding, including but not limited to:

- Those which acquire or develop a facility or site for profit.
- Those involving only planning, design, or operation of shooting range facilities.
- Projects which occur on property bought under a conditional sales contract, unless the project sponsor has title to the property.
- Projects which occur on property having deed provisions that have a significant negative impact on the public recreational use of the property.
- Those with areas or facilities which have exclusive lease privileges.
- Those which unfairly discriminate among users.
- Projects to provide buildings or space for secondary activities, such as refreshment concessions.

C. Eligible Costs

- Planning, engineering and construction supervision costs are limited to 10 per cent of a project's total costs, including site-specific master plans, design and engineering, construction drawings, testing, permits, and bid documents.
- Demolition and site preparation
- Construction costs
- Allowable land costs include improvements to or on both buildings and land.
- Incidental acquisition costs, including fencing and signing.

- Purchase of range fixtures and capital equipment provided that such purchases are not related to operation and maintenance.
- Liability insurance for public use of firearm and archery ranges and training facilities.

D. Ineligible Costs

- Expendable shooting supplies, including ammunition and targets.
- Typical operating costs including—but not limited to—salaries, benefits, operating supplies, utility costs, insurance (except liability), etc.
- Ceremonial or entertainment expenses.
- Publicity expenses.
- Bonus payments of any kind.
- Taxes, except for sales taxes on eligible purchases.
- Any charges incurred contrary to applicant or WDFW policies and practices.
- The costs of contributed materials.
- The value of discounts not taken.
- Appliances, office equipment, furniture and utensils, tools., etc.
- Donations or contributions made by the project sponsor to a charitable organization.
- Losses arising from uncollectible accounts and related costs.
- Planning and engineering fees in excess of the 10 per cent amount authorized.
- Charges in excess of the lowest available bid when competitive bidding is required, unless the higher bid costs are authorized in advance by WDFW.
- Damage judgments arising from acquisition and/or developing a facility, whether determined by a judicial decision, arbitration or otherwise.
- Equipment such as tractors, hand tools, power tools, firearms, bows, hearing protection, etc., to be used for the construction, maintenance and/or operation of shooting and archery facilities.
- Fines, penalties, interest expenses, deficit/overdraft charges and losses from uncollectible accounts.
- Land acquisition and/or any development costs incurred before execution of the Project Agreement.

SHOOTING RANGE DEVELOPMENT
FY 2011 SUMMARIZED APPLICATION FORM

Priority Level One
 Priority Level Two

Title:	Number:																																			
	Status:																																			
Applicant:	Contact:																																			
	Contact Address:																																			
	Telephone:																																			
Range County / Specific Location:																																				
Summarized Costs:	Sponsor Match:																																			
Local:	Cash:																																			
WDFW:	Donated Equipment:																																			
Total Project Costs:	Donated Labor:																																			
	Donated Materials:																																			
	Other Grants:																																			
	Other Sources:																																			
Project Summary (describe briefly the scope of work project):																																				
Check Type Of Project <input type="checkbox"/> New facility construction <input type="checkbox"/> Existing facility expansion <input type="checkbox"/> Existing facility maintenance																																				
Project Elements:																																				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;"><u>Shooting Facility Type</u></td> <td style="width:30%;"><u>Current</u></td> <td style="width:30%;"><u>Days Of Public Use</u> (minimum of 4 hrs = 1 day)</td> <td style="width:20%;"><u>Current</u></td> <td style="width:10%;"><u>Planned</u></td> </tr> <tr> <td><u>Planned</u></td> <td></td> <td><u>Total Days Per Year</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Weekend</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Week Day</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Week Night</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><u>Hunter Education Use</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td colspan="3"><u>PUBLIC USE IS BASED ON POSTED SCHEDULES</u></td> </tr> </table>	<u>Shooting Facility Type</u>	<u>Current</u>	<u>Days Of Public Use</u> (minimum of 4 hrs = 1 day)	<u>Current</u>	<u>Planned</u>	<u>Planned</u>		<u>Total Days Per Year</u>					Weekend					Week Day					Week Night					<u>Hunter Education Use</u>					<u>PUBLIC USE IS BASED ON POSTED SCHEDULES</u>			
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		<u>PUBLIC USE IS BASED ON POSTED SCHEDULES</u>																																		
Date Submitted:	Signature Of Contact:																																			

Please do not write in the shaded area. WDFW staff will assign project numbers.
General Information For All Applicants

Appeal Process

All decisions made regarding project proposals are final. Both successful and unsuccessful project applications will be notified in writing about the status of their proposals. Any appeal of the decisions must be made in accordance with Chapter 34.05, Administrative Procedures Act.

Applicant Resolution

Each application must include a resolution signed by an authorized representative of the sponsoring organization indicating the application is an official, approved action of the organization's governing board. All resolutions must be notarized. Sample resolutions are included in the appendices.

Environmental Review

An environmental review is required for all projects. The amount of detail in your environmental review will vary; NEPA, SEPA, SHPO and/or other comprehensive review processes may be required for new construction projects. Other projects—such as maintenance on existing facilities or expansions of existing facilities may be categorically exempt from such reviews. Nevertheless, all applications for federal funding for shooting ranges require some level of environmental review. Be sure your project application contains the required materials. Environmental reviews are the responsibility of the project sponsor—not WDFW.

General Locator Map

A state highway map or local county map can be used to show the specific range location. Include all details regarding how to get to the range from the nearest community. Include any existing development which could affect the utility of the proposed range, such as proposed housing developments, etc.

Insurance Certificate

Be sure to attach a copy of your current liability insurance certificate to the application. Project applicants must agree to indemnify and hold harmless by name the State of Washington, the Department of Fish and Wildlife and its various programs and administrators, the U.S. Fish and Wildlife Service and its various programs and administrators, throughout the life-cycle of the shooting range project (a minimum of ten years).

Master Plan

A master plan provides sufficient detail to illustrate existing/proposed range features and improvements such as roads, firing lines, fences, etc. Any new features included in the proposed grant should be clearly identified.

Project Plans

All applications require evidence of conformity with local zoning eligibility **BEFORE** the application will be considered. Be sure to include documentation which clearly demonstrates zoning eligibility at the city/county and/or state level. **Applications which do not contain such evidence will be automatically rejected.**

Project applications do not require formal architectural plans. However, an illustration or sketch of the project is required. The Department will advise applicants when formal plans are required. This two-step process is used to minimize applicant costs for proposals which may not be funded.

Any plans for buildings or structures in which people will work or shoot must be certified by a Washington-registered architect or engineer before being submitted. Upon project completion, the certifying architect or engineer shall be required to furnish the Department with a written statement that the project has been inspected and it complies with the plans and specifications.

Required Minimum Application Detail And Documentation

Address in detail each of the following elements in the written narrative materials:

Growth Management Act Status:

- Is the proposal supported by planning under GMA? (NOTE: Required consideration by RCW 43.17.250)
- Are there letters of support from local government?
- Are there resolutions from local governments?

Public Need:

- What is the population of the area served?
- What other ranges serve this area?
- What are the unmet shooting range needs?
- How were these unmet needs identified?
- What is the area's population growth rate?
- Is this proposal mentioned specifically in an adopted (local/city/county) plan?
- Does the project address the public need?

Project Design:

- Does the design follow established standards?
- Is the project designed for easy of maintenance?
- Is the site's size and topography appropriate?
- How are aesthetic issues addressed?
- Are there environmental issues? How addressed?
- If the project proposal addresses only small works (e.g., fencing or lighting) how do they contribute to the entire facility's general design?

Degree Of Public Access:

- To what extent will the new facility be available to the general public? Compare with now.
- Is access available at times when the demand is the greatest? If not, why not?
- Are costs, if any, reasonable?
- Are public access hours always posted?
- How does the public know about access to the facility?

Project Scope / Details:

- Expansion or phased projects generally provide greater benefit-to-cost ratios than new projects.
- Higher points are awarded to projects which directly involve shooting/archery activities.

Hunter Education Use:

- Points are awarded based on the number of classes offered annually.
- Are hunter education classes currently offered at the proposed location? How many/year?
- How many classes will be offered annually if the proposal is funded?

Project Impact On Health / Safety Issues:

- How much will this project improve the health/safety of the range property? What does the project add
- Higher points are awarded to projects which clearly improve the health/safety of the facility (such as berms, roofs, noise reduction, etc.)
- Fewer points are awarded to projects having a lesser impact on health/safety issues.

Project Budget:

- Is the budget appropriate, and does it offer sufficient detail to prove its effectiveness?
- Do the project plans realistically line up with the proposed budget?
- Are all budget elements identified? Omissions?
- What experience does the project sponsor have in budgeting/managing budgets?

Project Impact on Area Property:

- How much will the project protect surrounding properties from potential noise/projectile hazards?
- Does the project provide containment structures (such as walls/baffles)?
- Does the project contain noise reduction elements
- Markedly reducing noise or improving safety will lead to maximum points being awarded.

Match:

- Greater matching funds leads to higher points.
- 45% or more match achieves the maximum point value.
- The required 25% match earns only the minimum point value.
- In-kind volunteer labor is calculated at minimum wage for unskilled labor and \$25 per hour for skilled labor (carpentry, electrical, plumbing, etc.).
- Donated equipment time/materials billings/rates.

G.M.A. Points	Public Need	Project Design	Build Improve Expand	Public Access ****	H.E.D. Use ****	Health And Safety	Impact On Area Property	Budget	Match	Total Score
① Not in county plan	① Low need/No documentation provided	① Inefficient	① New range	① Minimum of <u>6</u> days per year	① 1 class per year, more needed	① No effect on H/S	① Limited impact	① Limited detail, unrealistic	① 25 - 29% match	
②	② Moderate Need/Or Little justification	② Addresses intended use	② Focus on utilities (water, power)	② <u>24</u> days per year	② 2 classes per year, more needed	② Limited effect on H/S	②	② Few unrealistic details	② 30 - 34% match	
③ Local zoning approval	③ Above average need	③ Design contributes to facility	③ Support facilities (restroom, parking)	③ <u>60</u> days per year	③ 3 classes per year, more needed	③ Moderate improvement on H/S	③ Reduces impacts to limited degree	③ Good detail, realistic	③ 35 - 39% match	
④	④ High need Clear evidence	④ Design enhances facility	④ Combination (of 2 and 3 above)	④ <u>108</u> days per year	④ 4 classes per year, more needed	④ Strong effect on H/S	④	④ Well-prepared and accurate	④ 40 - 44% match	
⑤ Zoning approval and listed	⑤ Urgent need / Clear evidence	⑤ Outstanding design	⑤ Shooting facilities enhanced	⑤ <u>192</u> or > days per year	⑤ 5 or more classes per year	⑤ Excellent effect on H/S	⑤ Reduces impacts to large degree	⑤ Excellent detail and documented	⑤ >45% match	
X1 =	X 3 =	X 1 =	X 3 =	X 3 =	X 3 =	X 3 =	X 1 =	X 1 =	X 1 =	100%

**** NOTES: Is the applicant meeting the demand within the service area? Be sure to include the names of chief instructors!

****Public access requires a minimum of 6 open days per year to qualify as an eligible project. **A minimum 4 hour period of public access qualifies as "one day."**

FY 2011 APPLICANT RESOLUTION

Resolution of the _____
Applicant Organization's Official Title

Resolution Number _____
Applicant Organization's Resolution Number Date

Approving the Application to
The Washington Department of Fish and Wildlife
For a Shooting Range Development Grant

Project Title:

WHEREAS, the Washington Department of Fish and Wildlife has authorized financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, the Washington Department of Fish and Wildlife has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under this policy; and

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

NOW, THEREFORE, BE IT RESOLVED that the _____
hereby: Applicant Organization's Official Title

- Approves the filing of an application for shooting range development grant; and
- Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all appropriate procedures, guidelines and requirements of the Washington Department of Fish and Wildlife as part of the application process for a shooting range development grant; and
- Understands that the project scope and funding amount are subject to final approval by the Washington Department of Fish and Wildlife; and
- Authorizes _____

Print Individual Representative's Name Official Title

to act on behalf of _____
in conducting all negotiations, executing and submitting all documents, including but not limited to applications, amendments and other documents which may be necessary for the completion of a shooting range development project.

PASSED, ADOPTED AND APPROVED this _____
Date Month Year

Printed Name: _____ Authorized Signature: _____
Notarized In The State Of Washington By:

ENVIRONMENTAL ASSESSMENT FORMAT

The Environmental Assessment is a written narrative. Each of the sections should be identified with a title and the narrative should be included under each section. The outline of suggested elements to include in each section is provided for your use.

Do not reference an item by its letter in the narrative. For example, do not reference a code number, such as "Item I.A.1 \$50,000, but rather describe the item as needed. Persons reading the Environmental Assessment may not have your entire project proposal in front of them as they consider the project.

1. **The Proposed Action.** The first section includes a description of the project and the surroundings.

A. Description of the project.

1. Project Proposal: What is the purpose of the project? Where is the project located? When will the project begin and end? What is the size of the project? How many acres of land will be acquired and/or how many phases of development are anticipated? What is the total cost?
2. Project Type: Describe in greater detail the scope of the project being submitted. List the facilities to be constructed. Indicate the types of users to be served, such as youth, disabled, families, senior citizens, etc.
3. Local Needs: Describe how this project meets local needs identified in local master plans (e.g., local parks and recreation master plans). Reference other state, local or regional plans in which the project is identified. Cite page numbers of the plans which are referenced.
4. Funding: Explain any previous actions or proposed actions for which other federal funding has been used or is anticipated to be used. If non-federal funds will be used, indicate the source of the local share of the project cost.

B Description of the environment

1. Physical Condition: Describe the site. Information which can be included in the description includes:
 - a. Soil conditions, especially those which might affect the site's use such as soil stability, permeability or compactibility.
 - b. Presence of water such as streams, wetlands, lakes, ponds or floodplain lands. Is the project located in a segment of a designated natural, scenic or recreational river? Any wetlands or areas within the 100 year floodplain need to be delineated on a site map.
 - c. Vegetation on the site: ground cover, shrubs, flowers, trees, agricultural crops, open grasslands, etc.
 - d. Fish and wildlife species, particularly if the site is a habitat or breeding area.
 - e. Special features, such as location within a school park complex,

reclamation area, landfill, nature preserve, unique geological area or mineral resources.

f. Man-made developments such as houses, buildings, roads, levees, dams, utility systems, overhead transmission lines, etc.

g. Other factors contributing to the uniqueness of the site, including topography, current land use or zoning, access, etc.

2. Social and economic conditions: Describe the area surrounding the site as it relates to the project. Describe any economic conditions affected by the project.

a. Surrounding land use: Residential, commercial, or farmland? Any anticipated changes in current use caused by the proposed project?

b. Number of people and families, farms or businesses on the site to be relocated, number of people living in the surrounding area.

c. Racial or ethnic groups and low income or depressed areas to be served.

d. Availability and competition with other private or quasi-public outdoor recreation facilities in the area.

e. Employment opportunities created by the project.

f. Any impact caused by the project to the local/state tax base.

g. Any management agreements with local groups to operate or maintain the proposed project.

3. Archeological, architectural and historical conditions.

a. Archeology mounds, cultural remains, artifacts, fossils of prehistoric animals or plants, prehistoric dwellings or villages. A letter from a qualified archeologist must accompany the application whenever such evidence is presented as part of the project application.

b. Architecture—styles, buildings, districts or towns of architectural importance.

c. History—people, events, battles, structures, roads, museums, cemeteries, churches, districts or towns of historical importance. Indicate if the project sit or any structure on or adjacent to the site is listed in any state preservation program or survey, or on the National Register of Historic Places.

2. **Alternatives To The Proposed Action.** This section should explain reasonable alternatives to the proposed action described in Section I. Focus on the possible alternatives which were actually examined during the planning process, especially in the early states. Both the beneficial and adverse impacts of each alternative are to be discussed in sufficient detail to allow a realization

of the long-range impacts of the alternatives. The basis for rejection of each alternative should also be discussed. Alternatives could include the following:

- a. No action (must be included in every assessment)
- b. Postponing the action pending further study
- c. Same development on another site
- d. Other development on the same site
- e. Different location of facilities on the site
- f. Other methods of constructing facilities to serve the same purpose.
- g. Acquiring a different site.
- h. Increase or decrease in the scope of the project.

3. **Environmental Impacts Of The Proposed Action.** This section is an objective discussion of the environmental impacts of the proposed action, including further related actions, if any, which are contemplated. "Impacts" are defined as direct or indirect changes in the existing environment, whether beneficial or adverse. Include impacts of proposed actions which could be caused by the project upon economic, cultural, aesthetic and social conditions, as well as upon the physical and biological environment. Elements on which impacts are unknown or only partially understood should be indicated. Any off-site impacts, such as increases in noise or increased traffic on neighborhood roads should be described.

All impacts should be discussed in this section. This will specifically include a discussion of each adverse impact and how it will be mitigated. If the impact cannot be mitigated, the reason must be included.

A. Land use: Will the project increase noise or traffic into the area that will adversely affect the surrounding residences or businesses? Will current land uses around the proposed development change? If the proposed project removes land from agricultural production, the issue must be discussed. If this section does not apply to the proposed project, a statement verifying no effect on agriculture is still to be included in Section III of the Environmental Assessment.

B. Fish, wildlife and vegetation: The Endangered Species Act requires all applicants seeking federal funds to consider the impact of the project on any plant or animal endangered species. This section must be addressed in all environmental documents.

The project sponsor should have a qualified person look at the site if it contains areas of undisturbed vegetation or habitats. A local naturalist, fish and wildlife biologist or other person knowledgeable about plants and animals can be used to conduct a preliminary overview. The EA submitted should document the efforts to determine the presence of any endangered species on the proposed site.

If there are no known endangered plants or animals, a statement to that effect is to be made. Assurances must be given that any future development on the site will be stopped if it appears an endangered species may be affected by the proposed action.

Other fish, wildlife and vegetation not listed on the endangered species list may be adversely affected by the project. The loss of any habitat or breeding area should be discussed.

C. Floodplains and wetlands: Direct and indirect impacts on floodplains and wetlands are to be considered. Any measure taken to minimize flood damage to property or harm to lives should be discussed. The project may be a valuable asset to the area, protecting it from other negative uses. These positive impacts can also be included. Assurances should be given that appropriate Army Corps of Engineers review and appropriate state and/or federal permits for construction will be obtained.

D. Geology, soils and mineral resources: Loss or preservation of unique geological formations and the effect of construction on soil conditions and the effect of construction on soil condition should be discussed. The potential or lack of potential extractions of fuel or mineral resources is also to be included.

E. Air and water quality and resources: construction may involve a temporary decrease in air or water quality. Any construction on a floodplain should be noted.

F. Historic/archaeological resources: If there are known historic, archaeological or architectural resources, impacts on the construction need to be discussed. If none exist, a statement should be made to that effect.

G. Transportation/access/utilities: Development may strain existing roads or transportation systems. Transportation patterns may also be affected.

H. Consumption of energy resources: Is the project and its development energy efficient? Do roads provide adequate access to facilities, but do not encourage needless driving? Are facilities designed to be energy efficient? Have alternative sources of energy (e.g., solar) been explored to heat water for restrooms?

I. Disabled access: Has the project been designed to allow maximum use by persons with disabilities? Discuss design adaptations.

J. Future needs: Consider the impact of the project on future operation and maintenance. Will new staff have to be hired? New equipment purchased? Do any facilities require special order or costly supplies? How vandal-proof are the facilities?

4. **Individuals And Agencies Which Reviewed The Project.** The final section should list the individuals and agencies which were consulted during the formation of the proposal and the environmental impact assessment. This section should briefly summarize public meetings held in conjunction with the proposal and the assessment. Persons that may have reviewed the project may include:

A.. City or county councils.

B. Planning agencies

C. Neighborhood associations

D. Regional or state clearinghouses

E. Resource agencies (e.g., Department of Ecology, Department of Fish and Wildlife)

F. Soil Conservation Service

In particular, reference studies or coordination efforts between agencies which contributed to the project.

Public notification of the preparation of any type of environmental assessment is required by Federal Regulation 40 CFR 1506.6. For most small projects, this type of notification can be done at the public meetings held in conjunction with the application process. Comments received can be included with this document or summarized as part of the public participation element section of the Program Narrative.

ENVIRONMENTAL IMPACT STATEMENTS

The majority of shooting range development projects will only need to complete either a basic environmental review or an Environmental Assessment. Projects which involve major acquisitions or large developments may be required to submit an eight-point Environmental Impact Statement (EIS). This statement will not generally need to be completed until after it is determined whether federal funds will be available for the project.

Projects which may need an EIS could include acquisitions or developments in which:

- Marshes, wetlands or plant ecosystems, lakes, streams or marine areas are significantly affected.
- The acquisition of land would involve a major relocation of households/businesses.
- The acquisition of significant amounts of land which would foreclose other beneficial or unique uses of land, such as "prime" agricultural land, valuable timber lands, strategic or critical mineral, water or transportation facilities.
- An archaeological or historical site on or eligible for nomination to the National Register of Historical Places would be adversely affected by the acquisition or development project.
- Highly controversial issues over the environmental effects of the project are expected.
- The land being acquired, developed or affected contains threatened or endangered species of flora or fauna, rare minerals or a unique geologic formation.

Any project which requires an EIS will be reviewed by a variety of federal agencies prior to approval or disapproval being given to the project.

WORKING DEFINITIONS

access, public	Access to facilities is measured by <u>posted</u> hours of operation. <u>Members-only access to a facility does not qualify as public access, nor does public access to a facility for competitive shoots.</u> Document only those hours when the general public—not club members only—can enter. If it is not clearly posted as open to the public during those hours, it is not public access. If membership is required as a condition to use a particular range, that range is not open to the public and no grant funds will be available.
day (minimum hours)	For documentation, a range <u>open to the public four or more</u> hours daily may count that period as one day of public access. Note that a range with multiple facilities (e.g., trap, archery, etc.) may not count each facility as a separate day of public access.
new facility development	Development projects include adding capacity (e.g., adding a new rifle range to a previously shotgun-only range), construction of new buildings, etc. Development projects require a finding of no significant impact from U.S.F.W.S. before approval is granted.
existing facility expansion	Expansion of existing facilities includes expanding existing capacity (e.g., adding a second skeet field to a skeet club which previously had only one skeet field). Expansion projects may require a finding of no significant impact from the U.S.F.W.S. before approval may be granted.
existing facility maintenance	Maintenance projects include repair and/or replacement of facilities currently in place (e.g., replacing cedar bales, replacing a worn skeet machine, etc.). Generally require no additional U.S.F.W.S. approvals.
G.M.A.	Growth Management Act
H.E.D./hunter education class	Classes conducted by instructors certified by WDFW
match	A specified amount of money, material or labor required to demonstrate applicant commitment to a project's success.
open to the public	Distinguished from "public access," a facility may be "open to the public" by allowing competitive shooters to participate in matches otherwise reserved for club members only, or by allowing non-members to shoot at a range when accompanied by a club member. Such activities do not qualify as public access. <u>We do not want you to measure range actions which are simply "open to the public."</u>
wage donations	Document in your project budget any donated labor by identifying the number of hours, the wage calculation(s) and the total donations. Be sure to differentiate between donations of skilled labor (using prevailing hourly wages) and non-skilled labor (using standard hourly minimum wage) calculations

Common Questions

Can private, members-only ranges qualify for federal funding to support their range?

No. Any range seeking federal funding must be open to the public based on posted hours.

Can these federal funds be used to pay for operational costs (e.g., salaries for range officers, training fees for clubs to train new range officers, etc.)?

No. The law authorizes only three types of projects: (1) construction of new facilities, (2) maintenance and improvements to existing facilities, and (3) expansion of existing facilities.

Is there a specific, legal definition of "public access" established by the federal government?

No. The working definitions on the preceding page provide a useful reference for applicants. Be aware that any investment of federal money in a shooting range facility must yield a public benefit proportionate to the investment.

Is there a federally-established hourly wage for calculating in-kind contributions?

No. The working definitions on the preceding page provide a useful reference for applicants. Be sure to document clearly the basis for all hourly wages you include as in-kind contributions.

Are consumable range supplies (e.g., eye and hear protection, targets, etc.) legitimate costs to include?

No. Federal funds cannot be used to pay for consumable range supplies.

Are safes, firearms and archery tackle legitimate costs to include in a request for federal aid funds?

No. Such costs are considered to be operational costs and are not allowed by WDFW.

Does a range-related training function (e.g., an NRA Range Conference) qualify as a legitimate cost?

No.

Does the U.S. Fish and Wildlife Service issue the Finding Of No Significant Impact when required?

Yes.

Are Boy Scout ranges which provide range training during summer camps only eligible to apply for funds?

Yes. Be aware, however, that public access is an important part of the evaluation process and an applicant may be eligible to apply but not receive a high enough score to qualify for funding.

Are ranges operating on military bases—which do not receive federal support and which are open to both military and public shooters—eligible to apply for these funds?

Yes. Note that other federal aid monies may not be used for any matching costs.

Biological Review Requirements

The unique nature of your proposed shooting range project will determine whether there is a need for review by a qualified biologist.

There is no need for a biologist to conduct an on-the-ground review for all types of shooting range projects. Examples that do not require a qualified biologist to review are grants which request funds to repair or replace existing trap machines, grants requesting funds for liability coverage only or those which confine all work to existing indoor facilities, etc.

However, projects which affect fish or wildlife, which involve earth-moving activities or expansion of existing shooting facilities are ones in which qualified biological review is necessary. Failure to provide such a level of professional review when required may result in a lower evaluation score for your proposed project or an outright rejection of the grant application.

Qualified biologists may be available to review your project at the city, county or state level. Please remember that biological staff may not be available on short notice, if at all. **The burden for providing adequate biological review is on the applicant organization—not professional biological staff.**

If you are in doubt about the need for qualified biological review, please call hunter education division staff before submitting your shooting range grant application.

Determining Whether Biological Review Is Required For Your Grant Application		
<i>Activity</i>	<i>Biological Review Required</i>	<i>Biological Review Not Required</i>
Conversion of land use	✓	
Marshes or wetlands affected	✓	
Relocation of facilities	✓	
Threatened or endangered species affected	✓	