

LDWF TARGET RANGE GRANT PROGRAM

GENERAL INFORMATION

Effective 3/30/24

OVERVIEW

The Louisiana Department of Wildlife and Fisheries (LDWF) administers the Wildlife Restoration Program Fund in Louisiana through the Federal Aid in Wildlife Restoration Act. This federal program receives its funding from federal excise tax generated by sales of certain firearms and archery equipment. LDWF will determine the annual apportionment from this federal program to be used to provide public recreational target shooting access. Funds allocated to the Target Range Grant Program can be used for:

- New target range construction projects
- Expansion or rehabilitation of existing public target ranges that increases the user capacity

Funding provided by this program is on a **cost-reimbursement basis**. Project sponsors must initiate their approved projects with their own funds and be reimbursed **up to 90 percent** of allowable costs after submitting documentation of expenses. **The maximum amount which may be requested for assistance is \$1,500,000 in matching grant funds**. Funding will be awarded by this program for two distinct grant types:

- Planning and Development Grants: Maximum \$250,000 grant funds
- Construction and Equipment Grants: Maximum \$1,500,000 grant funds

Only new expansion, rehabilitation, or entire target range construction projects are eligible for funding through this program. Per federal requirements, **any activities initiated or completed prior to implementation** of a Project Grant Agreement with LDWF, or outside the scope of such agreement, are **ineligible for reimbursement**.

Sponsors successfully receiving Planning and Development Grants must agree the planned facilities will be operated for public use, and are strongly encouraged to apply for Construction and Equipment Grants to assist with completing feasible, successfully planned projects.

Projects will be selected for funding through a scoring committee made up of LDWF staff and NGO/Industry partners. Selected projects must comply with the U.S. Fish and Wildlife Service (USFWS) funding requirements and be in accordance with all state and federal laws, and executive orders. LDWF will authorize funding for selected projects based on the recommendations of the scoring committee.

Program assistance will be in the form of a one-time grant, and the local sponsor must be willing to assume all maintenance and operation responsibilities including necessary repairs and renovations as needed to ensure public use and safety.

Project areas and facilities must be operated and maintained for the intended purposes throughout the expected useful life of the facilities.

Sponsors requesting assistance for target range facility construction must submit an application for project planning and development review or have received and successfully completed a Planning and

Development Grant through LDWF. Project planning and development must be approved by LDWF before any construction activities for which assistance is requested can begin. The deadline for submitting grant applications for the LDWF Target Range Grant Program is July 1st of each year.

PROGRAM DETAILS

Entity Number

In addition to an **Employer Identification Number** (EIN) (also referred to as a Tax Identification Number), you will need a federal **Unique Entity Identifier** (UEI) number and be registered for federal financial assistance. Visit [Sam.gov](https://sam.gov) to obtain your UEI and register. If your project is selected for funding, you must also register in Louisiana's LAGOV vendor system to be eligible to receive program funding.

Matching Funds

Grant funds are provided on a matching basis with the applicant providing no less than 10 percent of the project costs. This match **MUST** be available at the time of application. The applicant's matching share may come from several sources including, but not limited to:

- Voter approved bonds
- Local appropriations
- Applicant cash and/or loan funds
- The value of applicant's in-house labor, equipment, and materials
- The value of donated labor, cash, equipment, and materials
- Other (non-federal) grants awarded that are not administratively prohibited
- The appraised value of easements; appraisals must be conducted in compliance with the Uniform Standards for Federal Land Acquisition ("yellow book" standards) and Uniform Standards of Professional Appraisal Practice (USPAP)

These local matches must be documented by letters of commitment from all project partners. All letters of commitment must be signed on official letterhead by the chief executive of the sponsor(s) organization(s).

Donations from the private sector (funds, land, materials, or labor) may only be attributed to the sponsors match. Sponsors may not make a profit by being reimbursed beyond their out-of-pocket costs. Private donations that exceed the required 10 percent project sponsor share simply serve to reduce the overall cost of the project.

Applicant Eligibility

Eligible applicants will include local government subdivisions (cities, parishes, municipalities), non-profit, and commercial (private) entities. The following criteria will be part of the considerations to determine eligibility for funding (if applicable):

- Any previously completed LDWF Grant Projects must be in compliance with all the terms of the Project agreement under which they received assistance and all program guidelines
- For active grants, all required project documentation (such as construction plans, quarterly status reports, reimbursement requests, etc.) must be complete and have been received on schedule

- Each sponsor's financial stability and management practices will be assessed by LDWF. Depending on this assessment, the sponsor may be required to adhere to additional special conditions and restrictions as determined by LDWF grant management standards

Eligible Project Activities

The following activities are permitted under this target range funding program:

1. Planning and development activities including feasibility studies (marketing, environmental, cultural, NEPA requirements, etc.), environmental stewardship/lead management plan development, and design, architectural, and engineering services needed prior to construction.
2. Construction of new target ranges for public access on public lands (federal, state, parish, municipal, district, etc.).
3. Construction of new target ranges on private property. To receive funding for target ranges on private lands, the sponsor must own the property or obtain a legally binding easement, lease, or license, satisfactory to LDWF, keeping the target range open to the public for the useful life of the facility.
4. Development of additional target range facilities on existing target ranges.
5. Americans with Disabilities Act (ADA) upgrades through the addition of features that facilitate access and use of target range facilities by persons with disabilities.
6. Environmental mitigation through redesign, reconstruction, or relocation to mitigate or minimize impact to the natural environment. Special eligibility requirements apply to these projects.
7. Acquisition of easements or leases for target range facilities. Easements or other than less than fee simple property interest must be secured for **at least** the useful life of the facility and must be recorded in the deed of the property. Please note that easements or leases paid for with grant funding are not eligible to be used as matching funds.

Project Requirements

1. Program assistance will be in the form of a one-time grant, and the local sponsor must be willing to assume all maintenance and operational responsibilities.
 - a. Maintenance includes, but is not limited to; grounds maintenance, litter/refuse removal, signage, security/surveillance, plus necessary repairs and renovations as needed to ensure public use and safety.
 - b. Project areas and facilities must be staffed, operated, and maintained for the intended purposes throughout the useful life of the facilities (see Post Project Requirements below).
2. New range projects require:
 - a. Classroom component for hunter and firearms education.
 - b. Letter or resolution of support from political subdivision in which the project will be located.
3. Other program assurances are also necessary as a result of the federal funds involved and such certifications are required when the project application is submitted.
4. Funded projects must be reviewed by the Louisiana Office of Cultural Development and LDWF to determine potential impacts to natural and cultural resources. Written clearances or required permits must be obtained from each agency before initiating any construction activities.
5. Barrier Free Access:
 - a. All recreational facilities acquired and/or developed with grant assistance must comply with Louisiana law Title 40 (Public Health and Safety) regarding access for persons with

disabilities and federal ADA requirements. Target range facilities, parking lots, and restrooms must be designed and constructed for barrier-free access.

6. Build America Buy America Act (BABA):
 - a. All recreational facilities acquired and/or developed with grant assistance must comply with federal BABA requirements. The provisions of this act require all iron and steel, manufactured products, and construction materials used for an infrastructure project that are consumed in, incorporated into, or affixed to the infrastructure of the **entire** project are produced in the U.S. unless appropriate federal waivers are granted (see [Dept. of Interior's Buy America webpage](#) for more information).
7. Applicants requesting development funds are required to **have full legal control of the property** proposed for development. Full legal control of the property means that the applicant either has fee simple title to the property, is proposing to acquire an easement for the property as part of the project, or will lease the property from another entity.
 - a. Leased property will only be eligible for fund support if it meets all of the following requirements:
 - i. The applicant has (or will have) full surface legal control of the property proposed for assistance; and
 - ii. Applicant and lessor can guarantee that the project area will remain dedicated to public recreation use throughout the term of the lease. The lessor must be willing to comply with all program guidelines for the entire term of the lease; and
 - iii. Project area must be leased to the applicant for the useful life of the facility from the date construction is completed; and
 - iv. The lease cannot be revocable at will by the lessor.
8. Minimum of 10 percent matching funds to be provided by sponsor (see **Matching Funds** above). Matching Funds must meet all of the following criteria:
 - a. Be verifiable from Sponsor records (documentation)
 - b. Necessary and reasonable to accomplish the project
 - c. Allowable under 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR 200) Subpart E- Cost Principles
 - d. Not be from another federal award
 - e. Are approved by LDWF and detailed in the grant agreement document
 - f. Conform to other provisions of 2 CFR 200, as applicable
9. Compliance with federal and state requirements:
 - a. During the application period, sponsors are not being asked to obtain all the necessary permits and clearances which the project ultimately will need. Projects approved to receive federal funds must meet any number of federal and state requirements.
 - b. Sponsors must be prepared to submit many forms; undergo environmental reviews and possibly prepare mitigation plans; obtain all permits and permissions; expect audits, and supply progress reports. *If you are not deterred by this, we look forward to being your partner in providing more target access opportunities!*

Design Standards

Design standards must be carried out by a licensed professional architectural or engineering firm. All project construction elements must comply with the LA State Uniform Construction Code and applicable parish and local building codes. Additionally, all projects must be designed to current shooting range industry standards.

Procurement Standards

The acquisition of goods or services exceeding the federal simplified acquisition threshold (SAT) of \$250,000 must use either their own written formal procedures or construction procurement guidelines provided by LDWF.

General Timelines

PLANNING AND DEVELOPMENT GRANTS (One Year after Agreement Execution)	
ACTIVITY	TIME FRAME
Applications Open	April 1st
Application Deadline	July 1st
Site Visit	TBD
Awards Announced	By September 30th
USFWS Approval	October--November
LDWF Planning Grant Agreement - execution (LDWF and Sponsor)	By January 1st
Begin - Architectural & Engineering Plans, Environmental, Cultural, and NEPA Compliance Draft Assessments, Environmental Stewardship/Lead Mgt. Plans, Permits	Within 180 days of execution of LDWF Local Grant Agreement
Quarterly Status Reports	On or before , April 15th, July 15th, October 15 th , and January 15th
Periodic Reimbursement Billing	Not less than every 30 days (minimum \$5,000 request)
Finalize Planning Elements	On or before the 1st anniversary
Close Planning Grant	Once all required project compliance is completed
End LDWF Grant Agreement	End of Planning Activities

CONSTRUCTION AND EQUIPMENT GRANTS (Three Years after Agreement Execution)	
ACTIVITY	TIME FRAME
Applications Open	April 1st
Application Deadline	July 1st
Site Visit	TBD
Awards Announced	By September 30th
NEW Construction Grant - USFWS Approval	October--November
LDWF Grant Agreement Execution (LDWF and Sponsor)	By January 1st
Construction to Begin	After Notice to Proceed
Quarterly Status Reports	On or before , April 15th, July 15th, October 15 th , and January 15th
Periodic Reimbursement Billing	Not less than every 30 days (minimum \$5000 request)
Temporary Project Acknowledgment Sign	As soon as possible. Submit a photo to LDWF
Project Completion and Grant Close-out	Request a final inspection when the project is complete
Permanent Project Acknowledgment Sign	To be installed before the final inspection

OTHER CONSIDERATIONS

Reimbursable Costs

The following lists types of costs that may be included in a project which are eligible for reimbursement (other costs may be eligible which are not listed here):

- Acquisition of an easement or lease for land
- Service contracts
- Direct construction labor costs
- Construction materials (purchased)
- Equipment rental
- Professional services (e.g. design, engineering, and architectural services)
- Environmental survey costs (e.g. natural and cultural resource site assessments)

Submission, Review, and Selection of Projects

Project applicants shall complete the online application and upload applicable supporting documents by July 1st of each year to be considered for grant awards. The application is located on our webpage:

<https://www.wlf.louisiana.gov/page/target-range-grant-program>

Review and Evaluation Process

The project applications will be reviewed for completeness and eligibility before being reviewed for quality. The Target Range Scoring Committee will select a slate of recommended projects, dependent upon available funding, to be presented to LDWF Administration for final approval. Individual applicants may be requested to provide additional supporting documents and/or information to assist with the selection process.

Criteria for Selecting Projects

The Target Range Scoring Committee will evaluate potential projects in terms of the overall project. A scoring matrix will be used based on an established point system.

Projects in which the sponsor is willing to provide more than the minimum 10 percent match will be given additional preference points.

Resubmission

Sponsors whose projects are not selected and approved for funding may resubmit their proposals for consideration in the next cycle by notifying LDWF before the next deadline. Sponsors may wish to modify their proposals to give them a better chance of achieving a higher ranking. Program staff will work with the sponsor to make improvements and prepare for the following year's application.

Public Support and Notification of Project

A letter or resolution of support from the political subdivision in which the project will be located is required to submit any project proposal for funding or to receive funding.

For construction grant proposals, applicants must submit a public notification of the proposed project in the appropriate official parish journal upon notification that LDWF has recommended their proposal for funding. LDWF will provide relevant information to assist with this process. Unfavorable public comment

received through this process may necessitate additional steps to address in order to proceed with the application.

Funded/Approved Project Development

Sponsors are allowed one year (Planning and Development Grants) and three years (Construction and Equipment Grants) from the date of local agreement initiation to complete all project elements.

Approved projects shall be pursued in a timely manner by the sponsor unless delays result from extraordinary circumstances beyond the sponsor's control. Failure to meet the required time frames may be grounds for the LDWF to initiate the cancellation of the affected project.

The grant recipient may only initiate activities to undertake the approved scope of work after a Project Grant Agreement is signed. This includes not acquiring easements that are included in the project costs. The sponsor will not be reimbursed for project costs incurred before the date of the signed Agreement.

USFWS does not allow application preparation as an eligible cost. USFWS does allow site design and required permits costs to be recovered retroactively. The estimated pre-agreement cost must be itemized and requested in writing at the time of the application submission.

The LDWF Subaward Notice and Agreement is the contract between LDWF and the sponsor setting forth the approved work, allowable costs, operations and maintenance requirements, and the sponsor's commitment to follow the required procedures.

Natural and Cultural Resource Review

Projects recommended for funding will be submitted to the Louisiana Office of Cultural Development for a cultural resource review, to LDWF for a natural resource review, and to USFWS for Tribal notification to determine potential impacts to cultural and natural resources. If these reviews uncover sensitive resources at a proposed project site, the project applicant will immediately be notified of the situation and what actions are necessary to mitigate the situation. **It is the sponsor and/or their contracted environmental firm's responsibility to address issues identified during review processes. Written clearances or permits must be obtained from each agency prior to initiating any construction activities.** If a site has not previously undergone a natural and cultural resource survey, we recommend budgeting funds in the project proposal for surveys of the project site.

The review by the Louisiana Office of Cultural Development focuses primarily on whether the project will impact known archeological sites or if the site's location and character are likely to contain archeological deposits. If the site contains, or likely contains, archeological deposits, a field survey by a qualified archeologist is usually required.

The review by LDWF focuses primarily on whether the project site has known animal and/or plant species listed as threatened or endangered, or habitat to support such species. If this is the case, a field survey by a qualified biologist is required and the project's impact on the listed species is assessed. If the rare species are federally listed, the U.S. Fish and Wildlife Service must approve the project for it to proceed.

Applicants will be required to remedy all resource impact concerns before initiating work on the project. Sometimes a simple adjustment of plans to avoid sensitive areas will allow a project to proceed, in other cases, the remedy is much more time consuming and costly. If the remedy costs are too great (over 15%

of total project costs), the sponsors will have the following options: a) cover the costs of the mitigation overruns themselves or b) withdraw their application.

Project Reimbursement Information

Since this is a reimbursement program the sponsor is required to initially pay for project expenditures which later are to be reimbursed by LDWF. It will be necessary for the sponsor to keep careful financial records and submit adequate proof of payment to receive reimbursement for eligible project expenditures. Due to the utilization of federal funds for this program, LDWF and sponsors will be required to meet financial standards of 2 CFR 200.305 Payments.

LDWF will not remit final payment at project completion until final inspection and approval, and all deliverables, including project reports and financial reports, have been received by LDWF.

Single Audit Requirement

It is the responsibility of the sponsor to have a single audit done annually according to the Louisiana Governmental Audit Guide and according to 2 CFR 200.501 Audit Requirements for federally funded projects. A copy of this audit must be furnished to LDWF. If local municipality or other state agency funds are used as sponsor match, a copy of this audit must also be provided to the Louisiana Legislative Auditor's office when completed.

POST PROJECT REQUIREMENTS

Retention and Use

Property planned or developed with grant assistance shall be retained and used to provide public shooting opportunities. Any property developed shall not be converted to uses other than public shooting activities without LDWF approval within the useful life of the project. Such approval will be given only with the substitution of other properties of at least equal fair market value and equivalent usefulness, quality, and location.

Operation and Maintenance

Property developed with program assistance will be operated and maintained as follows:

1. A permanent program acknowledgment sign or plaque must be installed and maintained at all project sites.
2. Sponsor will be required to abide by agreed upon hours and days of operation for public use. Hours will be posted in a public space and/or online for easy access.
3. Sponsor will be required to abide by an agreed upon fee structure comparable to fees charged by like commercial facilities within the area. In the event fee increases are necessary for continued operation, Sponsor will provide written notice and adequate justification of fee increases to LDWF.
4. Sponsor will provide adequate staffing to ensure safe facility usage during hours of operation.
5. The property will be maintained as attractive, inviting, and reasonably safe and secure for public use.
6. Sanitation and sanitary facilities will be maintained in accordance with applicable health standards.

7. Where grant funds were used to construct classroom facilities, Sponsor shall make such facilities (and associated range facilities) available to LDWF for hunter education classes free of charge, and/or provide an agreed upon number of such classes to the public, free of charge.
8. Buildings, roads, target range facilities, and other improvements will be kept in reasonable repair throughout their useful life to prevent undue deterioration and to encourage public use. Assisted improvements do not need to be maintained in perpetuity, but no less than the useful life.
9. Property which includes natural area, wetland, or open space dedication should be maintained to preserve the original characteristics of the area which were suitable for these designations. This might include restrictions on development, mowing, drainage, landscaping, the intensity of use, or other considerations that could affect the habitat or species within these designated areas.
10. Periodic post-construction inspections by LDWF staff will occur and generally be unannounced. These are intended to ensure that program compliance continues after the construction phase is completed. Applicants who fail to comply with long-term program commitments may jeopardize future eligibility for funds for new projects and/or be subject to legal actions by LDWF and/or federal government to enforce program compliance.

Availability to Users

Non-Discrimination: Property developed with program assistance shall be open to persons regardless of age, race, color, religion, sex, national origin, or handicap.

Membership or preferential reservation user systems are prohibited. User fees can be structured to provide reduced rates based on residency, student, and military/veteran status. Annual range fees are allowed provided this option is available to all users.

Reasonable Use Limitations



Participants may impose reasonable limits on the type and extent of use of the areas and facilities acquired or developed with program assistance when such a limitation is necessary for maintenance or preservation.

For questions regarding program administration, please contact the LDWF Range Enhancement Coordinator at (337) 491-2201 or wlfrangegrants@wlf.la.gov.

EXAMPLE SIGN REQUIREMENTS

(see next page)

TEMPORARY CONSTRUCTION SIGN (Minimum Size – 4' x 8')

	THE CITY/PARISH/DISTRICT OF (SPONSOR'S NAME)	
	A PUBLIC TARGET ACCESS SITE AIDED BY	
	<u>THE FEDERAL AID IN WILDLIFE RESTORATION ACT</u>	
	Funded by taxes collected from hunters and shooters.	
	ADMINISTERED BY THE	
	LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES	
	FOR THE	
	U.S. DEPARTMENT OF THE INTERIOR/FISH & WILDLIFE SERVICE	
	<u>FUNDING</u>	
	Federal Aid: 90%	\$XXXX
	(Sponsor): 10%	\$XXXX
	<hr/>	
	Total Project: 100%	\$XXXX

PERMANENT SIGN OR PLAQUE (Minimum size 18" X 24")

Project Name	
A Federal Aid In Wildlife Restoration Act Project	
Sponsored By	
The City/Parish/District of (Sponsor's Name) Louisiana Department of Wildlife and Fisheries U.S. Department Of Interior/Fish & Wildlife Service	
