

The Department of Natural Resources (DNR) is seeking public input on our *Program Guidance* for the Summer Tribal Youth Program (STYP) grant program. There is no requirement under Wis. Stats. that an administrative code be developed for this program. In lieu of an administrative code, the DNR has prepared the attached draft *Program Guidance*.

During the first two years of the program, the DNR pilot-tested various options for the STYP program. As we progress through our third year, we feel confident that the processes and decisions that have evolved are solid; we have documented these in the attached draft *Program Guidance*.

A. Why Are We Creating this Program Guidance ? 2013Wis. Act 20, authorized this program (s. 23.09(27), Wis. Stats.). The Department is using this opportunity to let all eligible applicants know of all processes and decisions that have been made regarding the STYP grant program.

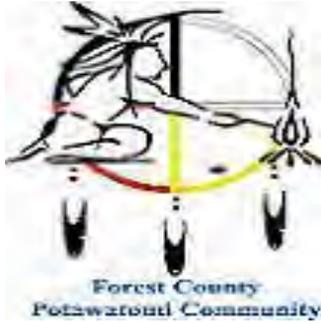
B. Background. The STYP grant program is administered by the Wisconsin DNR. The Wisconsin Legislature provided funding for this program from general purpose revenue, not to exceed \$250,000 each year. Any federally recognized American Indian tribes or bands domiciled in Wisconsin may apply for grant funding to establish a summer program for youth (age 13 to 19) to work on projects related to the conservation of natural resources. Program requirements include: hiring tribal or band member youth, projects related to conservation of natural resources, safety training for participants, and defined goals and objectives for the youth.

All tribes that apply and meet grant requirements will receive a grant. If all 11 tribes apply, each tribe will receive the amount of their request not to exceed \$22,727.00 (calculation: \$250,000 divided by 11 = \$22,727). If not all tribes apply or if application requests are for less than \$22,727, then any remaining available funds will be distributed among tribal applicants on an equal basis not to exceed 50% of eligible project costs. Maximum grant award may not exceed 50% of eligible costs of the summer program.

C. 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 Once the 21-day comment period is complete, all comments will be considered, revisions will be made to this draft guidance document as warranted, a *Response Summary* will be prepared, then both the *Response Summary* and *Final Guidance* will be made available using the existing DNR Program Guidance web page (<http://dnr.wi.gov/news/input/guidance.html>) and will be posted on the Summer Tribal Youth Grant Program web page.

Please forward your comments about this proposed policy no later than August 19, 2016, to:	Name:	Phone:
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SUMMER TRIBAL YOUTH PROGRAM PROGRAM GUIDANCE



Prepared by:
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Last revised: July 29, 2016

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Statutory Authority for Summer Tribal Youth Program

Created during the 2013 Legislative Session (*2013 Wis. Act 20*), enabling legislation for this program reads as follows:

Section 23.09 (27), Wis. Stats.:

SUMMER TRIBAL YOUTH PROGRAM. The department may, in partnership with any of the federally recognized American Indian tribes or bands domiciled in this state, establish a summer program that provides members of the tribe or band who are 13 to 19 years of age with an opportunity to work on projects related to the conservation of natural resources. The department may not provide funding that exceeds 50 percent of the eligible program costs. The tribe or band shall be responsible for the remainder of those costs.

Part I. Eligible Sponsors

Federally recognized American Indian tribes or band domiciled in the state of Wisconsin are eligible applicants.

Part II. Source of Program Funds

Wisconsin Statutes identify General Purpose Revenue (GPR) as the funding source for grants under this program. See s. 20.370(5)(fc), Wis. Stats. The current annual GPR allocation is \$250,000.00.

Part III. Cost-share Percentage

Wisconsin Statutes prescribe that grant funds provided under this program may not exceed 50% of eligible project costs. The balance of project costs (called local share) is the responsibility of the participating tribe or band. Examples of local share appear in Part VI below.

Part IV. Annual Program Timeline

September/November	DNR outreach to Wisconsin Tribes and Bands
February 15	Postmark Deadline for Tribes and Bands to submit Grant Applications to the Department
April 1	Deadline for Department to mail Grant Agreements to Tribes and Bands
April 15	Deadline for Tribes and Bands to return signed grant agreements to the Department
April 30	Deadline for Tribes and Bands to submit to the Department reimbursement requests for grant awarded in the prior year.
First Friday in May	Deadline for the Department to encumber grant funds for new grant projects.
May 15	Deadline for Tribes and Bands to request grant advance from the Department
June 1 through September 1	Tribes and Bands complete project
December 31	Deadline for Tribes and Bands to submit Summary Reports to the Department for projects completed.

Part V. Eligible Projects

Tribes and Bands have flexibility to design projects that suit cultural needs, location, resources, and youth. All projects must promote student knowledge of natural resources careers.

Part VI. Eligible Project Costs and Eligible Local Share

Tribes and Bands are encouraged to discuss project concepts with a DNR STYP Team member. See page 3 for list. Members of the DNR STYP Team will guide Tribes and Bands regarding eligible costs and eligible local share, based on type of project. Table 1 below lists eligible project costs and eligible local share:

Project Costs	Local Share	Description	Notes
✓	✓	Actual salaries, wages, and fringe benefits for Tribal employees actively involved in the program	This includes time spent planning the program before grant application is submitted to the Department.
✓	✓	Actual youth stipend/salary	
	✓	Indirect costs, defined as costs for activities or services that benefit the Summer Tribal Youth project and other projects undertaken by the Tribe.	Examples include cost labor for director or maintenance staff of an organization that is undertaking a Summer Tribal Youth project.
✓	✓	Actual cost of purchased services – examples: printing, mailing, room rental	
✓	✓	Actual cost of office space dedicated to this program	Cost per square foot for the months of the project
✓	✓	Actual cost for program recruitment and materials	Limited to 3% of the grant request
✓	✓	Actual hourly equipment rental charges	For the time the equipment is in used. Grant will not reimburse for idle item.
✓	✓	Actual vehicle/equipment rental costs	
✓	✓	Actual training costs	For either tribal employees working on the project or youth participants
✓	✓	Actual construction & garden supplies and materials associated with a larger approved project	limited to 5% of the total grant amount
	✓	In-kind contributions: non-cash contributions to the project, including: supplies, materials, equipment, services or labor that are reasonable and necessary for the project. In-kind contributions are valued based on what the sponsor would pay for similar supplies, materials, services, equipment or labor based on existing contracts, schedules, or on the open market.	See “Eligible Local Share” paragraphs below for instructions on how to value in-kind contributions.
✓	✓	Actual cost of meals and breaks when students and leaders are on approved overnight stay.	Eligible rate for meals and breaks cannot exceed amount set for WI state employees.

Eligible Local Share. This is a cost-sharing program. That means the Department is limited to award no more than 50% of eligible project costs. Participating Tribes or Bands can choose to request less than 50% of project costs from the Department.

Part VIX. Application Instructions

Participating tribes and bands must submit a complete application no later than February 15 each year. Each application must include:

1. Completed DNR Application Form 8700-347 <http://dnr.wi.gov/aid/styp.html>
2. An estimated budget for project using Department form
3. Goals and measurable objectives for the project
4. Authorizing Resolution adopted by the Tribe's or Band's governing body. This resolution must request financial assistance from the DNR and authorize one representative, preferably identified by title rather than name, to act on behalf of the tribe to:
 - a. Submit a grant application & affirm that the Tribe or Band has sufficient local match for the project
 - b. Sign a grant agreement from the Department
 - c. Take necessary action to complete the proposed project
 - d. Request reimbursement from the Department on form provided by the Department
 - e. Submit a *Summary Report*

Part X. Application Review

Applications will be reviewed for completeness, ensuring each contain items 1 to 4 in Part VIII above. Each application will be reviewed by the Department STYP team to ensure that all objectives are consistent with program requirements. The Department STYP team will also review the estimated budget to ensure that requested items are eligible under this program, sufficient local share has been identified, and that budget and local share are consistent with the objectives of the project.

Part XI. Funding Distribution

All Tribes and Bands that apply and meet grant requirements will receive a grant.

If the total of all grant applications is **greater than** \$250,000, then all applying tribes will receive the amount of their request not to exceed \$22,727. (\$250,000 divided by 11 tribes = \$22,727.27/tribe, rounded to \$22,727.00 per tribe.) Any balance remaining will be divided equally between those Tribes requesting more than \$22,727.

If the total of all grant applications is **less than** \$250,000, then Department staff may contact applying Tribes and Bands to allow for application adjustments to request additional funding OR to allow the tribe to submit a second application. If the new total of all grant applications is still less than \$250,000, then each applicant will receive the amount of its application. If the new total of all grant applications is greater than \$250,000, then all applying Tribes and Bands will receive the amount of their request not to exceed \$22,727. Any balance remaining will be divided equally between those Tribes requesting more than \$22,727.

Grantees will cross-reference each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, case register slip, etc.

- **Submit “proof of payment” to the Department in support of reimbursement request(s).** Copy of a cancelled check is one usual form of proof of payment. If your bank does not return canceled checks, a copy of the bank statement indicating amount of withdrawal from bank account is an acceptable substitute.
- Maintain payroll vouchers for salaries and wages. If a Tribe does not use payroll vouchers, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project item undertaken and the gross amount of salary paid to each. The statement must be verified by the tribal official responsible for the project and the responsible position identified in the authorizing resolution.
- Itemize actual fringe benefits paid as part of direct labor costs.
- Maintain daily records of existing tribal equipment that is used on the project. These daily records must show the type of equipment used, actual hours of the use and type of work for which the equipment was used. The time equipment at the job site but not in use (idle time) is not eligible for reimbursement.
- For equipment such as trailers, trucks, etc., allowable rates are established annually in WisDOT Highway Maintenance Manual rates.
<http://wisconsindot.gov/Documents/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02/02-25-55-jan2016.pdf>
- For equipment not shown in the WisDOT Highway Maintenance Manual rates, the actual hourly rate should be computed. The rate should include operational and depreciation costs (if any). Any generally accepted method of computing depreciation that reflects acquisition costs, useful life and usage factors is acceptable.

Part XV. Reimbursement Process

This grant program is administered as a reimbursement program. This means the sponsor must incur and pay all costs associated with the project before seeking reimbursement from WDNR. The amount of any grant advance will be deducted from reimbursement requests before additional grant payments are made by the Department.

Grantees may request reimbursement at quarterly intervals or wait until the end of the project.

Grantees shall request reimbursement using DNR *Form 8700-001* and *Form 8700-002*; both forms may be obtained from the Grant Manager shown on page 3 and are available at the following DNR web site: <http://dnr.wi.gov/aid/styp.html>

The deadline for grantees to submit reimbursement requests to the Department is April 30 following the year in which the grant award was made by the Department.

It is strongly recommended that Tribes and Bands participating in this program use DNR Form 8700-002 throughout the project period; doing so will make reimbursement request easier at the end of the grant.

Each reimbursement request shall include supporting documentation that includes proof of purchase and proof of payment. Example of proof of purchase is invoice from a company for purchase and delivery of waders for student use. Example of proof of payment is copy of cancelled check (both sides) used to pay the company for the waders.

Once received, the Department Grant Manager reviews the reimbursement claim for completeness and compliance with the project grant agreement. This review includes ensuring that the costs claimed were for items included in the scope of the project, within the grant agreement time period, meet the eligibility requirements of the program, and that sufficient local share has been provided. Upon successful review of project expenditures, the Department will issue payment.

Part XVI. Grant Agreement Amendments

Grantees must complete projects within the calendar year in which funds are awarded. As a result, no time extension can be provided for projects funded under this program.

Grantees may, before December 31 each year, request a change in project scope if the grantee encounters circumstances that make the original project scope unachievable. As projects must be completed within the calendar year that funds are awarded, grantees are encouraged to require project scope changes as early in the year as possible.

Grantees may also request additional grant funds if:

- Project expenses are greater than the total project cost listed on the signed grant agreement and those costs are essential to the successful completion of the project.
- The Department has grant funds available to award.

Requests for scope change or additional grant funds may be made by grantee letter sent to Department Grant Manager.

Part XVII. Records Retention

Any Tribe or Band participating in this program shall retain all records related to project implementation and make those records available to the Department upon request for a period of 6 years after the date that final payment under this Agreement is issued by the Department.

Records to be retained may include, but are not limited to:

1. Copies of all employment agreements with participating students.
2. Copies of Proof of Payment including cancelled checks (front and back) that support claimed costs. If the bank does not return cancelled checks, a copy of the bank statement is acceptable.
3. Copies of Proof of Purchase, including invoices from any vendor that support eligible costs being claimed.
4. Actual records demonstrating usage of existing tribal equipment and value of that equipment based on WisDOT Highway Maintenance Manual. These records should be kept on a daily basis and show the date, hours used, and project function for which the equipment was used.
5. Actual records supporting the hours worked by individuals other than students on the project. These records should be kept on a daily basis and show the dates, hours worked, hourly rate, and work activity of each individual claimed.
6. Actual records of donated volunteer labor showing days and times worked and names of volunteers.

7. Actual records of donated professional labor as determined by letter by the donor on business letterhead.
8. Actual records of donated materials used for the project. Value of materials determined by current market prices.
9. Actual records for donated equipment used for the project, showing dates and hours worked, type of equipment, and hourly value of the equipment as determined in WisDOT Highway Maintenance Manual or by local rental cost if equipment does not appear on WisDOT Highway Maintenance Manual.

Part XVIII. Disposition of Supplies or Equipment Purchased with STYP Grant

Supplies. When supplies are outdated, worn out or no longer useful for the original or future Summer Tribal Youth Program, the Grantee shall maintain a record of the disposition of the excess or surplus supplies in accordance with a proper record retention schedule identified in Part XVII above.

Equipment. When original or replacement equipment acquired with funds from a Summer Tribal Youth grant *is no longer needed* for the original or future projects is not needed for an upcoming project, disposition of the equipment shall be as follows:

- If current per-unit fair market value *is less than \$5,000*, the equipment may be retained, sold, or otherwise disposed of with *no further obligation* to the Department.
- If current per-unit fair market value is \$5,000 or greater, the equipment may be retained or sold. If sold, 50% of sale proceeds shall be returned to the Department Grant Manager.

The grantee shall follow the following procedures for the transfer, sale, or disposal of surplus and salvage equipment

- Sale to the public by one of the following:
 1. Competitive bid
 2. Public auction
 3. Open negotiated and documented sale
 4. Offer to the public at a fixed sale price
- Donation to a verified nonprofit organization as defined in s.181.0103(17), Wis. Stats., organized under ch. 181, Wis. Stats.
- Sale for salvage value
- Scrap for no or limited value
- Transfer of sale of property to another qualifying grant recipient

Direct sale to state employees is prohibited unless items are sold at announced public sales or auctions.

Attachments: Volume of attachments requires separate document during *Program Guidance* review. In final document, attachments will be linked to grant web page.