

Knowles-Nelson Stewardship Grants

Fiscal Year 2016-17

APPLICATION APPENDIX A



Dear Applicant,

Thank you for your interest in Knowles-Nelson Stewardship grants for Nonprofit Conservation Organizations (NCOs). Stewardship grant applications are significant undertakings. Please make yourself familiar with the process, project eligibility requirements and the terms and conditions of Stewardship grants - all available on the DNR website and from regional [Community Service Specialists](#) (CSS).

<http://dnr.wi.gov/topic/Stewardship/Grants/ApplyNCO.html>

Application deadlines – the NCO application deadlines for fiscal year 2017 awards are **February 1, 2016** and **August 1, 2016**. **Those are “no later than” deadlines: DNR will accept complete applications anytime during the year.** All applications postmarked by those dates will be evaluated against ranking criteria. Successful applications will be notified of tentative award and prioritized for funding from fiscal year 2017 funds.

Application forms and documents – all application forms required are available on the DNR’s website - <http://dnr.wi.gov/topic/Stewardship/Grants/Forms.html>.

NCO applicants must complete and submit:

- **Application** (Form 8700-259) and all required attachments, which include:
- **Public Access and Acceptable Uses Application** (Form 8700-322)
- **A self-scored copy of the project ranking criteria:** we ask applicants to score your own projects and submit a copy of your scoring with the application
- **A Project Description** – see p. 3
- **A Land Management Plan** – see p. 4 **please note some changes in the LMP template.**
- **A Second Appraisal Request**– see p. 6
- **A Resolution** from your board of directors – see an example p. 7

Timing of grant evaluation and award – The time between submitting a complete application and receiving a grant contract ranges from six to twelve months depending on the details of each unique project. While we strive to make review as efficient as possible, **we advise applicants to negotiate land purchases with this timeline in mind.** If your project is selected, you will be notified of tentative award in May, 2016 for projects in the February application cycle and October, 2016 for the August application cycle.

From all the Stewardship grant staff, thank you. Your valuable partnership and commitment to Wisconsin conservation is essential to the Knowles-Nelson Stewardship program’s success.

Please note a few recent changes to the NCO application materials.

New! **Revised Land Management Plan** – the questions and content of the land management plan template have changed to collect more information about the current and future uses of property and any improvements.

Partners' signatures on Land Management Plans – when applicants are working in partnership with local governments or other nonprofits who will eventually own the Stewardship property, those partners must sign the Land Management Plan to signify their understanding and agreement with the plan.

Important! **If you plan to request to use the value of another property as match** – please review guidance about eligibility and evaluation and discuss your plans with grant staff as early in the process as possible. In particular, please discuss with regional grant staff the appraisal of property used as match before you contract with an appraiser if possible. Please make yourself familiar with the *Sponsor Match* tab on the *Financing your project* web page: <http://dnr.wi.gov/topic/stewardship/grants/FinanceNCO.html>

Grant calculation worksheet – successful applicants should expect a grant calculation worksheet to arrive with grant contracts. As final grant awards often differ from amounts estimated on applications, this form is intended to document the components of each grant award as accurately as possible at the point of contract. A copy of this is included as pp. 8-9 of this packet *for informational purposes only; grant calculation worksheets are NOT required attachments to grant applications.*

Avoid potential appraisal delays – The DNR Review Appraiser is available to you and your appraiser to discuss the appraisal problem before your appraisal is completed. In some cases, this pre-appraisal consultation can avoid requests for updates or revisions that add time to the application process. We encourage you to take advantage of this service. Regional grant staff can connect you to our reviewer.

One final, paperwork-reduction request – please submit electronic copies of **each application document**, rather than one large file of the whole application package. DNR does not have software to separate pages of a big .pdf file. **Thank you!**

Knowles-Nelson Stewardship NCO Grants

Project Description

The Project Description should be a brief snapshot of property information and a description of the project. The accompanying Land Management Plan is for more detailed information about the features of and your plans for the property.

Because project reviews move through several DNR people and programs, it is very helpful to have a concise description of essential information and context for each grant project.

It is your responsibility to ensure that the project description together with the information you provide in the ranking criteria and Land Management Plan provide Department staff a complete understanding of your project.

Your project description should include the following - please submit information with the headings and in the order of the list below.

1. **Project details:** a) acres, b) county and c) a description of how the property will be accessed by the public.
2. **Surrounding landscapes:** Is this project contiguous to other protected property or adjacent to residential development, etc? Is it part of a larger project area – either your own preserve or a state or local conservancy area or park?
3. **Landscape description:** please describe the property generally and the conservation values this acquisition/easement will protect. Please note especially important communities, natural features, species, etc.
4. **Current land use:** describe how the property is currently being managed. Include answers to the following questions if applicable:
 - a. How many acres, if any, are currently used for agriculture?
 - b. How does local planning and zoning define current use and anticipate future use (zoning, minimum lot size, etc.)?
5. **Partnerships.** Are you working with partners to acquire this parcel or the larger project? Please list organizations contributing financial or land management support. *Note: Please make sure any specific partner contributions to be used match are listed on the application (form 8700-259).*
6. **Supporting Plans.** List any land use or resource protection plans the project supports. Explain how the project implements recommendations in the plan. For example, indicate if the site is listed in the, *Wisconsin Land Legacy Report*, or the *Wildlife Action Plan*. **Please be specific and attach relevant portions** of the plan/s.

Knowles-Nelson Stewardship NCO Grants

Developing a Land Management Plan

The purpose of the land management plan (LMP) is to describe current conditions of the property and future activity intended to preserve and/or improve the conservation values on the property. This document should fill in specific details not described in the Project Description (see above), and will be used to rank your project against competing applications. Final approval of the Land Management Plan will occur after applications have been tentatively selected for grant awards.

It is important that your LMP describe practical objectives. This plan and any future revisions to it become by reference part of the legal contract accompanying a Stewardship award. Unlike the Grant Contract which is a recorded document, the LMP is expected to change over time as conditions on the property or management practices change.



If this property is subject to an existing State Natural Area management plan or other Department-approved master plan, please indicate which plan and whether or not the subject property will be managed in accordance with that plan.

Even if project and management goals are identical to the larger plans', please *do* provide a description of the current condition of the property, and any important property-specific LMP details per the questions below.

Please also note that in many cases, the existing LMPs for State Natural Areas include outdated statements about public access. The *Public Access and Acceptable Uses* (Form 8700-322) accompanying this application must represent your plans for public use of the subject property. The public access conditions with which any grant is ultimately awarded will become part of the recorded contract and will supersede public access described in the existing SNA plan.

Note **If it is your intention to donate the land to the DNR** please alert grant staff to that as soon as possible. Be advised that approval of property donations to the DNR lies with the Natural Resources Board and in some cases the Legislature's Joint Finance Committee. Department staff cannot guarantee that the DNR will accept ownership of the property.

If it is your intention to transfer the land to another entity for long-term management – a local government or different NCO – that re-assignee must complete and sign off on the Land Management Plan and public use applications.

LMP essential ingredients

Your Land Management Plan must include the following sections (please submit this information in the order and with the headings listed below):

- 1. Primary goals of the project.** Develop concise statements explaining the goals and public benefits of the project and your management efforts, including resource conservation and public recreational goals for the property.
- 2. Improvements and structures**
 - A.** Provide a general description of any buildings and other *existing* physical improvements and structures. These might include trails, parking areas and roadways. These should be marked on the attached site plan.

If there are buildings on the property, describe plans for demolition or future use. Note that any improvements purchased in part with Stewardship funds must be used for public benefit and to advance the purposes of the grant program.

Is there a tenant? How long after acquisition will the tenant continue to use the property?

B. Describe any *proposed* improvements and recreational development. These might include: trails, parking areas, interpretive displays, boardwalks, bridges, boundary markers, waterway modifications, restrooms, roadways, etc. These should be marked on an attached conceptual future site plan along with public access points and plans for vehicle parking if there is not a designated parking area.

3. Current land use. Describe how the land is being used now and by whom. Describe any agricultural use and the soil types of any lands currently used for agriculture.

4. Ecological issues on the property

A. Describe any problems such as exotic species, erosion, over-grazing, contamination, trespassing issues, etc. Please also describe if adjacent land use will cause ecological issues on the subject parcel.

B. Describe any plans to eliminate or reduce the effects of the problems listed above.

5. Land management goals and practices. Describe general land management goals for the property and the practices that will be followed to meet them. Goals may include:

- Preservation of specific ecological communities and any features or species of special concern.
- Protection of and/or improvements to any water bodies on or adjacent to the property.
- Any site enhancement and/or restoration plans.

6. Implementation – please provide a timeline for implementing key management activities.

- Describe anticipated ongoing maintenance activities (exotic species removal, controlled burning, etc)?
- Identify the organization/s who will maintain the property and implement this plan. Attach any existing third party management agreements.
- If the property is currently cropped or otherwise in agricultural production, will the lease be continued and for how long? Please describe the anticipated timing of restoration and plans to use agricultural leases as a management strategy. *Note:* none of the NCO grant subprograms can fund acquisition where the *primary purpose* is agricultural use; however, DNR recognizes that in many cases agricultural practices are part of strategic, long-term restoration planning and can occur on Stewardship property.
- Do you anticipate timber harvest? If the property is currently enrolled in Managed Forest Law, please attach information about pending required cuttings.

7. Monitoring. Describe plans for oversight of the property and for assessing progress toward management plan objectives.

8. Maps and data. Please Attach:

- A species list if you completed a biological survey of the property (not required).
- If this is part of a larger project including multiple parcels, attach a map showing this property in context of the larger project.
- A site plan map – showing existing developments and structures, boundaries, roads, overhead power lines, etc.
- A conceptual future site plan, if applicable.

Knowles-Nelson Stewardship NCO 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 for the year of the date of valuation (available at county register of deed's office).
- 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).
- Any known environmental concerns? Include a Property Condition Report if available or Environmental Hazards Report (Form 1800-001).
- What funding sources will you use to purchase the property? List known federal grant funds and other sources of public money.
- Is the property presently listed with a realtor or is there any asking price. Are there any accepted offers or signed options to purchase?
- Description of any improvements on the property and their condition, including wells, septic systems, etc.

**RESOLUTION
REQUESTING A STEWARDSHIP GRANT**

RESOLVED, that the _____
(Board of Directors or other authorized governing unit)

of the _____
(Name of organization)

headquartered at _____

HEREBY AUTHORIZES

(Name/s and title/s)

to act on its behalf to submit an application to the Wisconsin Department of Natural Resources for financial assistance under the Stewardship Program for the

(Name of Project)

to sign documents; and to take action necessary to undertake, direct, and complete an approved Stewardship project.

BE IT FURTHER RESOLVED THAT the _____
(Name of organization)

recognizes and acknowledges the long-term ownership and management responsibilities of the Stewardship Program, will comply with all Stewardship laws and regulations and will meet its obligations under the Grant and Management Contract for the project.

Adopted this _____ day of _____, 20 _____.

I hereby certify that the foregoing resolution was duly adopted by

_____ at a legal meeting held
(Name of organization)

on the _____ day of _____, 20 _____

Authorized signature _____

Typed or printed name _____

Title _____

Date _____

STEWARDSHIP LAND ACQUISITION GRANT CALCULATION WORKSHEET

Project Name LAND TRUST X - SMITH ACQUISITION

	AMOUNT ON APPLICATION	REVISED ESTIMATED COST	STEWARDSHIP SHARE	SPONSOR SHARE
SUBJECT PROPERTY COSTS				
DNR-APPROVED VALUE - SUBJECT PROPERTY	\$290,000.00	\$300,000.00	\$150,000.00	\$150,000.00
Appraisal (not eligible if DNR also paid for an appraisal)	\$1,800.00	\$1,800.00	\$900.00	\$900.00
Land survey	\$1,500.00	\$1,800.00	\$900.00	\$900.00
Title evidence	\$600.00	\$850.00	\$425.00	\$425.00
Recording fees	\$60.00	\$60.00	\$30.00	\$30.00
Signage (max amount is \$2000)	\$1,000.00	\$1,000.00	\$500.00	\$500.00
Legal fees (max amount is \$2000)	\$1,000.00	\$1,000.00	\$500.00	\$500.00
Historical/cultural survey			\$0.00	\$0.00
Environmental survey	\$150.00	\$150.00	\$75.00	\$75.00
Relocation			\$0.00	\$0.00
Subject property total related costs	\$6,110.00	\$6,660.00	\$3,330.00	\$3,330.00
COSTS OF PROPERTY USED AS MATCH				
DNR-APPROVED VALUE - PROPERTY USED AS MATCH			\$0.00	\$0.00
Appraisal (not eligible if DNR also paid for an appraisal)			\$0.00	\$0.00
Land survey			\$0.00	\$0.00
Title evidence			\$0.00	\$0.00
Recording fees			\$0.00	\$0.00
Signage (max amount is \$2000)			\$0.00	\$0.00
Historical/cultural Survey			\$0.00	\$0.00
Property used as match total related costs	\$0.00	\$0.00	\$0.00	\$0.00
CONFIRMATION OF SOURCES OF SPONSOR MATCH				
Other Governmental sources -please list			Amount	
Local:			<i>Sponsors complete this section; list</i>	
Federal (either passed through DNR or paid directly to NCO):			<i>funds restricted to this acquisition by the funder.</i>	
Tribal:				
Residual credit from previous grant (total for land value and related costs)				
Grant number:			<i>(DNR staff must confirm availability)</i>	
Sponsor funds from private contributions & cash:			<i>Include bargain sale donations amounts here</i>	
Total Sponsor Match:				
CERTIFICATION				
I certify that the information on this cost worksheet is true and correct. All known sources of match have been disclosed on this form accurately. A new form will be submitted to the DNR if this information changes before or after the grant payment is made.				
Printed Name of Authorized Representative			Title of Authorized Representative:	
Signature of Authorized Representative			Date	

STEWARDSHIP LAND ACQUISITION GRANT CALCULATION WORKSHEET

Stewardship rules allow grant cost share for up to 50% of eligible acquisition costs (see NR51.002 WI Admin. Code) , not to exceed the amount of cash needed to cover actual costs. Sponsors must cover the remaining portion of acquisition costs with Sponsor Match, as defined in 51.002(28). Because project cost estimates can vary between application and award, to ensure accurate and lawful grant awards the DNR requires sponsors to confirm project budget and grant calculation on this form. This form is an official addendum to the grant application.

LAND TRUST X - SMITH ACQUISITION

PROJECT COSTS	
Land value and related acquisition costs	
Appraised value of subject property	\$300,000.00
Appraised value of property used as match (if applicable)	\$0.00
Eligible related acquisition costs - subject property	\$6,660.00
Eligible related acquisition costs - property used as match (if applicable)	\$0.00
Purchase price	\$280,000.00
Total eligible related acquisition costs (for both subject and match lands)	\$6,660.00
Total project costs (purchase price + all related acquisition costs)	\$286,660.00
Maximum possible Stewardship award (50% of all eligible costs)	\$153,330.00
AWARD CALCULATION	
Sponsor's share of <u>purchase price</u> from DNR-administered funds	
Sponsor's share from residual value	\$0.00
Sponsors's share from other DNR-admn. funds	\$0.00
Sponsor's share from value of property used as match	\$0.00
Stewardship grant amount for purchase price	\$150,000.00
Total grant amount for land purchase	\$150,000.00
Total sponsor needs from other sources for purchase price	\$130,000.00
Sponsor's share of <u>related acquisition costs</u> from DNR-administered funds	
Sponsors's share from residual value	\$0.00
Sponsor share from other DNR-administered funds	\$0.00
Stewardship grant amount for related acquisition costs	\$3,330.00
Total grant amount available for related acquisition costs	\$3,330.00
Total sponsor needs from other sources for related acquisition costs	\$3,330.00
TOTALS	
Stewardship Grant amount (50% of eligible acquisition costs)	\$153,330.00
Total award amount (including all DNR-administered sponsor match)	\$153,330.00
Printed name of DNR preparer: Stewardship Grant Staff	
Signature of Preparer: <i>Stewardship Grant Staff</i>	Date: July 1, 2015
SIGN BELOW IF YOU ARE REQUESTING ESCROWPAYMENT AT CLOSING	
Total requested from DNR for purchase at closing (Stewardship grant amt.+ all DNR-admin funds for purchase price)	\$
complete if you are requesting funds to be wired to closing!	
Signature of sponsor requesting escrow payment	date: