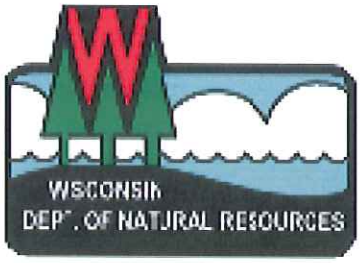
SUMMER TRIBAL YOUTH PROGRAM
PROGRAM GUIDANCE



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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 DNR
April 1	Deadline for DNR to mail Grant Agreements to Tribes and Bands
April 15	Deadline for Tribes and Bands to return signed grant agreements to the DNR
April 30	Deadline for Tribes and Bands to submit reimbursement requests to the DNR for grant awarded in the prior year.
First Friday in May	Deadline for the DNR to encumber grant funds for new grant projects.
May 15	Deadline for Tribes and Bands to request grant advance from the DNR
June 1 through September 1	Tribes and Bands complete project
December 31	Deadline for Tribes and Bands to submit Summary Reports to the DNR 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 before submitting an application. See page 3 for list of STYP Team members. 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 contributions.

Table 1. Eligible Project Costs and Local Share Contributions			
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. The DNR administers the STYP as a cost-sharing program. That means the DNR 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 DNR.

Tribes and Bands participating in this program agree to contribute at least 50% of total project costs (called "local share") from a combination of non-state funds or in-kind contributions. If a Tribe or Band requests a grant for less than 50% of total project costs, the portion not paid by the DNR grant will be paid by the Tribe. Grant amount and local share will be identified in the DNR grant agreement. Examples of non-state funds that may be used as local share include tribal gaming proceeds, foundation grants, or Federal grants. The value of donations may also constitute the local share if those items were not paid with Department grant funds, including: salaries, fringe benefits, supplies and services, and equipment. Further examples of eligible donations include:

- Actual time spent by tribal employees on the project that are paid by tribal funds (also called "Force Account" labor.)
- Donated volunteer labor (valued at $12/hour.)
- Donated professional services (valued as determined by the donor by invoice on letterhead of the donor company.)
- Donated supplies and materials (defined as individual item valued under $5000 and valued based on the purchase price declared by the donor in writing.)
- Donated equipment (defined as individual item valued at $5000 or more and valued by WI Department of Transportation (WisDOT) Highway Maintenance Manual rates for equipment. http://wisconsindot.gov/Documents/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02/02-25-55-jan2016.pdf If equipment is owned by the tribe, only hours the equipment is actually in use can count toward local share. If equipment does not appear in the WisDOT Highway Maintenance Manual, Tribe or Band shall determine value using local rental rates.
- Donated use of equipment owned by others.
- Other costs approved by the DNR.

Part VII. Ineligible Project Costs

There are certain costs that maybe required as part of the project, but are not eligible for reimbursement under this program. Ineligible costs include, but are not limited to:

- Gasoline,
- Repairs to equipment,
- Food for day trips or special events.

Part VIII. Grant Application

Interested Tribes and Bands must apply on forms provided by the DNR. Applications may be obtained from the following DNR web page:

http://dnr.wi.gov/aid/styp.html

Applications must include budget estimating project costs and local share. Application deadlines will be posted on the Department's Summer Tribal Youth Program web site at least 90 days before the application submission deadline.

Hints for Applicants:

- Include both male and female youth.
- Develop projects that include cross-cultural interaction.
- Youth involved in the program should be encouraged to make a presentation about their project experiences to the Tribal Council and/or elders or youth to encourage younger students to become interested in natural resources.

Part IX. 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 DNR 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 or Band to:
    a. Submit a grant application and affirm that the Tribe or Band has sufficient local share for the project
    b. Sign a grant agreement from the DNR
    c. Take necessary action to complete the proposed project
    d. Request reimbursement from the DNR on form provided by the DNR
    e. Submit a *Summary Report* to the DNR

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 DNR STYP Team to ensure that all objectives are consistent with program requirements. The DNR 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 .) 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 Tribes or Bands 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.

Part XII. Grant Award and Grant Agreement

Grant funding will be awarded for projects that will be undertaken during the summer in which the grant award is made.

Once the DNR STYP team has approved an application, the DNR Grant Manager will prepare the grant award letter and grant agreement. Director of Bureau of Community Financial Assistance signs for the DNR.

No later than April 1 each year when there is available funding, the Department will mail award letter and two copies of the grant agreement to successful Tribe or Band applicants. The grant agreement will detail the approved project scope, time period for the project, and approved budget.

> **Hint for Tribal Representatives:** Tribal representatives are encouraged to read the entire grant agreement carefully as it contains conditions that govern the project. By signing the grant agreement, a Tribe or Band is agreeing with the scope and conditions in the grant agreement.

Successful applicants must sign both copies of the grant agreement and return one to the Summer Tribal Youth Program Grant Manager no later than April 15. The other copy is for the Tribe or Band's grant file.

Costs incurred prior to the date on which the DNR signs the grant agreement will not be eligible for reimbursement, except for staff time needed for planning the project and preparing the grant application.

Part XIII. Grant Advance

Any Tribe or Band receiving a grant under this program may request a grant advance equal to not more than 50% of the approved total grant amount as soon as the Tribe or Band submits signed grant agreement to the DNR STYP Grant Manager. The remaining 50% of the grant will be distributed after the Tribe or Band submits a reimbursement request to the DNR and the DNR reviews/approves the reimbursement request.

Part XIV. Documentation

Grantees will use fiscal controls and accounting procedures based on generally accepted accounting practices. Grantees must:

- Establish a separate account for grant advance received from the DNR. No co-mingling of STYP grant funds with other tribal funds is allowed.
- Track STYP project expenditures separately from all other tribal expenditures.
- Itemize all project expenditures in sufficient detail so that the exact nature of the expenditure is clear in reimbursement requests submitted to the DNR. Grantees will cross-reference each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, cash register slip, etc.
- Submit "proof of payment" to the DNR STYP Grant Manager 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 with withdrawal amount from bank account highlighted 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 activities undertaken, and the gross amount of salary paid to each employee. 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 is 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 the DNR. The amount of any grant advance will be deducted from reimbursement requests before additional grant payments are made by the DNR.

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 DNR is April 30 following the year in which the grant award was made by the DNR.

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 DNR STYP 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 DNR 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 DNR has grant funds available to award.

Requests for scope change or additional grant funds may be made by grantee in writing to DNR STYP 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 is issued by the DNR. Note: Electronic copies of records are sufficient to meet Department requirements as long as accessibility of the format is maintained for the life of the record.

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 and 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 Tribe or Band 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 Program grant *is no longer needed* for the original or future 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 DNR.
- 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 DNR STYP 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 qualifing grant recipent

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

Attachments

1. DNR Form 8700-347 -- Summer Tribal youth Program Project Application
2. Budget Sheet
3. Sample Authorizing Resolution
4. Sample Goals and Objectives
5. Sample Grant Notice Letter
6. Sample Grant Agreement
7. Sample Student Review
8. DNR Form 8700-001 -- Grant Payment Request
9. DNR Form 8700-002 -- Grant Payment Worksheet
10. DNR Form 8700-012 -- Mileage Log

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Summer Tribal Youth Program Project Application

Form 8700-347 (R 1/14)

Notice: This form is required under s. 23.09(27), Wis. Stats., for development of a tribal youth program to work on projects related to the conservation of natural resources. This information will be used to determine eligibility of the project. No costs will be approved for payment if incurred prior to the date of approval. Personally identifiable information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31 - 19.39, Wis. Stats.).

Leave Blank - DNR Use Only	
Date Received	Project Number

Instructions: Include a map showing specific project location and tribal resolution.

Part 1. Applicant Information

Applicant/Organization Name

Authorized Individual

Name

Title | Phone Number (inc. area code)

Address

City | State | ZIP Code

Check Recipient: Individual other than authorized individual to act on behalf of the applicant. Provide Check recipient information below.

Check Recipient Name (name to appear on check)

Address

City | State | ZIP Code

Email

Part 2. Project Information

Project Title

Project Description: Please include a concise narrative of the type of work you plan to do with this project.

Goals and Objectives to establish completeness

Estimated Project Cost	Cost Share Percentage	Grant Request

As the applicant's authorized official, I certify that, to the best of my knowledge, the information in this application is true and correct. Failure to return a signed, completed form may result in the denial of grant funds.

Type Name of Authorized Official	Official's Title
Signature of Authorized Official	Date Prepared

SUMMER YOUTH PROGRAM BUDGET				
Project Budget				
Category of Expense		Identified Need	Identified Match	Total Program Budget
Salaries and benefits (non-youth)				$0.00
Youth Stipend/Salary				$0.00
Supplies				$0.00
Office supplies				$0.00
Office Space				$0.00
Equipment				$0.00

SUMMER YOUTH PROGRAM BUDGET				
Project Budget				
Category of Expense		Identified Need	Identified Match	Total Program Budget
Salaries and benefits (non-youth)				$0.00
Youth Stipend/Salary				$0.00
Supplies				$0.00
Office supplies				$0.00
Office Space				$0.00
Equipment				$0.00

SUMMER TRIBAL YOUTH PROGRAM
Sample Resolution

Resolution # _____

RESOLUTION OF _____ *(tribe name)*

WHEREAS, we are qualified to carry out the responsibilities of the Summer Tribal Youth Program; and

WHEREAS, we are interested in developing a summer tribal youth program; and

WHEREAS, program is eligible to receive funding from the Summer Tribal Youth Program grant.

THEREFORE, BE IT RESOLVED THAT _____ *(Tribe name)*
requests grant funding available from the Wisconsin Department of Natural Resources under
the "Summer Tribal Youth Grant Program"
and hereby authorizes the _____ *(title or name of tribal member)*
to act on behalf of _____ *(Tribe name)*
to:

☐ submit an application to the State of Wisconsin for financial aid a summer youth program purposes;

☐ sign documents;

☐ take necessary action to undertake, direct, and complete the approved project; and

☐ submit reimbursement claims along with necessary supporting documentation for reimbursement.

BE IT FURTHER RESOLVED THAT the _____ *(Tribe name)* will meet the requirements of the Summer Tribal Youth Program including all reports and the financial obligations of our 50% commitment to the program costs.

Adopted this day ___ of _____, 20___

Authorized signature: _____
Title: _____

*The **representative** must be indicated by naming a position or a person within the tribe. If a position is named, the person who holds that position (who must be an official or employee of the Tribe) is the individual authorized to act on behalf of the Tribe. By naming a position instead of a specific person, a new resolution does not have to be submitted to the DNR if there is turnover in the position.*

Summer Tribal Youth Program

Sample Goals and Objectives

GOALS AND OBJECTIVES

Goals – The goals are the purpose of the program or ***WHY*** you are doing this program. They should relate to the Summer Tribal Youth Program and not the actual projects that you are conducting as part of the program. For example, if you are having youth build fish cribs, your goal would not be to build X many fish cribs, but rather why you are having them build the fish cribs and what skills they may gain from this activity. We recommend that you have no more than 3 or 4 goals.

Below are some example goals – you are not required to use these; rather they are to help you get an idea of what a goal may look like.

- Youth have a better understanding and deeper respect for our natural resources.
- Help youth to understand the need to be good stewards of the environment.
- Introduce youth to exciting career opportunities in areas such as forestry, wildlife, fisheries, botany, and recreation.
- Youth understand the importance and value of natural resources for both present and future generations
- Youth understand culture based environmental education and stewardship.
- Youth gain a sense of ownership and pride from their work.
- Youth experience a multi-discipline approach to working in the adventurous field of natural resources management.
- Introduce youth to the variety of outdoor-based careers available in the natural resources field, and encourage them to pursue college degrees in natural resource fields.
- Youth develop positive work attitudes, work habits and behavior skills.
- Youth discover and are exposed to the fun adventures that come with natural resource management.
- Youth cultivate good working relationships and appreciate the value of teamwork.
- Youth develop a positive attitude toward the outdoors based upon environmental experiences.

Objectives – The objectives are ***HOW*** you plan on reaching your goals. These can include the projects the youth are working on, training, or other items that help identify that you've met the goal. Objectives are methods to **measure the success of** your project.

SAMPLE GOALS AND OBJECTIVES: Below are some sample program goals along with possible objectives.

1. Goal: Introduce youth to exciting career opportunities, such as forestry, wildlife, park and fisheries management.
   Objectives:
   - Youth will work with different agencies and in different areas such as wildlife, fisheries and forestry to allow for exposure to several disciplines.
   - Youth are educated on the various natural resource fields and what type of education is needed to be successful in those fields.
   - Youth gain valuable work experience through mentoring with natural resource professionals.

2. Goal: Youth develop positive work attitudes, work habits and behavior skills.

   Objectives:

   - Youth will go through an interview/selection process to be selected for this program.
   - Youth will be expected to arrive on time, be present for the entire program, actively listen and participate.
   - Youth follow through on the expectations set for them.

3. Goal: Youth develop skills needed to begin to think like a natural resource manager and balance multiple land needs and uses.
   Objectives:
   - Youth can identify 3 practices to monitoring water quality and determine impacts of invasive species.
   - Youth can share with others an example of a conflict related to various users of natural resources.
   - The use of cultural stories will be used to introduce youth to environmental principles.

Wisconsin Department of Natural Resources
Summer Tribal Youth Program Proposal

INTRODUCTION/BACKGROUND

Tribes proposes to use Wisconsin Department of Natural Resources (WDNR) Summer Tribal Youth Program funding to provide tribal youth with an opportunity to work with Tribal Ecology, Environmental, and Forestry Departments on several projects related to the conservation of natural resources. In addition to individual projects, the program will provide tribal youth with a better understanding of the day-to-day activities associated with the following natural resource management positions: fish biologist, wildlife biologist, forester, forester technician, hydrologist, wetland technician, environmental technician, and invasive species technician.

Hands-on resource management activities will include: wildlife surveys, water sampling, timber sale activities, wetland delineations, stream restoration activities, fish surveys, environmental education activities, invasive species management, and habitat restoration activities. Four tribal youth workers and one crew leader will be hired to work with tribal staff for the duration of eight weeks in the summer.

GOALS/OBJECTIVESTIVES

Goals:
Goals for the WDNR Summer Tribal Youth Program are:

1. Provide tribal youth with hands-on natural resource management activities.
2. Encourage tribal youth to work towards careers in natural resource management.

Objectives:
The project will take place over an eight week period beginning in June. The project consists of the following objectives:

Goal #1 Objectives

1. Tribal youth participation in 3 different wildlife surveys.
2. Tribal youth participation in water sample collection, analysis, and data entry at 30 sites.
3. Tribal youth participation in inventory, marking, and cruising of 40 acres on an upcoming timber sale.
4. Tribal youth participation in 5 acres of wetland delineations on an upcoming timber sale.
5. Tribal youth participation in 2 miles of stream restoration activities.
6. Tribal youth participation in fish surveys at 4 locations.
7. Tribal youth participation in 1 environmental education presentation.
8. Tribal youth participation in the manual control of 10 acres infested with non-native species.
9. Tribal youth participation in native plant inventories at 2 different habitat restoration sites.

Goal #2 Objectives:

1. Interview tribal youth workers to determine particular fields of interest.
2. Provide tribal youth with a minimum of 5 days shadowing tribal staff in their particular field of interest.

METHODOLOGY

Goal #1: **Provide tribal youth with hands-on natural resource management activities.**

Objective #1: Participation in 3 different wildlife surveys.
Tribal youth will assist the Ecology Department with annual black bear surveys. Bear baits will be placed at 50 locations along transects and monitored after 7 nights. Tribal youth will also assist with forest raptor surveys. SMC uses the broadcast survey method to identify forest raptors within timber sale boundaries. Tribal youth will assist with herptile surveys. Nesting beaches will be monitored to determine use by wood turtles.

Objective #2: Participation in water sample collection, analysis, and data entry at 30 sites. Tribal youth will assist the water technician with water sample collection at 30 sites. Tribal youth will also conduct analysis of collected samples in the Environmental Office lab and enter results into a database.

Objective #3: Participation in inventory, marking, and cruising of 40 acres on an upcoming timber sale.
Tribal youth will assist the Forestry Department with the inventory, marking and cruising of a 40 acre section within the Driving Range Timber Sale. The Driving Range Timber Sale is predominately northern hardwoods with several wetland inclusions.

Objective #4: Participation in 5 acres of wetland delineations on an upcoming timber sale.
Tribal youth will assist the Wetland Technician with the delineation of at least 5 acres of wetlands on the Driving Range Timber Sale. Wetlands will be identified and marked to be excluded from timber harvest activities.

Objective #5: Participation in 2 miles of stream restoration activities.
Tribal youth will assist the Ecology Department with the stream restoration activities which may include nuisance beaver trapping, beaver dam removal, stream obstruction removal, and implementing erosion control measures.

Objective #6: Participation in fish surveys at 4 locations.
Tribal youth will assist tribal staff with stream shocking surveys at 4 locations. Tribal youth will net, identify, and count captured species.

Objective #7: Participation in 1 environmental education presentation.
Tribal youth will participate in annual invasive species awareness presentation. The presentation is open to the public and focuses on invasive species identification, control measures, and impacts on natural environments.

Objective #8: Participation in the manual control of 10 acres infested with non-native species.
Tribal youth will assist tribal staff with the removal of invasive species at four sites. Target species include: garlic mustard, glossy buckthorn, spotted knapweed, and exotic thistle.

Objective #9: Participation in native plant inventories at 2 different habitat restoration sites.
Tribal youth will assist the Ecology Department with native plant inventories at two recent habitat restoration sites. A wetland restoration and oak savannah site will be inventoried to determine success of previous seeding efforts.

Goal #2: **Encourage tribal youth to work towards careers in natural resource management.**

Objective #1: Interview tribal youth workers to determine particular fields of interest.
Each individual tribal youth worker will be interviewed after 6 weeks of work to determine particular fields of interest. Tribal staff will meet with tribal youth to discuss potential positions within their field of interest and educational requirements.

Objective #2: Provide tribal youth with a minimum of 5 days shadowing tribal staff in their particular field of interest.
Tribal staff will be selected that best meet the tribal youth's field of interest and a schedule will be created to give the tribal youth an opportunity to shadow tribal staff for a minimum of 5 days over the remaining two weeks of the program.

OUTCOME/RESULTS

Tribe will hire 4 tribal youth workers and 1 tribal youth crew leader to work for an 8 week time period in the summer. All participants in the program will attend orientation on their start date to discuss employer expectations, program goals, initial level of interest in natural resource management, and planned projects. All participants will also attend mandatory safety training prior to any project activities. Participants will be between the ages of 13-20 and demonstrate an interest in natural resource management. Participants will work exclusively with Tribes Ecology, Environmental, and Forestry Departments to engage tribal youth in natural resource management. The program would occur in the months of June, July, and August. Tribal staff will be encouraged to continue contact with tribal youth after the program ends to mentor/assist participants with career goals.

ACTIVITY	MEASURABLE OUTCOME
WILDLIFE SURVEYS	3 SURVEYS COMPLETED
WATER SAMPLING ACTIVITIES	30 SITES SURVEYED
TIMBER SALE ACTVITIES	40 ACRES INVENTORIED, MARKED, AND/OR CRUISED
WETLAND DELINEATIONS	5 ACRES DELINEATED
STREAM RESTORATION	2 MILES OF STREAM RESTORED
FISH SURVEYS	4 LOCATIONS SURVEYED
ENVIRONMENTAL EDUCATION	1 PRESENTATION
INVASIVE SPECIES CONTROL	10 ACRES CONTROLLED
PLANT INVENTORIES	2 SITES INVENTORIED
INCREASE LEVEL OF INTEREST	RESULTS FROM TRIBAL YOUTH INTERVIEWS
PROVIDE TRIBAL YOUTH WITH SHADOWING OPPURTUNITIES	5 DAYS SHADOWING TRIBAL STAFF

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

WISCONSIN
DEPT. OF NATURAL RESOURCES

April XX, 2016

►REQUIRES IMMEDIATE ACTION◄
Summer Tribal Youth Program
Grant # STYP-#
State Grant Amount: $AMOUNT

NAME, President
TRIBE NAME
ADDRESS

Dear TITLE:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: ***TRIBE NAME Natural Resource Summer Youth Program.***

Please review the agreement and return one original, signed by the authorized official **within 30 days of this letter's date** to Karen Blodgett at WI Department of Natural Resources, 1300 W. Clairemont Avenue, Eau Claire, WI 54701. The second copy is for your file. Funds will be encumbered when the signed agreement is returned.

☒ **Grant Award Time Period: Month Day, 201x through March 31, 201x.** All project activities must occur within this time period to be eligible costs for reimbursement.

☒ **Changes to the approved project scope** may not be made without prior written approval from the Department.

☒ **You are entitled to a project advance of: $x,xxx.xx.**
This advance payment is made available to you to cover costs you may incur in the initial stages of your project. The advance payment is equal to 25% of the Total Project Cost. *If you wish to request the advance payment, please check the box provided on the last page of the project agreement.*

☒ **Advance or Reimbursement Check:** Your advance or reimbursement check will be mailed to TRIBE NAME AND ADDRESS. This is the check recipient that appears in our records. If this is incorrect, please contact Karen Blodgett at Karen.Blodgett@Wisconsin.gov or 715.836.6574.

☒ Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding.

If not enclosed, reimbursement claim forms and/or financial administration information can be found by going to: http://dnr.wi.gov/aid/styp.html. Please submit reimbursement claim forms for your project to Karen. Feel free to contact Karen via email or at the number listed above, if you have any questions about your grant award or the reimbursement procedures. You may be contacted by the Office of the Governor or your state Legislator concerning the issuance of a press release to publicize the grant award. We are pleased to have the opportunity to participate with you on this project.

Sincerely,

Mary Rose Teves, Director
Bureau of Community Financial Assistance

Enclosure(s)

State of Wisconsin
Department of Natural Resources
Post Office Box 7921
Madison, Wisconsin 53707-7921

Summer Tribal Youth Program

-- GRANT AGREEMENT --

Notice: Collection of this information is authorized under s. 23.09(27), Wis. Stats. 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].

PART 1. GRANT ADMINISTRATION INFORMATION

Grant Number	Project Start Date	Project End Date	Total Grant Amount

Project Sponsor	Project Name

Sponsor Authorized Representative and Contact Info	Department of Natural Resources (DEPARTMENT) Coordinator
Name: Telephone Number: E-mail Address:	Karen Blodgett Community Services Specialist Department of Natural Resources 1300 W. Clairemont Avenue Eau Claire, WI 54703 Karen.Blodgett@Wisconsin.gov 715.836.6574
Authorized Representative Mailing Address Address City, WI ZIP Code	

PART 2. PROJECT BUDGET

PROJECT FINANCIAL ASSISTANCE SUMMARY:	The following documents are hereby incorporated into and made part of this AGREEMENT:
Total Project Cost =	1. Grant application and attachments
Cost-Share Percentage =	
State Grant Amount =	
Project Sponsor Share =	

PART 3. PROGRAM AUTHORIZATION AND PROJECT SCOPE

PROJECT SCOPE AND DESCRIPTION OF PROJECT

This AGREEMENT identifies funding and time of performance for the project specified in Part 1 above and authorizes reimbursement by the DEPARTMENT to the PROJECT SPONSOR.

The PROJECT SPONSOR's authorized representative must sign the original AGREEMENT and return it to the DEPARTMEMT Coordinator (address above) within 30 days of the date on the accompanying transmittal letter.

This grant program is authorized under s. 23.09(27), Wis. Stats., which reads as follows:

> "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 4. GENERAL CONDITIONS

A.1. The Wisconsin Department of Natural Resources (hereafter DEPARTMENT) and the PROJECT SPONSOR mutually agree to perform this AGREEMENT in accordance with s. 23.09(27), Wis. Stats., and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps, and also any assurances attached and made a part of this AGREEMENT. This AGREEMENT, together with any referenced parts and attachments, shall constitute the entire AGREEMENT and previous communications or agreements pertaining to subject of this AGREEMENT are superseded.

A.2. The DEPARTMENT promises, in consideration of the covenants made by the PROJECT SPONSOR, to obligate for the PROJECT SPONSOR an amount not to exceed $_____ and to tender to the PROJECT SPONSOR that portion of the obligation which is required to pay the DEPARTMENT's share of the costs up to 50 percent of total eligible project costs.

A.3. Any expense incurred by the PROJECT SPONSOR in association with this AGREEMENT prior to the project start date as listed on Part 1 of this AGREEMENT is not eligible for reimbursement by the DEPARTMENT.

A.4. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes. This clause applies only to actions of each party pursuant to this grant, and does not apply to actions of employees, directors, independent contractors or agents that are performed outside the scope of this grant.

A.5. The PROJECT SPONSOR may decline the offer of financial assistance provided through this AGREEMENT, in writing, at any time prior to the start of the project and before expending any funds.

A.6. The PROJECT SPONSOR may request a grant advance equal to no more than 25% of the Total Project Costs. It is not necessary for the PROJECT SPONSOR to provide the DEPARTMENT with proof of payment or proof of purchase when requesting a grant advance.

A.7. PROJECT SPONSORS who do not request a grant advance may request reimbursement at monthly intervals or wait until the end of the project. PROJECT SPONSORS who received an advance may only request future grant reimbursements from the DEPARTMENT after the full amount of the advance has been expended. Since grant awards under this agreement cover only 50% of eligible project costs, this means that PROJECT SPONSORS must have project costs equal to twice the amount of the grant advance before additional reimbursements may be requested of the DEPARTMENT. The PROJECT SPONSOR may request reimbursement monthly, quarterly or at the end of the project. The PROJECT SPONSOR shall request reimbursement by

using and completing DNR Form 8700-001 and Form 8700-002; both forms may be obtained from the DEPARTMENT Coordinator shown on page 1 of this AGREEMENT. The PROJECT SPONSOR shall submit proofs of purchase and proof of payment with reimbursement requests. Proofs of purchase include, but are not limited to, copies of invoices received from agents or subcontractors. Proofs of payment include, but are not limited to, copies of cancelled checks (both sides) and bank or credit card statements with the transaction highlighted.

A.8. The PROJECT SPONSOR agrees to comply with all applicable local, state and federal laws during the term of this AGREEMENT and to take reasonable measures to contain project costs. Bidding is one kind of standard cost containment procedure.

A.9. The DEPARTMENT may terminate this AGREEMENT at any time in the event that it determines that the PROJECT SPONSOR has failed to comply with the terms of this AGREEMENT. The DEPARTMENT may pursue any remedies allowed under the law.

A.10. Failure by the PROJECT SPONSOR to comply with the terms of this AGREEMENT shall not cause the suspension of all obligations of the DEPARTMENT if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the PROJECT SPONSOR. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for reimbursement under this AGREEMENT, at the DEPARTMENT's discretion.

A.11. The PROJECT SPONSOR agrees to request any revisions to this AGREEMENT—whether for cost adjustments, time extensions, and changes in project scope—in writing prior to the end date of this AGREEMENT. After the project has been started or funds are expended, this AGREEMENT may be modified or amended only by mutual written consent.

A.12. The PROJECT SPONSOR shall not be considered an employee or agent of the DEPARTMENT. The PROJECT SPONSOR shall have sole control of the method, hours worked, and time and manner of performance under this AGREEMENT other than as specifically provided herein. The DEPARTMENT takes no responsibility for supervision or direction and will exercise no control over the selection and dismissal of the PROJECT SPONSOR or the PROJECT SPONSOR's employees or agents in conjunction with execution of this AGREEMENT.

A.13. The PROJECT SPONSOR shall retain all records pertaining to the performance of work and obligations under this AGREEMENT, 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: proofs of purchase (e.g., invoices and service contracts, etc.); proofs of payment (e.g., cancelled checks, receipts, and bank or credit card statements for eligible and ineligible expenses and purchases); proofs of grant match (Force account time sheets showing hourly pay or salaries, and fringe benefits; volunteer labor time sheets; donated professional services time sheets; donated supplies list; and donated equipment or equipment usage list).

A.14. The PROJECT SPONSOR agrees to match state funds provided by the DEPARTMENT and expended on this project with a combination of non-state funds or in-kind contributions equal to the amount of state funds provided under this AGREEMENT. Examples of non-state funds may include tribal gaming proceeds, foundation grants, or Federal grants. In-kind contributions may include such things as salaries, fringe benefits, supplies and services, and equipment or equipment usage. Examples of in-kind contributions include: actual time spent by tribal employees on the project and paid by tribal funds (also called Force Account labor); donated volunteer labor; donated professional services; donated supplies (each item valued at less than $5000); donated equipment (each item valued at $5000 or greater); and donated use of equipment owned by others. Volunteer labor will be valued at $12 per hour. Donated professional services will be valued as determined by the donor by invoice. Donated supplies are valued based on the purchase price declared by the

donor in writing. The Wisconsin Department of Transportation Highway Maintenance Manual hourly equipment rate will be used to value donated equipment or equipment usage; go to: http://wisconsindot.gov/Documents/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02/02-25-50-jan2016.pdf

A.15. The PROJECT SPONSOR agrees to reimburse the DEPARTMENT any and all funds the DEPARTMENT deems appropriate in the event the PROJECT SPONSOR fails to comply with the conditions of this AGREEMENT or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description, or this AGREEMENT. In addition, should the PROJECT SPONSOR fail to comply with the conditions of this AGREEMENT, fail to progress due to absence of match funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this AGREEMENT may be terminated, including further cost reimbursements.

A.16. The DEPARTMENT reserves the right to inspect the job site or premises for the sole purpose of ensuring that performance of this project is progressing or has been completed in compliance with the AGREEMENT.

A.17. The PROJECT SPONSOR agrees that accounting for project funds shall conform to generally accepted accounting principles and practices, and shall be recorded by the PROJECT SPONSOR in a separate account.

A.18. In the event that the PROJECT SPONSOR discovers that the PROJECT SPONSOR is in breach of this AGREEMENT, the PROJECT SPONSOR shall inform the DEPARTMENT of the breach in writing within two weeks from the date that the PROJECT SPONSOR discovers the breach. The PROJECT SPONSOR shall make all reasonable efforts, as determined by and in coordination with the DEPARTMENT, to resume compliance with the AGREEMENT or to repay those portions of the grant award as requested by the DEPARTMENT. In the event of a breach, as determined by the DEPARTMENT, the PROJECT SPONSOR may be ineligible for any and all future awards for grant or loan programs administered by the DEPARTMENT until PROJECT SPONSOR, in coordination with and at the sole discretion and determination of the DEPARTMENT, resumes compliance with this AGREEMENT or repays those portions of the grant award as requested by the DEPARTMENT.

PART 5. SPECIAL CONDITIONS

The following special terms and conditions are added to and made a part of this AGREEMENT:

B.1. The PROJECT SPONSOR agrees to obtain all applicable federal, state, and local permits, approvals, licenses, or waivers necessary to perform the work and obligations specified in this AGREEMENT, including all water and wetland regulatory permits and approvals. Water and wetland regulatory permits and approvals, required by federal, state or local agencies, must be obtained prior to any project construction and complied with fully during project construction.

B.2. The PROJECT SPONSOR agrees to provide all safety training, as needed, for all parties participating on projects associated with this AGREEMENT, except as otherwise authorized by this AGREEMENT.

B.3. The PROJECT SPONSOR agrees that youth involved in this program must be between the ages of 13 – 19 and be tribal or band members. This age restriction does not apply to a youth leader hired for this project or to supporting staff.

B.4. The PROJECT SPONSOR agrees that all work associated with this AGREEMENT must be related to conservation of natural resources.

B.5. At the end of the project, the PROJECT SPONSOR agrees to survey or interview youth participants about their experiences with the project and their future interest in working in a natural resources field. The PROJECT SPONSOR shall include survey or interview summary in the final project report submitted to the DEPARTMENT Coordinator (address on page 1 of this AGREEMENT).

B.6. No later than December 31, 2015, the PROJECT SPONSOR shall submit to the DEPARTMENT Coordinator (address on page 1 of this AGREEMENT) a final project report that outlines the project, the goals and objectives achieved, funds expended, and the overall success of the project. The final project report shall include photos of participating youth in action. The final project shall also include a copy of the survey or interview summary as described in B.5.

B.7. The maximum grant amount that may be reimbursed before the end of the project is 90% of the total grant amount as shown in Part 1 of this AGREEMENT. The DEPARTMENT shall not issue the final 10% of the grant amount until the PROJECT SPONSOR has completed the project and provides the DEPARTMENT with the final project report, final reimbursement request, proofs of payment, proofs of purchase, and proofs of grant match associated with all eligible project costs. The PROJECT SPONSOR shall postmark a final reimbursement request to the DEPARTMENT Coordinator (address on page 1 of this AGREEMENT) no later than March 31, 2017.

B.8. The DEPARTMENT recommends that the PROJECT SPONSOR include both male and female youth in the project and that projects involve cross-cultural interactions. Further, youth participating in the project should be encouraged to give a presentation on their summer experience to the Tribal Council, and/or tribal elders or youth to encourage younger students to become interested in natural resources.

B.9. For projects that will occur on property owned by the DEPARTMENT, the PROJECT SPONSOR agrees to contact the DEPARTMENT property manager before beginning work performed under this AGREEMENT. The PROJECT SPONSOR also agrees to require tribal participants to obtain specialized training prior to the initiation of work under this AGREEMENT if required by the DEPARTMENT property manager. Further, the PROJECT SPONSOR agrees to perform work only at locations approved by the DEPARTMENT property manager. The DEPARTMENT may require that each tribal participant performing work on a DEPARTMENT property shall sign a DEPARTMENT volunteer agreement for the specific property on which the work will occur.

☐ Check here if you request advance payment totaling $

The persons signing for the PROJECT SPONSOR represents both personally and as an agent of the PROJECT SPONSOR he or she is authorized to execute this AGREEMENT and bind the PROJECT SPONSOR, either by a duly adopted resolution or otherwise.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
FOR THE SECRETARY

By _____
(Signature)

_____
(Title)

_____
(Date)

By _____
Mary Rose Teves, Director
Bureau of Community Financial Assistance

_____
(Date)

Wisconsin Department of Natural Resources
Summer Tribal Youth Program Exit Interview

Tribe:

Student Name:

1. What did you like the most about WDNR Summer Tribal Youth Program?

2. What did you like the least about the WDNR Summer Tribal Youth Program?

3. What recommendation do you have to improve the program?

4. What discipline do you have the most interest in?

☐Wildlife ☐Forestry ☐Wetlands

☐Fisheries ☐Hydrology ☐Other:_____

5. On a scale of 1 to 10 how would you rate your interest in pursuing a career in natural resources?

6. Did this program increase or decrease your interest in the natural resource fields?

7. Any additional comments?

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

Grant Payment Request

Notice: Project Sponsors are required to provide information requested on this form when applying for payment of a grant funded by the Department. See Reporting Requirements on reverse. The Department will not process your payment request unless you provide all information requested. This information will be used to determine the amount of your payment and issue your check. 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.].

Submit one copy of this request form, your completed Grant Payment Worksheet (Form 8700-002), and required documentation, listed on reverse, to your DNR Grant Specialist. See the DNR web site for additional information: http://dnr.wi.gov/Aid

Project Sponsor Information

Project Sponsor / Management Unit Name	Grant Number
Project Name	County

The DNR will mail the check to the name identified on the application as "Check Recipient." Questions? Contact DNR Grant Specialist.

Type of Request: ◯ Partial ◯ Final

Payment Information (see reverse for instructions)

A. Payment Record to Date		Amount	This Column for DNR Use Only
1. Amount of Grant (from original or amended Grant Agreement)			
2.a. Advance Payment Received, if any			
2.b. Total Payments Received **after** Advance Payment (if any) or Escrow Payment			
2.c. Total Payments Received to Date (Lines 2.a. + 2.b.)			
3. Funds Remaining (Line 1 minus Line 2.c.)			
B. Cost Share Amount			
4. Total Eligible Project Costs this Period. Transfer data from "Total Project Costs" field on Worksheet (Form 8700-002)		$	
5. Your Share of Costs. See Line 5 instructions on reverse.		$	
6. State Share of Costs (Line 4 minus Line 5) NOTE: This line cannot exceed the amount in Line 1.		$	
C. This Payment Request and Grant Balance Remaining			
7. Amount of Advance Payment Received (from Line 2a) *(if no advance payment received or already accounted for, enter $0)*		$	
8. Amount Eligible this Claim (Line 6 minus Line 7) NOTE: This line cannot exceed the amount in Line 3.		$	**Amount approved this claim →**
9. Grant Balance Remaining (Line 3 minus Line 8)		$	

Lake & River Grants Only: Does project include State Lab of Hygiene Sample Analysis? ◯ Yes ◯ No

Certification

I certify that, to the best of my knowledge and belief, the eligible costs requested are in accordance with the terms of the grant agreement and that all expenditures are based on actual payments of record. This reimbursement represents the grant share due that has not been previously requested.

Name of Authorized Representative - type or print	(Area Code) Telephone Number
Signature of Authorized Representative	(Area Code) FAX Number
Date Signed	Email Address

Space Below this Line for DNR Use Only

Grant Specialist Signature	Reimbursement Approval Date	

INSTRUCTIONS

Line 1: Amount of Grant (from original or amended Grant Agreement). Enter amount on the first page of your grant agreement, often called "State Aid Amount" or "Total Project Funds Awarded."

Line 2. A: Advance Payment Received, if any. Some grant programs allow project sponsors to request up-front grant funds (advances) at the beginning of the grant period, even before expenses are incurred. If you had no advanced payment, enter $0 on line 2.A. If you received an advance, this amount is generally on the signature page of your grant agreement.

Line 2. B.: Total Payments Received after Advance Payment (if any) or for Escrow Payment. Some grant programs allow partial payments after the advance payment was received. If you have received partial payments, enter the total amount of all payments after the Advance Payment on line 2.B. If you received an escrow payment, enter amount on this line.

Line 2. C.: Total Payments Received to Date. Enter the total amount of lines 2. A. + 2. B.

Line 3. Funds Remaining. This amount is the balance of your grant award after subtracting all payments made before the date of this request.

Line 4. Total Eligible Project Costs this Period. Transfer amount from "Total Project Cost" field on Grant Payment Worksheet, Form 8700-002. This is the total of all eligible expenses claimed for this payment request.

Line 5. Your Share of Costs. This is the portion of eligible costs that are your responsibility. See your grant agreement. If your grant agreement shows "Fund Support" as a percentage instead of a $ amount, complete steps 1 and 2 below:

			"Fund Support" % from Grant Agreement		Your Share %
Step 1:	100 %	-	%	=	%

	"Total Project Costs" amount		"Your Share %" from Step 1		Step 2 Total
Step 2:	$	x	%	=	$

Enter "Step 2 Total" in Line 5 on front. Questions? Contact your grant specialist.

Line 6. State Share of Costs. This is the portion of eligible costs that are the State's responsibility (Line 4 minus Line 5). This amount cannot exceed the grant balance remaining, as shown on Line 3, or the amount of money expended by the grant sponsor.

Line 7. Amount of Advance Payment Received. Some grant programs allow project sponsors to request up-front funds (advances) at the beginning of the grant period. The amount of your advanced payment needs to be supported with eligible expenses. Also list those expenses on your worksheet (Form 8700-002). If you did not receive an advance payment enter $0 in this area. If your advanced payment has already been accounted for in a previous payment request, enter $0 in this area. Do not list partial payments on Line 7.

Line 8. Amount Eligible This Claim. Enter the amount you are requesting for this payment request. Do not include eligible expenses reimbursed through prior partial payments on this claim. On line 8, show the amount you calculate to be your payment on this claim. DNR staff will audit reimbursement claims before payment is sent.

Line 9. Grant Balance Remaining. This is the amount of grant funds available to you for future partial payments. If your claim is a final reimbursement request, any balance appearing on Line 9 is not available for your use in the future.

Lake & River Grants Only. Account for State Lab of Hygiene (SLOH) sample analysis. The amount of money available under your grant will be reduced by the amount of payments to SLOH.

REPORTING REQUIREMENTS

Under authorities cited, use of this form is authorized for the following grants.

- All-Terrain Vehicles: s. 23.33, Wis. Stats., and ch. NR 64, Wis. Adm. Code
- Clean Vessel: Sec. 5604 of the federal Clean Vessel Act of 1992
- County Conservation Aids: s. 23.09 (12), Wis. Stats., and ch. NR 50.14, Wis. Adm. Code
- Lake Planning: s. 281.68, Wis. Stats., and ch. NR 190, Wis. Adm. Code
- Lake Protection: ss. 281.69 and 281.71, Wis. Stats., and ch. NR 191, Wis. Adm. Code
- Land and Water Conservation Fund-Land Acquisition & Development: Act of 1965, Public Law 88-578, and ch. NR 50, Wis. Adm. Code
- Landowner Incentive Program: ch. 58, subch. III, Wis. Adm. Code
- Recreational Boating Facilities: s. 30.92, Wis. Stats., and ch. NR 7, Wis. Adm. Code
- Recreational Trails: federal 1998 Transportation Equity Act for the 21st Century
- River Planning: ss. 281.70 and 281.71, Wis. Stats., and ch. NR 195, Wis. Adm. Code
- River Protection: ss. 281.70 and 281.71, Wis. Stats., and ch. NR 195, Wis. Adm. Code
- Sports Fish Restoration: Federal Aid in Sport Fish Restoration Act
- Stewardship (NCOs) - Land Acquisition & Development: ss. 23.096 and 23.098, Wis. Stats., and ch. NR 51, Wis. Adm. Code
- Stewardship (Local Units of Government) - Acquisition & Development: s. 23.09, Wis. Stats., and ch. NR 51, Wis. Adm. Code.
- Urban Wildlife Damage/Abatement Control (UWDAC) Program: ss. 20.370(5)(fr) and 29.887, Wis. Stats. and NR 50.23 Wis. Adm. Code.

REQUIRED DOCUMENTATION

Include one copy of the following attachments (* if applicable) and other documentation required by your grant program.

ACQUISITION:

1. Grant Payment Worksheet, Form 8700-002.
2. Copy of deed.
3. Copy of title insurance policy.
4. Closing statement/canceled check(s).
5. Offer to purchase.
6. Just compensation.
7. Statement of relocation payments.
8.* WI Department of Commerce relocation statement.
9.* Statement of program revenue; i.e., sale of buildings, etc.

DEVELOPMENT:

1. Grant Payment Worksheet, Form 8700-002.
2. Copy of invoices, vouchers and canceled checks.
3.* Copy of bid specifications, certified bid tabulations, accepted bid proposal(s), contracts and change orders.
4.* Force account labor/equipment records.
5.* Donation labor/equipment records.
6.* Copy of affidavit of publication or bid notice.

MAINTENANCE:

1. Grant Payment Worksheet, Form 8700-002.
2. Copy of vendors invoices, vouchers and canceled checks.
3.* Copy of bid specifications, certified bid tabulations, accepted bid proposal(s), contracts and change orders.

Certification: This payment request cannot be processed unless this form is signed by the authorized representative named in your resolution.

Questions? Contact your grant specialist at the DNR. That person is identified in the cover letter of your grant agreement.

State of Wisconsin
Department of Natural Resources
Community Financial Assistance

Grant Payment Worksheet

Form 8700-002 (R 10/13)

Project Sponsor / Management Unit Name

Grant Number

Notice: Information requested on this form is required by the Department when applying for a reimbursement of eligible expenses. The Department will not consider your payment request unless you complete and submit this form.

Instructions: Itemize all project expenses, including donated labor, and attach photocopies of proof of expenses and payments for each item listed. See reverse for instructions. Use additional worksheets as necessary, numbering each. Submit with Grant Payment Request, Form 8700-001, or specific grant reimbursement form, to your DNR Grant Specialist.

Does this grant project include State Lab of Hygiene sample analysis costs? ◯ Yes ◯ No

Date Expense Incurred	Invoice #	Proof of Payment #	Payee	Eligible Project Cost Description (Check Grant Agreement)	Amount Paid	Amount Donated

Grant Begin Date	Grant End Date	**Total Project Cost:** (Sum of **Paid Subtotal** and **Donated Subtotal** per this page)	Paid Subtotal	Donated Subtotal
		Total Project Costs: (Sum of **Paid Subtotal** and **Donated Subtotal** for all pages)		

INSTRUCTIONS FOR COMPLETING GRANT PAYMENT WORKSHEET

Use the worksheet to itemize all project expenses, including donated labor and donated expenses.

- Attach photocopies of proof of expenses and payments for each item listed.
- Use additional worksheets as necessary. Include Grant Number on each sheet.
- Submit Worksheet(s) and attachments with Grant Payment Request, Form 8700-001, or specific grant reimbursement form, to your DNR Grant Specialist.

Date Field and Column Definitions

Date Expense Incurred: Date of invoice, purchase, or service rendered.

- Costs incurred prior to the beginning date or after the ending date of the grant agreement are not eligible for reimbursement, except as noted below.
- Exceptions: Certain land acquisition, design costs, and navigational aids may be available retroactively. Check with your DNR Grant Specialist.

Invoice #: Number on vendor invoice or bill associated with the purchase or service.

- Combined Costs: If an invoice combines costs for multiple grants or expenses, identify and explain specific costs associated with each grant expense. Attach a copy of this invoice, as well as proof of payment identified below. Use as many lines as necessary.
- Donated Expenses: Include invoice number if donated expenses are included on an invoice or bill. Otherwise, leave this field blank and go to "Proof of Payment" column.

Proof of Payment #: Number on check or money order used to pay the expense. If no proof of payment number, leave blank. Attachments required:

- Expenditure Proof of Payment Examples: Canceled check, with front side of check containing the amount of the check digitally printed by the bank under the signature line; Non canceled check with bank statement showing check cleared account; County payroll vouchers; Credit card statements. For acquisition expenditures, acquisition closing statements.
- Combined Proofs of Payment: If a proof of payment covers multiple expenses or grants, identify payments related to the particular grant expense on a copy.
- Donated Expenses: Volunteer Labor Log Sheet, or other donated labor/services documentation. Include volunteer names, type of work, hours worked, pay rate and totals. Log sheets require signatures of volunteer(s) and supervisor(s).

Payee: Name of consultant, contractor, vendor, supplier, etc. to whom payment was made.

Eligible Project Cost Description (Check Grant Agreement): Describe expense briefly. Include only eligible expenses as specified in the particular project grant application and grant agreement.

- Acquisition Grant Possible Eligible Expense Examples: Land/Conservation Easement, Recording Fees, Appraisal, Title Insurance, etc.
- Development Grant Possible Eligible Expense Examples: Construction, Equipment Rental, Landscape seed, Mulch, Demolition, etc.
- Other Grant Type Possible Eligible Expense Examples: Materials, Supplies, Maintenance-Grooming; Maintenance-Signage, Maintenance-Other, etc.

Amount Paid: The amount of the project cost expense paid out-of-pocket. Enter only actual expenditures in this column.

Amount Donated: The amount of value for donated services, labor, equipment, etc. Enter donated amounts in this column.

Grant Begin Date /Grant End Date: *Dates specified on the first page of your grant agreement or grant amendment.*

Paid Subtotal: *The sum of all paid expenditures listed in this column, on this page.*

Donated Subtotal: *The sum of the value of each donated item listed in this column, on this page.*

Total Project Cost: (Paid Subtotals all pages) + (Donated Subtotals all pages) = Total Project Costs

- ***Automatically calculated when form completed electronically.***
- ***Transfer amount to line 4, "Total Eligible Project Costs This Period" of Form 8700-001, Grant Payment Request.***

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Mileage Log

Form 8700-012 (02/16)

Notice: This form is to be used to calculate mileage costs that are an eligible expense when incurred for work needed to complete projects funded by many DNR grant programs. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31-19.39, Wis. Stats.).

Instructions: Consult reimbursement instructions associated with your grant program to confirm eligibility of mileage for reimbursement or as grantee's share of the project (also called local match).

Step 1: Provide Grantee and Project Information

Grant Number:
Project Sponsor Name:
Project Name:

Step 2: Determine allowable mileage rate, based on year in which mileage expense was incurred, and insert in rate column below.
Step 3: Complete Mileage Log below.

Date	Driver Name	Purpose of Trip	Miles	X	Rate	=	Cost
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
				x		=	
		ELIGIBLE MILEAGE COSTS:		x		=	

Step 4: Enter eligible mileage costs for your project as a line item on *DNR Form 8700-002* .
(List costs for which you're seeking reimbursement in "amount paid" column. List costs you with to use as match in the "amount donated" column.)

Step 5: Sign and Date

This log accurately reflects mileage required to complete work within the approved scope of the project identified.

_____ Date _____

Authorized Representative

Step 6: Submit to DNR with other reimbursement documentation.