APPENDIX A

Knowles-Nelson Stewardship Grants

Fiscal Year 2022-2023

NCO APPLICATION MATERIAL & INSTRUCTIONS

Dear Applicant:

Thank you for your interest in Knowles-Nelson Stewardship grants. Please make yourself familiar with the process, project eligibility requirements and the terms and conditions of Stewardship grants - all available on the DNR website linked below and from regional Project Managers.

All application material is located on line: https://dnr.wisconsin.gov/topic/Stewardship/ApplyNCO

If you cannot open application forms, are getting an error message rather than a grant application form, it's likely an incompatibility issue between your web browser and the PDF format. If you can, open application material in Microsoft Internet Explorer. Additional troubleshooting tips are available here: https://dnr.wisconsin.gov/site/pdf.

Application deadlines – DNR will accept complete applications anytime during the year and will rank and evaluate all complete applications received by **MARCH 15, 2022** for consideration for fiscal year 2023 awards (the state fiscal year runs July 1, 2022 to June 30, 2023).

If funds are available for NCO awards after the March application cycle, DNR will announce a second round of applications due by August 1, 2022.

Application material – All required application forms are available on the DNR's website on the "Application materials" tab.
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. Use Form 8700-259A. **Please note: this form is not yet available in a fillable/savable format. Applicants will need to print, complete manually and scan the completed form to submit, please.**
- **A Land Management Plan** – see p. 3.
- **A Second Appraisal Request** – see p. 5 if the total land value exceeds $350,000.
- A **Resolution** from your board of directors approving the project – see an example p. 6.
- An **Environmental Hazards Assessment** Form 1800-001.

Timing of grant evaluation and award –If your project is selected for funding you will be notified of *tentative* award approximately 14 weeks after application. Final award and payment will be subject to several additional required reviews, including in some cases approval of the Joint Committee on Finance. The time between submitting a complete application and receiving a grant contract ranges from six to twelve months. While we strive to make review as efficient as possible, **we advise applicants to negotiate land purchases with this timeline in mind.**

From all the Stewardship grant staff, thank you!

What's new?

Please read this, even if you're a seasoned applicant...

some important and new notes about 2023 project evaluation

1. PLEASE CONTACT US BEFORE APPLYING: it's helpful to grant staff to know what's incoming. Please contact your regional Project Manager to alert us to new applications and to discuss your project before applying. That is especially true in the following circumstances:

- **Grants exceeding $250,000** - These require approval of the Legislature's Joint Committee on Finance. That Committee's review adds both time and a degree of uncertainty to end of the evaluation and approval process. Ample planning time can benefit such projects.

- **Lands difficult to access** - Pursuant to S 23.0916 Wis. Stats., Stewardship land must be open to the public. The DNR will evaluate both the legality and the feasibility of public access on a case-by-case basis, considering the size, shape, topography, and/or remote location of a parcel before scoring and ranking projects. Lands that are practically very difficult to access may not be approved for funding.

- **Projects proposing the value of another property as match** - Please review guidance about eligibility and discuss property used as match with your project manager before you contract an appraiser. More information is available on the *Sponsor Match* tab on the *Financing your project* web page: https://dnr.wisconsin.gov/topic/Stewardship/FinanceNCO.

- **Lands with valuable improvements** - Some recent grant projects have included high-value improvements. **If the property you propose to purchase has buildings on it, please know that if the value of those buildings exceeds 35% of the total property value, DNR will not cost share on the full value of those improvements.** If you think this may apply to your project, please contact your Project Manager to discuss.

2. RANKING CRITERIA HAVE BEEN REVISED. Repeat applicants will notice that the questions in the "all projects" criteria have been revised to help us measure the Stewardship program's impact on water quality. One of the ranking questions for Habitat Area grants has also changed based on updated waterfowl habitat conservation priorities.

3. PLEASE INCLUDE NAMES AND MAILING ADDRESSES OFF THE RELEVANT COUNTY AND MUNICIPAL BOARD CHAIRS with your application material. In an effort not to delay publication of an updated application form, form 8700-259 has not yet been updated to include this request. DNR is required to notify county and municipal governments of proposed Stewardship funded land acquisitions in their jurisdictions. **We are asking applicants to provide that contact information, please**. Thanks in advance!

4. PLEASE SUBMIT ELECTRONIC FILES FOR EACH DOCUMENT rather than one large file of the whole application package. Grant staff don't have the software to break apart those big files.

5. APPRAISALS: please provide just one hard copy and one electronic copy of each appraisal.

Thank you!

Developing a Land Management Plan

The purpose of the land management plan (LMP) is to describe current conditions of the property and any goals to preserve and/or improve the conservation values on the property.

It is important that your LMP describe practical objectives. This plan and any future revisions to it become by reference part of the 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.

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 sign off on the Land Management Plan and public use applications.

If it is your intention to donate the land to the DNR please be advised that approval of a grant award does not guarantee that the DNR will take title to the property. Land donations to the DNR must be accepted by the Natural Resources Board. No DNR staff member can approve or guarantee that the DNR will accept ownership of the property.

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** - provide concise statements explaining the goals and public benefits of the project.

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 including trails, parking areas, interpretive displays, boardwalks, bridges, waterway modifications, etc. These should be marked on an attached conceptual future site plan along with public access points and any plans for vehicle parking.

3. **Current land use.** Describe how the land is being used now and by whom.

    A. Describe any agricultural uses:
- How many acres are currently in agricultural use?
- What are the soil types on those acres?
- Is the land leased to an agricultural tenant? Will the lease be continued and for how long?
- Will continued agricultural uses be part of ongoing management strategies on the parcel?

    B. Describe any timber management plans for the property. If the land is enrolled in DNR's Managed Forest Law, please include a copy of the MFL order.

4. **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?

5. **Ecological issues on the property**

    A. Describe any problems such as exotic species, erosion, over-grazing, contamination, trespassing issues, etc.

    B. Describe any plans to address the problems listed above.

6. **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.

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

- Describe anticipated ongoing maintenance activities
- Identify the organization/s who will maintain the property and implement this plan.

8. **Maps and data.** Please Attach:

- Please attach a map showing this property in context of surrounding landscapes and features, especially if this parcel is part of a of the larger conservation 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 appraisal, as well. Please provide the following information with this checklist as a cover sheet to your DNR project manager with your application.

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), the appraisal instructions used for that appraisal, and 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   _____