



# Target Range Program Grant



## GENERAL INFORMATION

### GRANT REQUEST DEADLINES

REQUEST FOR PROPOSALS OPENS YEARLY ON **OCTOBER 1<sup>ST</sup>**.

APPLICATIONS ARE DUE **NOVEMBER 30<sup>TH</sup>**. NO HANDWRITTEN APPLICATIONS WILL BE CONSIDERED. PLEASE SCAN AND SEND TO THE FOLLOWING EMAIL: [EDUCATION@TPWD.TEXAS.GOV](mailto:EDUCATION@TPWD.TEXAS.GOV) ALL APPLICATIONS MUST BE SUBMITTED BY 11:59 P.M. SEE [GUIDE](#) FOR TARGET RANGE GRANTS.

**Target Range Program Purpose:** To provide the public safe and accessible shooting facilities that align with Texas Parks & Wildlife Department's activities and programs. Also, to build partnerships within the target range community, enhance recreational opportunities for shooting sports, and offer hunters regional locations to hone their skills.

**Grant Provisions:** The program provides opportunities for construction, development and improvement of firearm and archery range facilities. The goal of the program is to teach students to be safe, responsible, conservation-minded hunters, provide instruction in safe firearm operations, instill ethics, and create awareness of game laws.

**Source of Funds: US Fish & Wildlife Service (USFWS), Wildlife Restoration Program.** Revenues collected from excise taxes on sporting arms and ammunitions (pistols, handguns, revolvers, bows, archery, and arrow components). An excise tax is an indirect tax charged on the sale of a particular good.

**Eligibility:** Non-profit organizations, individuals and groups such as commercial target range operators, shooting clubs and local governmental agencies that: 1.) Provide target range access to the general public **and** 2.) Conduct and/or offer hunter education classes. Eligible persons or entities applying for target range funding must sign a term contract (Target Range Agreement - TRA) with the department if approved.

**Grant Funding:** Awardees take on the costs for development/construction and submit eligible receipts to TPWD for reimbursement. A maximum of 75% of eligible costs incurred on the project are admissible for reimbursement. Specific terms and conditions of the project are identified in the TRA.

Applicants must match at least 25% of the total project cost through documented cash expenditures, donated materials and labor or other pre-approved in-kind activities. Match based on federally funded sources are not eligible. Minimum request: \$50,000. Requests are subject to availability of funding.

## ELIGIBILITY CRITERIA

All grant applications submitted to the department are reviewed, evaluated for project eligibility and prioritized according to their individual scores. Scoring Criteria is found within the application.

- Projects to construct or enhance archery or shooting range facilities in Texas
- Shooting facilities are accessible to the general public on a regular basis
- Application includes commitment by one or more project operators or sponsors to assume all operation and maintenance costs for the life of the project or at least 25 years
- Project applicant agrees that federal funding is not being received from any other source for the same specific project purpose
- Applicants must have liability insurance unless not required by law
- Applicant must sign a Target Range Agreement (TRA), a two party contract between the recipient and the State
- Property has at least twenty five years of land tenure by deed or lease or is owned or held in public trust by a municipality, county agency, state or federal government
- Preference granted for municipal, county, or other lands held in public trust

**ELIGIBLE PROJECTS** - Projects eligible for cost share funding include backstops, berms, target holders, benches, baffles, projectile recycling/remediation, security fencing, signs, lighting, field courses, platforms, roads, parking areas, sanitary facilities, accessibility improvements, storage rooms, shelter buildings, classrooms and durable equipment. Master plan, design and engineering development, **environmental compliance documents:** environmental assessment (EA) as required by the National Environmental Policy Act (NEPA); report and letter of State Historic Preservation Officer (SHPO) and concurrence from Texas Historical Commission (THC) as required by section 106 of the National Historic Preservation Act (NHPA); and informal Section 7 as required by the Endangered Species Act (ESA).

Eligible projects can present pre-award costs from the cost categories shown in the budget. **Pre-award costs** are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency. **Program income** means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. All Program Income generated in a project must be allocated to operational and maintenance costs on the project.

## INELIGIBLE PROJECTS

Ineligible projects include exclusive (private) ranges, ranges for the sole use of law enforcement, clubhouses, competitive shooting facilities, employee residences, or other facilities not essential to the operation of the target range or the conduct of hunter education classes, maintenance expenses, land acquisition, portable items that are easily lost or stolen, and items that do not have an unusually short expected useful life.

## APPLICATION PROCESS

Applications submitted by the deadline are identified for eligibility then reviewed by the Target Range Program's Grant Scoring Committee. Application reviews take approximately three weeks to complete from the end of the grant request deadline until notice is given to proceed to phase 2 of the process. Take into account when planning your project and application that applying for federal funding is an inherently challenging process with several complex and integral elements. Applications must be written for a two year period (or 2 year phase) / project. Projects must start within 6 months of notice to proceed to construction (phase 3). Applications written for more than two years will be ruled ineligible. Incomplete grant packages will be returned to the applicant. A complete application is required for consideration of funding.

Application process steps are as follows:

### Phase I

**Step 1:** Applicants submit an application from the Target Range Grant Program during the Request for Proposals (RFP) and by the end of the grant cycle (October 1 thru November 30 annually). Reimbursement and match for pre-award costs must be specified in the request.

**Step 2:** Applicants will be notified by TPWD two weeks after the Target Range Program's Grant Scoring Committee has completed scoring applicants whether they have been selected to continue the application process (phase II) or not. If selected, applicants will need to provide additional information and documentation for regulatory clearances to meet USFWS requirements.

**Step 3:** Upon receipt, review and acceptance of full application, TPWD submits proposed project to USFWS for funding approval.

### Phase II

**Step 4:** Upon USFWS approval to TPWD by an Award Letter for the grant, Awardee and TPWD enter into a TRA - Target Range Agreement (contract).

**Step 5:** Upon signature of the TRA by both parties, compliance requirements outlined in the Award Letter may begin/proceed.

### Phase III

**Step 6:** Once compliance documents have been accepted by USFWS, and written approval from TPWD is received, project construction may begin.

**Step 7:** Awardee submits quarterly reports, invoices and documentation to TPWD for review and reimbursement.

**Step 8:** Awardee notifies TPWD of project completion. Target Range Coordinator conducts visual inspection for completion of deliverables in TRA.

**Step 9:** Inspection conducted by NRA Range Technical Inspector must be completed before final sign-off.

**Step 10:** TPWD releases the final 10% (retainage) of grant funds pending final submission/inspection and acceptance of the project.

## SCORING CRITERIA

Scoring will be based on the following criteria:

Max. Points	Criteria
20	<p><b>Public Access.</b> Range provides regular and convenient access for public use. Priority given to ranges with complete open public access during operational hours. The minimum number of hours a grantee's target range should be open to the public (based on a 40-hour week):</p> <p>Commercial ranges – 80% or 32 hours or 4 days minimum per week. This schedule is at the discretion of the range, provided they show they are meeting the minimum.</p> <p>Non Profit ranges/ government / city ranges – 60% or 24 hours or 3 days minimum per week.</p>
20	<p><b>Education, Recruitment and Retention.</b> Supports Texas Hunter Education, hunter recruitment, firearms and/or archery safety education for the public and introduces newcomers to the shooting sports. Expands shooting opportunities with new, improved and/or additional shooting facilities. Examples include adding hunter education classes or hosting shooting events for youth or novice shooters. <i>To the extent possible, classrooms will be made available to TPWD at no additional costs.</i></p>
10	<p><b>Safety Improvements.</b> Includes range safety or security. Addition or improvements to berms, backstops, fences, and lighting. Examples of safety improvement elements are projectile containment structures such as baffles (including ballistic safety structures and deflector plates).</p>
10	<p><b>Noise Abatement.</b> Design improves noise abatement. Contributes to the noise reduction of an existing shooting range facility. Examples of noise abatement improvements include insulation, containment structures (baffles).</p>
10	<p><b>Budget.</b> Includes a realistic budget which explains in detail project costs and estimates. Includes information and explanations of the reason why they are competing the project for financial assistance. Is the project cost effective? This is evaluated by comparing total project costs with the expected benefits.</p>
10	<p><b>Environmental Integrity.</b> Mitigates environmental impacts associated with shooting activities. An example would include projectile recycling/remediation program.</p>
20	<p><b>Non-profit status.</b> Preference will be given to nonprofit organizations that demonstrate an educational component to hunting and shooting sports, and which seek to reduce wounding loss and accidents in the field through hunter education and shooting sports programs.</p>



# Grant Application



<b>Project Title</b>		
<b>APPLICANT ORGANIZATION</b>	Applicant	Federal Tax ID
	Mailing Address	Work phone
	City/State/Zip	Fax
	DUNS number	Email
<b>PROJECT POINT OF CONTACT</b>	Contact Name	Work phone
	Title	Cell
	Mailing Address	
	Email	
What type of grant are you requesting? <input type="checkbox"/> Planning <input type="checkbox"/> Construction		Are you under an existing range contract with TPWD? <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Type <input type="checkbox"/> School <input type="checkbox"/> Non-Profit <input type="checkbox"/> Commercial Range <input type="checkbox"/> Shooting Club <input type="checkbox"/> Government Other:		
<b>What is the service area for this range?</b> (Include geographic, population and demographics information):		
<b>LOCATION OF RANGE SITE</b>	Physical Street Address	
	City/State/Zip	
	County	
	Section, township, and range (or latitude and longitude from GPS)	
	Who owns the range site?	
	Primary land use in surrounding area	
	Is this range currently ADA compliant?	
	Hours of operation	

## DESCRIPTION

*Describe the project by typing the following information and describing the need, objectives and approach. Please use additional pages if necessary and attach to the end of the application.*

**See the following section for explanations:**

**Need**

**Objectives**

**Approach**

**Expected Benefits**

**Useful Life**

**Multipurpose Project**

**Timeline**

**Location**

**Funding**

**Utilities**

**Budget Narrative**

**PLEASE ATTACH SITE MAP(S), PHOTOS, DRAWINGS AND/OR PLANS TO THE END OF THIS DOCUMENT.**

## **Definitions for Description of the Project Scope**

### **Need**

A need statement will identify why your project addresses a clear necessity in your service area. The need must be relevant to the purpose of the target range program. A need statement will answer why TPWD should provide grant funding for your project. A need statement will provide evidence such as results from surveys, research or other data to demonstrate that the need is real and not perceived. A need statement will articulate the negative result of taking no action.

### **Objectives**

Clearly state the objectives of this project. Objectives are meant to be realistic and, if achieved, will resolve the project need. Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide. Each objective should be specific, measurable, achievable, relevant to the need and time-bound on when the results will be achieved. You will need to reference benchmarks related to the objectives in your timeline, below.

### **Approach**

The approach describes the specific efforts necessary to accomplish project objectives. The approach answers the question "how" the objectives will be accomplished by describing the actual work that will be done. This information must demonstrate sound design, appropriate procedures, and the name of the project coordinator. Include essential equipment purchases and specific actions that will be taken.

### **Expected Benefits**

The expected benefits and results will specify the benefits of completing the project and resolving the need for a variety of interests. The expected benefits will answer several (if not all) the questions that arise in a reader's mind reviewing the project details.

### **Useful Life**

We require a 25 year term as an Agency to meet the useful life requirement. Equipment purchased under the grant should: 1) remain in the stated use of the project, 2) inventories should be maintained, and 3) are auditable by TPWD. Specific requirements for the sale or repurposing of equipment is contained within the Target Range Agreement. Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

### **Multipurpose Project**

This project is for the use and benefit of the public. No other project(s) should interfere with this purpose. Identify whether your project is part of any other federally assisted project, or if you have received other grant monies for the same purpose outlined in the grant award.

### **Timeline**

Applications must be written for a two year period (or 2 year phase) / project. Projects must start within 6 months of notice to proceed to construction (phase 3).

### **Location**

State the physical location; region, area, community, county and street address if possible.

### **Funding**

State whether there is other Federal, State or Local government assistance related to this project.

### **Utilities**

Identify if utility structures are onsite and if the project footprint will affect utilities (overhead or underground).

### **Budget Narrative**

Explain in detail all project costs and estimates. Include information and explanations of the reason why you are competing the project for financial assistance with TPWD. Is the project cost effective? Please explain how.

A project sample can be found online under - "Project Statement/ Budget Sample" at the following link:

<http://tpwd.texas.gov/education/hunter-education/shooting-sports-opportunities/targetrange/grants>

## BUDGET INFORMATION

<b>BUDGET INFORMATION - Construction Programs</b>			
COST CATEGORY	A. Grant Request	B. Your Match	c. Total (column A + column B)
1. Administrative and legal expenses	\$	\$	\$
2. Land, structures, rights-of-way, appraisals, etc.	\$	\$	\$
3. Architectural and engineering fees	\$	\$	\$
4. Other architectural and engineering fees	\$	\$	\$
5. Project inspection fees	\$	\$	\$
6. Site work	\$	\$	\$
7. Demolition and removal	\$	\$	\$
8. Construction	\$	\$	\$
9. Equipment	\$	\$	\$
10. Miscellaneous	\$	\$	\$
11. Contingencies	\$	\$	\$
12. SUBTOTAL	\$	\$	\$
13. Program income (if any)	\$		
14. TOTAL PROJECT COSTS (subtract line 13 from 12)	\$	\$	\$
<b>FEDERAL FUNDING REQUEST</b>			
15. Federal assistance requested, calculate as follows Enter eligible costs from line 14A and Multiply X 75%	Enter the resulting Federal share.		\$

\* Planning grants, may use the budget format above, but will only consist of cost categories: 1-5, and 11. Additional information on planning grants can be found at the address below, under the section – “Planning Grants”.

\* <http://tpwd.texas.gov/education/hunter-education/shooting-sports-opportunities/targetrangegrants>

\* Pre-award costs, if requested, should be identified as “pre-award request” under the cost category number 10 - Miscellaneous.

COST CATEGORY	INFORMATION AND DEFINITINONS
1. Administration and Legal Expenses	<p>Costs associated with administrative and legal expenses directly related and necessary to the project. <b>Cost Principles</b> are defined as: the standards established in 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) for determining the allowable costs for Federal awards carried out through grants and cooperative agreements. A full list of cost principles can be viewed at the following link:</p> <p><a href="http://www.ecfr.gov/cqi-bin/text-idx?SID=fb70fe83009e152ac327498f6ec18c4&amp;node=se2.1.200_1403&amp;rgn=div8">http://www.ecfr.gov/cqi-bin/text-idx?SID=fb70fe83009e152ac327498f6ec18c4&amp;node=se2.1.200_1403&amp;rgn=div8</a></p>
2. Land, structures, rights-of-way, appraisals, etc.	Costs associated with appraisals, land value (as match), structures (as match).
3. Architectural and engineering fees	Fees and costs associated with project planning and development with an architectural firm or engineering firm.
4. Other architectural and engineering fees	Fees that do not meet the requirements of number 3.
5. Project inspection fees	Technical and project inspection fees.
6. Site work	The physical work on site, at the project location, but not construction.
7. Demolition and removal	Self-explanatory.
8. Construction	All the costs associated with the project's construction, this is usually the greatest portion of funding requests.
9. Equipment	<p><b>Equipment</b> which is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.</p>
10. Miscellaneous	Examples include but are not limited to: volunteer salaries that are associated with the project and that are used as match; costs that are not defined as equipment; and pre-award cost requests such as design, compliance inspections, etc.
11. Contingencies	<p><b>Contingency</b> is that part of a budget estimate of future costs (typically of large construction projects, IT systems, or other items approved by the Federal awarding agency) which is associated with possible events or conditions arising from causes the precise outcome of which is indeterminable at the time of estimate, and that experience shows will likely result, in aggregate, in additional costs for the approved activity or project. Amounts for major project scope changes, unforeseen risks, or extraordinary events may not be included. In order for actual costs incurred to be allowable, they must comply with the cost principles and other requirements. Payments made by the Federal awarding agency to TPWD or any similar payment made for events the occurrence of which cannot be foretold with certainty as to the time or intensity, or with an assurance of their happening, are unallowable. TPWD considers reimbursement of contingency payments on a case-by-case basis.</p>
12. SUBTOTAL	Sum of lines 1 through 11.

13. Program income	<p><b>Program income</b> means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. A full explanation can be viewed at the following link:</p> <p><a href="http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&amp;SID=325476006b2e8ace02240bfe3ba23ff3&amp;ty=HTML&amp;h=L&amp;mc=true&amp;n=pt50.9.80&amp;r=PART#sp50.9.80.i">http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&amp;SID=325476006b2e8ace02240bfe3ba23ff3&amp;ty=HTML&amp;h=L&amp;mc=true&amp;n=pt50.9.80&amp;r=PART#sp50.9.80.i</a></p> <p>*Program income cannot be added to a grant request, it must be subtracted from the project's subtotal. It must also be reapplied to the project in the form of operational and maintenance costs for the project.</p>
14. TOTAL PROJECT COSTS	Subtract #13 from #12 and enter final project amount.
15. Federal assistance requested	Must be no more than 75.00% of the total project costs.

### GRANT CONDITIONS

If application is approved, the Applicant will be required to sign a Target Range Agreement (TRA) containing the terms and conditions upon which funds will be released.

Any expenditure incurred prior to the Target Range Agreement (TRA) start date will not be eligible for cost-share reimbursement and match unless pre-approved and included in the TRA terms.

Grant monies shall be reimbursed upon review and acceptance of invoice and receipts and on an agreed upon schedule as set forth in the TRA.

The Applicant shall maintain all accounting records pertaining to this agreement according to Generally Accepted Accounting Principles and shall make all relevant records, documents and reports available to TPWD for the purpose of audit examination if requested by TPWD.

Grant recipients will ensure that a sign (specifications provided by TPWD) will be placed and displayed on site at all development projects from the time construction begins until the project is completed.

Grant recipients will ensure that a permanent plaque/sign (specifications provided by TPWD) crediting the appropriate groups for the funding of the project is installed once the project is complete.

TPWD shall have the right of ingress and egress to and from the project area for the purpose of inspecting and determining project compliance with state and federal requirements. By signing you agree to the grant conditions listed above.

Applicant Signature:	Date:
Applicant Name (print):	Phone:
Address:	
City/State/Zip:	

TPWD receives funds from the USFWS. TPWD prohibits discrimination on the basis of race, color, religion, national origin, disability, age, and gender, pursuant to state and federal law. To request an accommodation or obtain information in an alternative format, please contact TPWD on a Text Telephone (TDD) at (512) 389-8915 or by Relay Texas at 7-1-1 or (800) 735-2989. If you believe you have been discriminated against by TPWD, please contact TPWD or the U.S. Fish and Wildlife Service, Office for Diversity and Workforce Management, 5275 Leesburg Pike, Falls Church, VA 22041.