



**Ohio Department of Natural Resources**  
**Division of Wildlife**  
**Cooperative Shooting Range Grant Program**  
**Application Packet**



**Deadline for Applications**

Completed grant applications must be received by 5:00 P.M. on January 6, 2017. Late submissions will not be accepted. Submit your application to:

Ohio Division of Wildlife

Shooting Sports Coordinator

2045 Morse Rd. Bld. G-1

Columbus Oh, 43229

FAX: 614-262-1171

Email: [matt.neumeier@dnr.state.oh.us](mailto:matt.neumeier@dnr.state.oh.us)



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## Introduction

The Ohio Department of Natural Resources (ODNR) Division of Wildlife created the Cooperative Shooting Range Grant Program in 2013 to encourage the improvement of shooting ranges throughout Ohio. ***This grant is not intended for the construction of new ranges. Its primary focus will be archery ranges, equipment acquisitions and updating existing ranges structure and facilities.***

The Ohio Division of Wildlife's Shooting Range Grant Program provides matching grants to towns, counties, sportsmen and outdoor recreation organizations, shooting clubs, economic development agencies and others for projects to improve or expand shooting ranges and shooting areas, including archery, across the state. The grant program supports the improvement of Ohio's public shooting ranges to provide Ohio residents with safe shooting areas, promote Ohio's hunter education program, safe hunting and shooting practices, and encourage hunters to become more proficient with firearms and archery equipment. Funding for the Division of Wildlife Shooting Range Grant program comes from the Federal Aid to Wildlife Restoration Program which is commonly called the Pittman Robertson (P-R) Program, and from a federal excise tax on rifles, shotguns, handguns, and ammunition and archery equipment. Funds are apportioned to state fish and wildlife agencies based on the number of hunting license holders and each state's size in relation to the other states. Because of the need for local shooting opportunities in Ohio, the Division of Wildlife has made some of these funds available to local units of government and not-for-profit corporations for shooting range development. Granting or denying funds are at the discretion of the Division of Wildlife. All grants are scored on a competitive basis. All partnerships, leases and cooperative agreements entered into are granted according to law and to the rules and regulations of the Ohio Department of Natural Resources Division of Wildlife. Once accepted, all projects will have to meet the compliance requirements of the USFWS.

## Shooting Range Grant Program Goals

The Ohio Division of Wildlife seeks proposals from qualified organizations (see *eligible applicant section*) to provide, as an independent contractor, support services such as:

- Places for hunters, shooters, and archers to practice and improve their skills that are open to the public
- Safe and environmentally sound target and shooting ranges
- Facilities for public hunter education courses and firearms instruction
- Public facilities to introduce shooting and hunting to first time users, encourage active shooters and re-activate lapsed shooters
- Consideration for possibilities of installation of features providing access and services that enable individuals with physical disabilities to enjoy a variety of shooting activities

## Contact Information

For more information about this grant opportunity, contact the Division of Wildlife Shooting Sports Coordinator at 614-265-6334 or at [matt.neumeier@dnr.state.oh.us](mailto:matt.neumeier@dnr.state.oh.us).

## What entities are eligible to apply?

- **Non-profit, membership-based shooting organizations (e.g. rod and gun clubs, fish and game associations, sportsmen's clubs, firearm and archery ranges) that have as their purpose the promotion**

**of safe handling and proper care of firearms and archery equipment, as well as improving shooting technique and marksmanship.**

- **Units of state or local governments that own and manage shooting ranges.**
- **Other governmental agencies (e.g. Native American tribal governments) that own and manage shooting ranges.**
- Grants are for shooting ranges providing public access to recreational shooting. To satisfy the public access requirement for the range grant, the range must submit to the Division of Wildlife the days and times the facility is open to the public so that it can be posted to the Division of wildlife website.

Applicants must be in compliance with rules and regulations from any prior grants.

Applicants must have liability insurance unless not required by the law.

The range property and any impacted lands must be owned by the applicant or be in a long term lease of 25 years or more with the option to renew.

#### **AMERICANS WITH DISABILITIES ACT (A.D.A.)**

It should be noted that all projects must be designed and constructed so as to be accessible to people with disabilities and should meet current A.D.A. requirements where practical and economically feasible. More information is available at: [www.ada.gov](http://www.ada.gov)

#### **How to Apply**

You must use the forms supplied in this packet and you must include all required documentation at the time you submit your application. Incomplete or late applications will not be considered for grants.

**One original and two copies** of the application and supporting documentation must be supplied on standard letter size (8.5 x 11) paper.

**Deadline** Grant applications must be received or postmarked on or before January 6<sup>th</sup>, 2017. Submit your application to:

Shooting Sports Coordinator

Ohio Division of wildlife

2045 Morse rd., Bldg. G-1

Columbus, Oh 43229

By submitting an application the applicant certifies that:

- Proposed projects are in compliance with all applicable federal, state, county and municipal laws, regulations and ordinances.
- The project will be completed if the grant is awarded

- The project meets eligibility criteria and applicants are eligible to submit an application
- The project is on a shooting range open to the public
- The applicant will secure a match of 25% of total grant amount.

### **Distribution of funds**

Distribution will be determined by a grant scoring team that will review all project applications. It is at the discretion of the grant scoring team as to how the funds will be distributed. This will be determined on a case by case basis and will depend on the nature of the individual project. The scoring team will take into consideration the Divisions risk per project and gained benefit from each project when making its decision. All payment methods will be worked out with the grantee before the grant is finalized. Grant payment may take place in one of three ways.

1. The successful applicant will be reimbursed upon completion and inspection of the approved project. The applicant must pay for all costs up front, and then submit a prepared billing along with itemized invoices, cancelled checks, time sheets for volunteers/labor and such supporting documentation. Starting any work before grant approval and prior to receiving the letter of authority to proceed invalidates the grant.
2. The successful applicant will be given an allowance for startup costs. Once the reporting requirements have been met, the grantee will be put on a monthly reimbursement payment schedule. The startup cost and reimbursement amounts, along with a payment schedule will be determined by the Division and the grantee before the project begins.
3. The successful applicant will be awarded the whole grant amount prior to work beginning. This payment method will be reserved for single- phase or low cost improvements. This payment method will be approved by the Division before the start of any projects.

### **Grant requirements and limitations**

- The Division of wildlife will determine the level of grant funding every year. This amount can vary from year to year and the total amount available will be posted before the grant cycle opens.
- There is a \$1000.00 minimum and a \$20,000.00 maximum amount that can be awarded for each grant.
- Acceptance of the grant requires that the range be made available for Division of Wildlife hunter education and hunter recruitment efforts and Division of Wildlife archery programs.
- The project must have a life expectancy of ten years or more.
- The applicant must match at least **25%** of the total project cost but the grant award amount may not exceed \$20,000 and the match must be pre-approved. Match can be cash and/or donated materials/labor. Other federal funding is not eligible to be used as match. For example, a project with a total cost of \$26,667.00 and a request for \$20,000 in grant money, the applicant must provide at least 25%, or \$6667.00.00, of pre-approved match.
- If your project is chosen, additional information may be required for compliance with federal environmental laws and regulations, such as National Environmental Policy Act (NEPA),

Section 7 of the Endangered Species Act, Section 106 of the National Historic Preservation Act and will also require acquiring any permits needed or zoning approval, such as building permits etc.

- Successful applicants will be required to submit progress reports during the project (reports will be specified when project is approved). The grantee will also provide annual final reports for five years after the project is completed. Final report guidance will be provided by the Ohio Division of Wildlife and the successful applicants will have to return them and will include updates on compliance with the contract.
- A permanent sign crediting the Ohio Division of Wildlife and Wildlife Restoration Act shall be installed for public view on or near the project for at least five years after completion. Imaging will be provided by the Ohio Division of Wildlife.
- For successful applicants, the availability of public access days and times of shooting opportunities, along with the facility location and contact information will be posted on the Ohio Division of Wildlife website to ensure the public is aware of the additional opportunities created by the grant funds.

### **Public access**

Grant recipients are required to provide public access during agreed upon times. The standard for “public access” to ranges is regularly scheduled, continuing shooting hours for simple recreational shooting or target practice available to the general public. Public access does not have to be free, it does not require that an entire facility be available to the public and during those hours, and it does not need to be restricted or limited to the portion of the facility benefited by the work enabled under the grant.

A member of the public should not have to be enrolled in a class, purchase a membership to a club, be a guest of a club member, participate in an organized competitive event or pay more than a modest fee to access the range facility. If a fee is charged, the fee must be modest, may not be punitive towards public users and may be used only to offset or defray documented operating, maintenance and management costs of the facility.

For successful applicants, the availability of public access days and times of shooting opportunities, along with the facility location and contact information will be posted on the Ohio Division of Wildlife website to ensure the public is aware of the additional opportunities created by the grant funds. Public access will weigh heavily on your grant application score.

### **What kinds of projects are eligible?**

Projects should be designed according to current guidelines contained in *the National Rifle Association’s Range Source Book, Guide to Planning and Construction, The Archery Trade Associations Archery Park Guide*, or other nationally recognized shooting range design reference guide. All designs require pre-approval before funds are dispersed.

## **Eligible and Ineligible projects**

### **Eligible Projects include (but are not limited to)**

- Archery range construction
- Improvements and additions to firearm and archery ranges
- Earthwork, berms and backstop enhancement and improvements
- Concrete replacement for shooting fields
- Archery target frames and target butts
- Automated gates to improve access
- Firing line enclosure
- Shooting benches
- Coverings for firing points
- Shade canopies or shelters
- Classroom improvements
- Parking lot improvements
- Road improvements or trail improvements
- Electrical and lighting replacement
- Signage
- Archery towers or platforms
- Sound abatement
- Access improvements
- Trap machines
- Gun racks
- Bow racks
- Permanent archery target holders
- Bullet containment systems
- Movable storage facilities

### **Ineligible Projects**

- NEW Shooting range construction
- NEW building construction
- Payroll
- Off property road improvements
- Engineering, planning costs, consulting
- Archery equipment( Bows, arrows, accessories)
- Firearms
- Firearm targets and frames
- Archery targets (Paper faces )
- Security alarm systems
- Land acquisition

- Facility acquisition
- Operation/maintenance equipment
- Office equipment
- Ammunition
- Shooting accessories
- Uniforms or personal protection equipment
- Insurance
- Operations cost (insurance, taxes, etc.)
- Volunteer or employee staff training
- Lead recovery
- Projects not related to firearms or archery equipment

### **Guidance for completing grant projects**

1. Once the grant is awarded, each project shall be completed by June 30<sup>th</sup> of the year following the grant award.
2. Upon completion of the grant the applicant must provide an account of all expenditures including proof of payments on invoices and contracts and photographs of the completed project.
3. Work may not begin until reimbursement paperwork or funds are received from the Division of Wildlife.
4. The grant recipient is required to submit a final report following the close of the grant on forms provided by the Division of Wildlife. These reports shall be used to show support and need for future funding.
5. Before the Division of Wildlife allocates a shooting range grant, formal approval may be required from other state, federal or local governing bodies regarding zoning, health, sanitation, safety, environmental impact, and land use. Funds will not be dispersed until the participant has obtained all required approvals and or exemptions.

When project proposals are received they will be assessed to see if further permitting or historical and environmental evaluations will be required. It will be the responsibility of the grantee to either do the necessary work or hire a consultant to do the necessary work to appease the permitting process.

6. Acceptance of any grant dollars requires the range to be open to the general public for a period of at least 10 years after project completion. Failure to allow public access for 10 years shall require repayment of all of the grant dollars.

### **How Grant applications are scored**

Grant applications are scored by a grant selection committee of three people. Each individual on the scoring committee shall submit a separate scoring sheet. Points are awarded according to how well

the proposed project meets the predetermined scoring criteria. An example scoring sheet is attached to show all of the scoring criteria for grant applicant.

It is possible for more than one application to be considered worthy of funding and therefore grants will be awarded on a competitive basis.

Applicants who do not receive funding in one grant cycle may be invited to re-apply another year.

If a tie occurs, whoever scores highest in program feasibility will be awarded approval.



**Your written proposal must include the following to be considered for this grant:**

**Project Description:** A detailed description of the project. If applicable, include the existing condition of the range and how the project will improve it. If an existing range, state how many people use the range and how frequently it is used? Identify the type of shooting venues available at the range. Photos/diagrams/maps are encouraged

**Public need** A discussion of why the project is needed and which public groups it will benefit.

**Public Benefit:** This section is very important because projects that provide significant public benefit are more likely to receive funding. Here are some questions to help in your discussion:

- a. How does your range provide access for public shooting? What hours and what facilities are open to non-members? What are the fees for members and for non-members? What supervision is provided for public shooting? How many public shooters use your range or anticipate using your range each year?
- b. What programs do you provide for junior shooters or to encourage new shooters among the general public? How do you make new shooters feel welcome? How do you let the public know about your range and its activities?
- c. What educational activities does your organization conduct or sponsor?
- d. What programs do you have for firearms safety, hunter education, hunter sight-ins, or archery training?
- e. Do you offer competitive events and encourage spectator participation with these events?
- f. How will your proposed project improve safety, enhance operations, improve sanitation or help the range be a better member of the community?
- g. What is the current perceived or known economic benefit to the local community of this range, and how will your proposal improve that benefit?

**Educational Component:** Identify whether the range will be available or is currently being used for activities such as Hunter Education courses, 4-H shooting sports, NRA programs/competitions, Scholastic Clay Target Program, National Archery in Schools Program, or other sanctioned shooting sports activity and/or Law Enforcement Training. Identify whether the range has or will have classrooms available for

instruction, the number of classes being offered, and the number of certified instructors/coaches and their credentials.

**Project plans and zoning approval.** Attach a formal plan or illustration of the proposed project. This MUST include aerial photos and ground photos of the immediate project area.

a. If this is a new project or a substantial change to an existing range, include copies of all necessary permits and/or local governmental approvals (e.g., city/county zoning board and/or board of supervisors' approval, local building permits, etc.). Contact the local government authority (typically city administrator, planning and zoning and/or board of supervisors) to determine what is required for your range parcel. Approvals and /or exemptions should be in the form of official meeting minutes or letters from respective offices on agency/board letterhead.

**Range master plan:** The range master plan should show on either an aerial photo, a map, or a drawing all existing and proposed range features and improvements such as roads, trails, firing lines, clubhouses, classrooms, parking areas, fences, wells, storage buildings, etc. You should highlight the features that will be affected by your proposed project.

**Range design references:** Projects should be designed according to current guidelines contained in the *National Rifle Association Range Source Book*, *A Guide to Planning and Construction*, *The Archery Trade Associations Archery park Guide*, or other recognized national shooting organizations associations range construction reference guide. All projects that follow these reference guides will be scored higher if applicable.

**Range business plan:** Include a business plan with a description of your organization's business, products and services offered, the local/regional market, location of the business, area competition, management and personnel, marketing plan, and financial plan.

**Budget worksheet:** Your application must include a completed budget worksheet. The worksheet is contained in this application packet on page 17. Match dollar definitions are described on pages 18 and 19. Please attach additional pages to describe budget in detail including a list with quotes or estimates of all items including, hardware supplies, building materials, contract work and all costs associated with the grant. Any items not shown in the itemized budget cannot be granted.

**Supporting documentation must include**

**Insurance certificate:** Attach a current copy of your liability insurance certificate or insurance exemption.

**Board resolution:** in support of the application (included)

**Articles of Incorporation** (if applicable)

**Proof of ownership or control and tenure statement:** Projects funded with Shooting Sports Development Grant funds must be located on land that the applicant owns or manages. This includes range facilities and any land impacted by range use (i.e. shot-fall areas). Your application must include one of the following documents:

- a. If your group owns the range, attach a copy of the legal document showing title in the name of the applicant and a legal description of the property.
- b. If your group manages the range, attach a copy of the lease, special use permit, intergovernmental agreement, or other appropriate official instrument, showing terms of the lease and the legal description of the property.
- c. If property or facilities are not owned or leased, but ownership/control is pending, include signed purchase/lease agreement.

**Environmental stewardship plan:** Submit a copy of the ranges' existing or proposed Environmental Stewardship Plan documenting how and when the range will manage/recycle lead and monitor the environment for any potential negative impacts from lead ammunition. The plan should also address, in detail, impacted areas and how remediation will take place upon final closure of the facility. Failure to include all items listed will make projects ineligible.

**Location map** (Legal description): Use a county highway map to show the general location of the range. Additionally, submit a section map showing the nearest community, any developed or proposed access, and roads. Include any existing developments such as housing developments, roads, trails or campgrounds that could affect the viability of the proposed range or range project.

**Aerial & ground photos:** . Aerial and Ground Photos. Include aerial photos using web-based or GIS applications and ground photos to illustrate existing condition of the facility and any areas being developed through the grant program. Ground photos must be taken of the immediate project area.

**Range safety plan:** Include a copy of your facility's range safety plan. Range safety plans could include but are not limited to, range orientations/safety briefings required of users, signage at facility, certifications of range staff and staffing levels, user check-in requirements, facility features to ensure safety, routine facility inspections, etc.

## Grant application check list

A completed application check list must accompany your grant application. Copy or remove this page, then initial each item you have attached to your application. Incomplete applications are ineligible for funding.

Application cover page

Application check list

### **Project proposal must contain**

Project description

Public need

Public benefit

Educational instruction

Project plans and zoning approval

Range master plan

Range design references

Range business plan

Budget worksheet

### **Supporting documentation must include**

Insurance certificate

Board resolution in support of the application (Included)

Articles of Incorporation (if applicable)

W9

OAKS vendor form (Included)

Proof of ownership or control and tenure statement

Environmental stewardship plan

Location map (Legal description)

Aerial & ground photos

Range safety plan

**Submit one original and three copies of the application and supporting documents by January 6<sup>th</sup>, 2017.**



## Project Compliance Requirements

A number of federal requirements have to be addressed for all shooting range projects. These “compliance issues” are addressed as part of the federal aid application portion of the process, not during the initial application and panel review process. The following lists some compliance assurances that are typically required as part of the federal review process and these requirements may need to be addressed before the grants are awarded.

### **Potential compliance requirements-**

Please note that the following will trigger a complete site assessment and the completion of NEPA (National Environmental Policy Act) review.

- ❖ All projects that fall outside of a ranges existing footprint. ( New construction)
- ❖ All projects which removes trees.
- ❖ All projects that break previously undisturbed soil.
- ❖ All projects which could impact waterways.
- ❖ All projects that could impact potential historical sites.

If further compliance is necessary it will be up to the grantee to complete the NEPA documentation either internally or by hiring an environmental consultant to complete the NEPA documentation. All costs associated with this consultation must be paid by the grantee and cannot be paid with grant funds but costs may be used as project match.



**Application cover page *EXHIBIT A***

<b>Ohio Department of Natural Resources</b> <b>Division of Wildlife</b> <b>Shooting Range Grant</b> <i>Please type or print</i>		<i>Department use only</i> <b>Application #</b> <b>Date received</b> <b>Grant year</b>		
Organization Name				
Project title				
Total project cost	\$	<i>Maximum grant award is \$20,000 with at least 25% local match.</i>		
Total Grant Amount Requesting	\$			
Project type	<input type="checkbox"/> New range development <input type="checkbox"/> existing range <p align="center">upgrades/improvements</p>			
Brief description of the project				
Project start date		Project end date		
Contact person for this application				
Mailing address				
Telephone		Fax number		
Email address				
<b>Shooting Range information</b>		<b>Tax ID #</b>		
Name of range				
Name of range manager		Phone number		
Email address of manager or contact				
Mailing address of range and/or GPS (UTM) Coordinates				
Legal description				
	<i>Quarter</i>	<i>Section</i>	<i>Township</i>	<i>Range</i>
I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of the Ohio Department of Natural Resources, Division of Wildlife. I acknowledge that the failure to meet the requirements of the grant program will result in the forfeiture of grant funds.				
Signature of person who prepared the application				Date
Printed name of the individual above				



**SAMPLE SCORING SHEET** *(do not fill out or return with application)*

PROJECT NAME	REVIEWER		
APPLICANT LOCATION	TITLE		
SCORING ELEMENT	RANGE	MAXIMUM AVAIABLE	SCORE
DOES THE PROJECT QUALIFY UNDER THE PURPOSE OF THE GRANT?	NO		CAN'T BE GRANTED
	YES		
ENTITY IS IN FULL COMPLIANCE WITH ANY AND ALL PAST CONTRACTS WITH THE DIVISION OF WILDLIFE	NO		CAN'T BE GRANTED
	YES		
ENOUGH AMOUNT OF MATCH PROVIDED?	NO		CAN'T BE GRANTED
	YES		
ENTITY OWNS PROPERTY OR HAS LEASE OF AT LEAST 10 YEARS?	NO		CAN'T BE GRANTED
	YES		
ENTITY HAS PROPER ZONING APPROVAL AND/OR EXEMPTION?	NO		CAN'T BE GRANTED
	YES		
ENTITY SHOWS PROOF OF LIABILITY INSURANCE?	NO		CAN'T BE GRANTED
	YES		
ARE YOU FOLLOWING GUIDELINES FROM A PUBLISHED SOURCE SUCH AS THE NRA RANGE SOURCE BOOK, ATA ARCHERY PARK GUIDE OR OTHER NATIONALLY RECOGNIZES ORGANIZATIONS RANGE PLANS AND DESIGN? YOUR DESIGN MUST COVER ALL ASPECTS OF YOUR PROJECT.	No Formal design	0	
	Design not using guidelines, no scale	5	
	Guidelines design, no scale	10	
	Guideline design, to scale	20	
DO THE PROPOSED IMPROVEMENTS HAVE A LIFE EXPECTANCY OF 10 YEARS OR MORE?	NO		CAN'T BE GRANTED
	YES		
PUBLIC NEED. PUBLIC NEED WILL BE EVALUATED BY DIVISION STAFF USING A COMPREHENSIVE STATE SHOOTING RANGE INVENTORY AND PHYSICAL LOCATION OF THE APPLICANTS SHOOTING RANGE FACILITY.	LOW	1	
	SIGNIFICANT	5	
	URGENT	10	

HOURS AVAILABLE TO THE PUBLIC OF WHICH AT LEAST 10 HOURS MUST OCCUR DURING NORMAL OPPORATING HOURS ON A WEEKEND DAY EACH MONTH.	Less than 20HRS/MONTH	CAN'T BE GRANTED	
	30HRS/MONTH	3	
	50HRS/MONTH	10	
	50 +HRS/MONTH	20	
AVAILABILITY OF FACILITY FOR DIVISION OF WILDLIFE SPONSORED SHOOTING SPORTS EDUCATION OPPORTUNITIES INCLUDING BUT NOT LIMITED TO HUNTER ED. CLASSES, SCTP,NASP 4-H SHOOTING SPORTS?	1 CLASS/YEAR	1	
	2 CLASS/YEAR	2	
	3 CLASS/YEAR	5	
	4 CLASS/YEAR	7	
	5+ CLASS/YEAR	10	
RANGE MANAGEMENT PLAN?	YES	5	
	NO	0	
<b>BUDGET</b> BUDGETS MUST INCLUDE ITEMIZED LIST OF ALL EXPENSES ASSOCIATED WITH THE PROJECT. THIS INCLUDES ALL HARDWARE ITEMS, BUILDING MATERIALS, EQUIPMENT RENTAL AND HIRED CONTRACT WORK.	NO BUDGET OR INCOMPLETE BUDGET	CAN'T BE GRANTED	
	BUDGET COVERS ALL MATERIALS, NO QUOTES	5	
	COMPLETE BUDGET WITH QUOTES	20	
IMPROVEMENT ON EXISTING RANGE/ENVIRONMENTS	LOW IN ENVIRONMENTAL SAFETY OR FIREARMS SAFETY(E.G.SOUND REDUCTION, LEAD ABATEMENT, BERM OR BAFFLE ENHANCEMENTS0	1	
	MODERATE IMPROVMENT	5	
	LARGE IMPROVEMENT	10	
HAS ATTACHED ENVIRONMENTAL STEWARDSHIP PLAN WHICH INCLUDES: how and when the range will manage/recycle lead and monitor the environment for any potential negative impacts from lead ammunition. The plan should also address, in detail, impacted areas and how remediation will take place upon final closure of the facility. Failure to include all items listed will make projects ineligible.	NO	CAN'T BE GRANTED	
	YES		
<b>TOTAL POSSIBLE POINTS</b>		95	
YOUR TOTAL SCORE			
<b>ADDITIONAL COMMENTS:</b>			



## BUDGET WORKSHEET *EXHIBIT B*

*Use this worksheet to develop a cost estimate. Additional categories may be used if needed.*

<b>Applicant (Organization or Municipality)</b>		Department Use Only Application #	
<b>Project Title</b>			
	<b>Estimated Costs</b>	<b>Applicant Dollars (Cash Dollars Dedicated to the Project)</b>	<b>Value of Donated Services and Supplies</b>
	This column should contain estimates of all project costs	<i>Applicant dollars, donated services and/or supplies must be at least 25% of the project cost.</i>	
<b>Planning/Development</b>	\$ _____	\$ _____	\$ _____
<b>Equipment</b>	\$ _____	\$ _____	\$ _____
<b>Construction (Contractor etc)</b>	\$ _____	\$ _____	\$ _____
<b>Labor</b>	\$ _____	\$ _____	\$ _____
<b>Supplies</b>	\$ _____	\$ _____	\$ _____
<b>Other</b>	\$ _____	\$ _____	\$ _____
<b>Total Project Cost</b>	\$ _____	Combine above amounts and put total in box below.	Combine above amounts and put total in box below.
<b>Total Organizational Dollars and Donations</b> (Must equal or exceed 25% of the total project cost.)	\$ _____ =	\$ _____ +	\$ _____
<b>Grant Request</b> (Grant award is 75% of total project cost)	\$ _____		
Please tell us if any other organizations are providing funding for this project:			

## HOW IS THE VALUE OF IN-KIND MATCHING FUNDS

### DETERMINED?

The valuation of an in-kind contribution is dependent on whether the contribution is from the state, contractor or a third party. Examples of in-kind match include volunteer labor, reduced cost or donated specialized labor or equipment provided by a project partner, or labor from a county public works crew paid for by the county.

1. State contributions are valued at cost to the state regardless of current market value.
2. Generally, contractor or third party in-kind contributions are valued at the rate the state would have to pay for similar services or property if purchased on the open market.
3. Materials such as rocks, gravel, or lumber contributed by a contractor or third party will be assigned the market value at the time of the contribution.
4. If the contractor or a third party contributes land, equipment or building space, or the use thereof, the contribution will be valued at the fair rental rate over the term of the project or the fair market value, of the land, equipment, or building space, whichever is less. Only equipment, buildings or lands, or portions thereof, necessary and integral to the completion of the project will be considered for evaluation as an in-kind contribution.
5. Fair market or rental values shall be determined by the standard appraisal techniques or any other method approved by the state.
6. Donated labor should be figured using the prevailing wage amounts for your county for the type of labor being donated. If not specified in the budget outline of the application, the value of donated labor will be computed at prevailing wage for standard labor in your county. The use of higher hourly figures must be justified by the type of work and qualifications of the worker. Contact the Shooting Sports Coordinator for further information on the determination of allowable wage rates for donated labor or services.

### WHAT QUALIFIES AS MATCHING FUNDS?

Matching funds are an important part of any proposal. For an applicant, the determination of acceptable matching funds can be confusing. If questions arise during application preparations, it may be advantageous for the applicant to contact the State Shooting Sports Coordinator, Matt Neumeier, directly at 614-265-6334 to determine if the proposed funds or donations are eligible for use as match. Guidelines covering the determination and use of eligible matching funds are as follows:

1. Federal funds may not exceed 75 percent of the total project cost. "Federal funds" includes: Step outside grants, conservation club grants, any other wildlife restoration funds from the DOW, and other

federal funds such as those from the U.S. Forest Service, Bureau of Land Management, Corps of Army Engineers, or U.S. Fish and Wildlife Service.

2. In-kind and cash donations must come from non-federal sources.
3. In-kind contributions may be in the form of non-federal volunteer labor, donated or reduced cost materials, use of equipment or costs incurred by the contractor or subcontractors to complete the project. To be eligible as an allowable cost, all in-kind contributions must be expressly determined by the state to be a necessary and cash integral part of the project. In-kind matching funds may be used in addition to, or in place of, cash donations.
4. Third party in-kind contributions may count toward satisfying the matching requirement only if the project sponsors receiving the in-kind contributions would otherwise have to pay for them to complete the project. Adequate documentation of volunteer and in-kind services, e.g. signed time sheets, will be important to provide when requesting reimbursement.
5. In-kind match may not include costs that are borne by other federal grant agreements. This includes costs and third party in-kind contributions that have been used to satisfy matching or cost-sharing requirements of another federal grant/aid agreement or any other award of federal funds. U.S. Forest Service challenge grant or federal county aid dollars cannot be used to match shooting range grants.
6. Unless expressly permitted in the project assistance agreement, income derived from the project or program by the participants or subcontractors may not be counted as part of the match requirement.
7. In-kind matching money must be specific to the approved work units of the project documented in the work plan of the application, and will be specified as a line item in the budget exhibit of the contract.
8. Indirect costs (such as overhead charges or contingency estimates) may not be included as part of in-kind contributions. This also applies to non-expendable tools and equipment that have a use beyond the project.
9. Engineering, project design, land and water surveys, blueprint preparation and environmental assessment preparation specific to project construction can be used as in-kind matching funds.
10. No funds expended prior to the receipt of a letter to proceed will be eligible as match, except for pre-approved preliminary costs associated with the design and planning of project. This does not apply to property or structures already owned by the applicant which will be dedicated to the objectives of the project. Acceptance of justifiable items and their value will be subject to approval by Division of Wildlife's Shooting Sports Coordinator.



**EXHIBIT D**

**BOARD RESOLUTION**

**Board resolution in support of the Ohio Division of Wildlife Shooting range Grant Program application**

*Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. This resolution form must be attested to by the organization's secretary or officer*

Resolution of governing body: \_\_\_\_\_ agrees to the following:  
 (applicant name)

- Authorizes the Project Coordinator listed on the Cover Page to act on behalf of this organization by conducting negotiations, and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of the project; and
- Approves the filing of an application for a shooting range mini 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 procedures, guidelines and requirements of the Division of Wildlife as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Shooting Range Small Grants Program Scoring Committee.

By signing below, I certify that I am the duly appointed and qualified \_\_\_\_\_

(office title)

of the \_\_\_\_\_ and certify that the foregoing resolution is true,

(Applicant Name)

correct and was passed and adopted at a regular meeting of the board or similar governing group, held

on \_\_\_\_\_ at which the minimum required number of representatives to transact business were  
 (Date)

present.

Signature of Office Holder		Date
Printed Name and Title of Individual Above		
Signature of Secretary or Another Office Holder		Date
Printed Name and Title of Individual Above		



## EXHIBIT E

### PUBLIC ACCESS CONTACT FORM

As part of the cooperative shooting range grant you are opening your range up for public use. The following form will be used to gather information so that we may advertise your range and its public access on our website [www.wildohio.gov](http://www.wildohio.gov).

**Public Access:** How is your range open to the public? When? If it is open on certain dates or times please list them.

If it is open to certain groups list them.

**Contact information:** How do you want the public to get into contact with you? We are going to list your club name and contact information so it is easier to find for the public.

- Club name:
- Range Address:
- City, State:
- County:
- Website:
- Email:
- Phone number:
- Contact person:

**COMMENTS:**





**EXHIBIT G**

**Shooting Range Grant Volunteer Hours**

<b>Grant Number</b> LEAVE BLANK		<b>Agency</b>	
Employee/Volunteer name		Phone Number	
Complete Address			
Volunteer or paid employee			

Hourly rate is figured by the prevailing wage for your geographic area for job or work being completed.

Date:	Time	# HRS	Hourly Rate	Description of Work
	to			
<b>Total Hours this page:</b>				
Employee/volunteer signature				Date
Supervisor signature				

**Directions for filling out this form:** Each individual volunteer or employee working on this project will be required to fill out their own volunteer hour's worksheet. Worksheets that are incomplete will not be accepted.

**Grant Number:** Please leave this blank. This number is provided by the Ohio Division of Wildlife.

**Agency:** Name of the organization receiving grant funds.

**Employee/Volunteer information:** All volunteer information is necessary for auditing purposes and should be filled out completely. No personal information will be shared or made public.

**Date:** The specific date that the work was being done.

**Time:** The specific time that you began and ended work on your project.

**Hours:** Number of hours worked during a specific date period. Please round to the nearest hour.

**Hourly rate:** Hourly rate is figured by using the prevailing wage for the work being completed. Prevailing wage information can be obtained by contacting:

Division of Industrial Compliance & Labor  
Wage and Hour Bureau  
6606 Tussing Road, P.O. Box 4009  
Reynoldsburg, Ohio 43068-9009  
(614) 644-2239

**Description of Work:** a brief description of the type of work being done. Please keep this brief and general.

**Signatures:** Original signature from both the volunteer and the project leader are required in order for the captured hours to qualify as in kind match.



**EXHIBIT F**

Organization
Grant number

**Grant Payment Worksheet** **Notice:** Information requested on this form is required by the Department when applying for a reimbursement of eligible expenses. The Department will not consider your payment request unless you complete and submit this form.

**Instructions:** Itemize all project expenses, including donated labor, and attach photocopies of proof of expenses and payments for each item listed. See reverse for instructions. Use additional worksheets as necessary, numbering each. Submit with Grant Payment Request.

Date Expense occurred	Invoice Number	Proof of Payment	Payee	Project Cost Description	Amount paid
Total amount Paid					

Use the worksheet to itemize all project expenses, including donated labor and donated expenses.

- Attach photocopies of proof of expenses and payments for each item listed.
- Use additional worksheets as necessary. Include Grant Number on each sheet.
- Submit Worksheet(s) and attachments with Grant Payment Request Form

#### **Date Field and Column Definitions**

**Date Expense Incurred:** Date of invoice, purchase, or service rendered.

**Invoice #:** Number on vendor invoice or bill associated with the purchase or service.

- Combined Costs: If an invoice combines costs for multiple grants or expenses, identify and explain specific costs associated with each grant expense. Attach a copy of this invoice, as well as proof of payment identified below. Use as many lines as necessary.
- Donated Expenses: Include invoice number if donated expenses are included on an invoice or bill. Otherwise, leave this field blank and go to "Proof of Payment" column.

**Proof of Payment #:** Number on check or money order used to pay the expense. If no proof of payment number, leave blank. Attachments required:

- Expenditure Proof of Payment Examples: Canceled check, with front side of check containing the amount of the check digitally printed by the bank under the signature line; Non canceled check with bank statement showing check cleared account; County payroll vouchers; Credit card statements. For acquisition expenditures, acquisition closing statements.
- Combined Proofs of Payment: If a proof of payment covers multiple expenses or grants, identify payments related to the particular grant expense on a copy.
- Donated Expenses: Volunteer Labor Log Sheet, or other donated labor/services documentation. Include volunteer names, type of work, hours worked, pay rate and totals. Log sheets require signatures of volunteer(s) and supervisor(s).

**Payee:** Name of consultant, contractor, vendor, supplier, etc. to whom payment was made.

**Eligible Project Cost Description (Check Grant Agreement):** Describe expense briefly. Include only eligible expenses as specified in the particular project grant application and grant agreement.

- Development Grant Possible Eligible Expense Examples: Construction, Equipment Rental, Landscape seed, Mulch, Demolition, etc.
- Other Grant Type Possible Eligible Expense Examples: Materials, Supplies, Maintenance-Grooming; Maintenance-Signage, etc.

**Amount Paid:** The amount of the project cost expense paid out-of-pocket. Enter only actual expenditures in this column.