



Office of
**CONSERVATION
INVESTMENT**

*Partnering to fund conservation
and connect people with nature*

**New Mexico Department of Wildlife
Shooting Range Construction and Improvement Grant
Application
Fiscal Year 2027**

Deadline to apply is September 1, 2026

**All applications and attachments must be sent to
Cody Johnston, Shooting Program Coordinator
7816 Alamo Rd NW
Albuquerque, NM 87120
cody.johnston@dgf.nm.gov**

Revised September 2025



Thank You for Your Interest in Improving Public Access to Shooting Ranges Throughout the State Of New Mexico.

Eligibility Requirements

- Applicants may be a non-profit organization or government agency. Private entities may apply; however, there will be additional requirements to ensure public access to the range at all times.
- New range construction or improvements to existing ranges must be made on land owned or with a long-term lease that matches the useful life of the new range or improvement. Useful life will be determined from the engineer's estimate of the longest-life item on the new range or improvement.
- Recipients of funding must provide at minimum 10% of the project's total budget. In-kind match will not be accepted.
- The recipient must comply with and be responsible for costs related to the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act, Section 106 of the National Historic Preservation Act, and tribal consultation, as required.
- Recipient must adhere to all federal and state environmental and archeological clearances before construction can begin.
- Recipient will be responsible for all fees regarding engineering, construction oversight, and 100% ready construction drawings and plans.
- Recipient will be required to agree to and sign a legally binding Memorandum of Agreement (MOA) with the Department, which will list specific state and federal requirements that must be followed once funding is accepted.
- The Department can provide a list of engineers who specialize in building shooting ranges. If the Recipient already has drawings completed or chooses to use a non-specialized shooting range engineer, the Department reserves the right to have a specialist shooting range engineer review the drawings and plans to ensure they meet the necessary requirements for a shooting range.
- Recipient will be considered a sub-recipient for federal funding purposes and will submit invoices directly to the Department for reimbursement.
- Recipient shall hold bi-weekly meetings with the Department to discuss ongoing construction progress.
- Recipient must comply with all federal requirements during planning, construction, and post-construction federal auditing.
- Recipient will be required to follow all federal rules for the Build America Buy America Act (BABA), which requires domestic purchases of construction materials.
- All parties must agree on all construction and engineering designs. The Department must approve any change orders that deviate from the original plans. If an agreement cannot be reached, the Department's recommendation will prevail.



- **New ranges must be open to the public 100% of the time during business hours**
 - **For improvements only, the improvement must be open to the public 100% of the time during business hours.**
- **Members of the public will not be required to purchase a membership to shoot now or in perpetuity.**
- **“Open to the public”, means all groups or individuals, including those who meet the criteria for the Americans with Disability Act (ADA).**
- **New ranges or improvements cannot be closed to the public for special events, such as tournaments during regular business hours, without the option to participate in a similar activity at the same time during the closure. Any temporary closures must be submitted to the Department for approval.**
- **If you accept funding for a project, you agree that the New Mexico Department of Game and Fish will have full access to the new range or improvement at no cost, except for consumable supplies (paper targets, clays, etc.), for hosting Department-sponsored training or events for the useful life of the new range or improvement.**
- **The recipient must provide an annual report to the Department for the project’s useful life. The Department will supply a report template.**
- **Recipient must provide documentation to the Department with the annual report showing that the new facility or improvement is insured for the amounts and coverages required by the State of New Mexico in the signed MOA.**
- **The recipient must acknowledge the Department and the United States Fish and Wildlife Service, Office of Conservation Investment on signage, website, advertising and handouts to the public for the life of the project.**
- **Any closure of the range or improvement lasting more than one week due to repairs, lead reclamation, staffing issues etc., must be submitted ahead of time to the Department. This will include a plan for reopening in a timely manner. Extended closures will be subject to federal consultation between the recipient, the Department and U.S. Fish and Wildlife Service, Office of Conservation Investment, and may result in breach of contract.**



Project Eligibility List

Eligible Projects

- **Construction of new shooting ranges, which can include rifle, pistol, shotgun or archery shooting**
- **Improvements and additions to existing facilities that will increase shooting opportunities for the public, which can include rifle, pistol, shotgun or archery shooting**
- **Additions that will increase the safety and comfort of new and existing shooters (e.g., shade structures, vault toilets, instructional signage, etc.)**
- **Permanent targets such as secured steel targets**
- **Purchase of clay target machines**
- **Educational training facilities**

Ineligible projects

- **Construction of clubhouses**
- **Storage warehouses/workshops**
- **Engineering and design documents and plans**
- **Environmental and archeological clearance planning and fees**
- **Lead reclamation**
- **Lead remediation for closed or closing ranges**
- **For-profit range projects not open to the public**
- **Projects for ranges restricted to law enforcement only**
- **Funding for staff to run a range**



Application and Funding Determination Information

This application is the only accepted method for requesting federal Pitman-Robertson funding for new shooting range construction and improvements to current shooting range facilities. Incomplete applications will not be considered.

Note: Applications will be reviewed, and a decision to pursue a federal funding grant will be made by a Department committee. The decision to fund a particular project will be based on New Mexico Department of Game and Fish allocated federal funding, other Department funding needs and the benefit of the project to the citizens of New Mexico.

Submitting an application does not guarantee funding for your project.

Approved projects may be funded and constructed in phases over multiple fiscal years depending on the size and scope of the project and available funding the Department receives. All funding decisions are at the sole discretion of the Director of the New Mexico Department of Game and Fish.

You must reapply each year for funding if your project was not approved and you still wish to request funding.

Applications for funding will open July 1 and close September 1 of each year. The Department reserves the right not to open the application period if funding is unavailable.

Please be aware that if approved for funding and you accept, your organization will, for the useful life of the new range or improvement, be subject to state and federal audits, which could be up to 30 years or more. The organization will be legally and financially liable for non-compliance of contractual obligations to the New Mexico Department of Game and Fish and the State of New Mexico if facilities are not maintained or do not have continual public shooting opportunities for the useful life of the new range or improvement.



Required Items Checklist

When applying for funding for your project, you must attach these documents to the application.

- Full, detailed proposal of the new range or improvement to an existing range, including:
 - Description of proposed facility or improvement
 - Researched estimated budget request, with a breakdown of costs
 - Expected benefits to the public
 - Current operating hours or planned operating hours
 - Current or planned fees to use facility or improvement and how fees will be used
 - Detailed plan of maintenance of the facility or improvement (must include plans for general upkeep, major repairs such as berm erosion, machine breakdowns, vegetation upkeep, lead management, etc.)
 - Detailed safety plan for facility or improvement
 - Detailed accounting procedures for how current fees are managed and used or a plan to show how fees will be used
 - Detailed plan for keeping the range or improvement open for the estimated useful life (must include a plan for turnover of employees or volunteers who manage the range or improvement)

- Proof of land or facility ownership (deed) or long-term lease agreement (Lease agreements must be at minimum as long as the determined useful life of the improvement or new range).

- Map of property showing the proposed area of the new range, or for improvements, showing the current facility and proposed location on the property of the improvement. Map must include the geographic location of the property to clearly identify its location.

- Signed agreement form (Attachment 1) from an individual with authority to make final management approval decisions for the organization, agency or government body stating that they are in approval of constructing or improving a shooting range.

- Written proof showing that any potentially affected neighbors or other affected groups (tribes, pueblos, other government agencies, etc.) have provided assurances that they are accepting of new range developments or improvements/additions. If there is opposition to a project, decisions to approve project funding will be made on a case-by-case basis after consulting with the Department Director and U.S. Fish and Wildlife, Office of Conservation Investment.



- Proof of having or being able to obtain required non-federal match funding of at least 10% of the project budget.
- Provide any environmental or archeological surveys that have been done on the property that relate to this funding request.
- Provide conceptual drawings that will help us decide the viability of your funding request (conceptual drawings can be professionally engineered or hand drawn with clarity.)
- Current range facilities must provide proof of liability insurance.
- Current range facilities must provide photos showing the current range offerings and facility condition.



Shooting Range Construction and Improvement Grant Application Form

Date

Name of requesting individual or entity

Name of range or facility, enter "New" for new range construction

Contact Person

Phone Number

Email address

Mailing address

Additional contact

Email address

Phone number

Type of funding requested

New construction

Improvement to an existing range

Total funding amount requested

Brief description of the proposed project

Do you currently have non-federal match funding to cover the minimum 10% of the total project budget?

Yes

No

If you answered No, please provide information on where your 10% match will come from and when you expect to have it (In-kind match is not accepted).

If this project will be on public property, do you have full support from all interested parties? (Examples: City council, tribal interests, federal partners, etc.)

Yes

No

If No, please explain



Have any environmental or archeological clearances been performed related to this request?

Yes No

If Yes, please list what clearances and date of completion

Do you have engineering plans already created for the project? If yes, include them as an attachment to the application.

Yes No

Please provide a description of what information/research you have that shows that there is a need for this new range or improvement in your area and that the type of new range or improvement (shotgun fields, rifle ranges, etc.) is what the public wants or needs.

Please describe how, if funded, you will advertise and provide events/training/etc. to attract new shooters.

For improvement to current ranges only:

(Skip to "for new ranges only" if this is new construction)

What is the location of this range? (Physical address or GPS coordinates)

What days and hours are you currently open to the public?

Provide a list of all fees charged to use the range.

How are shooters new to the facility provided general information about safety rules, where to go to shoot and details on how to proceed (such as how to shoot a round of trap)?



Approximately how many individuals use the range per month?

Do you currently host any training or other events on a regular basis at your range?

Yes No

If Yes, please provide a description of offerings and how frequently they occur.

Does this range currently have on-site staff during public hours?

Yes No

If yes, how many? Are these paid employees or volunteers?

Are these employees or volunteers stationed in an office where the public can easily find where to pay and receive information?

Yes No

If no, how do members of the public find someone to pay and be assigned a place to shoot?

For new ranges only:

What is the proposed location of this range? (Either provide a physical address or GPS coordinates)

What are your planned days and hours of operation?

Provide a breakdown of the planned fee structure for use of the range and the amount charged.

What do you estimate will be the number of individual shooters at the range each month?



Will this range have on-site staff during public hours?

Yes No

If yes, please answer the following questions.

How many staff will be on-site, and will these be paid employees or volunteers?

How do you plan to have user's check-in, pay and be assigned a place to shoot?

How will shooters new to the facility be provided general information about safety rules, where to go shoot or details on how to proceed (such as how to shoot a round of trap)?

Signature

Date



Department use only

Application #

Date Received

Committee score

Date scored in committee



**Approval to Submit Application for A Federal Shooting Range
Grant to Construct or Improve an Existing Shooting Range**

This form must be submitted in addition to the shooting range application and signed by an individual with the authority to make ultimate management decisions on behalf of the organization, agency, or governing body.

I, _____, hereby approve submitting an application to the New Mexico Department of Game and Fish on behalf of:

_____ to request federal funding for the new construction of a shooting range or improvement to an existing shooting range.

- By signing, I attest that I have been given authority by the organization, agency or governing body to approve these types of applications.
- If required, I have consulted with the governing board of the organization, agency, or governing body, and applying for funding has been voted on and approved to submit to the Department.
- I have reviewed the shooting range grant application in question, and as an appointed official of the organization, agency or governing body, I am in support of submitting the application and attest that the application is true and correct to the best of my knowledge.
- I understand that submitting an application is not a guarantee for funding and that a Department-appointed committee will make a recommendation on whether or not to approve funding. The Department Director will have final approval if funds are available, will be allocated to a project and for what dollar amount.

Name

Title

Date

Signature