

The Department of Natural Resources is seeking public comment on its proposal to reduce some documentation that grantees of some grant programs must submit to the DNR when requesting reimbursements.

1. Background. Some Federal agencies no longer require the DNR to submit proof of payment to the Federal agency in support of DNR use of the Federal grant. The DNR must still have and store proof of payment information for possible review by the Federal agency should an audit occur, but the DNR is no longer automatically required to submit proofs of payment to the Federal agency. This change represented a workload reduction for the DNR.

For the majority of grant programs administered by the DNR, it has been customary for the DNR to require both “proof of purchase” and “proof of payment” from grantees before the DNR issues reimbursement. Example of proof of purchase is invoice from a company for purchase and delivery of 20 cubic yards of gravel for trail resurfacing. Example of proof of payment is copy of cancelled check (both sides) used to pay the delivery company for gravel and delivery.

Wanting to build upon the efficiencies some Federal agencies are allowing, the DNR evaluated the majority of its grant programs earlier this year to determine for which grant programs we could eliminate the automatic requirement that proof of payment be submitted to the DNR by grantees. The result of our evaluation appears as Appendix A. For grantees in the programs listed in Section 2 below, this change means less paper to submit to the DNR. It also means less paper to be reviewed by some DNR grants staff.

2. Which Grant Programs are Affected by this Change and Who Will Benefit?

Grant Program Name	Project Sponsors that will Benefit
All-Terrain Vehicles	Counties, towns, cities, villages and WI tribes.
Boating Infrastructure Grants	Public and private agencies and marinas and other facilities that provide transient tie-up (10 days or less) opportunities for non-trailerable (26 foot or over in length) recreational boats.
Clean Vessel Act	Any private marina/business, city, town, village, or county.
County Conservation Aids	Counties and tribal governing bodies participating in the county fish and wildlife programs.
Forest Fire Protection	<ul style="list-style-type: none"> • Wisconsin fire departments with a signed and executed DNR Memorandum of Understanding (MOU) for Mutual Aid and Fire Suppression. • County/area fire associations with a majority of the fire department members serving organized forest fire control areas designated by the DNR.
Lake Management Protection	<ul style="list-style-type: none"> • Lake Classification Grants – counties only. • Lake Management Grants -- Cities, towns, villages, counties, WI tribes, qualified non-profit conservation organizations, qualified lake associations, qualified school districts, public inland lake protection and rehabilitation districts, town sanitary districts and other local governmental units as defined in s. 66.0301(1)(a), Wis. Adm. Code, that are established for the purpose of lake management.

Lake Management Planning	Cities, towns, villages, counties, WI Tribes, qualified non-profit conservation organizations, qualified lake associations, qualified school districts, public inland lake protection and rehabilitation districts, town sanitary districts and other local governmental units as defined in Ch. 66.0301(1)(a), Wis. Stats., that are established for the purpose of lake management.
Recreational Boating Facilities	Cities, towns, villages, counties, WI Tribes, sanitary districts, public inland lake protection and rehabilitation districts, and qualified lake associations.
River Protection Management and River Protection Planning	Cities, towns, villages, counties, WI Tribes, other local governmental units as defined in s. 66.0131(1)(a), Wis. Stats., qualified river management organizations, and qualified nonprofit conservation organizations.
Snowmobile Trails Aids	Counties and WI Tribes.
Sport Fish Restoration	Cities, towns, villages, counties, WI Tribes, sanitary districts, public inland lake protection and rehabilitation districts, and qualified lake associations.
Urban Forestry	Cities, towns, villages, counties, WI Tribes, and 501(c)(3) nonprofit organizations in or conducting projects in Wisconsin.
Urban Forestry Catastrophic Storm	Cities, towns, villages, counties, WI Tribes, and 501(c)(3) nonprofit organizations in or conducting projects in Wisconsin following a catastrophic storm event for which the Governor has declared a State of Emergency under s. 166.03, Wis. Stats.
Utility Terrain Vehicles	Cities, towns, villages, counties, and WI Tribes
Urban Wildlife Damage Abatement	Cities, towns, villages, counties, or WI Tribes in an urban area.
Well Abandonment	Low income landowner, landowner's spouse, heir, assignee/legal representative or renter with an unused private well that needs abandoning may apply.
Well Compensation	Any landowner, spouse of landowner, dependent of landowner, heir of landowner, assignee or legal representative of landowner, renter of landowner, or shared well owner of a chemically contaminated private water supply that serves a residence or is used for watering livestock.

3. Why aren't all the DNR Grant Programs Covered by this Change? Some grant programs are financed with Wisconsin bond revenue or funds from Federal agencies that have not reduced documentation requirements. Because of the special nature of these funds, the DNR must continue to receive both proofs of payment and proofs of purchase from grantees that request reimbursement. In addition, some grant programs provide funding for land acquisition (both fee simple and easements). Because of the perpetual nature of land acquisition, the DNR must receive both proofs of payment and proofs of purchase from these grantees when reimbursement is requested.

4. **What Will Remain Unchanged?** All grantees are still be required to have and store both proof of purchase and proof of payment records in their files in the event of possible audit by DNR staff or third-party auditors conducting Single Audit reviews under *OMB Circular A-133*. This proposal only eliminates the automatic requirement that grantees of some grant programs must submit proof of payment to the DNR when requesting reimbursement.

5. **Remaining Steps.** Once the 21-day comment period is complete, all comments will be considered, revisions will be made to this draft guidance document as warranted, a *Response Summary* will be prepared, then both the *Response Summary* and *Final Guidance* will be made available on the DNR Program Guidance web page (<http://dnr.wi.gov/news/input/guidance.html>). Changes to financial guidelines for the grant programs listed in Section 2 above will then be made and posted on the specific grants web pages in time for the next cycle of grant a

Please forward your comments about this proposed policy no later than December 2, 2013, to:

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CFA GRANTS REIMBURSEMENT PROTOCOL -- AT A GLANCE

PROGRAM NAME	Footnote	DNR GRANT MANAGER	Both proofs of purchase and proofs of payment; all grantees	Only proof of purchase; sampling scenario for proof of payments	Sampling Scenario		
					15% of grants issued	All 1st time grantees	Targeted as needed
ATV LANDOWNER INCENTIVE PROGRAM		CONKLIN	▲				
DAMS -- MUNICIPAL		BEETHAM	▲				
DAMS -- REMOVAL		BEETHAM	▲				
DRY CLEANING ENVIRONMENTAL RESPONSE FUND (DERF)		BRADLEY	▲				
GYPSY MOTH		MATHEWS	▲				
LAND & WATER CONSERVATION (LWCF)		HESSLER	▲				
MUNICIPAL FLOOD CONTROL (MFC)		SOELLNER	▲				
NONPOINT SOURCE -- NOTICE OF DISCHARGE		CALHOON	▲				
NONPOINT SOURCE -- TARGETED RUNOFF MANAGEMENT		CALHOON	▲				
NONPOINT SOURCE -- URBAN STORM WATER		CALHOON	▲				
RECYCLING -- CONSOLIDATION GRANTS	3	BEETHAM	▲				
RECYCLING -- GRANTS TO RESPONSIBLE UNITS	3	BEETHAM	▲				
SUPPLEMENTAL SNOWMOBILE		BURROW	▲				
STEWARDSHIP -- FRIENDS GRANTS		HESSLER	▲				
STEWARDSHIP -- NCO LAND ACQUISITION		FOSTER FELT	▲				
STEWARDSHIP -- LOCAL ASSISTANCE & PROPERTY DEVELOP.		HESSLER	▲				
RECREATIONAL TRAILS (Federal)		CALHOON	▲				
WISCONSIN FOREST LANDOWNER GRANT PROGRAM (WFLGP)		BURROW	▲				
AQUATIC INVASIVE SPECIES (AIS)		HANSON	▲2	▲	⊗	⊗	
ALL-TERRAIN VEHICLE (ATV)	1	CONKLIN		▲		⊗	
BOATING INFRASTRUCTURE GRANTS (BIG)		BENTZLER		▲		⊗	
CLEAN VESSEL ACT (CVA)		BENTZLER		▲		⊗	
COUNTY CONSERVATION AIDS (CCA)		SOELLNER		▲		⊗	
FOREST FIRE PROTECTION (FFP)		MATHEWS		▲		⊗	
LAKE MANAGEMENT PROTECTION		HANSON		▲	⊗	⊗	
LAKE MANAGEMENT PLANNING - SMALL & LARGE SCALE LAKE		HANSON		▲	⊗	⊗	
RECREATIONAL BOATING FACILITIES (RBF)	1	CONKLIN		▲		⊗	
RIVER PROTECTION MANAGEMENT		HANSON		▲		⊗	
RIVER PROTECTION PLANNING		HANSON		▲	⊗	⊗	
SNOWMOBILE TRAIL AID	1	BURROW		▲		⊗	
SPORT FISH RESTORATION (SFR)		BENTZLER		▲		⊗	
URBAN FORESTRY & CATASTROPHIC STORM GRANTS		SOELLNER		▲		⊗	
UTILITY TERRAIN VEHICLES	1	CONKLIN		▲		⊗	
URBAN WILDLIFE DAMAGE ABATEMENT		BEETHAM		▲		⊗	
WELL ABANDONMENT	4	SOELLNER		▲		⊗	
WELL COMPENSATION	4	SOELLNER		▲	⊗	⊗	

Note #1: If funding from more than one grant source is awarded to one project and one of those funding sources requires a review of both proofs of purchase and proofs of payment, then both kinds of proofs will be needed for all funding sources contributing to the project. The goal is to check for double-dipping or other deviations.

Note #2: At any time, CFA can modify scenarios and frequency of reimbursement review and ask for more documentation.

Footnote 1: Using Form 8700-001 and 8700-002 only

Footnote 2: Only needed when Federal funds are matched to state funds

Footnote 3: Using Form 8700-227A only

Footnote 4: Both these grants are issued to individuals only and all are first-timers. Many kinds of proof of purchase accepted.

APPENDIX A