

RESPONSES TO WRITTEN QUESTIONS
RFP # 201306556
REQUEST FOR PROPOSALS
2013 MAINE RANGE ACCESS IMPROVEMENT GRANT PROGRAM
August 5, 2013

Question No. 1:

Q. It is not possible for our club to submit a quality Range Improvement Grant Application this year. Will there be another round of grants next year?

A. The grant program is expected to continue next year, subject to available funding.

Question No. 2:

Q. I received the letter (dated June 27, 2013) yesterday regarding the new RFP that will be coming out. Will there be any substantial changes? I am assuming that the deadline will now be pushed out a bit?

A. Yes, the deadline for submittals will be pushed back about a month until August 14, 2013. There should not be any substantial changes in the application form, and any work you have done to date will not be wasted.

Question No. 3:

Q. Would you answer these few questions for me? Under the in-kind contributions, can I count the following hours: preparation of the grant application? drawing for the site map and gathering information for the contractor? time spent with the town planning board site committee? (there will probably be 4-5 members speaking for the project)

A. Time preparing the grant application would not be eligible for an in-kind contribution. On RFP Page 10, Part II.C., it is stated that design and permitting services are allowed expenses for new or expanded ranges. Therefore, you could count your time for developing the plans, unless of course the town or state requires that the plans be prepared by a design professional. One person's time with the town planning agency would qualify for an in-kind contribution, but attendance by other members would not. Please be reminded that any costs incurred prior to notification of the grant approval are not eligible for reimbursement or match.

Question No. 4:

Q. Under the estimated cost, should I include the cost of land clearing, which is being donated to us?

A. Yes, the cost of land clearing (e.g. the removal of trees, brush and stumps) should be included in your estimated cost, and yes, include it as an in-kind contribution if applicable.

Question No. 5:

Q. I have received the grant applications returned from the Department and have spoken with Department personnel regarding the issue of the RFP, so I understand where things stand at present. I do have one question regarding the new timelines. I now have bids for all the materials, labor and equipment for the projects proposed to be eligible for reimbursement under the grant. Those dollar amounts were submitted for bid in June 2013 in order to meet the previous deadline for submission. We are ready to begin work immediately. I now see that the grant process may run much later than originally anticipated. The timeline for approval could delay construction until after the winter. By next spring those bids will not be honored by our vendors. If we are awarded the grant, the reimbursement represented in the budget worksheet would not cover the actual expenses and leave the club far short due to increases costs over time.

A. For the development of a budget to determine a grant request amount – one uses estimates, which might include a separate line item for a modest contingency to account for an expected delay in the start of construction. Months later when it's time to actually perform the construction/ installation, the cost of materials may have changed, the contractor who had assisted in the development of a budget may not be available, the amount of the project may require bid requests from a minimum of 3 contractors or an ad seeking bids.

The grant amount in the Project Agreement (PA) sets the upper limit of the costs that MDIFW will reimburse, not the absolute cost of the actual construction/ installation. Prior to the start of work - all this change of then current costs, selection of contractor, need to request bids from a minimum of 3 contractors or an ad seeking bids, MDIFW's acceptance of allowed costs will be mutually agreed upon between club and MDIFW.

MDIFW is not seeking the low cost projects. MDIFW is seeking correctly budgeted projects that are effective to address objectives.

Question No. 6:

Q. Please elaborate on the requirement that clubs have to be able to pay for the project costs in full as costs are incurred.

A. RFP Page 17, Part II.L.7: the provision does not mean that the club must have funds in hand for the entire project. As the club contracts with a vendor for services, it is the club's responsibility for the expense of such services. Some clubs have suggested entering into a line of credit with a bank, credit union or the vendor, for this responsibility. It is expected that clubs will receive progress invoices from vendors at the completion of specific elements of the project. The club is responsible for paying those vendor progress invoices and then seek reimbursement from the Department. See RFP Page 16, Part II.K.3. for reimbursement provisions.

Question No. 7:

Q. I have a question regarding the Timeline of Key RFP Events (page 19 of RFP). Since PA and BP54 will not be completed until October, 2013, must construction begin in the calendar year of 2013 to be eligible for grant funds?

A. The RFP stipulates that the project must be started within a reasonable time after receiving approval from the Department. If approval is granted late in the year and the weather precludes starting the construction, grant funds would not be withdrawn, assuming the project was started as soon as the spring weather would allow. Clubs have until September, 2015 to complete the 2013 projects.

Question No. 8:

Q. Do you have an example Range Management Plan to share with grant applicants?

A. MDIFW does not have a sample of a range management plan. However, enclosed is a template of an environmental stewardship plan developed by the National Association of Shooting Sports, Facilities Development Division. As noted in the document, it is intended for the club that is undertaking its first planning effort. While this template focuses on environmental issues, you might also add a section on noise abatement, if applicable, and safety. Also, see Attachment 1, and is also found at:

http://www.nssf.org/ranges/rangeresources/library/facility_mngmnt/environment/EAofCMofOSR.PDF (see Appendix C on doc page 99).



Environmental_Stewardship_Template.pdf

Question No. 9:

Q. My question concerns the interpretation of the first sentence of Part II, L, number 9 as shown on page 17. As I described to you one of the projects we are considering, a continuation of a concrete pad under an existing Covered Firing Line constructed to be ADA complaint. Does this project meet the definition of a "structure" requiring a ME registered Architect or Engineer?

A. State and local regulatory agencies generally define what types of structures require certification by a design professional. Also, State licensing laws dictate what constitutes the practice of architecture or engineering. If your project falls within the applicable guidelines, a sealed drawing will be required prior to the start of construction.

Question No. 10:

Q. Can you email me a complete list of the questions put to you and the answers you have provided to me and others?

A. Yes, all questions received and the answers given will be forwarded to all clubs the week of August 5.

Question No. 11:

Q. Is the MS Word format copy of the Department's 2013 Application Form identical to the previous form? If not, would you email me the latest version?

A. Attached is the fillable form as requested. This form is similar, but not identical to the previous form. Also, see Attachment 2, and is also found at:

<http://www.maine.gov/ifw/RFP/pdfs/RFP%20fillable%20application%20form,%20budget,%20checklist%20072313.pdf>



Question No. 12:

Q. Would you please e-mail the application form, I plan to file electronically for our club.

A. As noted in the RFP, electronic submissions of the application won't be accepted. Once you complete the form, copies should be made and delivered as noted in the application packet.

Question No. 13:

Q. Could you tell me what you are looking for with items 4 (Applicant Qualification Statement) and 5 (non-profit incorporation) on the checklist?

A. The sections of the application that address your questions are as follows:

RFP Page 22, Part IV.B.4.: Applicant Qualification Statement (on additional sheet(s)):

Present a summary of the applicant's qualifications to carry out the proposal and to manage the grant. Summarize relevant experience, experience with past grants, and financial, administrative and technical qualifications of the organization. Summarize relevant experience of the organization's representative to be the Department's point of contact.

The intent here is to demonstrate that your club has the experienced people, the organization, and the technical and administrative expertise to implement the grant if it is awarded. This should a narrative summary that discusses the club's ability and experience to operate and manage a shooting range. You should discuss the organization of the club's leadership and a bit about the background in the shooting sports of club officials. Discuss any past grants the club has received and how those grants were implemented. Discuss the qualifications of the club membership/project manager to oversee the design, construction and administration of your project, and how oversight will be provided.

RFP Page 9, Part II.A. and RFP Page 22, Part IV.B.5: Non-profit Incorporation: Attach a copy of the applicant organization's status of non-profit incorporation from the Maine Secretary of State, or an explanation of status. Grant recipients must be a non-profit in good standing and on record with the Maine Secretary of State (SOS). Status information is accessed through the SOS website at:

<https://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x>

On the left side of the web page, click on corporations. On the page that comes up, on the right side of the web page, click on corporate name search. Type in your club name, and if your club is on record with the Secretary of State office, a page showing your club's name will appear. Click on information, and a page will appear showing your organization's status. Print that page, and include it in the application.

If your club is not registered or current, to registry with the SOS as a non-profit, get started at:

<http://www.maine.gov/sos/cec/corp/nonprofit.html>

It is not a requirement of a club to have IRS 501(c)(3) tax exempt status.

Question No. 14:

Q. Our proposal will enable us to have year-round use of our range. We would like to include the cost to the club for winter plowing for 10 years (min life of the project) as in-kind match. Is that OK?

A. Winter plowing would be an operations and maintenance activity and is not an eligible activity for in-kind contribution match. To be eligible as in-kind contribution the activity needs to be necessary for the initial construction/ installation activity. The applicant is responsible for maintenance.

Question No. 15:

Q. Could you explain what types of events IF&W would require the club to hold?

A. The answer to your question is contained on the RFP Page 14, Part II.F., grant recipients will be required to provide MDIFW public access use to agreed upon grant recipients' facilities during agreed upon times. The project agreement (PA) will be conditioned on such MDIFW public access use. MDIFW public access use might include sight-in days, special events, competitions or open range time. MDIFW public access may be to club facilities other than grant funded improvements.

The MDIFW public access use section starts on RFP Page 13, and discusses allowable charges for these events, etc. As noted, scheduling and facilities available for MDIFW public access use would be negotiated with the club.

-----END-----

Attachment 1

NASR Example Environmental Stewardship Plans



National Association of Shooting Ranges
11 Mile Hill Road • Newtown, CT 06470-2359
203-426-1320 • Fax: 203-426-1087 • www.rangeinfo.org

Attached are two examples of Environmental Stewardship Plans from shooting facilities in the Northeast and a template developed by the Massachusetts Department of Environmental Protection. The template is a great way to get started. The examples are typical of first-year Plans. There is an emphasis on site evaluation with a few easy to implement strategies added.

When the range operators complete the site evaluations as outlined in their Plan they will have identified potential risks. The next step will be to update the Plan (which should be done at least annually) to include "alternatives," "alternatives selected" and "plan implementation" schedules to manage the areas of concern. If there are no areas of concern, then your job is easier—simply go out every year and re-do the site characterization to make sure nothing has changed.

The attached examples are excellent, but there are a couple of suggestions for improvement:

- First and foremost this is a community education tool. Put your best foot forward! In the site assessment section where you describe what's going on now, don't forget to include non-range areas. One facility had a couple of hundred acres actively managed with assistance from their state department of forestry. They also had nature trails that neighbors were welcome to use. Put things like this in your Plan. This is your opportunity to show the world the good things you are doing for the environment and the community. **PRESERVING OPEN SPACE IS A KEY ISSUE FOR MOST COMMUNITIES.**
- On a more technical note: while the Environmental Stewardship Plan focuses on outdoor shooting ranges, you may need to include aspects of your indoor range as well. If you are venting unfiltered air from the indoor range, the area under the vent will likely have an accumulation of lead dust. Therefore you should include the area outside the vent of your indoor range as part of your outdoor range Environmental Stewardship Plan.

Environmental management is a new issue for shooting facilities. It is an issue that we must embrace if we want a long and healthy future for the target shooting sports. The really good news is that developing and implementing an Environmental Stewardship Plan also gives you the opportunity to reach out to the community and show them what you're really all about. That's a story they won't get from any other source.

Good luck and let me know if there is anything else the National Association of Shooting Ranges can do to help you succeed!

INSTRUCTIONS

This document serves as a template that may be used by sportsmen's clubs and shooting ranges within the Commonwealth of Massachusetts in their preparation of an Environmental Stewardship Plan (ESP or Plan). This template was adapted from the National Shooting Sports Foundation's manual entitled *Environmental Aspects of Construction and Management of Outdoor Shooting Ranges*, Appendix C (i.e., the NSSF manual). This template is only a tool to assist in making ESP preparation easier for sportsmen and sportswomen. It should be modified to incorporate specific information relative to your club and its ranges. This template should be used in conjunction with the NSSF manual and with the U.S. Environmental Protection Agency (EPA) Region II manual.

DRAFT – Environmental Stewardship Plan – Version 1.0

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**ENVIRONMENTAL
STEWARDSHIP
PLAN**

[Club Name]
[Street Address]
[City/Town,] MA [Zip Code]

[Date]

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1.0 Introduction

The XYZ Club, Inc. is located at 123 X Road in Blanktown, Massachusetts...

1.1 Mission Statement

The XYZ Club, Inc. is committed to...

1.2 Purpose

The Purpose of this Environmental Stewardship Plan (i.e., the Plan) is to:

- Identify issues of potential environmental concern that may exist;
- Identify, evaluate, and prioritize appropriate actions to manage these issues;
- List short- and long-term action items and the steps needed for implementation;
- Develop and implementation schedule;
- Identify ways to measure the Plan's success;
- Annually evaluate the progress made towards achieving our environmental stewardship goals;
- etc.

1.3 Goals

- Discontinue shooting over and into water and wetlands.
- Prevent off-site migration of lead through groundwater and surface water runoff.
- Conduct lead recovery.
- Discourage ingestion of lead by wildlife.
- Maintain soil pH between 6.5 and 8.5 in the shotfall zone.
- Reduce size of shotfall zones.
- Improve range maintenance.
- Limit shotfall zone to property owned by the club.

2.0 Site Assessment

2.1 Description of Ranges and Support Facilities

The XYZ Club has an x position Trap Range, a y position Skeet Range, a z position Sporting Clays Course, and a q position Small Arms Range. These ranges are located in a rural setting and are oriented away from residential areas.

[Briefly describe each range, its dimensions, orientation, vegetative cover, wetlands delineation, numbers of shooters and targets used per year, wildlife usage, etc.]

2.2 Existing Environmental Conditions

[Describe the most significant environmental issues associated with the ranges. Refer to figures, tables, the results of surveys, inspections, professional opinions, etc.]

2.2.1 Trap and Skeet Fields

2.2.2 Sporting Clays Course

2.2.3 Rifle and Black Powder Range(s)

2.2.4 Outdoor Handgun Range(s)

3.0 Trap (and) Skeet Field(s) (and) Sporting Clays

3.1 Action Plan to address issues identified in section 2.2.1

3.1.1 Potential Management Alternatives

Alternative 1: Achieve all of the environmental goals identified simultaneously.

Alternative 2: Work on one goal this year and address all other later.

Alternative 3: Choose a few Goals that can be implemented immediately and begin planning longer-term alternatives.

Alternative 4: Vegetate sparse grass area of trap/skeet field.

Alternative 5: Reorient trap field to avoid lead shot entering wetlands.

Alternative 6: Reorient sporting clays stations to maximize the overlap of falling shot into the open field where it can be more easily recovered for recycling.

Alternative 7: Limit use of the trap/skeet range to only those stations that do not have wetland area within the shotfall zone.

Alternative 8: Apply lime to shotfall zones if soil test results indicate this would be beneficial.

Alternative 9: Prepare fields for lead reclamation.

Alternative 10: Get bids for lead reclamation project.

Alternative 11: Conduct lead reclamation within the trap/skeet shotfall zones.

Alternative 12: Conduct lead reclamation within the berm of the small arms range.

Alternative 13: Conduct lead reclamation within the sporting clays shotfall zone.

Alternative 14: Change mowing frequency to closely mow grass in shotfall zones.

Alternative 15: Construct a lime lined drainage swale for stormwater management.

Alternative 16: List additional Best Management Practices that may be appropriate to your club.

3.1.2 Selection of Management Alternatives to be Implemented

[Describe the process by which the above alternatives will be, or were, selected (incorporate club officers, the membership, and outside consultants as applicable).]

3.1.3 Alternatives Selected

Based on the stewardship goals of the Plan, the benefits provided, and the current availability of funds, the following priorities were chosen for the current calendar year.

Alternative x:

Alternative y:

Alternative z:

These choices were made to address the most pressing concerns, the most easily resolved issues, and to initiate management practices that would create longer-term environmental benefits.

In order to achieve the goals of the Plan, the following actions are necessary.

- a) Management Actions: [Assign personnel responsible for initiating, conducting, and completing the alternatives selected above.]
- b) Operational Actions: [Collect soil samples for pH analysis, consult with USDA's Natural Resources Conservation Service, the county Service Forester, and/or the University of Massachusetts Extension's Natural Resources and Environmental Conservation Program regarding best suited vegetative management recommendations.]
- c) Construction Actions: [Do site preparation work, get bids, institute mowing and vegetative management recommendations, reorient shooting position as appropriate.]
- d) Finance Actions: Estimate the cost of Actions, identify the necessary funds to finance actions and if funding is not available, identify means of raising funds (e.g., fundraisers, increase in dues, loans, grants)

3.2 Plan Implementation

3.2.1 Schedule for Implementation

Winter/Spring: [pH survey, contact local officials for vegetation management recommendations, reorient shooting positions as appropriate, realign shooting positions as appropriate.]

Summer/Fall: [prepare site for reclamation project, apply lime/fertilizer/seed, get bids for berm lean-tos/reclamation. As a rule of thumb, 50 pounds of lime per 1,000 square feet should raise soil pH by 1 *once the residual acidity is overcome.*]

3.2.2 Responsibilities

[i.e.: the trap/skeet chairman/chairmen will... The club treasurer will... The membership will provide the labor to...]

4.0 Rifle, Black Powder, and Outdoor Handgun Range(s)

4.1 Action Plan

4.1.1 Potential Management Alternatives

Alternative 1: Achieve all of the environmental goals identified simultaneously.

Alternative 2: Work on one goal this year and address all other later.

Alternative 3: Choose a few Goals that can be implemented immediately and begin planning longer-term alternatives.

Alternative 4: Culvert the stream through the shooting ranges.

Alternative 5: Vegetate the backstop berm(s) to minimize erosion.

Alternative 6: Construct a lime lined drainage swale for stormwater management.

Alternative 7: Apply lime to the berm and foreground if pH test determines it is necessary.

Alternative 9: Begin planning a lead reclamation project.

Alternative 10: Change mowing frequency to closely mow grass in shotfall zones.

Alternative 11: Construct watertight roof with eyebrow over berms.

Alternative 12: List additional Best Management Practices that may be appropriate to your club.

4.1.2 Selection of Management Alternatives to be Implemented

[Describe the process by which the above alternatives will be, or were, selected (incorporate club officers, the membership, and outside consultants as applicable).]

4.1.3 Alternatives Selected

Based on the stewardship goals of the Plan, the benefits provided, and the current availability of funds, the following priorities were chosen for the current calendar year.

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These choices were made to address: the most pressing concerns, the most easily resolved issues, and to initiate management practices that would create longer-term environmental benefits.

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- a) Management Actions: [assign personnel responsible for initiating, conducting, and completing the alternatives selected above.]
- b) Operational Actions: [collect soil samples for pH analysis, consult with USDA's Natural Resources Conservation Service and/or the county Service Forester regarding best suited vegetative management recommendations.]
- c) Construction Actions: [do site preparation work, get bids, institute mowing and vegetative management recommendations, reorient shooting position as appropriate.]
- d) Finance Actions: Estimate the cost of Actions, identify the necessary funds to finance Actions and if funding is not available, identify means of raising funds (e.g., fundraisers, increase in dues, loans).

4.2 Plan Implementation

4.2.1 Schedule for Implementation

Winter/Spring: [pH survey, contact local officials for vegetation management recommendations, reorient shooting positions as appropriate, realign shooting positions as appropriate.]

Summer/Fall: [prepare site for reclamation project, apply lime/fertilizer/seed, get bids for berm lean-tos/reclamation.]

4.2.2 Responsibilities

[i.e.: the small arms range chairman/chairmen will... The club treasurer will... The membership will provide the labor to...]

5.0 Sporting Clays Course

5.1 Action Plan

5.1.1 Potential Management Alternatives

5.1.2 Selection of Management Alternatives to be Implemented

5.1.3 Alternatives Selected

5.2 Plan Implementation

5.2.1 Schedule for Implementation

5.2.2 Responsibilities

6.0 Measuring Success

By monitoring the impact or success of the Plan, the club is best prepared to make whatever changes may be necessary to reinforce success and make the most of environmental stewardship efforts.

6.1 Vegetation

[The density of vegetation growth should be measured throughout the growing season, especially in areas of sparse growth where steps have been taken to increase the vegetative cover. This is can be done by taking periodic photographs (e.g., once a month) from the same places to document the impact of the Plan.]

6.2 Wildlife

[Keep a log of visual observations made regarding the frequency of range usage by the variety of species in your area.]

6.3 Soil and Runoff pH

[Track soil and runoff pH through semi-annual monitoring and adjust the amount of lime applied to different areas of the range to maintain a pH level that will prevent lead from dissolving (i.e., a pH of 6.5 - 8.5).]

6.4 Erosion

[Again, keeping a photographic record of problem areas best prepares your club to document achievements and adjust the Plan as appropriate.]

7.0 Plan Review and Revisions

Continue to monitor the environment and review the Plan on an annual basis. Update the Plan as needed and set goals for subsequent years. Make recommendations for future club officers to consider when updating the Plan and in setting goals (tell them what worked, what didn't work, and what still needs to be done).

FIGURES

[Insert Site Location Map Here]

Typically, a Site Location Map is cut from a USGS Topographic Map of you Club's area.

The Club should be centered on the map.

Indicate the property boundaries if possible.

[Insert MA DEP Priority Resource Map Here]

[This map is can be ordered from MassGIS. Call your regional Lead Shot Initiative Representative if you need assistance.]

[Insert other figures as necessary to support the text]
Other figures may include an aerial photograph, and sketches of the
Club property in general and/or specific ranges in particular.

Appendix A

Letter from USDA, Natural Resources Conservation Service [and/or county Service Forester]

[concerning vegetation management recommendations]

Appendix B (etc.)
[For other supporting documentation as needed.]

Attachment 2

Printed Copy of Fillable 2013 Application Form

Appendix A

2013 APPLICATION FORM
Maine Department of Inland Fisheries and Wildlife
2013 Range Access Improvement Grant Program

General

Region: _____

Project Title:	
Applicant:	
Street Address:	
Mailing Address:	
Representative*:	
Mailing Address:	
Phone:	
Email:	

* The applicant's representative is authorized to speak for the applicant on matters pertaining to the grant request, and will be the MDIFW point of contact.

Applicant's organizational status:

- _____ Non-profit organization in good standing with the Maine Secretary of State
- _____ Unit of state or local government
- _____ Other governmental agency
- _____ Non-profit youth and educational organization in good standing with the Maine Secretary of State

Applicant organization's purpose: _____

Physical address of range facility: _____

Tax map and lot number: Map No.: _____ Lot No.: _____ (attach copy of tax map)

Applicant's range facility ownership status (attach copy of deed, lease or explanation of status):

- _____ Own
- _____ Lease

_____ Number of years applicant has operated this range facility.

Have there ever been any accidents or incidents at this range facility that have required assistance from emergency responders (police, fire or EMS)?

_____ (If yes, please explain in a separate statement with details)

Existing Range Facilities and Functions (No. of shooting positions - number & distance (yd.))

Rifle: () Small Bore: No. of shooting positions _____/_____/_____
() Big Bore: No. of shooting positions _____/_____/_____

Pistol: () Indoor: No. of shooting positions _____/_____/_____
() Outdoor: No. of shooting positions _____/_____/_____

Shotgun: () Trap: No. of fields _____
() Skeet: No. of fields _____
() Sporting Clays: No. of fields _____ No. stations _____

Archery: () Target: No. of targets _____
() Field: No. of shooting positions _____

Are range facilities currently handicapped accessible?

_____ Yes
_____ Partially, if partially, please explain/describe in a separate statement with details
_____ No

Does your organization have a Range Management Plan?

_____ Yes, if yes, please include a copy of the Plan
_____ No

Is proficiency training (e.g. NRA Personal Protection, sight-in days, 4-H Firearms Training) currently offered at your facility?

_____ Yes, if yes, please describe in a separate statement with details
_____ No

Do you have an on-site classroom facility?

_____ Yes, if yes, how many students will it hold? _____
_____ No, if no, do you use an off-site facility for hunter education? _____

Please estimate the public access to your facility:

Before proposed project:
_____ Number of participants
_____ Hours
After proposed project:
_____ Number of participants
_____ Hours

Project Budget (From Appendix B Budget Worksheet included with this application)

\$ _____	Total Estimated Costs	a
\$ _____	Match: Total Organization Cash Contributions	b
\$ _____	Match: Total Organization In-Kind Contributions	c
\$ _____	Match: Total Organization Contributions	d=b+c
\$ _____	Grant Award Request	e=a-d
% _____	Total Organization Contribution as Percent of Total Estimated Costs	f=d/a

Timing

_____ Preferred Start Date
 _____ Expected Completion Date

Will this project require local, state or federal environmental permits?
 _____ Yes, if yes, please describe in a separate statement which permit(s) and if secured,
 and please include a copy of the permit(s)
 _____ No

Certifications

By signing this application, the undersigned certify that:

1. The proposed project will be compliance with all applicable local, state and federal laws, regulations and ordinances.
2. The project will be undertaken if a Project Agreement is awarded.
3. The project meets eligibility criteria and applicants are eligible to submit an application.
4. The project is on a shooting range, or part thereof, that will be open to the public.
5. The applicant has a secure match of at least 30 percent or more of the total project cost.
6. The individual(s) submitting the application are authorized to act on behalf of their organizations.
7. The estimated costs and organization match contained therein will remain valid and binding for a period of 180 days from the date and time of the proposal opening or as agreed to by the parties.

_____ Date _____
Contact's Signature

_____ *Contact's Printed Name*

_____ Date _____
Applicant's President/Chief Executive Signature

_____ *Applicant's President/Chief Executive Printed Name*

Appendix B

APPLICATION BUDGET WORKSHEET

Project Title:			
Applicant:			
	Estimated Costs	Organization Cash Contribution	Organization In-kind Contribution
Element	<i>This column should contain estimates of all project costs.</i>	<i>Total of Organization Cash and In-kind Contributions (Match) must equal at least 30 percent of the total all project costs.</i>	
Planning/development	\$	\$	\$
Equipment	\$	\$	\$
Materials	\$	\$	\$
Construction	\$	\$	\$
Labor	\$	\$	\$
Supplies	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Total	a \$	b \$	c \$
Less Total Organization Cash and In-Kind Contributions (Dollars)	- \$	Total Organization Cash and In-Kind Contributions (Dollars)	d \$
Equals Grant Award Request (Dollars) (max of \$50,000)	e \$	Total Organization Cash and In-Kind Contributions (Percent of Total Estimated Costs) (min of 30%)	f %
Provide on separate sheets a detailed listing of: expenses; and match sources, type (e.g. cash, in-kind contribution) and amounts which will be used in the accounting for in-kind contributions.			

Appendix C

APPLICATION CHECKLIST

Project Title:	
Applicant:	

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

	Item	Item Enclosed
1	2013 Application Form (Appendix A)	<input type="checkbox"/>
2	Application Budget Worksheet (Appendix B)	<input type="checkbox"/>
3	Application Checklist (Appendix C)	<input type="checkbox"/>
4	Applicant Qualification Statement	<input type="checkbox"/>
5	Non-profit Incorporation	<input type="checkbox"/>
6	Right, Title or Interest in the Range Facility	<input type="checkbox"/>
7	Insurance Certificate	<input type="checkbox"/>
8	Location Map(s)	<input type="checkbox"/>
9	Municipal Tax Map	<input type="checkbox"/>
10	Project Statement	<input type="checkbox"/>
11	Project Plan(s)	<input type="checkbox"/>
12	Existing Range Management Plan	<input type="checkbox"/>
13	Copies of Any Required Permits, if available	<input type="checkbox"/>
14	Additional Attachments	<input type="checkbox"/>
15	3 Complete Sets of Application/ Support Documents	<input type="checkbox"/>