Application Deadline

May 1, 2016

2016
Grant Guidelines and Application

Stewardship Local Assistance Programs
Federal Land & Water Conservation Program
Federal Recreation Trails Program

PUB. LF 079 (2016)

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January 2016

Greetings:

We are pleased to provide you with the 2016 Grant Guidelines and Applications booklet for Stewardship Local Assistance, the Land and Water Conservation Fund, and the Recreational Trail Act programs. The handbook contains information, explanations, and the forms you need to apply for grants to acquire or develop land for public outdoor recreation and conservation purposes. Application materials and forms are fillable and downloadable off of the DNR's website.

Contacting your DNR region Community Services Specialist (CSS) is a must before you submit an application during the planning stage of your project. Your CSS can explain the various grant programs in detail and give you the assistance you need to make your application as competitive as possible. You'll find a list of CSS' and the counties they work with on page 12 of this booklet. We also have technical assistance publications available to assist you.

THE APPLICATION DEADLINE DATE IS MAY 1, 2016. Applications must be received on, or postmarked, by May 1. Applications not postmarked or received on or before the deadline date will not be considered for cost sharing and will be returned to the applicant. The earlier you submit the application the more time we will have to review it and work with you on any deficiencies. Additionally, please submit an electronic version (cd or thumb drive) of your application and all required documentation including maps, with your hard copy.

NOTE: No work can be started or land acquired until a contract is signed by the DNR.

See Page 14, #1 for further information

FOR LAND ACQUISITION PROJECTS, remember that acquisition of property must be in accordance with land acquisition and appraisal procedures defined in State or Federal law. Additionally, state statute requires the Department to notify all local governments of a pending Stewardship grant. If your project is tentatively selected for funding, the Department will notify the surrounding municipalities, including your top elected officer, and offer them 30 days to submit a resolution concerning the municipality's support or opposition to the proposed project.

PUBLIC ACCESS REQUIREMENTS were included as part of the reauthorization of the Knowles-Nelson Stewardship program. If your grant project includes fee simple or easement acquisitions, you must fill out the *Knowles-Nelson Stewardship Public Access and Acceptable Uses* form (8700-322) found in Appendix I and discuss with your CSS as soon as possible in your planning process, and **before submitting a completed application**. It is strongly encouraged that all easement projects provide public access.

Any prohibitions or restrictions for the five required nature-based outdoor activities (hunting, trapping, fishing, hiking, and cross-country skiing) will need further review by specialized teams. Please note that the Legislature enacted Act 71 in 2013 that may impact your ordinances. Also, if you have a registration or permit system for user groups, you will need to submit information concerning your process with your application.

This year we expect to rate and rank eligible applications in July. The awarding of grants occurs as soon as possible afterwards, depending on the availability of funds through the state and federal budget processes.

We wish you success with your projects and look forward to being your partners in land conservation and improving outdoor recreation opportunities for our citizens and visitors.

Outdoor Recreational Grants Staff
Wisconsin Department of Natural Resources

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INTRODUCTION

In this booklet you will find general program information, application materials, and financial information for programs that provide up to 50% funding assistance to acquire land and develop facilities for outdoor recreation purposes. Any project application submitted will be considered for each of the following programs that it is eligible for. Descriptions of all of the programs listed below can be found in the Program Description section.

KNOWLES-NELSON STEWARDSHIP LOCAL ASSISTANCE GRANT PROGRAMS

- Aids for the Acquisition and Development of Local Parks (ADLP)
- Urban Green Space Grants (UGS)
- Urban Rivers Grants (UR)
- Acquisition of Development Rights (ADR)

FEDERAL RECREATION GRANT PROGRAMS

- Land and Water Conservation Fund (LWCF)
- Recreational Trails Act (RTA)

NOTE: This booklet is focused on local government applicants. Nonprofit Conservation Organizations (NCO's) are eligible to apply to the Stewardship Local Assistance Grant Programs for land acquisition projects. For details on NCO land acquisition requirements contact the regional community services specialist listed for your county on page 12.

Who administers the programs? These programs are administered by the Wisconsin Department of Natural Resources (DNR). The Stewardship Advisory Council - with representatives from local units of government and nonprofit conservation organizations (NCO's) - advises the DNR on matters relating to the Stewardship program. Similarly the State Trails Council advises the DNR on matters relating to the Recreational Trails Program. The U.S. National Park Service plays the major role in working with the DNR on the Land & Water Conservation Fund Program and the Department of Transportation (authorized by U.S. Federal Highway Administration) plays a role with the Recreational Trails Program.

A key component of the programs is cooperation and partnership between the DNR, the federal government, local units of government, and NCOs. The programs recognize the important role each partner plays in meeting the conservation and recreation needs of Wisconsin residents and is designed to assist groups working to meet those needs.

Application Deadlines

May 1

To be considered, complete applications must be submitted to your region Community Services Specialist (CSS) or postmarked no later than May 1. If your application does not meet this requirement it will not be considered and will be returned to you. A timely and complete application is critical to the success of your project given the high level of competition for available funds.

Eligible Applicants

1. **Local governments and tribal governments – all grant programs.** Eligible local governments are <u>only</u> those towns, villages, cities, counties, and tribal governments that have a DNR accepted Comprehensive Outdoor Recreation Plan (CORP) or master plan which has been approved by resolution by the local governing unit. A county outdoor recreation plan that has been adopted by the town, village, or city and that contains sufficient detail related to the grant project may also satisfy the plan requirement. Local governments with qualifying plans receive eligibility to apply for

grants for up to five years. If you have not submitted a plan, contact your region CSS for information about how to satisfy this requirement.

2. **Nonprofit conservation organizations** (NCOs) are eligible to apply to the Stewardship programs for land acquisition.

   An eligible NCO must be a nonprofit corporation, charitable trust or other nonprofit association as described in Section 501(c)(3) of the Internal Revenue Code. It must also have as part of its mission "the acquisition of property for conservation purposes." This mission should be reflected in the bylaws, charter, or incorporation papers of the organization. To learn if your organization is eligible, simply supply the region CSS listed under “DNR Contacts” with a copy of your IRS 501(c)(3) determination letter, as well as copies of your Articles of Incorporation and Bylaws. In addition to these basic eligibility requirements, an NCO must also be able to demonstrate that it has the financial capacity to carry out a project, as well as the ability to maintain and manage property over time. This determination is made when a NCO applies for a grant for a specific project.

3. **School districts** are eligible to apply for the federal programs for certain types of projects.

4. **Lake sanitary districts and public inland lake protection and rehabilitation districts** are eligible for the Stewardship Urban Greenspace Program.

5. **Organizations incorporated under s. 181.0202, Wis. Stats.,** whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities, are eligible to apply for the federal Recreational Trails Act Program. (NR 50.21(3)(b) Wis. Adm. Code.

PROGRAM DESCRIPTIONS

When reviewing the following grant program descriptions, remember, your region CSS will help you to determine which programs best fit your project. The program priority rating questions are provided for informational gathering purposes in the application. Your region CSS is responsible for rating individual projects.

STEWARDSHIP LOCAL ASSISTANCE GRANTS

The Stewardship Program is an umbrella for a number of separate subprograms, each with its own goals, priorities, and criteria related to conservation and expanding outdoor recreation opportunities. The program provides funds through general obligation borrowing. The state of Wisconsin sells bonds to investors to raise the funds, then pays back the debt over the next 20 years. This spreads the cost over time so it can be shared with future users of public lands.

The local assistance grants program is divided into four separate subprograms for nature-based outdoor recreation purposes. Up to $6.0 million a year is allocated to the local assistance grant programs. Currently these funds are allocated 50% to Acquisition & Development of Local Parks, 20% to Urban Rivers, 20% to Urban Green Space, and 10% to Acquisition of Development Rights.

Following is information about each of the grant programs that will help you to get a sense of what types of projects are eligible in each of the programs and the criteria that are used to evaluate projects in relation to each other. These are very competitive programs, and a comprehensive ranking system has been developed to evaluate projects. See the project rating questions in the application to see how the criteria listed below are applied to projects during the rating and ranking process.

A. ACQUISITION AND DEVELOPMENT OF LOCAL PARKS (ADLP)
s.23.09(20), Wis. Stats.; ch. NR 51, subchap. XII, Wis. Adm. Code

General Program Provisions: Stewardship sets aside 50% of the funds in the Local Assistance Program for projects that improve community recreation areas and acquire land for public outdoor recreation. Funds are allocated on a Regional basis with 70% distributed on the basis of each county's proportionate share of the state population and 30% distributed equally to each county. Applicants compete against other applicants from their region.

Funds may be used for both land acquisition projects and development projects for nature-based outdoor recreation. NCOs may only apply for funds for land acquisition; they are not eligible for funds for development projects.

Eligible Applicants: Towns, villages, cities, counties, tribal governments, and NCOs.

Funding Priorities: The DNR considers the following factors when evaluating projects:

- Implements priorities contained in state and local comprehensive outdoor recreation plans.
- Meets needs and deficiencies identified in the Statewide Comprehensive Outdoor Recreation Plan, the approved local comprehensive outdoor recreation plan, or the approved comprehensive outdoor recreation plans of other units of government including regional or integrated management plans.
- Acquires land where a need for additional land acquisition is supported by an approved comprehensive outdoor recreation plan.
- Is regional or statewide in nature and can be documented as such.
- Documentation shows benefits to tourism.
- Results in a first of a kind facility for the project sponsor or service area.
- Provides or supports a water-based activity.
- Serves the greatest population.
- Involves volunteers, local donations or cooperation by two or more service clubs.
- Applicants that have never received an outdoor recreation program grant.
- Provides for completion of a project already started where the sponsor has shown the ability to provide quality outdoor recreation facilities for its citizens without grant assistance.
- Sponsor has completed prior LWCF, ADLP, UGS, URGP or ADR projects successfully.
- Involves two or more governmental agencies.
- Serves as a demonstration project for other project sponsors.
- Corrects a documented health or safety problem.
- Renovates existing facilities which are in danger of being lost for public use.
- Sponsor is able to adequately maintain and operate the area or facility.
- Provides multiple seasons, multiple activity use.
- Serves the recreation needs of elderly persons, minorities and disabled persons. Facilities provided must exceed those required by state or federal regulations.

Eligible Project Examples

- Land acquisition projects that will provide opportunities for nature based outdoor recreation.
- Property with frontage on rivers, streams, lakes, estuaries, and reservoirs that will provide water based outdoor recreation.
- Property that provides special recreation opportunities, such as floodplains, wetlands, and areas adjacent to scenic highways.

- Natural areas and outstanding scenic areas where the objective is to preserve the scenic or natural values, including areas of physical or biological importance and wildlife areas; these areas shall be open to the general public for outdoor recreation use to the extent that the natural attributes of the areas will not be seriously impaired or lost.
- Land within urban areas for day use picnic areas.
- Land for nature-based outdoor recreation trails.

Ineligible Project Examples

- A project that is not supported by a local comprehensive outdoor recreational plan.
- Acquisition and development of golf courses.
- A project where storm water management is the primary purpose.
- Motorized recreation trails.
- Lands that include cell towers.
- In general, land to be used for non nature-based outdoor recreation.

B. URBAN RIVERS (UR)
S. 30.277, Wis. Stats.; ch. NR 51, subchap. XIV, Wis. Adm. Code

General Program Provisions: Stewardship allocates 20% of the funds available in the Local Assistance Program annually to the Urban Rivers (UR) program. Funds are allocated statewide so applicants compete against other applicants statewide in the project selection process. Funding will be provided for projects that are part of a plan to enhance the quality of a river corridor. There is a sponsor cap of 20% which means that no sponsor can receive more than 20% of the funds allocated in any fiscal year.

Program Goals: The Urban Rivers program aims to restore or preserve the character of urban riverways through the acquisition or development of land adjacent to rivers. Purposes of the program are:

- To provide for economic revitalization through the restoration or preservation of urban rivers or riverfronts including nature based outdoor recreation opportunities.
- To improve outdoor recreational opportunities by increasing access to urban rivers for a variety of public uses, including but not limited to, fishing, wildlife observation, enjoyment of scenic beauty, canoeing, boating, hiking and bicycling.
- To preserve or restore significant historical, cultural, or natural areas along urban rivers.
- To serve public recreation or resource conservation purposes through development or habitat restoration projects, including river riparian buffer rehabilitation – establishment of native vegetation and control of exotic species, shoreland enhancements following recent dam removal, and shoreline stabilization as part of an overall urban rivers recreation project.

Eligible Applicants: Towns, villages, cities, counties, tribal governments, and NCOs.

Funding Priorities: Priority is given to projects that have one or more of the following characteristics:

- Acquires land or land rights that preserve or restore natural values, including aesthetic values, and enhance environmental quality along urban waterways.
- Provides new or expanded diverse recreational opportunities to all segments of urban populations.
- Provides new or expanded access to urban waterways.
- Acquires blighted lands that will be restored to complement riverfront redevelopment activities.
- Encourages comprehensive riverway planning within and between municipalities and agencies.
- Provides opportunities for increasing tourism.

- Acquires lands that through proper management will improve or protect water quality.
- Provides shoreline enhancement associated with river corridor restoration after recent dam removal.
- Relationship to the Statewide Comprehensive Outdoor Recreation Plan; Activities must be in locally approved plans.

C. URBAN GREEN SPACE (UGS) - Acquisition Only
S. 23.09(19), Wis. Stats.; ch. NR 51, subchap. XIII, Wis. Adm. Code

General Program Provisions: Applicants for the UGS program must provide a management plan describing how the property will be managed as urban green space. Applicants compete against other applicants statewide in the project selection process. 20% of the funds available in the Local Assistance Program are allocated to the Urban Green Space Program.

Program Goals: The intent of the Urban Green Space Program (UGS) is to provide open natural space within or in proximity to urban areas; to protect from urban development areas within or in proximity to urban areas that have scenic, ecological or other natural value; and to provide land for noncommercial gardening for the residents of an urbanized area.

Eligible Applicants: Towns, villages, cities, counties, tribal governments, NCOs, sanitary districts, and public inland lake protection and rehabilitation districts.

Funding Priorities: Priority is given to projects that have one or more of the following characteristics:

1. Planning Considerations, including:
   - Specifically implementing a priority of the Statewide Comprehensive Outdoor Recreation Plan.
   - Implementing the approved master plans of 2 or more units of government or regional planning agencies.
   - Preserving land that is listed on the Natural Heritage Inventory database.
   - Implementing elements of water quality plans or initiatives.
2. Project Considerations, including:
   - Serving the greatest population centers.
   - Serving areas of rapidly increasing populations.
   - Providing accessibility.
   - Having unique natural features, threatened or endangered species, or significant ecological value.
   - Providing open natural linear corridors connecting open natural areas.
   - Having water frontage.
   - Containing or restoring wetlands.
   - Protecting sensitive wildlife habitat.
   - Protecting an area threatened by development.
   - Preserving a natural community or one that could be restored.
   - Having regional or statewide significance.
   - Relating to brownfield redevelopment.

3. Administrative considerations, including:
   - Projects that are ready to be implemented and/or continue previously started projects.
   - Projects that implement priorities contained in local master plans.
   - Projects that acquire land for open natural space within or in proximity to urban development.
   - Projects that protect areas or naturally formed features that have scenic, ecological, or other natural values.

- Projects that provide land for noncommercial gardening for inhabitants of urbanized areas.

D. ACQUISITION OF DEVELOPMENT RIGHTS
S. 23.09(20m), Wis. Stats.; ch. NR 51, subchap. XV, Wis. Adm. Code

General Program Provisions: The goals of the program are achieved through a conservation easement and compensating landowners for limited future development on their land. 10% of the funds available in the Local Assistance Program are allocated to this program. Funds are allocated statewide so applicants compete against other applicants statewide in the project selection process.

Program Goals: The purpose of the Acquisition of Development Rights Program is to protect natural, agricultural, or forest lands that enhance and/or provide nature-based outdoor recreation. "Development Rights" are the rights of a landowner to develop their property to the greatest extent allowed under state and local laws.

Eligible Applicants: Towns, villages, cities, counties, Indian tribes, and NCOs.

Funding Priorities: To be eligible for funding a project must provide or enhance nature-based outdoor recreation. Priority shall be given to projects that have one or more of the following characteristics:

- Property that provides nature-based outdoor recreation.
- Property with frontage on rivers, streams, lakes or estuaries.
- Property that creates a buffer between land that has been permanently protected for natural resource and conservation purposes and potential or existing residential, commercial or industrial development.
- Property that is within the boundaries of an acquisition project established by the DNR, a government unit or an NCO where the uses of the property will complement the goals of the project and the Stewardship Program.
- Property that is within an environmental corridor that connects 2 or more established resource protection areas.

The DNR considers the following factors when evaluating acquisition of development rights:

- Recreational opportunities provided or enhanced.
- Proximity to other permanently protected land.
- Natural, scenic, geological and archaeological values of the property.
- The degree of development pressure.
- Whether the project has been identified in a comprehensive outdoor recreation plan that has as one of its purposes the protection of natural resources, or the natural heritage inventory database.
- The amount of funding available for the project from other sources.

Additional Grant Requirements

1. The project sponsor may not convert or approve conversion of land encumbered by the easement to uses inconsistent with the easement. Residential, industrial or commercial development is prohibited on those areas of easement property that are encumbered by a Stewardship grant. Additional restrictions or conditions may be imposed by the easement or grant contract.
2. Agriculture and forestry may be permitted on property encumbered by an easement as long as those activities are compatible with the purposes of the Stewardship Program and the acquisition project.

3. Any agriculture within the area encumbered by an easement shall be carried out in accordance with the conditions, standards and specifications of a soil and water conservation plan approved by the Natural Resources Conservation Service office located in each county.
4. Harvesting of timber within the area encumbered by an easement shall be carried out in accordance with the conditions of a forest management plan approved by the DNR.
5. Vegetative buffers shall be established and maintained along lakes, ponds, wetlands, marshes, rivers, streams and ditches. Whenever possible, the area of the vegetative buffer shall extend at least 75 feet from each edge of the surface water or wetland. There may be no activity that adversely affects the natural flow of surface or underground waters within the area of the easement.

FEDERAL PROGRAM

A Word About Federal Programs in Comparison to the Stewardship Program

The Land and Water Conservation Fund (LWCF) and Recreational Trails Act (RTA) programs fund projects that are similar to the Stewardship Local Assistance Grant program. One primary difference is that the LWCF and RTA programs are not restricted to nature-based outdoor recreation projects. In these programs nature-based outdoor recreation projects do compete against projects with non-nature based recreation elements for federal funds. Another difference is that the federal programs have additional requirements that must be satisfied – for example compliance with the National Environmental Policy Act, the Historic Preservation Act, the Civil Rights Act, etc. Your DNR CSS will help with understanding and fulfilling these requirements.

The Land and Water Conservation Fund and Recreational Trails Act programs are dependent on the federal budget process. It is anticipated at the time of the printing of this book, funds will be available. However, the selection and awarding of grants for these programs will be dependent on the availability of the grant funds from the federal government.

LAND AND WATER CONSERVATION FUND (LWCF)

Land and Water Conservation Act, Public Law 88-578, ch. NR 50.06, Wis.

Program Goal: To encourage nationwide creation & interpretation of high quality outdoor recreational opportunities. The program funds both state and local outdoor recreation activities.

Eligible Applicants: Political subdivisions of the state (towns, villages, cities, counties, tribal governments, school districts) are eligible to apply for grants for acquisition and/or development of public outdoor recreation areas and facilities.

Funding Criteria for Evaluating Projects (not in priority order):

- Relationship to the Statewide Comprehensive Outdoor Recreation Plan; Activities must be in locally approved plans
- Regional or statewide in nature
- Acquires land where a plan supports need
- Provides or enhances water-based activity
- Serves the greatest populations
- Involves other local governments, cooperation, volunteers, local donations
- First time applicants
- Sponsor has completed past projects
- Provides multi-season, multi activity use

- "Nature based" restriction does not apply
- Basic over elaborate facilities
- Participant over spectator facilities

Eligible Projects

1. Land Acquisition
2. Development of outdoor recreational facilities, including active sports facilities
3. See eligibility list for Stewardship Acquisition & Development of Local Parks Program; also, projects with non-nature based outdoor recreation elements may be funded with LWCF funds

RECREATIONAL TRAILS ACT (RTA)
Public Law 102-240, ch. NR 50.21, Wis. Adm. Code

The Recreational Trails Program provides funds through the transfer of federal gas excise taxes paid on fuel used on off-highway vehicles. These funds are used to develop and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses. This federal program was initially authorized in 1991, re-authorized in 1998 under the Transportation Equity Act for the 21st Century (TEA - 21), reauthorized in 2005 as the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, or (SAFETEA-LU), and in July 2012 as the Moving Ahead for Progress in the 21st Century (MAP-21).

RTA funds may only be used on trails which have been identified in or which further a specific goal of a local, county or state trail plan included or referenced in a statewide comprehensive outdoor recreation plan required by the Federal LWCF Program. 30% of the funds must be used on motorized trail uses, 30% on non-motorized trail uses and 40% on diversified (multiple) trail uses. See Trail Use Funding Category Definitions below. There is a grant cap of $45,000 per grant per fiscal year.

Eligible Applicants: Towns, villages, cities, counties, tribal governing bodies, school districts, state agencies, federal agencies or incorporated organizations are eligible to apply for funds. Incorporated organizations are those that are incorporated under s. 181.32, Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities.

Eligible Projects and Funding Priorities: Eligible projects in order of priority are: maintenance and restoration of existing trails, development and rehabilitation of trailside and trailhead facilities and trail linkages, construction of new trails (with certain restrictions on federal lands[3]), and acquisition of property for trails.

Trail Use Funding Category Definitions:

Non-Motorized (30%)

1. Non-motorized project for a single use: projects that benefit only one mode of non-motorized recreational trail use, such as pedestrian only or equestrian only; projects serving various pedestrian uses (e.g., walking, hiking, wheelchair use, running, nature interpretation, etc.) constitute a single use; human powered snow uses (skiing, snowshoeing, etc. constitute a single use.
2. Non-motorized diverse use: projects that benefit more than one mode of non-motorized recreational trail use such as walking, biking, and skating or pedestrian use in summer and skiing in the winter.

[3] Construction of new trails crossing federal lands only where permissible under other law, necessary and required by a statewide comprehensive outdoor recreation plan, approved by the DNR and the administering federal agency and consistent with applicable federal land management plans and policies.

Motorized (30%)

1. Motorized project for a single use: projects that benefit only one mode of motorized recreational use, such as snowmobile trail grooming. The project may also benefit some non-motorized uses, but the primary intent must be for the benefit of motorized use.
2. Motorized diverse use: projects that benefit more than one mode of motorized recreational trail use such motorcycle and ATV, ATV use in the summer and snowmobile use in the winter; projects that also benefit some non-motorized uses as long as the primary intent is for the benefit of motorized use.

Diversified (40%)

1. Non-motorized diverse use (see above under "Non-motorized")
2. Motorized diverse use (see above under "motorized")
3. Diverse use including both motorized and non-motorized uses. A project where the primary intent is for the benefit of **both** non-motorized and motorized (e.g., the primary beneficiary is not motorized); also includes when the non-motorized and motorized uses are separated by season (equestrian use in the summer and snowmobile use in the winter). Other examples – a common trailhead project serving separate ATV and bicycle trails.

Eligible Projects Examples

The Stewardship grant programs require that all land acquisition and development projects must provide public access for "nature-based outdoor recreation" purposes. DNR decisions as to whether a particular project activity is "nature-based outdoor recreation" are made on a case-by- case basis.

Examples of eligible projects includes:

1. Land purchases
   - for public outdoor park and recreation area purposes
   - to preserve scenic or natural areas, including areas of physical or biological importance and wildlife areas. These areas shall be open to the general public for outdoor recreation use to the extent that the natural attributes of the areas will not be seriously impaired or lost.
   - within urban areas for such uses as open natural space, bicycling trails, walking and horseback riding trails, and day-use picnic areas.
   - that preserve or restore urban rivers or riverfronts for the purposes of economic revitalization and nature based outdoor recreation activities.

> **"Nature based outdoor recreation"** means hunting, trapping, fishing, hiking, cross country skiing, and other activities where the primary focus or purpose is the appreciation or enjoyment of nature. These other activities may include, but are not limited to, hiking, bicycling, wildlife or nature observation, camping, nature study, fishing, hunting, picnicking, cross-country skiing, canoeing and multi-use trail activities. Support facilities for these activities may include, but are not limited to, access roads, parking areas, camping facilities, support facilities for swimming in a natural waterbody, habitat restoration, utility and sanitation systems, sanitary and shelter buildings, signs, interpretive items, fencing and lighting for the protection of users, and other features that enhance nature-based outdoor recreation and/or improve disabled accessibility.

2. Development and renovation projects for the purpose of nature-based outdoor recreation – i.e., trails, camping areas, picnic areas, playground areas, water recreation areas, and educational facilities where there is a permanent professional naturalist staff and the facilities are for nature interpretation, etc.

3. Trails – the federal Recreational Trails Act Program
   a. maintenance and restoration of existing trails
   b. development and rehabilitation of trail side and trailhead facilities and trail linkages
   c. construction of new trails (with certain restrictions on federal lands)
   d. acquisition of property for trails

4. Development and renovation of support facilities for the above – i.e., access roads, parking areas, restroom facilities, utility and sanitation systems, permanent landscaping, park signs, fences and lighting for the protection of park users, etc.

5. In the Urban Rivers Program: development or habitat restoration projects that serve public recreation or resource conservation purposes, including river riparian buffer rehabilitation – establishment of native vegetation and control of exotic species, shoreland enhancements following recent dam removal, and shoreline stabilization as part of an overall urban rivers recreation project.

6. In the Urban Greenspace Program: purchase of land for noncommercial gardening in urban areas.

Ineligible Projects Examples

1. Land acquired through condemnation; land where landowners were not treated fairly and negotiations were not conducted on a willing seller-willing buyer basis; development of facilities on lands that were acquired through condemnation.

2. For the Stewardship programs, purchasing land for and development of recreation areas that are not related to nature-based outdoor recreation – i.e., sports that require extensively developed open space such as dedicated sports fields, swimming pools, tennis courts, skateboard parks, hockey rinks, indoor horse arenas, and golf courses.

3. Lands dedicated through a local park land dedication ordinance.

4. Restoration or preservation of historic structures.

5. Buildings used primarily for operation and maintenance purposes.

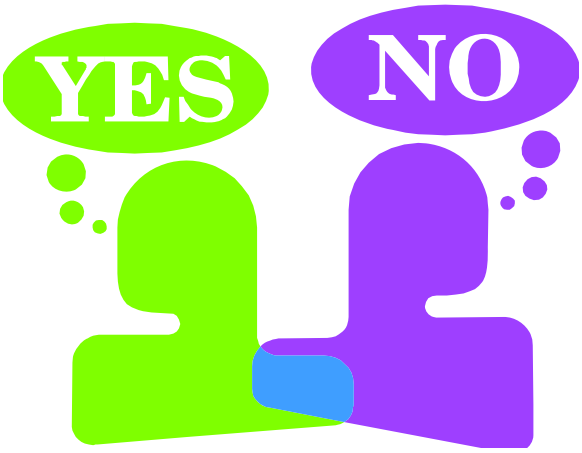
6. Lands that have restrictions or other covenants that prevent or limit the property from being managed for public outdoor recreation purposes.

7. Indoor recreation facilities.

8. Construction or repair of seawalls, dams and lagoons.

9. Construction of lodges, motels, luxury cabins or similar facilities.

10. Environmental remediation or clean-up of site contamination.



GETTING HELP

Community Services Specialist (CSS) are located statewide and will help walk you through the grant process from project conception to issuing the final check. See their names on page 12 of this booklet. They will explain the requirements of the programs, assist you in planning and evaluating project alternatives, bring in other DNR resource people as needed, help you complete the application form and suggest other funding sources if your project does not qualify for these grants. They will also determine which of the various grant programs is appropriate for your project. We recommend you review the program criteria, explained in the individual program section, but do not spend a great deal of time trying to determine which program is the most appropriate. The CSS will do that for you. We urge you to contact your CSS as early as possible in your project planning process to discuss your project and then to submit your application as soon as you complete it.

Grant Information and Fillable Application Forms on DNR Web

Information and application forms for these grant programs (as well as other programs) are available in fillable and downloadable format on the DNR Bureau of Community Financial Assistance website at http://dnr.wi.gov/topic/stewardship/grants/ApplyLUG.html.

Technical Assistance

Your region CSS is prepared to provide you with technical assistance and is a valuable source of information for other DNR administered grant programs. There are also written resources your CSS has available for you; here is a partial list:

- Land Acquisition Guidelines for Local Governments
- Land Acquisition Guidelines for Nonprofit Conservation Organizations
- Land Acquisition and Appraisal Procedures
- Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans
- Outdoor Recreation Facilities: Access for Everyone
- Policies and Ordinances for Developing, Operating and Maintaining Public Outdoor Rec. Areas
- Stewardship Property Development Grants for State Property Friends Groups
- Directory of State and Federal Financial Assistance Programs Administered by the Department of Natural Resources

DNR Contacts

For more information and to submit applications use contacts below.

Northeast Counties: Brown, Calumet, Door, Fond du Lac, Green Lake Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago

CHRISTINE HALBUR
2984 Shawano Avenue
Green Bay, WI 54313-6727

Telephone: (920) 662-5121 Telefax No.: (920) 662-5413
E-mail: christine.halbur@wisconsin.gov

West Central Counties
Eau Claire Office: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood

ELIZABETH NORQUIST
1300 West Clairemont Avenue
Eau Claire, WI 54701

Telephone: (715) 839-3751 Telefax No.: (715) 839-6076
E-mail: elizabeth.norquist@wisconsin.gov

Cumberland Office: *ATV & Snowmobile Only:* Adams, Chippewa, Clark, Dunn, Juneau, Marathon, Portage, St. Croix, Wood

ANNIE LOECHLER – RTA, Snow, and ATV only
1341 2nd Avenue
Cumberland, WI 54829

Telephone: (715) 822-2758 Telefax No.: (715) 822-3592
E-mail: ann.loechler@wisconsin.gov

South Central Counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk

CHERYL HOUSLEY
3911 Fish Hatchery Road
Fitchburg, WI 53711

Telephone: (608) 275-3218 Telefax No.: (608) 275-3315
E-mail: cheryl.housley@wisconsin.gov

Southeast Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha

JIM RITCHIE
2300 N. Dr. Martin Luther King, Jr. Dr.
Milwaukee, WI 53212

Telephone: (414) 263-8610 Telefax No.: (414) 263-8661
E-mail: jim.ritchie@wisconsin.gov

Northern Counties
Rhinelander Office: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas

JILLIAN STEFFES
107 Sutliff Avenue
Rhinelander, WI 54501

Telephone: (715) 365-8928 Telefax No.: (715) 365-8932
E-mail: jillian.steffes@wisconsin.gov

Spooner Office: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn

ED SLAMINSKI
810 West Maple Street
Spooner, WI 54801

Telephone: (715) 635-4130 Telefax No.: (715)635-4105
E-mail: edward.slaminski@wisconsin.gov

For information on program history, development, policy, statewide coordination, and program fund status, contact the following DNR Statewide Grant Managers:

1. Doug Haag – Stewardship and Federal Land & Water Conservation grants to local governments
   (608) 266-2136 (douglasj.haag@wisconsin.gov)
2. Pam Foster Felt – Stewardship Grants to Nonprofit Conservation Organizations
   (608) 266-0868 (pamela.fosterfelt@wisconsin.gov)
3. Pat Kirsop – Recreational Trails Act
   608) 266-2747 (patrick.kirsop@wisconsin.gov)
4. Cathy Burrow – Snowmobile Grant Programs, Motorized Stewardship, and All Terrain/Utility Vehicle Programs
   (608) 267-0494 catherine.burrow@wisconsin.gov

http://dnr.wi.gov/Aid/Grants.html

IMPORTANT PROGRAM INFORMATION

Applying for and receiving a grant comes with many "strings" having to do with program application requirements, the financial administration and documentation of your project, and post-completion compliance obligations. Following is a summary of the key requirements to help you decide if these grant programs fit your local planning efforts and project goals.

Land Acquisition Project Alert

Land acquisition projects must proceed in accordance with land acquisition and appraisal procedures as defined in Wisconsin Statutes as well as other related state and federal requirements. Land acquisition procedures can be complex and take time. If you are considering applying for an acquisition grant, it is critical that you contact your DNR region CSS to discuss your project and obtain the acquisition guidelines, and the appraisal procedures publications prior to beginning negotiations with the land owner. Any land acquisition in excess of $350,000 per property will require a second real estate appraisal to be contracted by the Department. Any projects where this is anticipated the sponsor needs to contact the region CSS as soon as possible to share information (see appendix G) so that a second appraisal can be ordered.

For more information on acquisition guidelines, go to:
Land Acquisition Guidelines for Local Governments [PDF]; for appraisals, go to: Real Estate Contract and Appraisal Guidelines [PDF]: and, for a list of appraisers, doing DNR appraisals, go to: http://dnr.wi.gov/topic/Lands/RealEstate/documents/ContractAppraiser.pdf.

Development Projects – Construction Timeline Caution

As you plan your project's construction timeline, be aware that it may be more realistic to plan to begin construction activities during the following year's construction season. While grants may be awarded beginning in early fall, satisfying pre-award requirements may delay awarding a grant into late fall or winter. Remember you cannot begin your project until you have signed a grant award contract with the DNR and have obtained all necessary permits and approvals for the project. Project costs incurred prior to the contract date are not eligible for reimbursement.

Development Projects on Leased or Eased Land

The DNR may award grants for development projects on property not owned by the sponsor provided the sponsor can satisfy specific requirements that vary by grant program but that are necessary for carrying out post-project compliance obligations. For example:

- For the Stewardship Program the sponsor must have a lease/land use agreement of 25 years or more and with sufficient time remaining to justify the grant investment or a permanent easement from the landowner and through the provisions have oversight and control of the property.
- For the federal Land & Water Conservation Program, the sponsor must have a permanent easement or if the landowner is a governmental entity the landowner must be willing to apply for the grant with the project sponsor.

Land use agreement and easement provisions associated with development projects must be approved by the DNR before executing the agreement or easement and before a grant award may be made. To ensure that your project is eligible for a grant, contact your DNR region CSS to discuss your project and the requirements prior to executing any agreement.

CRITICAL PROGRAM REQUIREMENTS – "*STRINGS*"

The terms and conditions of the programs are spelled out in the grant contract, the Wisconsin Administrative Rules for each program, and in existing state and federal laws that authorize the programs. You'll find the statutory and administrative code references noted for each program within each program's detailed description in this guidebook.

The grant contract is a legal contract that grant recipients sign containing very specific program requirements and project conditions, some of which are permanent. It is important to understand that all obligations, terms, conditions, and restrictions of the grant contract are limitations on the use of the property in perpetuity. Following is a list of some of the major program provisions.

The Grant Project and Process

1. **No land can be purchased and no development project started before you have been awarded a grant.** If you need to purchase the property before you receive a grant award, contact your DNR region CSS before the purchase is made for the proper documentation to protect the project's eligibility. If your project is being considered for federal Land & Water Conservation funding, your CSS will also request a letter of retroactivity from the National Park Service. For development projects, you may only incur costs prior to the grant award for pre-engineering and project design activities. Make sure you specify these costs on the grant application *Cost Estimate Worksheet, Form 8700-014.*

2. **Public access is fundamental to the grant programs.** Reasonable public access is required to and upon properties purchased, eased, or developed with program funds. Land-locked property must include "protected" access to the property by permanent easement. Your CSS can provide you with a model access easement format. When there is a question, the DNR will determine what is appropriate and reasonable public access for a site, dependent on the outdoor recreation activities for which the property will be used. Hours of operation should be determined according to the type of area or facility being operated and in relation to the seasons of the year. New public use requirements were included as part of the Stewardship reauthorization. All new properties acquired with Stewardship funds must include hunting, fishing, trapping, hiking, and cross-country skiing. One or more of these uses can be prohibited if the Natural Resources Board determines that it is necessary to do so. Your CSS will provide more information on these requirements and possible prohibitions. Complete Form 8700-322 in Appendix I & discuss with your CSS as soon as possible in your planning process, and before completing your application.

3. **Land Acquisition Guidelines.** Land acquisition projects must be completed in accordance with DNR land acquisition and appraisal requirements. These requirements are detailed in a publication entitled *Land Acquisition Guidelines for Local Governments,* available on our website or from your CSS. (http://dnr.wi.gov/files/pdf/pubs/CF/CF0015.pdf)

4. **Public use should begin ASAP.** The public should get their money's worth in the expenditure of Stewardship and federal funds. When public moneys are used to acquire land for outdoor recreation use that use should begin as soon as possible. The same holds true for development projects on land being acquired with Stewardship and federal funds – use should begin as soon as possible. In the interim prior to development, it is important that the property be open to the public to the greatest extent possible for those recreation uses that the land is capable of supporting with a minimum of public investment. Delayed development should be discussed with the CSS in your region. It is allowable to limit public access during times of project construction.

5. **Development projects bidding & contracts.** Grant recipients must comply with state and federal requirements for prevailing wage, bidding, and contracts for development projects. These procedures can be complex and require you to properly prepare prevailing wage and bid documents to contain required information, publicly advertise for bids, and award contracts to the lowest qualified bidder. Federal bidding requirements including Bacon-Davis rules must be followed on all federally funded projects. You should consult with your attorney to ensure that you are in compliance with these requirements.

6. **Certified Deeds.** Stewardship's interest in the property must be recorded in the deed. Any property incorporated into the Stewardship program, either through direct acquisition or because it was used as match to a Stewardship grant on another property, must have that relationship with the Stewardship program reflected in the language of the deed. Standard deed language is available from regional grant staff.

7. **Selling structures or improvements (Acquisition).** If you anticipate selling any structures or improvements that were included in the acquisition cost, one half of all receipts shall be reimbursed to the DNR or deducted from the reimbursement amount provided by the DNR.

8. **All projects must comply with the Americans with Disabilities Act** as well as other federal civil rights regulations. ADA requires that all aspects of each project be accessible or "barrier free".

   There are fundamental differences in how accessibility in the outdoors is accommodated compared to indoors or the built environment. A new ruling concerning power-driven mobility devices became effective March 15, 2011. This ruling may affect your project. For more information go to: http://www.americantrails.org/resources/accessible/power-mobility-federal-register.html or http://atfiles.org/files/pdf/titleII_2010_fr.pdf .

   A good rule of thumb to follow is that anything constructed must not make the outdoor experience any more difficult than what occurs naturally. Mother Nature does not have to comply with ADA, but you do! For specific guidance on outdoor accessibility issues, contact your DNR Region CSS. For more information go to: http://www.ada.gov/2010ADAstandards_index.htm or http://dnr.wi.gov/files/PDF/Pubs/CF/CF0031.pdf

9. **Historic Preservation Requirements.** State and federal regulations require that all assisted projects comply with historic preservation requirements. Federally funded projects must be reviewed by the Wisconsin State Historic Preservation Officer and applicable Tribal Historic Preservation Officers. State funded projects are subject to initial review by the DNR. In some cases, you may be required to conduct an archeological survey prior to receiving a grant award. Your DNR Region CSS can assist you with satisfying these requirements.

10. **Federal Program Requirements.** Grant projects funded with federal funds require sponsors to comply with federal guidelines, some of which are more stringent than requirements for state funded programs such as the Stewardship Program. Should your project be selected to receive a federal grant, you will be provided with information on federal program requirements.

11. **Retention of records**. All required documents used to substantiate your financial claim(s) through these programs must be retained for four (4) years from the time of project completion. This includes such items as invoices, canceled checks, contracts, bid specifications, construction plans, and payroll records. However, it may be beneficial to hang on to as-built construction plans and specifications for future needs.

12. **Overhead power lines**. All electrical or communication lines must be installed underground. Existing lines must be buried, removed, or relocated as necessary (an eligible grant cost). Future lines must be underground. The sponsor may be required to provide cost data to evaluate the disposition of proposed or existing electrical or communication lines.

13. **Compliance with other laws.** A grant sponsor must comply with all applicable local, state, and federal statutes, regulations, administrative rules, and ordinances in fulfilling the terms and conditions of the grant contract, including but not limited to, land use permit requirements, accessibility for people with disabilities, Endangered Species, Water Regulatory Permits, Farmland Preservation, state or national Environmental Policy Act, Wetland Preservation, Stormwater Management, and Construction Erosion Control. Ask your DNR region CSS about compliance with these laws or orders before you submit your application.

14. **Signage.** Project sponsors must post signs on the property acknowledging the particular grant program's assistance in acquiring fee title ownership, or developing the property, notifying the public that the lands are open for public use. For Stewardship acquisition projects, signs must also indicate what activities are permitted or not permitted on the property, and contact information for property owners or managers. Contact your CSS for more information concerning signing requirements.

15. **Brownfields Site Properties.** You may be able to obtain financial assistance for acquisition or development of contaminated property for recreation purposes. However, because of the complex nature of contaminated property in relation to the grant program requirements, discuss your project early on with the DNR regional CSS to determine the feasibility of grant assistance for the project. These grant programs do not reimburse cleanup costs.

Compliance Requirements After Project Completion

1. **Grant recipients have obligations in perpetuity**. Accepting a grant for your project means that you as the grantee are agreeing to the conditions and requirements that are a part of the grant programs and have the obligation to keep the land purchased or site developed for public outdoor recreation in perpetuity. For the Land & Water Conservation Fund Program, a compliance boundary for the project is certified to the National Park Service for permanent protection of the property.

2. **Project income.** Income received from a property receiving a grant <u>must</u> be used to further the objectives of the project as stated in the grant contract. Income must be kept in a segregated account, may not be commingled with other funds, and must be used for purposes compatible with the goals and objectives of the grant program. The DNR may request an annual income and expenses report for the segregated account. Project income generally includes the sale or rental of buildings and croplands.

3. **User Fees**. Reasonable user fees may be charged by the sponsor to offset operation and maintenance costs. A different fee may be charged to residents or nonresidents as long as the nonresident fee does not preclude use by the nonresidents or exceed 1.5 times the amount of the resident fee.

4. **Inspections**. In general, inspections to monitor compliance with the grant program requirements rest with you, the sponsor. The sponsor is responsible for the day-to-day operation and maintenance of the area or facility and, therefore, should make inspections as needed to ensure compliance. Some programs have an every 5 year inspection requirement and we may ask you to perform an inspection by completing a questionnaire form. The DNR and the National Park Service reserve the right to conduct compliance inspections. You will be contacted in person or by letter if a problem is noted.

5. **Only outdoor recreation uses are allowed.** This means no construction of structures such as fire stations, streets/highways, civic centers, libraries, museums, water towers, indoor recreation facilities, utility transmission lines, and communication towers, or non-recreation use of sites such as for a landfill. To prevent problems down the road that jeopardize the funding you received, it's a good idea to thoroughly review future community needs when determining project boundaries at application time.

6. **Grant recipients must maintain legal control and oversight of the property.** Grant recipients need to retain control and oversight of the grant property to be capable of complying with grant program obligations and requirements. This applies to both development projects on leased land and in the case of executing contracts with a third party for the development and operation of recreation facilities.

7. **Selling or leasing a part of the grant property, or executing an easement on a portion of or all of the property is generally prohibited.** The DNR or federal government (for federally assisted projects) may approve the following exceptions depending on the details of the situation and whether the impact of the use to the property is outweighed by the future recreation benefit to the public.
   - Short term (less than a year) continuation of an existing lease if sale of the property is contingent on this lease.
   - Leasing a part of a property for agricultural purposes for five years or less in an interim time period when development must be delayed or when it is a contingency of the sale.
   - Granting control or partial control of land for utility rights-of way. Underground utilities such as power lines, pipelines, sewer and water lines may be allowed depending on the impact of the action on the recreation resource with DNR (and the federal government, if federal funds used) approval. Land lost to outdoor recreation for any of these reasons must be replaced with property of equal or greater recreational value and utility. Please contact your regional CSS before granting **any** control associated with utilities under or over the site.
   - Leasing the property to the private sector for development and/or operation of an outdoor recreation facility requires DNR and/or federal government approval prior to executing any land use agreement. Contact your regional CSS to review requirements associated with leasing arrangements before beginning negotiations.

9. **Site maintenance.** All areas acquired or developed with federal or state funds must receive adequate maintenance to ensure continuing public use in a safe and sanitary manner. DNR staff periodically monitors sites for compliance with this requirement.

10. **Nature-based Outdoor Activities (NBOA).** All Stewardship acquisition projects must be open for the five nature-based outdoor activities – hunting, trapping, fishing, hiking, and cross-country skiing. When one of these activities is prohibited or restricts a major or significant amount of the activity, the sponsor must have received Natural Resources Board approval before a grant is awarded. If a prohibition is not implemented at the time of the grant but at a future date a prohibition is needed, the sponsor will need to obtain the Natural Resources Board approval. Contact your regional CSS for more information on how to request this approval.

FINANCIAL INFORMATION – ALL PROGRAMS

Level of Grant Assistance – up to 50%

For all grant programs grant awards cover up to 50% of eligible project costs.

Financial Reimbursement. Payment of a grant award takes place on a reimbursement basis. This means the project sponsor must incur all costs for work actually completed first and then file a claim for reimbursement within 6 months of the project period end date as shown in the grant contract. A 50% advance payment of the grant award is available for Stewardship development projects only. Reimbursement is not permitted for work that takes place prior to executing a grant contract except for pre-award engineering, land surveys, phase I and II environmental assessments, and appraisal costs. The project sponsor listed on the grant contract is responsible for administering the project including bidding for contractual services and paying for grant project costs.

Important: All project contracts and payment of expenditures must be processed through the grant project sponsor and their financial system. You should talk to your DNR region CSS if you have project partners and this will not be the case. Payment of expenditures made by a third party may not be eligible for reimbursement.

Eligible Land Acquisition Costs

1. Grant Calculation for Land Acquisitions - Eligible land acquisition costs include the fair market value of the property as determined by DNR-approved appraisals or the actual purchase price, whichever is less. If the seller of the property you are buying has owned the property for three years or less the value of the land is determined by a different calculation method. See the grant calculation sheet in Appendix B. Contact your region CSS for more details.

2. For nonprofit applicants, eligible acquisition costs are based solely on the fair market value of the property as determined by DNR-approved appraisals.

3. For the Stewardship Program only - reasonable costs for the following items related to the purchase of property may be eligible if included in the grant application:

   - Cost of Appraisal[1]
   - Land Surveys
   - Recording Fees
   - Attorney Fees for Department Required Reviews[3]
   - Title Evidence
   - Approved Relocation Payments per §32 Wis. Stats.
   - Required Historical & Cultural Assessments
   - Initial Posting of Required Signage[3]
   - Environmental Assessments

4. For the Land & Water Conservation Fund Program, approved relocation per §32 Wis. Stats. costs are the only other acquisition costs eligible for grant assistance.

[1] Properties valued over $350,000 require two appraisals; when this is the case the sponsor commissions and pays for the first appraisal (not eligible for reimbursement for grant purposes), the DNR commissions and pays for the second appraisal. When only one appraisal is required the sponsor commissions and pays for it and then can request up to 50% reimbursement of costs.

Ineligible Land Acquisition or Conservation Costs

- costs for administration of the project
- brokerage fees paid by the buyer
- interest costs on installment purchases
- non-department required attorney fees
- real estate transfer taxes
- environmental cleanup costs

Eligible Development Costs

1. Labor costs, including force account[2] labor and contractual services costs directly related to and required for completing the project. Costs shall be based on the actual wage or services rate paid, including salary and fringe benefits.
2. Direct costs for materials and equipment used for project-related purposes over their useful life.
3. Materials and services purchased by the sponsor, i.e. hardware, paint, lumber, sand/gravel, concrete, landscape materials, signs, design/engineering services, archeological survey services, and contractor services (small expendable tools like a paintbrush may be included).
4. Leased equipment costs used for project related purposes. Costs for the use of equipment owned by the sponsor may not exceed the Department of Transportation's county highway rates.
5. Engineering or planning fees to complete the project.
6. Construction contract costs directly related to and required to complete the project.

Ineligible Development Costs

1. Costs incurred prior to or after the grant project period. Pre-engineering costs are not eligible in the Recreation Trails Program.
2. Administrative costs of the sponsor or consultant such as paper work associated with the project, including indirect costs; indirect costs are typically incurred for multiple purposes. Examples of indirect costs include, but are not limited to, utilities, administrative salaries, postage, and other expenses that are not supported by time reports or other documentation that identifies the expenditure as directly assignable to the Stewardship project.
3. Materials and services purchased for the operation and maintenance of the project site.
4. Costs to prepare the grant application or a Comprehensive Outdoor Recreation Plan.
5. Costs to cover items that are not required for development of a basic facility, as determined by DNR or are not included in the scope of the grant contract.
6. Financing costs associated with the project.
7. Costs not documented by an invoice and a canceled check, or other proof of payment.
8. Costs incurred by a sponsor because of a contractor's breach of contract.
9. Costs previously reimbursed from another grant source.
10. Cost to correct a construction violation.

[2] Force Account expenses – employee labor, (including fringe benefits), equipment use or time, and the use of materials from the sponsor's inventory

3 Cost share shall not exceed $1,000

Sponsor Share of Project Costs

The sponsor share of a project is defined as the portion of the acquisition or development cost that is not funded by the state or federal grant program. Eligible sources of local share may include:

1. Cash from the project sponsor and force account labor, equipment, and materials.
2. Cash donated by a third party – foundations, organizations, businesses, individuals.
3. Grants or contributions from foundations, organizations, businesses and private individuals.
4. For the Stewardship grant programs, funds from the federal government. There may be some exceptions for Urban River grants. For the federal programs, funds from state programs.
5. Donations of land from a third party if the contribution was made within 3 years prior to the project, and the property is eligible for the particular grant program. Lands acquired from developers through local park land dedication ordinances are not eligible for use as a donation. See *"Donations of Land from a Third Party as Sponsor Share"* for more information.
6. For development projects: donations of volunteer labor, services, materials, equipment rental. See *"Donations of Volunteer Labor, Services, Materials and Equipment Rental as Local Share (grant match)"* for more information.

Donations of Land from a Third Party as Sponsor Share

Using the value of donated property as sponsor match instead of cash is an excellent way for project sponsors to include contributions of private landowners, and reduce the amount of cash they need to raise for either a land acquisition or development project. Fifty percent (50%) of the fair market value of a donation of property from a third party may be used as all or part of the local match. The sponsor retains title to the donated property, but the property becomes part of the grant program. There are, however, some limitations on using property donations for sponsor match:

1. The donated property must be eligible for the same grant program as the parcel being acquired or as the development project. The property offered as match will be evaluated in the same manner as property purchased and may not be accepted as Stewardship land.

2. The land offered as match must have been acquired (transfer of title) within 3 years of the date of application.

3. Property offered as match must be open to the public for nature-based recreation. Property that doesn't provide opportunities for public hunting and trapping is unlikely to be accepted as match.

4. Land that is legally encumbered by permanent conservation restrictions may not be eligible as match. Similarly, land subject to regulations that require it to be managed for open space, conservation and/or public outdoor recreation may not be eligible. Lands obtained through a subdivision parkland dedication ordinance are not eligible.

5. All donated property used as sponsor match is covered by the grant contract and thus is subject to the same program requirements and conditions as the purchased property.

6. Land donations <u>must</u> be included as a part of the project application and may not be considered after a grant has been awarded. <u>Land to be donated must be in "private" ownership and from a third party and has not been previously dedicated to public outdoor recreation.</u> Lands obtained through a subdivision parkland dedication ordinance are not eligible for donation purposes.

7. Land can be donated in one area to support a project in another area within the same political subdivision or cooperating agency as long as it is eligible for the same grant program.

8. The value of the donated property is determined by an appraisal that meets DNR standards. Please note that the appraisal of property to be used as match must account for any encumbrances on title at the time it will be incorporated into the Stewardship program. The valuation date cannot be prior to the sponsor's acquisition of the property.

9. The project sponsor cannot receive more in grant funds than the amount of cash it actually needs for the purchase. If the value of the donated property is more than the amount of cash needed for the purchase, then any residual value from the donation which is left over may be used as sponsor match to a subsequent application if it is submitted in the same fiscal year or the next one.

10. The land donation must be completed and recorded prior to submitting the value to match a development project.

IMPORTANT: The rules surrounding property donations can be confusing at first glance and you will want to discuss your particular situation with your region CSS.

Donations of Volunteer Labor, Services, Materials and Equipment Rental as Local Share (grant match)

Donations may account for up to 50% of total eligible project costs. We encourage donations to project sponsors by private parties. There may be many individuals who are willing to contribute their time and energy for free. These donations, which usually consist of labor, equipment use, services, land, or materials may be used to reduce the sponsor's financial obligation. Their time can be counted toward the local share of the project, provided it is properly accounted for. At the time you receive your grant award, a financial manual with forms will be included to help you document the volunteer contributions.

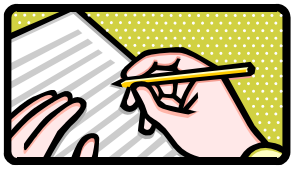
Talk to your region CSS to understand the requirements surrounding use of donations and how they can maximize the funding of your project.

A Caution About Sponsor Match

There are three important points to remember about Sponsor Match:

1. Depending on the grant program (state or federal), funds from the other government funding sources (federal or state) cannot be used as sponsor match.
2. While other government funding sources may be used, the total amount of funding from all government sources cannot exceed 100% of the cash needed for the project. If funding from other government sources exceeds 50% of the funding that is needed, then the grant funding will be reduced accordingly.
3. All sources of Sponsor match should be fully disclosed on the application form. If you learn about a government grant after you have applied for a grant, you must advise your CSS. If it is found that a project sponsor has received more than 100% of the cash needed from government sources, the DNR will seek an appropriate remedy.

Requesting Reimbursement and the Audit Process



Payment of grant funds is on a reimbursement basis. You must first pay for your project costs then submit a reimbursement claim under the terms of the grant to the region CSS within 6 months of the project period end date shown on the grant contract. In some programs a 50% advance payment of the grant award is available.

The reimbursement claim process requires you to submit detailed information about the eligible costs that you incurred during your project including bidding information, copies of service contracts, detailed invoices, and copies of canceled checks. Grant recipients receive a financial manual containing reimbursement claim information as part of their grant award materials. For more information go to: http://dwd.wisconsin.gov/er/prevailing_wage_rate/

Once received, reimbursement claims are reviewed by DNR staff to ensure that the costs claimed were for items included in the scope of the project, within the grant contract time period, and meet the eligibility requirements of the program. In addition, site inspections will be conducted on development projects to insure that the items being claimed for reimbursement have been completed as expected from the project application and grant contract scope. Payment is made after the review is completed.

Other websites which may be helping in completing your reimbursement claim forms are:
http://www.dol.gov/dol/topic/wages/minimumwage.htm ;
http://dnr.wi.gov/topic/stewardship/documents/StewFinanceManual.pdf
http://dnr.wi.gov/aid/documents/procurementguide.pdf
http://dnr.wi.gov/Aid/documents/DOTEquipRates_Standard.pdf

WISCONSIN POPULATION CENTERS

From Dept. of Administration January 1, 2015 Population Estimates

Cities Over 50,000	
Milwaukee	595,787
Madison	242,216
Green Bay	1005,051
Kenosha	99,623
Racine	78,336
Waukesha	71,316
Oshkosh	66,451
Eau Claire	67,006
Janesville	63,510
Appleton	73,737
West Allis	60, 329
La Crosse	51,992

Counties Over 50,000	
Milwaukee	949,795
Dane	508,379
Waukesha	393,927
Brown	255,376
Racine	195,484
Outagamie	181,310
Winnebago	168,526
Kenosha	167,493
Rock	160,059
Marathon	135,341
Washington	133,436
La Crosse	117,054
Sheboygan	115,305
Walworth	102,469
Fond du Lac	103,124
Eau Claire	100,973
Dodge	89,595
Ozaukee	87,682
St. Croix	86,169
Jefferson	84,255
Manitowoc	81,372
Wood	74,965
Portage	70, 940
Chippewa	63,539
Sauk	62,207
Columbia	57,028
Grant	53,099
Waupaca	52,429
Calumet	50,656

Counties with a 5 Year Growth Rate Over 1.2% (state 5 yr. rate) from 2010-2015 and Jan. 1, 2015 Population Exceeds 50,000		
County	5 year Growth Rate %	1-1-2015 Population
Dane	**4.2%**	508,379
Grant	**3.7%**	53,099
Calumet	**3.4%**	50,656
Brown	**3.0%**	255,376
Outagamie	**2.6%**	181,310
Eau Claire	**2.3%**	100, 973
St. Croix	**2.2%**	86,169
La Crosse	**2.1%**	117,054
Chippewa	**1.8%**	63,539
Fond du Lac	**1.5%**	103,124
Ozaukee	**1.5%**	87,682
Portage	**1.3%**	70,940

Metro Areas:
Appleton
Duluth/Superior
Eau Claire
Fond du Lac
Green Bay
Janesville – Beloit
La Crosse
Madison
Milwaukee – Waukesha
Oshkosh - Neenah
Racine
Minneapolis - St. Paul
Sheboygan
Wausau

CALCULATING GRANT AWARDS FOR LOCAL GOVERNMENT STEWARDSHIP ACQUISITIONS

(Rev.1/12)

I. When property has been owned by a landowner for MORE THAN THREE YEARS, the acquisition cost of the property shall be based on the current fair market value of the property as determined by appraisal(s) OR the purchase price, whichever is less.

Note: When the landowners are joint tenants or tenants in common and the landowners have held title for differing lengths of time, the ownership date shall be the earliest date of ownership. Example: transfer to a spouse

II. For property that has been owned by a landowner for LESS THAN THREE YEARS, the acquisition cost shall be based on the current fair market value or the current owner's acquisition price* or the following, whichever is less:

A. When the property being sold to the project sponsor is the same as the property acquired by the landowner: ["Same" means same size, physical condition, and same property interests being sold].

Number of Years Property Owned by Landowner	Basis For Determining Land Value
Less than 1 year	Current owner's acquisition price* or current fair market value, whichever is less
More than 1 year, less than 2	Current owner's acquisition price* plus 5% or current fair market value, whichever is less
More than 2 years, less than 3	Current owner's acquisition price* plus 10% or current fair market value, whichever is less

*Current owner acquisition price equals:

1. The amount the current landowner paid for the property plus other costs associated with the acquisition.

2. The estimated appraised value at the time of transfer to the owner plus other costs associated with the acquisition for:

   a. gift or devise (by inheritance)
   b. means other than traditional sale, gift or devise, or a landowner's acquisition price cannot be ascertained (e.g. foreclosure, trade lands)

Note: The Sponsor must submit an appraisal (and the DNR must order a 2nd appraisal, if needed) even if the grant amount must be based on the price the landowner paid for the property, not the appraised value.

B. The property or property interests being sold to the project sponsor is fundamentally different than the property acquired by the landowner, for example:
   (1) Purchase of fee title by landowner and sale of easement to project sponsor.
   (2) Purchase of acreage X (e.g. 40 acres) by landowner and sale of acreage Y (e.g. 20 acres) to project sponsor.
   (3) The landowner has made a material change to the property since he or she acquired it, such as brownfield remediation or harvesting the trees.

Number of Years Property Owned by Landowner	Basis For Determining Land Value
Any	Current fair market value

APPLICATION COMPONENTS

PROJECT BOUNDARY MAP REQUIREMENTS

Federal and State regulations require that property acquired or developed with Recreation Grant Program funds remain in public outdoor recreation use permanently.

The purpose of the boundary map (sample on following page) is to clearly show the exact boundaries of the property to be assisted with state or federal funds. Once agreed upon by all concerned parties, the boundary map defines the area that remains, under contract with the state or federal program, in public outdoor recreation use forever.

Plan your project boundaries carefully. Known future public improvements, such as wells, lift stations, other public buildings, or future road improvements (eg., road widening) should be excluded from project boundaries. Project boundaries should include only that property which the sponsor intends to manage for public outdoor recreation purposes forever. For the federal Land and Water Conservation Program, the compliance boundary is registered with the National Park Service for compliance purposes.

What the Project Boundary Map Should Include

For both acquisition and development projects the boundary map submitted should be to scale and reflect the legal description of the property by metes and bounds, lots and blocks (described on a plat map) or the rectangular public land survey system (township, range, section, etc.). If there is a question about boundaries, a formal survey of the project area will be required. Also include a topographical map in your application with the project site highlighted. See example maps that follow.

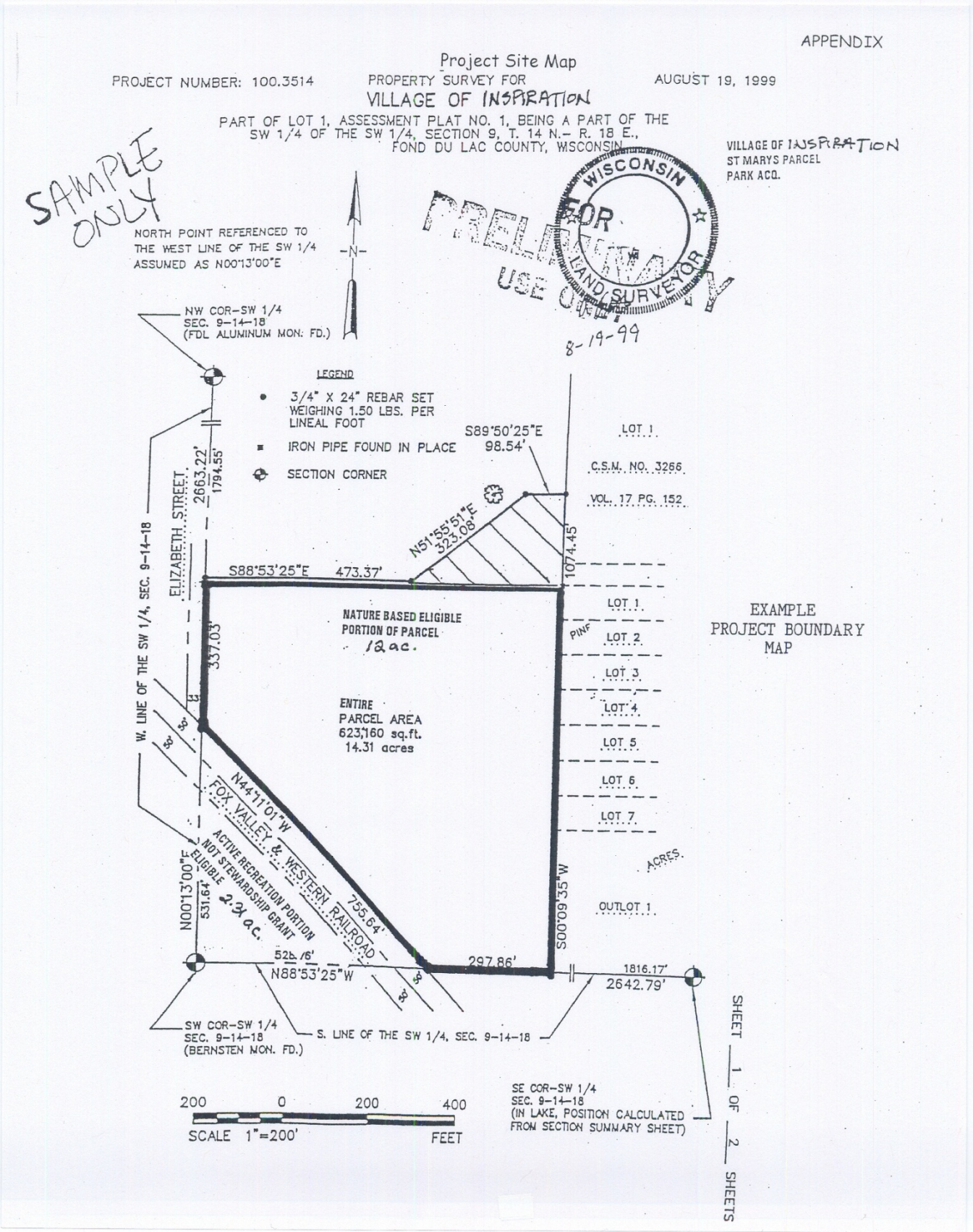
SITE DEVELOPMENT PLAN REQUIREMENTS

In many cases the site development map and boundary map can be one in the same. A site development map should be to scale. It should indicate north, surrounding land uses, existing and proposed utilities, existing and proposed facilities, routes of travel, known wetlands, floodplain, archaeological sites, or possible contamination sites. It should illustrate all the easements of record, if any, along with who prepared the map and the date prepared. *See example map that follows.*

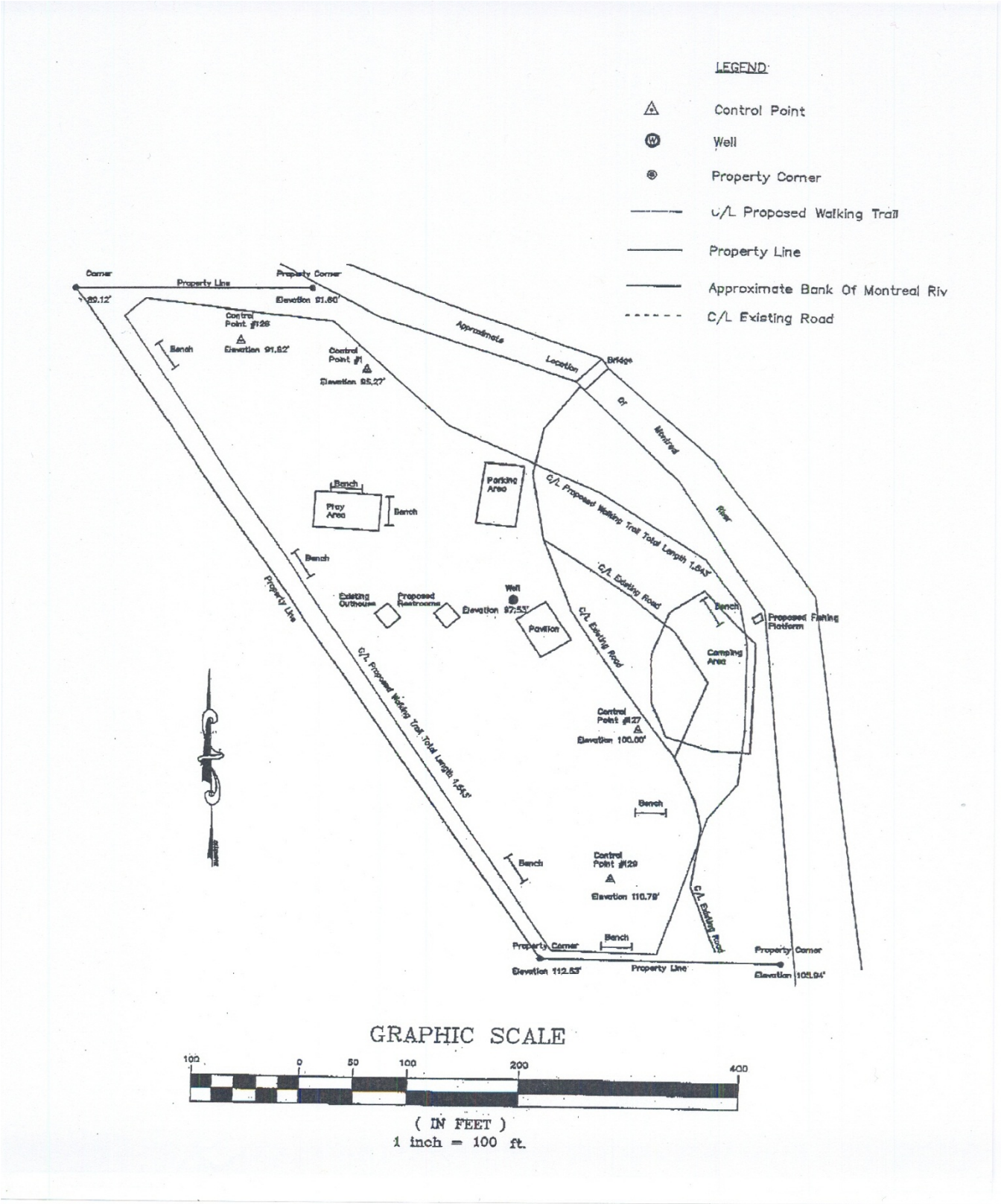
LAND MANAGEMENT PLANS REQUIRED FOR URBAN GREEN SPACE PROJECTS

The project narrative should describe how the site will be managed. However, the Urban Green Space Program specifically requires that land acquisition projects be supported by a management plan approved by the project sponsor. A management plan identifies proposed land use of the area to be acquired including areas to be restored. It discusses how the property would be operated, maintained, and how public access to the property would be provided. The management plan should include a site plan for the property that identifies items such as land forms, water features, forest types, trail systems, and wildlife habitat. A management plan included in an approved Master Plan fulfills the land management requirement for Urban Green Space projects.

PROJECT SITE MAP EXAMPLE



SITE DEVELOPMENT PLAN EXAMPLE



SAMPLE RESOLUTION FOR OUTDOOR RECREATION AIDS

WHEREAS, _____ is interested in acquiring or
(applicant)
developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that _____ has budgeted
(applicant)
a sum sufficient to complete the project or acquisition and

HEREBY AUTHORIZES _____, _____ to act on
(name) *(department)*

behalf of _____ to:
(applicant)

Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
Submit signed documents; and
Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ will comply with state
(applicant)
or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this _____ day of _____, 20____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on _____ day of _____, 20____.

Authorized Signature: _____ **Title:** _____

IMPORTANT NOTE: *The DNR expects the individual authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, carrying out the acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance with grant program.*

Knowles-Nelson Stewardship Grants
SECOND APPRAISAL REQUEST FORM

If you anticipate that your project will appraise over $350,000.00 state statute requires that you provide one appraisal and that the DNR obtain an independent appraisal. Please provide the following information with this checklist as a cover sheet to your Customer Service Specialist (CSS) as soon as you are certain you will apply for a Stewardship grant.

Applicant Name: _____

Project Name: _____

☐ Rights to be appraised: fee___ or easement__. Include notes about any rights being retained by the seller. Include a copy of draft conservation easement (if applicable).

☐ A copy of the first appraisal (if available) or the name and address of the appraiser and the date the appraiser will use as the valuation date.

☐ Name and telephone number of landowner and street address of property to be appraised.

☐ Maps (with property boundary outlined on each one): plat map, topographical map, aerial and tax parcel maps if possible.

☐ Description of legal access to property? How will the property be accessed by the public?

☐ Full legal description for proposed purchase.

☐ Legal description for any remaining land retained by the landowner after the proposed acquisition.

☐ Survey, if available.

☐ Tax bill (available at county register of deed's office) for the year of the date of valuation.

☐ Deed of current owner (available at county register of deed's office).

☐ Applicable local zoning and land use per county planning & zoning office, including minimum lot size.

☐ Information about known existing encumbrances including leases, government program interests, easements, etc. (include a title commitment if available).

☐ Property Condition Report or Environmental Hazards Report if available.

☐ What funding sources will you use to purchase the property: state Stewardship funds, federal funds, other governmental funds, donations, etc.

☐ Copy of all easements (if applicable)

☐ Is the property presently listed with a realtor or is there any asking price. Are there any accepted offers or signed options to purchase?

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Environmental Hazards Assessment

Form 1800-001 (R 10/08)

Notice: This form must be completed and approved by the DNR before grant funds can be expended for land acquisition. Please complete all sections. Use additional page if necessary. Collection of this information is authorized under ss. 23.0915 - 23.0917, Wis. Stats. Failure to provide this information may result in denial or repayment of grant awards. Personal information collected on this form will be used for management of DNR programs and grants. Information may be made available to requesters under Wisconsin's Open Records laws (ss. 19.31-19.39, Wis. Stats.).

1. General Information

Applicant Name	Project / Parcel	County

Property Owner Name	Property Street Address

Close / Intersecting Roads

Legal Description:	¼ / ¼	¼	Section(s)	Township N	Range E / W

2. Environmental Condition Statement of Property

Complete the checklist to the best of your knowledge through inspection of the site. Indicate if any of the following conditions currently exist on site:

Yes	No	
☐	☐	Known spills, release of chemicals, hazardous substances or fuels
☐	☐	Dumps, debris piles, stockpiles of waste, containers, barrels or drums
☐	☐	Sludge
☐	☐	Discolored or odorous soil
☐	☐	Areas of stressed vegetation, absence of vegetation, areas previously burned
☐	☐	Unusual or noxious odors
☐	☐	Discolored, polluted, foul water (in standing water, wells, or wetlands)
☐	☐	Is an existing well located on site? If yes, where is it located _____
☐	☐	Old pipes, electrical equipment
☐	☐	Unusual or irregular depressions or mounds on surface
☐	☐	Other evidence of possible contamination – If yes, describe: _____

If the answer to any question above is yes:

- Attach description or explanation and site map showing location of item(s) checked.
- The property may require a Phase I or further investigation/inspection. Talk to your regional grant specialist listed in the application form.

3. Land Use History

A. Current Uses of the Property:

☐ Industrial ☐ Commercial ☐ Agriculture ☐ Orchards ☐ Railroads and Railroad Spurs ☐ Landfills

☐ Other – Explain: _____

B. Historical Uses of the Property (for the past 20 years):

☐ Industrial ☐ Commercial ☐ Agriculture ☐ Orchards ☐ Railroads and Railroad Spurs

☐ Suspected Former Landfills ☐ Other – Explain: _____

C. To the best of your knowledge does the property have evidence of the following?

Yes	No	
☐	☐	Has the site been used for the storage or warehousing of commercial or industrial materials?
☐	☐	Are there areas with a history or likelihood of underground storage tanks?
☐	☐	Are there monitoring wells on site?
☐	☐	Is there any history of contamination on the property?
☐	☐	Is there any history of contamination on any *adjacent* properties?

If you checked any boxes in Sections 3A or 3B above, or answered yes to any question in Section 3C, the property may require a Phase I or further investigation/inspection. Talk to your regional grant specialist listed in the application form.

Environmental Hazards Assessment

4. Site Investigation Documentation

Has a Phase I or Phase II Site Investigation been completed on the property? ☐ Yes ☐ No

If yes, attach a copy of the conclusions.

5. Certification

I hereby certify that I have inspected the property and contacted the current owner regarding environmental contamination. The information provided is a full disclosure of my findings and is true and complete to the best of my knowledge.

Printed Name of Preparer	Title
Signature of Preparer	Date Signed

If you are submitting this form as a condition of a Nonpoint Targeted Runoff Management or Nonpoint Urban Storm Water–Construction grant, please also indicate the following:

Printed Name of Authorized Representative	Title
Signature of Authorized Representative	Date Signed

Leave Blank – DNR Use Only

6. Search of DNR Records

A. Does the property appear on the most recent version of the Bureau of Remediation and Redevelopment Tracking System (BRRTS)? Yes No

If Yes, Site Name: BRRTS Activity #:

B. Does the property appear on the most recent version of the DNR Registry of Waste Disposal Sites in Wisconsin? Yes No

If Yes, Site Name:

C. Does the property appear on the most recent version of the Solid and Hazardous Waste Information Management System (SHWIMS)? Yes No

If Yes, Site Name:

7. Conclusions

Based on the information available in DNR's Regional files at this time, no additional investigation recommended.

Further Investigation Needed; Consult with Region R&R Program for Recommendation

Printed Name of DNR Reviewer	Title
Signature of DNR Reviewer	Date Signed

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Knowles-Nelson Stewardship Grant
Public Access and Acceptable Uses Application

Form 8700-322 (9/14)

Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss.19.31 – 19.39.Wis. Stats.]

For Acquisition Projects Only: Complete this form as early as possible in your project planning process and **contact your regional Community Services Specialist** to discuss your project **before submitting a completed Stewardship grant application.**

Applicant / Sponsor	Year of Application	*Project Type:* ☐ *Fee Simple Acquisition* ☐ *Easements Acquisition*
Municipality	County	
Park or Area Name (after acquisition)	*Specific Tract Name*	

Primary Purpose of Acquisition - Explain the recreational or conservation purpose for which the property is being acquired for:

Parcel will be transferred to another eligible sponsor: ☐ *Yes* ☐ *No*

Property will be transferred to: _____

Approximate transfer date: _____

Determination being requested:
- ☐ Prohibition is necessary to protect public safety
- ☐ Prohibition is necessary to protect unique plants or animals communities
- ☐ No Prohibition is being proposed

_____ _____
Signature of Preparer **Date**

Is this a revision to a previously submitted form? ☐ **Yes** ☐ **No**

Date of Previous Submitted Form: _____

Public Uses / Activities *(check all that apply)*

Before Grant	After Grant			Before Grant	After Grant		
☐	☐	1.	Hiking	☐	☐	14.	*ATV trail*
☐	☐	2.	Hunting	☐	☐	15.	*Snowmobile trail*
☐	☐	3.	Fishing	☐	☐	16.	*Picnic area*
☐	☐	4.	Trapping	☐	☐	17.	*Snowshoeing*
☐	☐	5.	Cross-country skiing	☐	☐	18.	*Nature study/wildlife observation/photography*
☐	☐	6.	Non-motorized boat access (canoe, kayak)	☐	☐	19.	*Bird Watching*
☐	☐	7.	Motorized boat launch			20.	*Other activities (describe):*
☐	☐	8.	Swimming area	☐	☐		
☐	☐	9.	Biking	☐	☐		
☐	☐	10.	Horseback riding	☐	☐		
☐	☐	11.	Camping facilities	☐	☐		
☐	☐	12.	Playground/playfield/intensive recreational area	☐	☐		

Activity Descriptions

* Provide descriptions of the activities listed below that are available on the subject property.
* **Explain reasons** if the activities listed below are prohibited or restricted on the subject property. Note: Gun and archery hunting have separate public safety criteria and projects will be reviewed for both methods.
* Include a **plat map** identifying the property to be acquired with this grant.
* If allowable public uses on this form conflict with statements made in the Land Management Plan, then the Land Management Plan must be amended to reflect the correct public uses.
* See s. NR 52.05, Wis. Adm. Code, for factors the Department will review when determining whether a prohibition is necessary.
* Include a **Project Site Plan** with map showing existing land uses, public roads, structures, wetlands, etc. Include map showing both subject property and surrounding property(s). Scale of map should be 1" = 660 feet.
* If a permit or registration system is being proposed, include detailed information about the process, availability, etc.

Hunting

☐ No ordinances currently restrict this activity.
☐ An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
☐ A permit or registration system is being proposed for this activity. Submit relevant information.
☐ An ordinance or sponsor rules will restrict the use of dogs for hunting. Attach a copy of all applicable ordinance(s)/rules.

Categories	Activity Available? Gun (Yes or No)	Activity Available? Bow (Yes or No)
Waterfowl		
Small Game		
Turkey		
Large Game		

Trapping

☐ No ordinances currently restrict this activity.
☐ An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
☐ A permit or registration system is being proposed for this activity. Submit relevant information.
☐ There is no water on this property.

Location	Activity Available? (Yes or No)
Upland	
Water	

Fishing

☐ No ordinances currently restrict this activity.
☐ An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
☐ A permit or registration system is being proposed for this activity. Submit relevant information.
☐ There is no water on this property.

Method	Activity Available? (Yes or No)
Shore	
Boat	

Hiking

☐ No ordinances currently restrict this activity.
☐ An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
☐ A permit or registration system is being proposed for this activity. Submit relevant information.

Location	Activity Available? (Yes or No)
On-Trail	
Off-Trail	

Cross-Country Skiing

☐ No ordinances currently restrict this activity.
☐ An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinances.
☐ A permit or registration system is being proposed for this activity. Submit relevant information.

Type of Trail	Activity Available? (Yes or No)
Off-Trail (un-groomed)	
On-Trail (un-groomed)	
On-Trail (groomed)	

Acquisition Cost - is the fair market value of the property as determined by department appraisal guidelines, except as provided in s. 23.0917(7)(b) to (d), Stats., plus reasonable costs related to the purchase of the property including; appraisal fee, land survey, relocation costs per §32 Wis. Stats. , title evidence, recording fees, initial posting of signage limited to $1000, attorney fees limited to $1000, historical, cultural, and environmental assessments.
Acquisition Project – is a grant project which includes the purchase of land. The land can be one or more parcels of land that are contiguous or in close proximity which include features or outdoor recreational opportunities that are eligible for grants.
ADA = Americans with Disabilities Act – signed into law on July 26, 1990, is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability.
ADLP = Acquisition or Development of Local Parks – is a subprogram of the Stewardship Program to acquire and develop property for nature-based outdoor recreation.
ADR = Acquisition of Development Rights – is a subprogram of the Stewardship Program where a voluntary land protection program enacted by a governmental unit or non-profit organization that compensates landowners for limiting future development on their land.
Baseline Document - an inventory of the features of a property including reports, maps, photographs, and other materials that provides an accurate representation of the property at the time an easement is executed to protect it.
Basic Facilities - the minimum improvement necessary to enable people to make use of recreation sites with minimum maintenance.
BRRTS = Bureau of Remediation and Redevelopment Tracking System – a database which houses the identification of contaminated sites in the State of Wisconsin.
CRA = Civil Rights Act - enacted July 2, 1964 is a landmark piece of civil rights legislation in the United States that outlawed major forms of discrimination against racial, ethnic, religious minorities, and women.
Community Gardening - a noncommercial activity in an urban community involving the raising of vegetables, fruits, flowers, and herbs for personal consumption or use.
CORP = Comprehensive Outdoor Recreation Plan - the document prepared and adopted by governmental units that summarize planning efforts for recreation, open space preservation, and resource protection.
Conservation Easement - a holder's nonpossessory interest in real property imposing any limitation or affirmative obligation the purpose of which includes retaining or protecting natural, scenic or open space values of real property, assuring the availability of real property for agricultural, forest, recreational or open space use, protecting natural resources, maintaining or enhancing air or water quality, preserving a burial site, or preserving the historical, architectural, archaeological or cultural aspects of real property.
Cooperative Agreement - an agreement between a conservation organization and nonprofit organization under s. 23.197(4)(b), Stats, setting forth the obligations of each.
CSS = Community Services Specialist – Department staff specializing in grant funding.
Current Owner – is the owner who has the title of the property who sells the property to the sponsor.
Dedicated Match – is the sponsors matching funds. These funds are dedicated or restricted by the donor or funding source to be used exclusively for a particular parcel.
Dedicated State Natural Area – is land accepted and recorded for dedication under the Wisconsin natural areas heritage program as provided under s. 23.29(16), Stats.
DNR = Department of Natural Resources - is an agency within the State of Wisconsin. Referred to as “the department”.
Department Appraisal Guidelines - are the department procedures by which contracted appraisers are required to assess the fair market value of a property where the title is to be acquired in fee simple or easement with funds.
Designated State Natural Area – is a natural area designated as a state natural area under s. 23.28(1), Stats.
Development project - is the construction, renovation, or modification of structures, utilities, facilities, landscaping, or restoration or enhancement of natural communities and other department-approved improvements for the purposes of nature-based outdoor recreation.
Development rights - are the rights of a landowner to develop their property as allowed under state and local laws and ordinances.

Diversified Recreational Trail – is a trail that allows for both non-motorized and motorized uses such as walking, equestrian, biking, skating, and cross-country skiing, ATV, UTV, and snowmobiling.
Easement – is a certain right to use the property of another without possessing the property.
EA = Environmental Assessment - is an assessment of a site to identify potential or known areas of environmental contamination.
Fair Market Value - is the dollar value assigned to a property by a department-approved appraisal conducted in accordance with department appraisal guidelines for the grant.
FY = Fiscal Year - is the period beginning on July 1st of one year and ending on June 30th of the following calendar year.
Force Account – is the performance of a development or maintenance project with the forces and resources of the sponsor, including labor, equipment, and materials.
Fringe Benefits – are the employer's costs for an employee's social security, life and health insurance, unemployment insurance, worker's compensation insurance, retirement and authorized absences such as annual, sick, court or military leave. These costs must be equitably distributed to all employee labor activities.
Grant Agreement - is an unrecorded contract between a sponsor and the department setting forth the obligations of each party.
Grant Contract - is a recorded contract between a sponsor and the department setting forth the obligations of each party.
HA = Habitat Area - is a project that addresses the important habitat needs of wildlife in the state as specified in NR 51.45(1)(a), of the Wisconsin Administrative Code.
Habitat Restoration Project - is the implementation of a specific activity or set of activities to restore or enhance wildlife or fish habitat, natural communities or shorelines.
Indirect Costs - are those ordinary operating expenses of the sponsor not directly related to a specific stewardship project.
IRS = Internal Revenue Service - is the United States Internal Revenue Service.
JFC = Joint Finance Committee - The Joint Committee on Finance is a statutory, 16-member standing committee of the Wisconsin Legislature. The Committee's primary responsibility is to serve as the principal legislative committee charged with the review of all state appropriations and revenues.
LMP = Land Management Plan - is a plan approved by the department detailing how property acquired by a nonprofit conservation organization or a conservation organization with grants under this chapter shall be managed, maintained, and used by the public.
Land Management Practice - is a practice, technique, or measure approved by the department that is determined to be an effective, practicable means of protecting, restoring, or enhancing wildlife or fish habitat.
Landowner - means any individual, partnership, corporation, city, village, town, county, tribe, nonprofit organization, taxing authority or other person holding title to the land by title in fee simple.
Legacy Community – the sponsor has signed the Wisconsin Green Tier Legacy Community Charter before the current grant application deadline of May 1st, and agrees to take actions to achieve superior environmental performance in the areas of water resources management and/or sustainability practices and to share the results of their Green Tier Legacy efforts.
Letter of Retroactivity – is a letter from the department allowing the sponsor to purchase the project property before the grant applications deadline. However it is important to note that this letter does not guarantee the sponsor will be awarded a grant.
LUG = Local Unit of Governments - is a town, village, city, county, tribe, or the Kickapoo reserve management board.
LWCF = Land & Water Conservation Fund – is a federal program enacted in 1965, to provide funds and matching grants to federal, state, and local governments for the acquisition of land and water, and easements on land and water for the benefit of all Americans.
Motorized Recreational Trail - is a trail that allows for motorized uses such as ATV, UTV, and snowmobiles.
NPS = National Park Service - is an office established in 1916 of the U.S. Department of the Interior.
NA = Natural Area – an area of land or water which has educational or scientific value or is important as a reservoir of the state's genetic or biologic diversity and includes any buffer area necessary to protect the area's natural values. Frequently, "natural areas" are important as a reserve for native biotic communities.

NEPA = National Environmental Policy Act - Signed into law on January 1, 1970. Acknowledging the decades of environmental neglect that had significantly degraded the nation's landscape and damaged the human environment, the law was established to foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Americans.
NHPA = National Historic Preservation Act – is legislation intended to preserve historic and archaeological sites in the United States. The act created the National Register of Historic Places, the list of National Historic Landmarks, and the State Historic Preservation Offices.
NBOA = Nature-based Outdoor Activities – there are 5 NBOAs which are identified by the Natural Resources Board (NRB). They are hunting, trapping, fishing, hiking, and cross-county skiing.
NBOR = Nature-based Outdoor Recreation - are activities where the primary focus or purpose is the appreciation or enjoyment of nature. These activities may include but are not limited to hiking, bicycling, wildlife or nature observation, camping, nature study, fishing, hunting, trapping, public shooting range, boating, picnicking, cross-country skiing, canoeing, and multi-use trail activities.
NHI = Natural Heritage Inventory - is a database containing the location and biological status of each natural community and rare species that has been inventoried and evaluated by the natural heritage inventory program.
NRB = Natural Resources Board - is a group appointed by the Governor to advise the department on stewardship policy.
Non-motorized Recreational Trail – is a trail that only allows non-motorized uses such as walking, equestrian, biking, skating, and cross-country skiing.
NCO = Nonprofit Conservation Organization – an organization whose bylaws, charter or incorporation papers reflect as a purpose of the organization the acquisition of property for conservation purposes.
Parcel - is a tract of land which is being conveyed by one deed.
Primary Purpose – the recreational or conservation purpose for which the property is being acquired or developed for.
Project Period - is the length of time specified in a grant agreement or grant contract during which all work shall be accomplished and expenses incurred in order to be eligible for reimbursement.
Property - is land or rights in land.
Public Access - as a condition of the grant contract, a sponsor acquiring property through title in fee simple with a grant shall ensure that the property is available for public access as provided in s. 23.0916, Stats.
RTA = Recreation Trail Aids - the Symms National Recreational Trails Fund Act of 1991 is a federal program that provides funds to the States to develop and maintain recreational trails and related facilities for motorized and non-motorized recreational trail uses.
Region - is one of the 5 department administrative areas within the state.
Residual Value - is any fair market value from an approved property donation that is not utilized as sponsor match in a grant application that may be used for sponsor match in subsequent grant applications.
Reversionary Interest - is the right of the department to assume ownership of a property acquired with a grant as specified in the grant contract.
SCORP = Statewide Comprehensive Outdoor Recreation Plan - is the Statewide Comprehensive Outdoor Recreation Plan prepared by the department.
SHPO = State Historic Preservation Office - an office under the Wisconsin Historical Society which assists communities, organizations, agencies, and individuals identify and protect archaeological sites, burial places, and historic properties in Wisconsin.
Signage - all land purchased with funds from the Knowles-Nelson Stewardship program must be posted as stated in s. 23.09165, Stats.
Smart Growth Plan - is a comprehensive land use plan compliant with s. 66.1001, Stats., and has been adopted by ordinance.
Sponsor - is the city, village, town, tribe, county, nonprofit conservation organization, conservation organization, lake sanitary district as defined in s. 30.50(4g), Stats., public inland lake protection and rehabilitation district, or Kickapoo reserve management board that is applying for or has received a grant under this chapter.
Sponsor Match - is that portion of the acquisition or development cost which is not funded by the state. Eligible sources of sponsor match may include cash from the sponsor; funds generated by local or federal governments; grants or

contributions from foundations, businesses, private individuals or nonprofit organizations; property contributions from a third party if the contribution is made within 3 years of the acquisition of the property, and is considered by the department to be eligible for a stewardship grant from the same program as the property being purchased, and was not originally purchased in whole or in part with state funds; property acquired by the sponsor within 3 years of the acquisition if the property was not purchased with state funds; and property value donated by the property owner.
Stewardship Program – a grant program administered by the department to provide an adequate and flexible system for the protection, development, and use of forests, fish and game, lakes, streams, plant life, flowers, and other outdoor resources in this state.
SAC = Stewardship Advisory Council - is a group appointed by the department secretary to advise the department on stewardship matters. The council shall consist of users of the stewardship grant program and other citizens.
Shoreline Enhancement – is a development or habitat restoration project that serves public recreation or resources conservation purposes and is dependent on being on a shoreline.
Tribe - is a federally recognized tribe or band of tribe in this state.
THPO = Tribal Historic Preservation Officer –are officially designated by a federally-recognized Indian tribe to direct a program approved by the National Park Service and the THPO must have assumed some or all of the functions of State Historic Preservation Officers on Tribal lands.
Urban Area – is any area that is within or is characteristic of a city or village.
UGS = Urban Green Space – is open natural space within or in proximity to urban development that has scenic, ecological, or natural values. Urban Green Space is a subprogram of the Stewardship Program.
UR = Urban Rivers – is a river within a proximity to an urban area. Urban Rivers is a subprogram of the Stewardship program.
WEPA = Wisconsin Environmental Policy Act - is a state law designed to encourage environmentally sensitive decision making by state agencies. Signed into law in 1972, WEPA spells out the state's environmental policy and requires the DNR and other state agencies to consider the environmental effects of their actions *to the extent possible* under their other statutory authorities.

Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act

INSTRUCTIONS FOR APPLICATION FORMS

The instructions below provide an explanation of the information requested on the following forms:

1. Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act Grant Application, Form 8700-191.
2. Recreation Grant Project Cost Estimate Worksheet, Form 8700-014.

To be considered for a grant and to prevent delays in processing you must fill out the application forms completely. Submit your electronic and hard copy application to the DNR region CSS. Pleas feel free to contact your CSS if you have any questions. Applications must be received on or postmarked by May 1 to be eligible for funding. Applications that are received after the deadline date will not be considered for a grant and will be returned to the applicant.

Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, And Recreational Trails Act Grant Application, Form 8700-191

APPLICANT INFORMATION

Most of the application information requested is self-explanatory. All grant payments will automatically be made out to and mailed to the applicant at the address indicated. However, if you anticipate that grant payment would need to be mailed to a different individual or organization (e.g., the municipal treasurer), make sure you fill out the "Mail Check to" section. The check will always be made out to the applicant organization.

SECTION 1: PROJECT INFORMATION

The project information requested is critical to reviewing the eligibility of your project for the grant programs as well as rating your project in the rating and ranking project selection system.

1. PROJECT INFORMATION:

Enter a Project Title, check the Project Type, and enter the Location information including GPS coordinates and Congressional & Legislative District numbers related to the project's location. For all federal grants, you will need to supply a D-U-N-S number. A D-U-N-S number is a unique nine digit identification number. For more information, please see the following website: http://fedgov.dnb.com/webform?source=fedgov

2. **FIANCIAL SUMMARY:**
   a. Enter the Total Project Costs after filling out the Cost Estimate Worksheet, Form 8700-014. Enter your Grant Request amount (can be up to 50% of total project costs).
      - Force account expenses include project sponsor's employee labor, (including fringe benefits), equipment use or time, and the use of materials from the applicant's inventory.
      - Document all donated sources and other governmental unit's contributions.
      - 50% of the value of third party land donations may be directed toward your matching funds amount (50% of total project costs); up to 50% of total project costs may be donations of services, labor, materials, and equipment rental.

3. **PROJECT DESCRIPTION:**

   Provide a thorough description of your project proposal. Include the following:
   a. Primary goal of the project - clearly and concisely describe the benefits of the project, why it is needed, who the intended users are, how the project will serve the community, and how the project will be managed.
   b. Description of the property – indicate the size of the property and describe the natural features of the land. Provide information about natural communities, land cover, species, topography, water resources, and special features (including archeological and historic features, if any). If the project includes a number of parcels of land list those here or attach with the Cost Estimate Worksheet.
   c. Current Site Conditions - describe existing site conditions, current uses of the land, and provide a brief history of past uses and disturbances. Also, describe any present threats to the natural and recreational values of the site.
   d. Structures and Improvements - describe existing physical improvements and structures, if any. This may include, but is not limited to, existing buildings, trails, parking areas, roadways, waterway modification devices, etc.
   e. Development and renovation projects – provide a description of the project and its individual elements.

f. Public Access - Identify access points to the site and how access will be provided. If this is a land acquisition project, describe any plans for vehicle parking and posting of property for public access. If there will not be public access to a portion of the property explain why not.
g. Public Use – Describe how the public will be able to use the site and what activities will be permitted, such as nature study, hiking, biking, picnicking, camping, research, education, hunting, fishing, cross-country skiing, etc.
h. Land Management Practices – describe general land management practices that will be followed to meet the goals of the project and to conserve the natural resources of the site. Describe any site enhancement and restoration plans.
i. Problems – Describe any problems such as exotic species, erosion, over-grazing, dumps, toxic wastes and contamination, debris which needs to be removed, environmental intrusions such as overhead power lines, potential user conflicts, etc. Describe proposed solutions to problems cited above.
j. Implementation – Identify the proposed time line for implementing the key project activities. Identify who is responsible for managing the project. Describe any partners who will play an active role in the project and attach any third party management agreements.
k. Attachments – Use the *Application Checklist* and the project rating questions as a guide for what attachments must be submitted with the completed application.

4. **BACKGROUND SUMMARY**
Describe the planning process and historical background for this project. Include what plan elements and/or goals this project will help implement.

SECTION 2: GENERAL PROJECT INFORMATION

This section consists of a series of short fill-in questions related to the grant program requirements. Provide all required documentation with your completed application.

SIGNATURE BLOCK

The authorized representative for the project (from page 1) must sign and date the application.

APPLICATION CHECKLIST

The application checklist is a listing of required application items to help you organize your application materials. For land acquisitions, check off the items being submitted under the "Acquisition Project" column. For development and renovation projects, check off the items being submitted under the "Development Project" column. Submit an electronic copy of your application and required documents along with the hard copy to your DNR region CSS. If you have any questions or problems with your project application, please contact your DNR region CSS as soon as possible.

SECTIONS 3 – STEWARDSHIP & LWCF PROJECT RATING QUESTIONS
SECTION 4 – ACQUISITION OF DEVELOPMENT RIGHTS RATING QUESTIONS
SECTION 5 – RECREATIONAL TRAILS ACT RATING QUESTIONS

These sections consist of a series of rating questions. Clearly and concisely answer each question that pertains to your project. Provide all documentation with the completed application that is required.

Recreation Grant Project Cost Estimate Worksheet, Form 8700-014

The cost estimate worksheet must be completed and submitted with all acquisition, development, and renovation grant project applications. The purpose of the worksheet is for you to provide us with a breakdown of project costs that we can review for eligibility, appropriateness, and calculating your grant award. For projects that can be phased, separate costs into the phase portions (Phase 1, Phase 2, Phase 3, etc.).

HEADER INFORMATION – Front Side

Enter the self-explanatory header information requested at the top of the front side of the form.

DEVELOPMENT PROJECT ITEMS – Front Side

If you are submitting a development or renovation project, itemize the individual elements of your project on this side of the form. Use multiple copies of the form if needed.

Column 1 – List your individual items or by use area (e.g., trail construction, parking, restroom facility, etc.) Some suggested breakdowns are listed on the reverse side of the form.
Column 2 – Indicate how the item will be obtained:
(C) = the item listed is being obtained through a service contract.
(F) = the item listed includes applicant employee labor, (including fringe benefits), equipment use or time, or the use of materials from the applicant's inventory.
(D) = an item listed is being donated.
Column 3 – enter the Quantity and Unit of Measure used in calculating the cost of the item. (e.g., 1 ea, 200 sf, etc.)
Column 4 – enter the component (unit) costs. (e.g., $2,500, $15/sf, etc.)
Column 5 – enter the Estimated Total Item Cost based on the information provided in columns 3 & 4.

Total the "Estimated Total Item Cost" column and transfer this estimated project total cost to page 1 on the Application Form under the *Finance Summary* Section.

ACQUISITION PROJECT ITEMS – Reverse Side

If you submitting a land acquisition project, complete the table of information requested. There is room for describing 2 parcels (see column headings). If your project consists of more than two parcels, please submit the information for the additional parcels in an attachment.

1. **Parcel Owner** – provide the name of the owner.

2. **Number of Acres Being Purchased** – enter the total number of acres being purchased through the sale.

3. **Grant Eligible Acres** - enter the number of acres of the site that you are requesting a grant for. *Note: Occasionally, an applicant buys a parcel and is only going to use part of it for recreation or in the case of Stewardship grant applications, may only plan to use part of the property for grant eligible nature-based outdoor recreation purposes.*

4. **Option Expiration Date** – if you have a signed option or offer to purchase agreement, enter the date the offer expires

5. **Amount of Offer** – if you have a signed option or offer to purchase agreement, enter the agreed upon purchase price

6. **Appraised Value** – enter the appraised value of the property broken down by land value and improvements value if improvements exist on the property. If a property value has been approved by the DNR, enter the approved amounts. If the appraisal(s) has not been approved enter the value(s) from the appraisal submitted.

7. **Subtotal –** enter the total of the appraised value of the land and improvements in line 6.

8. **Estimated Other Eligible Acquisition Costs Total** – enter the total of any other eligible acquisition costs that are part of your application. Itemize the individual costs below in the space provided. Eligible acquisition costs include the cost of appraisal(s), land surveys, recording fees, relocation payments per §32 Wis. Stats., title evidence, environmental inspections & assessments, and required historical & cultural assessments. *Note: If you are offered a federal grant, only relocation costs per §32 Wis. Stats. are eligible for reimbursement.*

9. **Grand Total Project Costs** – enter the total of lines 7 and 8 in line 9. Then, if you are including information for more than one parcel, total the lines across in column 4 (Total Column). Transfer this estimated project total to page 1 on the Application Form under the *Finance Summary* Section.

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, Wisconsin 53707

RECREATION GRANT PROJECT COST ESTIMATE WORKSHEET
Form 8700-014 Rev. 03/2011

For use with Grant Application Form 8700-191

Sheet of	Project Applicant:	Prepared By:	LEAVE BLANK - DNR USE ONLY
County	Project Name:	Date Prepared:	Project Number

DEVELOPMENT PROJECT ITEMS *List by individual item or break down by Use Areas* (See Item List On Back Of This Form)	Indicate Contract (C) Force Acct. (F) Donated(D)	Quantity and Unit of Measure	Component Costs	Estimated Total Item Cost	INFORMATION PROGRESS Insp. Date - Bill No.				
					Percent Completed				
			TOTAL		TOTAL				

NOTE: For acquisition projects, complete the information on the reverse side of this form.

ACQUISITION PROJECT COST ESTIMATE: NOTE: If project includes more than two parcels, attach additional information

Date Prepared:	Parcel 1	Parcel 2	Total
1. Parcel Owner			
2. Number of Acres being Purchased			
3. Grant Eligible Acres			
4. Option Expiration Date			
5. Option Amount	$	$	$
6. Appraised Value: Land	$	$	$
Improvements	$	$	$
7. Subtotal	$	$	$
8. Estimated Other Eligible Acquisition Costs Total	$	$	$
List costs included in above:	$	$	
	$	$	
	$	$	
9. **Grant Total Project Costs**: (Add Lines 7 & 8)	$	$	$

DEVELOPMENT PROJECT ITEMS LISTING: *NOTE: This list is intended as a guideline and is not a complete list.*
******* Indicates the item is not eligible for Stewardship funding but maybe eligible for the federal programs.***

SERVICES
- Pre-approval Engineering
- Post-approval Engineering
- Supervision
- Feasibility Studies
- Planning
- Administration

BOATING AREA
- Ramp Apron
- Launch Ramp
- Bulkhead/Seawall
- Riprap
- Security Lighting

CAMPSITES
- Tables
- Grills/Fire Rings
- Camp Pads (Gravel, Asphalt)
- Refuse Containers

EQUIPMENT
- Benches
- Trash Receptacles
- Other (identify)

FISHING AREA
- Fishing Pier
- Bank Stabilization
- Riprap
- Bank Fishing Site

LANDSCAPING
- Tree/Shrub Planting
- Sodding/Grass Seed
- Mulch/Fertilizer
- Retaining Walls

OTHER/MISCELLANEOUS
- Specify

PARKING
- Gravel/Paving
- Curbs/Bumper blocks
- Striping

PICNIC AREA
- Tables/Grills
- Trash Receptacles
- Shelters
- General Construction
- Electrical/Water Service

PLAY AREA
- Play Equipment
- Equipment Installation
- Surfacing Material

ACCESS ROADS
- Gravel Base/Paving
- Curb and Gutter

SIGNING
- Signs
- Posts/Hardware
- Installation
- Walkways/Trails
- Interpretive/Informational
- Parking

SITE PREPARATION
- Cleaning/Grubbing
- Rough Grading/fine Grading
- Fill/Top Soil
- Building Demolition
- Drainage Structures
- Storm Sewers

SPORT COURTS****
- Tennis****
  - Sand Lift
  - Gravel/Paving
  - Fencing
  - Color Coating
  - Lighting
- Volleyball****
- Basketball****
- Hockey Rinks****
  - Sand/Gravel Base
  - Dasher Boards
  - Lighting
  - Water Hydrant
- Multipurpose Courts****

SPORTS FIELDS-*should include specific items as shown under Softball.*
- Softball****
  - Infield Mix
  - Backstop/Fencing
  - Grass Seeding/Sodding
  - Player Enclosures
  - Bleachers with Pads
  - Lighting
  - Sprinkling Sys/Drainage Tile
- Soccer/Football****
- Baseball****
- Skating Rinks****
- Multipurpose Game Fields****
- Sledding/Toboggan Hills

SWIMMING AREA
- Beach
  - Dredging
  - Sand Blanket
  - Raft/Pier
  - Guard Towers
  - Buoys & Ropers
  - Bathhouse
- Swimming/Wading Pool****
  - Pool Tank
  - Filtration Equipment
  - Fencing
  - Pool Equipment

TOILETS
- Flush Toilets
  - General Construction
  - Plumbing
  - Electrical
  - Sewer/Water Laterals
- Vault Toilets

TRAILS
- Clearing
- Surfacing
- Overview Structures
- Boardwalks
- Culverts
- Bridges
- Grading

UNDERGROUND ELECTRIC
- Trenching
- Junction Boxes
- Conduit
- Transformers

WALKWAYS
- Fill
- Gravel
- Paving
- Culverts
- Bridges
- Curb Cuts

WATER SYSTEMS
- Well
- Pump
- Distribution
- Fountains
- Spigots/Hose Bibs

APPENDIX M

STEWARDSHIP LOCAL ASSISTANCE, FEDERAL LAND & WATER CONSERVATION FUND, & RECREATIONAL TRAILS ACT GRANT APPLICATION Form 8700-191 (Rev. 01/2016)

NOTICE: Use of this form is required by the Department for any application filed pursuant to ss. NR 50.06, NR 50.21, and NR 51, Subchapters XI-XV, Wis. Adm. Code. The Department will not consider your application unless you complete and submit this application form. Personal identifiable information will only be used in conjunction with the programs listed above. If you have any questions contact your local community service specialist. Personally identifiable information provided on this form will be used for program administration and will be available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

For DNR Use Only

Eligible For:

- ☐ ACQUISITION & DEVELOPMENT OF LOCAL PARKS
- ☐ URBAN RIVERS
- ☐ LAND AND WATER CONSERVATION FUND
- ☐ ACQUISITION OF DEVELOPMENT RIGHTS
- ☐ URBAN GREEN SPACE
- ☐ RECREATIONAL TRAILS ACT

Applicant	Individual Authorized to Act on Behalf of Applicant:
Street or PO Box	Title
City, State, Zip Code	Telephone Number: ( ) / Fax Number: ( )
County / Current Population / Year	E-Mail Address

Mail Check to (If different from applicant):

Name:	Address:
Organization:	City / State / Zip

REQUIREMENT: **Is this project part of an adopted comprehensive outdoor recreation plan that has been approved by the DNR?** ☐ **Yes** ☐ **No**

INSTRUCTIONS:

- Complete Sections 1 and 2 and the appropriate project rating sections - 3, 4 or 5.
- Submit an electronic version (cd, flash drive) of application and applicable materials with hard copy.
- Answer all questions in provided space. Attach additional pages if needed.

SECTION 1: PROJECT INFORMATION

Project Title:

Financial Summary

Total Project Costs (from Worksheet, Form 8700-014)	**Grant Request** (up to 50%)
$	$

Project Type: (Check one) ☐ Maintenance (RTA only)

☐ Development ☐ Renovation

☐ Land Acquisition ☐ Easement

Project Location

Township	Range	Section	1/4 1/4	County

GPS Coordinates:

Congressional/Legislative District Numbers

WI Senate	WI Assembly	US Congress

D-U-N-S #

Sponsor Match Sources:

Sponsor Funds:

Cash $ _____

Force Account Labor _____

Force Account Equipment _____

Force Account Materials _____

Donations (Non-Governmental)

Land $ _____

Cash _____

Labor _____

Materials _____

Equipment _____

Other Government's Contributions $ _____

_____ _____

_____ _____

_____ _____

Total Sponsor Match: $

PROJECT DESCRIPTION: **Provide a detail description of the project proposal that includes the primary purpose and goals; description of the project (site, existing conditions, improvements); public access and use; land management plans; problems; implementation and key partnerships; timeline; and operation and maintenance of the project. Attach additional pages if needed.**

BACKGROUND SUMMARY: **Provide a description of the project's planning process and historical background.**

SECTION 2: GENERAL PROJECT INFORMATION

1. **Park/Trail/Recreational Area Name:** _____ (i.e. Lakeshore Park, Big Ben Recreational Area, Six Mile Wilderness Trail, etc.)

   Total Park Acreage: _____ **Acreage for this Project:** _____

   ☐ **Project site is undeveloped** ☐ **Project site is partially developed**

2. **Are there any underground utility easements or overhead power lines on the property? Explain:**

3. **How will the public access the property? (Check types)**

   ☐ **Roadway** ☐ **Trail** ☐ **Adjacent applicant property** ☐ **Other:** _____

   ☐ **By Water**

4. **When will the property or facility be open to the public?** _____

5. **Who is the primary project manager?** ☐ **Applicant from Page 1** ☐ **Other – Specify:**

6. **Who is handling the financial administration of the project?** ☐ **Applicant from Page 1** ☐ **Other - Specify:**

7. **Estimated Project Timeline:**

   Acquisition: Have you already purchased the property? If yes, date _____

   If so, have you received a DNR "letter of retroactivity" for the project? ☐ **Yes** ☐ **No**

   If no, anticipated closing date: _____

   Development: Anticipated Start Date _____

   Anticipated Completion Date _____

8. **Describe the current project site and use. (Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.)**

9. **Are there any known controversies/complications with the proposed project? Are there any measures proposed to address the controversies/complications?**

10. **Has the area been surveyed for endangered and rare species? If yes, explain.**

11. Have you discussed the project with your regional DNR Community Services Specialist? ☐ **Yes** ☐ **No**

DNR Contact _____ _____

12. What public use activities will be available within this park, recreational area, greenspace, etc? (check all that apply)

☐	1.	Hiking	☐	14.	ATV trail
☐	2.	Hunting	☐	15.	Snowmobile trail
☐	3.	Fishing	☐	16.	Picnic area
☐	4.	Trapping	☐	17.	Snowshoeing
☐	5.	Cross-country skiing	☐	18.	Nature study/wildlife observation/photography
☐	6.	Non-motorized boat access (canoe, kayak)	☐	19.	Bird Watching
☐	7.	Motorized boat launch		20.	Other activities (describe):
☐	8.	Swimming area	☐		_____
☐	9.	Biking	☐		_____
☐	10.	Horseback riding	☐		_____
☐	11.	Camping facilities	☐		_____
☐	12.	Playground/playfield/intensive recreational area	☐		_____

IF ACQUISITION: *Also, complete back of Form 8700-014, Cost Estimate Worksheet*

13. The landowner (seller) is a(an): ☐ **Individual** ☐ **Developer** ☐ **Corporation** ☐ **Other:**_____

14. Is the property located within the boundaries of another unit of government? ☐ **Yes** ☐ **No**
If yes, attach copy of approval resolution from other jurisdiction.

15. Is the property currently being leased or rented? ☐ **Yes** ☐ **No**
If yes, Date agreement expires: _____
If yes, explain and include copy of the lease.

16. Are there any buildings on the property? ☐ **Yes** ☐ **No**
If yes, explain what will be done with them.

17. After (or at the time of) the land purchase, will a conservation easement be executed on the property?
☐ **Yes** ☐ **No** **If yes, explain and attach draft easement.**

18. Did the seller originally acquire property 3 or less years before expected date of purchase? ☐ **Yes** ☐ **No**
If yes, attach copy of seller's deed for potential grant calculation purposes.

19. Will the property be transferred to another eligible sponsor? ☐ Yes ☐ No
If yes, explain and provide the adopting resolution from the accepting sponsor and agreement between you. Has the accepting sponsor been notified of the legal requirements of the program and agree to abide by them?

20. Is seller requiring payment for property over time? ☐ Yes ☐ No
If yes, explain.

IF DEVELOPMENT: *Also, complete form 8700-014, Cost Estimate Worksheet*

21. Does someone other than the applicant from page 1, own the site? ☐ Yes ☐ No
If yes, explain and attach easement or lease document.

22. Does the State of Wisconsin own the site? ☐ Yes ☐ No
If yes, explain and attach the land use agreement/memorandum of understanding.

23. What soil disturbance will be occurring on the site and what is the size of the total disturbed area?

I certify that information in this application and all its attachments are true and correct and in conformity with applicable Wisconsin Statutes. My completed application includes Section 1 and 2 plus Sections ☐ 3, ☐ 4, and/or ☐ 5.

Name of Authorized Representative	Title
Signature	Date Signed

Send completed application materials to your DNR Region Community Services Specialist.

Community Services Specialist
West Central Region
1300 W. Clairemont Avenue
Eau Claire WI 54701
TELEPHONE: (715) 839-3751
FAX: (715) 839-6076

Community Services Specialist
Northeast Region
2984 Shawano Ave.
Green Bay, WI 54313-6727
TELEPHONE: (920) 662-5121
FAX: (920) 662-5413

Community Services Specialist
Northern Region – Spooner
810 W. Maple Street
Spooner, WI 54801
TELEPHONE: (715) 635-4130
FAX: (715) 635-4105

Community Service Specialist
Northern Region - Cumberland
1341 2nd Avenue, PO Box 397
Cumberland, WI 54829-0397
TELEPHONE: (715) 822-2758
FAX: (715) 822-3592

Community Services Specialist
South Central Region
3911 Fish Hatchery Rd
Fitchburg WI 53711
TELEPHONE: (608) 275-3265
FAX: (608) 275-3338

Community Services Specialist
Southeast Region
2300 N. Dr. Martin Luther King Jr. Dr.
Milwaukee WI 53212
TELEPHONE: (414) 263-8610
FAX: (414) 263-8661

Community Services Specialist
Northern Region – Rhinelander
107 Sutliff Avenue
Rhinelander, WI 54501
TELEPHONE: (715) 365-8928
FAX: (715) 365-8932

Stewardship & LWCF Project Rating Questions -- Go To Section 3
Acquisition of Development Rights Rating Questions – Go To Section 4
Recreational Trails Act Project Rating Questions – Go To Section 5
Answers all questions and submit required information when instructed.

Application Checklist: *Complete this form as you assemble your grant application. (✓) items included with your application.*

ACQUISITION PROJECT	DEVELOPMENT PROJECT	APPLICATION ITEM
☐	☐	1. Completed Application
☐	☐	2. Project Resolution by Grant Sponsor *(see example in Appendix F)*
☐	☐	3. Project Location Map
☐	☐	4. Project Boundary Map *(see example in Appendix C)*
☐	☐	5. Topographical Map
☐	☐	6. Legal Description and GPS Coordinates
N/A	☐	7. To-scale Site Plan, Preliminary Building Drawing Plans *(example in Appendix E)*
☐	N/A	8. Conceptual Future Site Plan - if trails, facilities, etc., are to be developed *(see Appendix E)*
N/A	☐	9. Estimated Construction Timeline, Including Schedule of Dev. Phases (if applicable)
☐	☐	10. Cost Estimate worksheet - Form 8700-014 *(Appendix L)*
N/A	☐	11. Draft Easement or Lease Document (if development project is on land not owned by applicant)
	☐	12. Required Permits
☐	☐	13. Appraisal(s) (For Development Projects - Third party land donation used as match)
☐		14. Just Compensation Form (if price negotiated & federal funds are being considered)
☐		15. Relocation Plan (if applicable)
☐		16. Signed Option or Offer to Purchase
☐		17. Agricultural Impact Statement (if applicable)
☐	☐	18. Environmental Hazards Assessment Form (Form 1800-001)
☐	☐	19. If brownfield site - remediation plan information
☐	☐	20. If brownfield site and remediation has occurred - signed DNR Final Close Out Letter
☐	☐	21. Parkland Dedication Ordinance Adoption Resolution (if applicable)
☐	N/A	22. If property located in another jurisdiction - approval resolution from other jurisdiction
☐		23. If seller has owned property for less than three (3) years - copy of seller's deed
☐	☐	24. Electronic version of application and required documentation.
☐	N/A	25. Knowles-Nelson Stewardship grant Public Access & Acceptable Uses Form (Form 8700-332) - *(Appendix I)*
☐	☐	26. Copy of Warranty Deed

For DNR Use

SECTION 3: Stewardship & LWCF Project Rating Questions

GRANT ELIGIBILITY REQUIREMENTS	Maximum Points	ADLP	URBAN RIVERS	URBAN GREEN SPACE	LWCF
A. COMPREHENSIVE OUTDOOR RECREATION PLAN – The project is referenced in a locally adopted comprehensive outdoor recreation or land use plan. **Plan:** **Page #:** **Include plan cover page and pages on which the project appears.** *IF NO – YOUR PROJECT IS INELGIBLE!*	YES	YES NO	YES NO	YES NO	YES NO
B. NATURE-BASED OUTDOOR RECREATION – The recreational opportunities provided by the project will only be nature-based outdoor recreation. *Do not confuse this with the nature-based outdoor activities requirement of hunting, trapping, fishing, hiking, and cross-country skiing. The project's primary focus or purpose is the appreciation or enjoyment of nature. Activities include, but not limited to hiking, bicycling, picnicking, camping, fishing, nature study, etc. Ineligible activities include but are not limited to sports that require extensively developed open space such as dedicated sports fields, swimming pools, and tennis courts.* **Explain the primary focus or purpose of the project:** *IF YOUR PROJECT CONTAINS ACTIVE RECREATION, PLEASE CONTACT YOUR COMMUNITY SERVICES SPECIALIST FOR FURTHER GUIDANCE!*	YES	YES NO	YES NO	YES NO	

Project Rating Questions

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	Maximum Points	ADLP	URBAN RIVERS	URBAN GREEN SPACE	LWCF
ACQUISITION & DEVELOPMENT PROJECTS					
1. **ECONOMIC OR COMMUNITY DEVELOPMENT PLAN – The project is referenced in a locally adopted economic, community, or comprehensive development plan. (1 pt.)** *The plan recognizes the importance of outdoor public recreation to the community's development or economy.* **Plan:** **Page #:** **Include plan cover page and page on which the project appears.**	1	1	1	1	1

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
2. **SUPPORTS REGIONAL PLANS - The project implements a recommendation contained in a regional plan of another unit of government**. **(1 pt.)** *Project must implement a recommendation in a regional plan from another unit of government, such as a Regional Planning Commission Plan, an Integrated Resource Management Plan, Economic Plan, or the DNR's Land Legacy Report. Regional Planning Commission Plans count if the plan is other than the one that established eligibility.* **Plan:** **Page #:** **Include plan cover page and page on which the project appears.**	1	1		1	1
3. **INTERGOVERNMENTAL COOPERATION AND PLANNING - The project is being implemented by two distinct governmental agencies. (2 pts.)** *At least two different governmental agencies must be involved in a consolidation effort that predicts a financial savings or a user end benefit over what would have been provided had the project not been consolidated. Examples include a local governmental unit taking over the development and management of a state operated facility and a comparison of cost savings because of that effort; or, two local units of government working together to provide one facility that both can use instead of each implementing similar facilities.* ***In order to receive this point, the application must show what action the other government will undertake*** *– support letters alone will not meet the question's standards.* **Explain:**	2	2		2	2
4. **LINEAR CORRIDORS - The project will acquire or develop a segment of linear parkway, trail, or environmental corridor which links existing parks, recreational areas, or state and multi-county trails to one another or to a city center, or other recreational site. (1 pt.)** *The project must acquire land that is part of a land corridor planned to provide a linkage between trails or other recreational sites, or recreational sites to a business or residential center, develops existing trail corridors, or develops land that provides a linkage between trails or other recreational site. Linear corridor must be land-based.* **Explain:**	1	1	1	1	1
5. **SUPPORTS MULTIPLE SEASONAL RECREATIONAL OPPORTUNITIES- The project provides or supports <u>multiple seasonal and recreational opportunities</u> (minimum 4 activities) for nature-based outdoor recreation that is feasible for the site. (1 pt.)** **Explain:**	1	1	1		1

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
6. **OVERALL ECONOMY OF COMMUNITY** **a. The project will provide a positive economic effect on the local economy by creating opportunities to improve or generate private-sector outdoor recreation support industries. (1 pt.)** *The project will create partnerships that will expand outdoor recreation opportunities that will generate additional income to private-sector businesses. An example includes additional revenue generated by a bicycle shop renting bicycles to people to use on the trail system. Specific documentation must be included to be eligible for this point.* **OR** **b. The project is part of community's renovation plan where the public and private sectors will integrate their resources to create a mutual positive effect on the community's recreational and business zones beyond what their individual efforts can achieve. (2 pts.)** *The project will implement an element of a larger redevelopment plan where private-sector businesses will renovate, improve, and redesign existing infrastructure to take advantage of the recreational area being created. Example: All businesses along an urban waterway renovate their buildings to take advantage of the newly created riverfront park providing services to the park user. The plan must directly include the recreational component.* **Explain:**	2	1 Or 2	1 Or 2	1 Or 2	1 Or 2
7. **QUALITY OF LIFE – The project will improve the quality of life of the community by promoting educational, healthy living, economic, or social benefits to the community. (1 pt.)** *Sponsor must identify potential benefits the community will receive due to the educational, healthy lifestyle, economic, or social improvements the project will provide. An example would be a company locating a plant in the community because of the recreational opportunities provided is an important consideration for potential employees.* **Explain:**	1	1	1	1	1
8. **COMMUNITY SUPPORT – The project involves a Friends Group, a group of volunteers, or business directly sponsoring or supporting it. (1 pt.)** *Civic groups, citizen volunteers, businesses, etc. who will support and will be involved in the project. The support letters must be included with the application to receive this point.* **Explain:**	1	1	1	1	1

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
9. **FINANCIAL SUPPORT** **a. A local service or business organization, other unit of government, or nonprofit organization is contributing 25% to 49% of sponsor's cost share of total project costs. (1 pt.)** ***OR*** **b. A local service or business organization, other unit of government, or nonprofit organization is contributing 50% or more of sponsor's cost share of total project costs. (2 pts.)** *The contribution may consist of cash or donations of land, labor, services, materials, or equipment rental. The contribution must be documented in the application to receive these points.* **Explain and Provide Documentation:**	2	1 Or 2	1 Or 2	1 Or 2	1 Or 2
10. **PREVIOUS GRANTS** **a. The sponsor has never received a Local Assistance, LWCF, or RTA grant in the past. (3 pts.)** **OR** **b. The sponsor has not received a Local Assistance, LWCF, or RTA grant in the last 5 years. (1 pt.)** *All past Stewardship Local Assistance, Land & Water Conservation Fund, and Recreational Trails Act grants projects are complete. Previous development grantees get the point if it has been less than one full construction year since grant award. A new sponsor shall receive credit for this question.* **Explain:**	3	3 Or 1	3 Or 1	3 Or 1	3 Or 1
11. **POTENTIAL FOR ENHANCING TOURISM** **a. The project will attract some visitors from outside the community. (1 pt.)** **OR** **b. The project will be of region-wide significance in terms of travel. (2 pts.)** *Regional significance could be for trails on the state trail system or trails that connect to state trails, or trails that cover more than one county, boat launching site that handles high volume launching, or river corridors that connect to state or regional parks.* **OR** **c. The project will be of statewide significance in terms of travel. (3 pts.)** *The project will be used to attract large attendance, such as nature centers or other nature-based outdoor recreation focused facilities of statewide significance. Documentation must be provided to receive these points* **Explain:**	3	1 Or 2 Or 3	1 Or 2 Or 3	1 Or 2 Or 3	1 Or 2 Or 3

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
12. **HEALTH OR SAFETY CORRECTION – The project will correct a documented health or safety problem at a public facility open for public use. (1 pt.)** *Only documented problems can be considered. For example: State or local inspections of sanitary facilities or documented reports of conflicts between bikers and horseback riders.* **Explain:**	1	1			1
13. **SMART GROWTH PLAN – A comprehensive land use plan compliant with s. 66.1001, Wis. Stats., (*aka* Smart Growth) has been adopted by ordinance. (0.5 pt.)** *A copy of the adoption resolution must be submitted with the application to get this half point.*	.5	.5	.5	.5	.5
14. **NATURAL HERITAGE INVENTORY (NHI) OR HISTORICAL OR CULTURAL SITE – The project is on the NHI or restores or preserves an area with significant historical or cultural value. (2 pts.)** *The project must be listed on the Natural Heritage Inventory (NHI) or is of local historical or cultural significance. The Natural Heritage Inventory is prepared and maintained by the DNR's Bureau of Endangered Resources.* **Explain and Provide Documentation:**	2	2	2	2	2
15. **SUPPORTS OTHER WATER QUALITY PLANS** **a. The project is in another plan, other than the Local Comprehensive Outdoor Plan that establishes eligibility, including water quality management plans. (1 pt.)** *The project must be included in a recreation, natural resource, environmental, economic, or land use plan of another local unit of government, state agency or non-profit conservation organization. A copy of the plan must be provided.* **OR** **b The project will implement recommendations of a riverway plan. (2 pts.)** *The project is in a river corridor plan and should include integrated resource management methods that call for outdoor recreation, water quality, habitat restoration and preservation, open space planning, economic development, municipal master planning, etc.* **Explain and submit copy of plan cover and relevant pages:**	2		1 Or 2		

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
16. **NATURAL RESOURCES VALUES** **a. The project will improve water quality by acquiring or restoring existing erosion problem area(s) or converting hard surfaced lands to green space. The project will be left in a natural state. (1 pt.)** *The project will stabilize eroding lands or convert hard surfaced lands to green space. Property along a waterbody identified as a "Special Natural Resources Interest" (under Chapter NR 1, Wis. Admin Code) would qualify for this point.* **OR** **b. The project will provide for acquisition or restoration of wetlands defined in the Wisconsin Wetland Inventory (or another approved wetland delineation or inventory) or documented other key habitat area that will be left in a natural state. (2 pts.)** ***(Acquisition only.)*** *The project acquires land as defined in the Wisconsin Wetland Priority Plan, restores wetland habitat, or protects habitat identified. The project must acquire or restore habitat documented to be critical to protecting environmental quality. Acquisitions adjacent to Outstanding and Exceptional Resource Waters would also qualify for this point. This project must be left in a natural state.* **Explain and provide documentation:**	2		1 Or 2		
17. **DAM REMOVAL – The project completes a shoreline enhancement project associated with a river or stream corridor restoration plan following a recent dam removal. (2 pts.)** **Explain:**	2		2		
18. **OUTDOOR RECREATION FOR ALL** **a. The project expands outdoor recreation near an urban center. (1 pt.)** *The project provides for an expansion of outdoor recreation that is within easy walking distance (1/4 mile or less) from urban centers. Urban centers would include the traditional business retail centers and residential areas contiguous to the business retail center.* **OR** **b. The project will serve the documented needs of special populations in urban areas. (2 pts.)** *The project will be used to fulfill identified outdoor recreational needs of special populations (elderly, disabled, low income or minority groups). The sponsor must be able to identify the special population in the project narrative and be able to support with evidence any statement to the above to be eligible for these points.* **Explain:**	2		1 Or 2	1 Or 2	1 Or 2

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
19. **PUBLIC ACCESS TO RIVER** **a. The project will improve or expand an existing public access. (1 pt.)** *The project will expand and/or improve an existing river access; a project bought for a bird nesting area, nature preserve, etc., that would exclude the public would not be eligible for this point.* **OR** **b. The project provides access to the river where none is available now. (2 pts.) (Acquisition only)** *The project will provide new access for riverfront users where no public access in the immediate area is now available. A project bought for a bird nesting area, nature preserve, etc., that excludes the public because of single use activities or areas with undeveloped public-owned land would not be eligible for these points.* **Explain and provide maps of area showing access points:**	2		1 Or 2	1 Or 2	1 Or 2
20. **COUNTY POPULATION WHERE PROJECT IS LOCATED –** ***For these questions see the Wisconsin population estimates & metro area charts in Appendix A.*** **The project is located:** **a. In a county that has a city with a Jan. 1, 2015 population of 50,000 or more. (*1 pt.)*** **b. In a county where the five- year population growth rate (2010-2015) exceeds 1.2% (State growth rate) *and* the total population as of Jan. 1, 2015 exceeds 50,000. (*1 pt.)*** ***c.* Within 50 miles of a recognized metropolitan area. (*1 pt.)***	3		1 1 1	1 1 1	
21. **TWO OR MORE GOVERNMENTS IMPLEMENTING A RIVER PLAN** **a. The planning area has 2 or more local units of government cooperating. (1 pt.)** *Two separate local units of government – county, city, town, village, or tribe – are cooperating and implementing a river corridor plan.* **OR** **b. County-wide or two or more counties cooperating. (2 pts.)** *Includes all communities located on the river within the county. Communities, counties, cities, towns, villages, or tribes – are cooperating and implementing a river corridor plan.* **Explain and provide documentation:**	2		1 Or 2		
22. **DEDICATED ACQUISITION OR MAINTENANCE FUND -. The sponsor has a non-budget, dedicated acquisition or maintenance fund, established to maintain and improve the community's/organization's recreational areas. The revenue generated for this fund comes from non-budget sources, such as parkland dedication or impact fee ordinances, endowments, donations, etc. (1 pt.)** *The dedicated fund is used to recover costs for the acquisition, development, and/or maintenance of parks and open space.* **Explain and provide documentation:**	1	1	1	1	1

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
23. **COMPLETE APPLICATION – A complete application was submitted by the deadline. (1 pt.)** *Mailed applications with electronic version must be postmarked or received on or before May 1. A complete application consists of all documentation required in the application form checklist for the appropriate project type (located in Appendix M). All required items must be filled out in their entirety.*	1	1			1
24. **MATCHING FUNDS – Matching funds are budgeted or available immediately. (1 pt.)** *The project can start with matching funds available immediately upon approval of the grant.* **Explain:**	1	1	1	1	1
25. **AMERICA'S GREAT OUTDOORS** **The proposed project will implement a segment of Wisconsin's America's Great Outdoors projects. (1 pt.)** Wisconsin's AGO projects are: the Lake Michigan Shoreline, Ice Age Trail (Central Wisconsin), Mississippi Bluff Lands, and Milwaukee River Watershed. (See http://americasgreatoutdoors.gov/ for more information) **Explain:**	1				1
ACQUISITION PROJECTS ONLY					
26. **NEW PARK OR CONTIGUOUS RECREATION LAND – a. The project will acquire new park and recreation lands. (2 pts.)** *Project sponsor must be acquiring land for the community's first park, or for a park in an area in a community that isn't served by a park. An area is determined by the service area standards set in the local comprehensive outdoor recreation plan. Project must acquire land for non-intensive use in communities.* ***OR*** **b. The project will provide acquisition of land contiguous to existing recreation sites. (1 pt.)** **Explain:**	2	2 Or 1	2 Or 1	2 Or 1	2 Or 1
27. **WATER-BASED ACTIVITIES ACQUISITION** **The project acquires land that provides for water based activities, defined as swimming, shore or ice-fishing, ice skating, or non-motorized boat access. (1 pt.)** **Explain:**	1	1	1	1	1

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
28. **APPRAISALS – Appraisals are complete and submitted to the DNR with the application. (1 pt.)** **Appraisal Date:** _____ **Date Submitted to DNR:** _____	1	1	1	1	1
29. **OFFER TO PURCHASE – The sponsor has an accepted option or offer to purchase agreement. (1 pt.)** *The option or offer to purchase must be signed by the landowners.* **Include copy of option or offer to purchase with application:** **Date of offer/option:** _____ **Offer/Option Expiration Date:**_____	1	1	1	1	1
30. **BROWNFIELDS SITE** **The project involves brownfields redevelopment, as the term is defined in s. 23.09(19)(a)1, Stats., and the sponsor pledges to sign an agreement with the DNR under s. 292.11(9)(e)7, Stats., prior to property acquisition. This agreement requires the LUG to conduct any necessary sampling and cleanup of the property, if determined necessary by the Department, once the property is acquired. (3 pts.)** **Explain and provide documentation:**	3		3	3	
31. **NATURE-BASED OUTDOOR ACTIVITIES** **a. The project will allow four of the five nature-based outdoor activities. (1 pt.)** Check those that apply: ____ **Hunting** ____**Trapping** ____ **Fishing** ____ **Hiking** ____ **Cross-Country Skiing** **Or** *b.* **The project will allow all nature-based outdoor activities. (3 pts.)** *Nature-based outdoor activities are defined as hunting, trapping, fishing, hiking, and cross-country skiing.*	3	1 Or 3	1 Or 3	1 Or 3	
32. **AESTHETIC VALUE** **a. The project will acquire and protect existing green space area(s). (1 pt.)** *The project will add existing "undisturbed by development" land within an area where the majority of the surrounding land has been developed.* **OR** **b. The project will acquire lands that are presently developed and will include substantial renovation, restoration, or revitalization of a blighted area. (2 pts.)** *The project will restore under-utilized land for useful outdoor recreation purposes. An example would be: purchasing a partially used or unused building or a parking lot on the river and converting the land into passive or active green space and renovated support facilities.* **Explain:**	2		1 Or 2	1 Or 2	

Note: Uness otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
33. **WATER-BASED RECREATION** **a. The project provides recreation on a waterbody where none is available now. (2 pts.)** **Or** **b. The project will improve an existing recreation site. (1 pt.)** *The waterbody must be navigable.* **Explain:**	2	2 Or 1	2 Or 1	2 Or 1	2 Or 1
34. **WETLANDS ACQUISITIONS – The project provides for acquisition of wetlands defined in the Wisconsin Wetland Inventory or another approved wetland delineation or inventory and preserved through the property management plan. (1 pt.)** *Other approved wetland delineations or inventories must be approved/accepted by the project sponsor and the wetland area must be preserved through the property management plan. Wetlands include aquatic bed plants, sphagnum moss, marsh and wetland meadow, wet shrubs, wet forests, shallow open water, and non-vegetated wet soil.* **Explain:**	1	1	1	1	1
35. **WETLANDS RESTORATION - The project provides for restoration of wetlands defined in the Wisconsin Wetland Inventory or another approved wetlands delineation or inventory and preserved through the property management plan. (1 pt.)** *Other approved wetland delineations or inventories must be approved/accepted by the project sponsor and the wetland area must be identified to be restored preserved. Wetlands include aquatic bed plants, sphagnum moss, marsh and wetland meadow, wet shrubs, wet forests, shallow open water, and non-vegetated wet soil.* **Explain:**	1	1	1	1	1
36. **COMMUNITY GARDENS – The project will provide community garden plots for non-commercial gardening activities involving raising vegetables, fruits, flowers, and herbs for personal consumption or use. (1 pt.)** **Explain:**	1			1	

DEVELOPMENT PROJECTS ONLY

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
37. **RAILROAD CORRIDOR - The project will develop an abandoned rail corridor for trail use. (1 pt.)** **Explain:**	1	1			1
38. **RESTORATION OR RENOVATION OF RECREATIONAL FACILITIES - The project will specifically provide for the renovation or replacement of outdoor recreation facilities that are in danger of being lost for public use or updating existing facilities to meet current Americans with Disabilities Act requirements. (1 pt.)** **Explain:**	1	1	1		1
39. **SPONSOR INITIATION OF PROJECT** **a. The sponsor has acquired the land for the project without grants assistance. (2 pts.)** **b. The sponsor has completed development of some basic eligible facilities without grant assistance in the past 5 years. (1 pt.)** **Explain**:	3	2 1			2 1
40. **BROWNFIELDS SITE** **The project involves brownfields redevelopment, as the term is defined in s. 23.09(19)(a)1, Stats., and the land is in the process of being remediated or remediation has been completed. (1 pts.)** *The sponsor must have a remediation plan and schedule approved by the DNR. Documentation of the both must be submitted with the application to receive this point. If remediation is completed, a copy of the close out letter from DNR must be submitted.* **Explain and provide documentation:**	1	1	1		1

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**ADLP**	**URBAN RIVERS**	**URBAN GREEN SPACE**	**LWCF**
41. **WISCONSIN MADE PRODUCTS - The project involves the use of materials or products that are made in Wisconsin. (1 pt.)** Include documentation of materials and sources. **Explain:**	1	1	1		1
42. **RECYCLED OR RE-USED PRODUCTS** -**The project involves the use of materials or products with recycled content or being re-used. (1 pt.)** Include documentation of materials and sources. **Explain:**	1	1	1		1
43. **CONSTRUCTION TIMELINE – The project will be implemented immediately and can be completed in two construction seasons. (1 pt.)** *Sponsor must provide that match funds are budgeted, provide copies of a site plan, and construction plans for the project in order to receive this point.* **Explain:**	1	1			1
ACQUISITION & DEVELOPMENT PROJECTS					
SUBTOTAL PROJECT SCORE					
44. **ACTIVE PROJECT -- POINT ADJUSTMENT** For each active project that a sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, and Recreation Trails Act grant programs, points will be deducted from the total project application score as follows: ***No. of Active Projects*** _____					
Three or more active projects –deduct 5 pts.	-5	-5	-5	-5	-5
Two active projects – deduct 3 pts.		-3	-3	-3	-3
One active project – deduct 1 pt.		-1	-1	-1	-1
NOTE: An "active project" is defined as a project where the scope has not been completed. Development projects are allowed one full construction season from the grant award start date before being defined as "active", acquisition projects are considered "active" if the grant award is prior to July 1 of last grant cycle. The final reimbursement claim must be submitted to the regional office in order to remove the project from the "active project" list.					
TOTAL PROJECT SCORE					

TIE BREAKERS	Maximum Points	ADLP	URBAN RIVERS	URBAN GREEN SPACE	LWCF
T1. POPULATION SERVED – The project will serve a population (sponsor) of 5,000 or more. (0.1 pt.) *Determined from Dept. of Administration January 1, 2013, population estimates.(See Appendix A)*	.1	.1	.1	.1	.1
T2. FIRST OF A KIND – The project will result in a first-of-a-kind facility for the project sponsor or service area. (0.1 pt.) *Facility can be judged on a service area basis as defined in the outdoor recreation plan.* **Explain:**	.1	.1	.1		.1
T3. TRAIL SYSTEM – The project will provide or support a regional or statewide land based recreational trail system. (0.1 pt.) **Explain:**	.1	.1	.1	.1	.1
T4. ACCESSIBILITY RENOVATION – The project will provide for major renovation or updates for disabled accessibility to a currently developed park or recreation area having limited or no accessibility. (0.1 pt.) *Examples include items such as sanitary facilities, shelters, or parking lots.* **Explain:**	.1	.1	.1		.1
T5. NATURAL WATERBODY – The project will improve recreational opportunities on a natural waterbody. (0.1 pt.) *Waterbody must be navigable.* **Explain:**	.1	.1	.1	.1	.1
T6. HUNTING AND TRAPPING – The project will provide hunting and trapping opportunities.					
Only Hunting (.2 pts.)	.5	.2	.2	.2	.2
Only Trapping (.2 pts.)		.2	.2	.2	.2
Both Hunting and Trapping (.5 pts.)		.5	.5	.5	.5
T7. LEGACY COMMUNITY **The project sponsor has signed the Wisconsin Green Tier Legacy Community Charter before April 30, 2015, and agrees to take actions to achieve superior environmental performance in the areas of (1) water resources management and/or (2) sustainability practices and to share the results of their Green Tier Legacy efforts. (As of November 29, 2012, seven local governments are Legacy Communities, including the cities of Middleton, Bayfield, Fitchburg, Appleton, Weston, Monona, Eau Claire, La Crosse, and Village of Bayside.) (0.1 pt.)** **Include a copy of the signed charter.**	.1	.1	.1	.1	.1
PROJECT TOTAL SCORE + TIE BREAKERS					

SECTION 4: Acquisition of Development Rights Project Rating Questions

Note: Provide answers below questions and attach additional pages if needed.	**Maximum Points**	**Project Points**
1. **FRONTAGE ON RIVERS, STREAMS, LAKES OR ESTUARIES** ***http://dnr.wi.gov/water/*** ***Select only one***		
a. The property has frontage on a navigable river, stream, lake or estuary. (3 pts.)		3
OR		
b. The property has frontage on a navigable river, stream, lake or estuary, *AND* the waterbody has ecological importance, protects threatened or endangered species habitat, or has unique natural resource features, (e.g., the property is on the wild lakes inventory, priority lakes, rivers, or streams inventories). (6 pts.)	6	Or 6
Explain:		
2. **PROXIMITY TO OTHER PERMANENTLY PROTECTED LAND** ***Select only one***		
a. The property creates a buffer between land that has been permanently protected for natural resource, conservation or outdoor recreation purposes <u>and</u> potential or existing residential, commercial or industrial development. (8 pts.)	8	8
OR		
b. The property is within the boundaries of an acquisition project area (node or corridor) established by the DNR, a governmental unit, or a nonprofit conservation organization, where the uses of the property will complement the goals of the project and the stewardship program. (8 pts.)	8	Or 8
OR		
c. The property is within the boundaries of an acquisition project described above *AND* it connects or is adjacent to already acquired parcels within a designated project area. (10 pts.)	10	Or 10
OR		
d. The property is within an identified environmental corridor that connects 2 or more established resource protection areas. (1 pt.)	1	Or 1
OR		
e. The property is within an identified environmental corridor that connects 2 or more established resource protection areas, and progress has occurred in the past 5 years toward protecting the environmental corridor. (e.g., proof of active involvement and efforts in protecting the entire corridor.) (2 pts.)	2	Or 2
Explain:		

Note: Provide answers below questions and attach additional pages if needed.	**Maximum Points**	**Project Points**
3. **NATURE-BASED OUTDOOR RECREATIONAL OPPORTUNITIES** **(As defined in NR 51.002(19), Wis. Adm. Code)**		
a. The property enhances the recreational value of another project that provides multiple use and/or multiple season recreational activities. (2 pts.) **Explain:**	2	2
b. The property provides nature based outdoor recreation and there will be public access to: **1) The entire property year-round. (3pts.)** **OR** **2) A corridor within the property year round. (2 pts.)** **OR** **3) The property during a defined period of the year. (1 pt.)** **Explain:**	3	3 2 Or 1
4. **NATURAL, SCENIC, GEOLOGICAL AND ARCHAEOLOGICAL VALUES**		
a. Rare Natural Communities: The property preserves an existing rare natural community or will be restored to a rare natural community or habitat for a rare species. (2 pts.) **Explain:**	2	2
b. The property contains state or federal threatened or endangered species, species of special concern, or rare natural communities. (5 pts.) **Explain:**	5	5
c. The property preserves an identified archeological site. (1 pt.) **Explain:**	1	1
d. The property has unique geological or physical characteristics, (e.g., exceptional scenic contribution, other significant physical features having outstanding values, rock outcroppings, glacial features, etc.) (4 pts.) **Explain:**	4	4

Note: Provide answers below questions and attach additional pages if needed.	**Maximum Points**	**Project Points**
5. **LAND USE PLANNING**		
a. **The property's physical characteristics make it unsuitable for development, (e.g., wetland, floodplain.) (-3 pts.)** **Explain:**	-3	-3
b. **The property can be divided under the current land use plan. (1 pt.)** **Explain:**	1	1
c. **A developer has made an offer to the landowners for acquisition of the property. (1 pt.)** **Explain:**	1	1
d. **The project is within a ½ mile of a city or village that is in a position to annex. (1 pt.)** **Explain:**	1	1
6. **LOCAL PLANS**		
***a*. The project has been identified in a plan that has as one of its purposes the protection of natural resources or provision of recreational opportunity. (1 pt.)** **Plan:** **Page #:** **Include plan cover page and page on which the project appears.**	1	1
b. The project has been identified in a locally approved comprehensive plan pursuant to s. 66.1001, Wis. Stats. (1 pt.) **A copy of the adoption resolution must be submitted with the application to get this point.**	1	1

Note: Provide answers below questions and attach additional pages if needed.	**Maximum Points**	**Project Points**
7. AMOUNT OF FUNDING AVAILABLE FROM SOURCES OTHER THAN STEWARDSHIP a. **The grant request is:** **2) 30% - 40% of the total project costs. (1 pt.)** **3) 20% - 20.99% of the total project costs. (2 pts.)** **4) Less than 20% of the total project costs. (3 pts.)** **Explain and Provide Documentation:**	3	1 2 3
b. At least 15% of the funding for the property is coming from private, non-governmental sources (includes donations). (1 pt.) **Explain and Provide Documentation:**	1	1
8. ADMINISTRATIVE CONSIDERATIONS a. **The sponsor has never received a Stewardship grant. (1 pt.)**	1	1
b. **A property appraisal is complete and has been submitted to the DNR for certification. (1 pt.)** **Appraisal Date:** _____ **Date Submitted to DNR:** _____	1	1
c. **The sponsor has submitted a draft easement for DNR review. (1 pt.)** **Date Submitted to DNR:** _____	1	1
d. **The property is located within a governmental unit that has a protection of development rights program in place. (1 pt.)** **Explain and Provide Documentation:**	1	1
9. OVERALL ECONOMY OF COMMUNITY **The project will compliment a community economic plan to create partnerships that will generate private-sector outdoor recreation support, agriculture, or the forestry industries. (1 pt.)** *The project will create partnerships that will expand outdoor recreation opportunities that will generate additional income to private-sector businesses. An example includes additional revenue generated by a bait shop selling tackle and bait to people to use while trout fishing on a protected trout stream. Specific documentation must be included to be eligible for this point.* **Explain and provide documentation:**	1	1

Note: Provide answers below questions and attach additional pages if needed.	**Maximum Points**	**Project Points**
10. NATURE-BASED OUTDOOR ACTIVITIES **a. The project will allow four of the five nature-based outdoor activities. (1 pt.)** Check those that apply: ____ **Hunting** ____**Trapping** ____ **Fishing** ____ **Hiking** ____ **Cross-Country Skiing** **Or** **b. The project will allow all nature-based outdoor activities. (2 pts.)** *Nature-based outdoor activities are defined as hunting, trapping, fishing, hiking, and cross-country skiing.*	2	1 Or 2
11. HUNTING AND TRAPPING – The project will provide <u>hunting</u> <u>and</u> <u>trapping</u> opportunities. (2 pts.) **Must provide both activities.**	2	2
12. LEGACY COMMUNITY: *The project sponsor has signed the Wisconsin Green Tier Legacy Community Charter before April 30, 2015, and agrees to take actions to achieve superior environmental performance in the areas of (1) water resources management and/or (2) sustainability practices and to share the results of their Green Tier Legacy efforts. (As of November 29, 2012, seven local governments are Legacy Communities, including the cities of Middleton, Bayfield, Fitchburg, Appleton, Weston, Monona, Eau Claire, La Crosse, and Village of Bayside.)* ***(1 pt.)*** **Include a copy of the signed charter.**	1	1
ADR TOTAL PROJECT SCORE		

SECTION 5: Recreational Trails Act Project Rating Questions

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**Motorized**	**Non-Motorized**	**Diversified**
1. **PLANNING CONSIDERATIONS - The project is referenced in a local or regional recreation plan.** **a. Local Recreation Plan: (1 pt.)** **Plan Name:** _____ **Page #:** _____ **b. Regional Recreation Plan: 2 pts.** **Plan Name:** _____ **Page #:** _____ **Include plan cover page and pages on which project appears.**	3	1 2	1 2	1 2
2. **TRAIL CORRIDOR - The project involves the acquisition, development, or maintenance of a trail on an abandoned rail corridor. (2 pts.)** *The trail is located on an abandoned rail corridor.* **Explain:**	2	2	2	2
3. **TRAIL PATROL – The sponsor provides or supports a trail patrol associated with the proposed trail. (1 pt.)** *The sponsor either (1) provides a courtesy trail patrol or paid trail law enforcement or (2) supports a voluntary courtesy trail patrol or a paid law enforcement patrol through a written agreement.* **Explain:**	1	1	1	1
4. **SAFE TRAIL USE** Choose all that apply. **a. Proposed trail project section does not use any roadway. (3 pts.)** The trail is located completely off road. An example includes a trail located completely in a county forest that does not use any roads as part of the trail. **b. Proposed trail project section does not contain any at-grade roadway bridge crossings. (2 pts.)** The trail will not cross a roadway bridge(s) that require the trail user to use any part of the road or road shoulder to access the bridge deck. **c. Proposed trail project section does not contain at-grade roadway crossings. (1 pt.)** The trail will not cross a roadway. **Explain:**	6	3 2 1	3 2 1	3 2 1

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**Motorized**	**Non-Motorized**	**Diversified**
5. **DONATIONS** Choose all that apply. ***a.*** **The project involves a friends group or a group of volunteers sponsoring and supporting it. (1 pt.)** *Explain how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.* **b.** ***A*** **minimum of 25% of the project cost is provided through donations. (2 pts.)** *A minimum of ¼ of the project cost must come from any single or combination of donations, materials, services, or labor.* **Explain:**	3	1 2	1 2	1 2
6. **LONG TERM TRAIL** **Choose only one.** **a. Trail is located on public land or private land with a minimum of a 25 year use period. (4 pts.)** The trail on private land must be protected with a 25 year use easement. **b. Trail corridor is on public or private land with a use period at least 10 years but less than 25 years. (2 pts.)** Trails on private land must be protected with an easement that is at least 3 years but less than 25 years. **c. Trail corridor is on public or private land with a use period at least 3 years but less than 10 years. (1 pt.)** Trails on private land must be protected with an easement that is at least 3 years but less than 20 years. **Explain:**	4	4 2 1	4 2 1	4 2 1
7. **ABILITY TO CARRY OUT PROJECT – The sponsor can demonstrate the ability to carry out a trail project. (3 pts.)** *The sponsor must describe how and with what type of funds the project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project. The sponsor must not have any unresolved controversies concerning trail construction, siting, uses, etc. in the last 10 years.* **Explain:**	3	3	3	3

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**Motorized**	**Non-Motorized**	**Diversified**
8. **POTENTIAL FOR ENHANCING TOURISM** **a. The project is located in an area which experiences a documented high seasonal visitor population. (1 pt.)** **b1. The project will attract some visitors from outside the community. (1 pt.)** **OR** **b2. The project will be of region-wide or statewide significance in terms of travel. (2 pts.)** *Regional significance could be trails on the state trail system or trails that connect to state trails, or trails that cover more than one county, or that connect to state or regional parks. Documentation must be provided to receive these points*	3	1 1 2	1 1 2	1 1 2
9. ***MOTORIZED PROJECT TYPE -*** Choose only one. **a. Rehabilitation (8 pts.)** **b. Maintenance (7 pts.)** **c. Development (4 pts.)** **d. Acquisition (1 pt.)** **Explain:**	8	8 7 4 1		
10. **NUMBER OF MOTORIZED ACTIVITIES -** Choose all that apply. ***a.*** **Trail provides for more than one motorized use at a time. (2 pts.)** *The trail must accommodate two different types of motorized activities at the same time. An example is a trail that allows ATV and four wheel drive vehicles on the trail at the same time.* ***b.*** **Trail provides for more than one motorized use during different seasons. *(2 pts.)*.** *The trail shares uses depending on the season. An example is motorcycle use in the summer and fall, and snowmobile use in the winter.* **Explain:**	4	2 2		
11. **YEAR-ROUND USE – Does the trail provide for year round use? (2 pts.)** *The trail provides for motorized use for both winter and summer.* **Explain:**	2	2		

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**Motorized**	**Non-Motorized**	**Diversified**
12. **TRAIL LINKS** Choose only one. ***a.*** **Trail links with other trails to form a trail or lead to another trail system. (3 pts.)** *The trail on which the project is located is connected to other trails and is not self-contained.* **OR** ***b.*** **Continues the development of a trail that does not connect to other trails. (2 pts.)** *The trail is self-contained or a closed trail system* ***c.*** ***Develops the first trail link of a trail system. (1 pt.)*** **Explain:**	3	3 2 1		
13. ***NON-MOTORIZED PROJECT TYPE -*** Choose only one. **a. Rehabilitation (8 pts.)** **b. Maintenance (7 pts.)** **c. Development (4 pts.)** **d. Acquisition (1 pt.)** **EXPLAIN:**			8 7 4 1	
14. **CLOSE TO HIGH POPULATION AREAS – The project serves a county population estimated to be over 50,000. (1 pt.)** *See Appendix A*	1		1	
15. ***DIVERSFIED PROJECT TYPE -*** Choose only one. **a. Rehabilitation (4 pts.)** **b. Maintenance (3 pts.)** **c. Development (2 pts.)** **d. Acquisition (1 pt.)** **Explain:**	4			4 3 2 1
16. **GREATEST NUMBER OF COMPATIBLE USES** **a. Trail provides for three compatible uses. (2 pts.)** **b. Trail provides for four or more compatible uses. (3 pts.)** **Explain:**	3			2 3

Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below the questions and attach additional pages if needed.	**Maximum Points**	**Motorized**	**Non-Motorized**	**Diversified**
17. **CLOSE TO HIGH POPULATION AREAS – The project serves a county population estimated to be over 50,000. (1 pt.)** *See Appendix A*	1			1
18. **GREATEST NUMBER OF OUTDOOR USES -** Choose only one. ***a.*** **Trail provides access to four or more outdoor uses in addition to trail use. (3 pts.)** *The trail project is located on a trail that gives access to four or more outdoor recreation activities. An example include a trail that has one spur to a local park with baseball and soccer fields, and another spur to a campground, and the trail has a fishing platform located along a stretch of river to which the trail runs parallel.* **OR** ***b.*** **Trail provides access to three outdoor recreation uses. (2 pts.)** **OR** ***c.*** **Trail provides access to two outdoor recreation uses. (1 pt.)** **Explain:**	3			3 Or 2 Or 1
19. **RESOLVES CONFLICTS BETWEEN USERS -** Choose all that apply **Trail will resolve conflicting use by creating separate trails within the same corridor for each trail group. (2 pts.)** *The trail project will create separate and distinct trails within an existing trail corridor. An example includes the creation of a trail for horses and a separate trail to accommodate mountain bikes.* **Explain:**	2			2
20. **Legacy Community –** *The project sponsor has signed the Wisconsin Green Tier Legacy Community Charter before April 30, 2014, and agrees to take actions to achieve superior environmental performance in the areas of (1) water resources management and/or (2) sustainability practices and to share the results of their Green Tier Legacy efforts.* *(As of November 29, 2012, seven local governments are Legacy Communities, including the cities of Middleton, Bayfield, Fitchburg, Appleton, Weston, Monona, Eau Claire, La Crosse, and Village of Bayside.)* **(1 pt.)** **Include a copy of the signed charter.**	1	1	1	1
21. **ACTIVE PROJECT -- POINT ADJUSTMENT** For each active project a Sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, and Recreation Trails Act grant programs, points will be deducted from the total project application score as follows: ***No. of Active Projects _____*** *Three or more active projects –deduct 5 pts.* *Two active projects - deduct 3 pts.* *One active project - deduct 1 point* NOTE: An "active project" is defined as a project where the scope has not been completed. Development projects are allowed one full construction season from the grant award start date before being defined as "active". Acquisition projects are considered "active" if the grant award is prior to July 1 of last grant cycle. A project's reimbursement claim documents must be submitted in order to be considered completed.	-5	-5 -3 -1	-5 -3 -1	-5 -3 -1
TOTAL RTA PROJECT SCORE				