

# SUMMER TRIBAL YOUTH PROGRAM

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**The Wisconsin Department of Natural Resources**



**Contacts:**

**For questions on grant match or reimbursements contact:**

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## Statutory Authority for Summer Tribal Youth Program

*From 2013 Wis. Act 20*

**SECTION 500g. 23.09 (27)** of the statutes is created to read:

**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.

**Distribution of Grant Funding** – *This is not a competitive grant program. All Tribes that apply and meet grant requirements will receive a grant. If all Tribes apply, the funding will be equally divided to all participating Tribe. (\$250,000 divided by 11 tribes = \$22,727.27/tribe)*

- Each Tribe may submit one proposal for the first round. This project should show actual overall costs, even if the total exceeds the maximum of first round grants.
- If the full \$250,000 is not allocated during the first round, Tribes may request additional funding for their approved project or submit a second project. The remaining funds will be equally divided among the applicants.
- Tribes may choose to receive a 25% up-front distribution of funds with the remaining funding provided as reimbursements or may opt to receive all funding through reimbursements. Reimbursements may be provided on a monthly basis or at the conclusion of the project.

### **Timelines (yearly)**

January– Applications available on-line

February 28 – Postmark Deadline for Grant Applications to be submitted

March 31 – Deadline for Grant Agreements to be mailed to Tribes and Bands

April 18 – Deadline for Tribes and Bands to return signed grant agreements

May 2 – Grants encumbered and any advance mailed.

June 1 through September 1 – Grant activity occurs

### **Grant Requirements:**

- Youth must be between the ages of 13 – 19.
- Youth must be tribe or band members.
- Project must be related to conservation of natural resources.
- Safety training must be conducted, if needed.
- Grant may not exceed 50% of the total costs.
- Goals and objectives must be defined.
- Establish mentorship/educational components in the project.
- After completion of the project, interview/survey youth about the project and their interest in working in the natural resources field.
- After the project is completed, and before December 31, please provide the Department a summary report that outlines the project, the goals and objectives achieved and the overall success of the project. We also request that photos of the youth in action be included in your report.

## **Grant Recommendations:**

- Include both male and female youth.
- Develop projects that involve cross cultural interaction.
- Youth involved in the program should give a presentation on their experience to the tribal council, and/or elders or youth to encourage younger students to become interested in natural resources.

## **What Types of Projects may be Eligible?**

While there are a few requirements listed above, this is very open to any project you believe will suite your tribe, location, resources and youth.

## **What Items Can We Include as part of our 50% Match?**

We encourage you to discuss your project with your DNR contact who will be able to guide you in what costs may be eligible for your match. The type of project will dictate what items are eligible.

Just a few examples include:

- Equipment – such as shovels and/or rakes
- Transportation – If you have vehicles you can use for transport, you can use them and charge a rate as determined by the DOT equipment rates per hour.
- Salaries of those involved.

(Please note that construction materials for the project are not eligible for match).

Please keep in mind that all expenses need to be tracked and documented.

## **How Do We Apply?**

You will need to complete an application form which is available at <http://dnr.wi.gov/aid/styp.html>

## **What Documentation is Required?**

The tribes are eligible under a single audit process. In other words, you need to have an external auditor review your expenses yearly. As part of that external audit, the Summer Tribal Youth Program will be reviewed.

The fiscal controls and accounting procedures used to record project costs and state grant receipts are based on generally accepted accounting standards and principles.

You must:

- Establish a separate account for project expenditures.

- Itemize all project expenditures in sufficient detail to the exact nature of the expenditure and provide evidence of that expenditure (e.g., a copy of a cancelled check. If your bank does not return canceled checks, a copy of the bank statement will do).
- Maintain payroll vouchers for salaries and wages. If Payroll vouchers are not used, 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 involved and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority. Actual fringe benefits paid as part of direct labor costs are eligible expenses for all governmental sponsors.
- Cross-reference each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, case register slip, etc.
- Maintain daily records of force account equipment actually 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 equipment such as trailers, trucks, etc., allowable rates are established annually in Equipment Rates list from the Wisconsin Department of Transportation.
- For equipment not included above, the actual rate should be computed. The rate should include hourly depreciation and hourly operational costs. Any generally accepted method of computing depreciation which reflects acquisition costs, useful life and usage factors is acceptable.

*Documents to be kept*

1. Copies of all employment agreements with the students
2. Copies of cancelled checks (front and back) which support the cost claimed. If the bank does not return cancelled checks, a copy of the bank statement is acceptable.
3. Invoices from any vendor which support eligible costs being claimed.
4. Machine usage records that substantiate the use of each equipment item for which costs were claimed. These records should be kept on a daily basis and show the hours, dates, and project function which the equipment was used.
5. Labor records supporting the hours worked by individuals working on the project. These records should be kept on a daily basis and show the dates, hours, hourly rate and work activity of each individual claimed.

All project records must be retained by the sponsor for a period of not less than 6 years after final payment or final disposition of audit findings.

## **What is next?**

Upon approval of your project, you will receive a signed contract from the Department outlining the approved project scope, project period and project amount. Read your contract carefully. It contains conditions that govern your project.

The individual authorized should sign one copy of this contract and return it to Diane Conklin, PO Box 397, Cumberland, WI 54829. The remaining copy should be maintained in your project files.

*Caution: Costs incurred prior to the date of the signed contract approval by the Department will not be eligible for reimbursement.*

## **Claims for Reimbursement – Required Documentation**

In order to get reimbursed for expenses incurred during the year for this program, two (2) documents are all you would need to submit for payment. They are the 8700-001 Request for Reimbursement and the 8700-002 Worksheet. These are attached. It is strongly recommended that you maintain the worksheet during the grant period to make reimbursement easier at the end of the grant.

Except for project advances, claims for payment will be on a reimbursement basis. To be eligible for reimbursement, all costs must be incurred within:

- The project time period shown on the contract
- The scope of activity defined in the contract
- The state aid project amount shown in the contract

**Claims must be submitted within six (6) months of the project termination date.**

## **How are Reimbursement Claims Processed?**

Once received, the grant manager reviews the reimbursement claim for completeness and compliance with the project contract. This review includes ensuring that the costs claimed were for items included in the scope of the project, within the grant agreement time period, and meet the eligibility requirements of the program. Upon successful review of project expenditures, the payment is made.

All project records must be retained by the sponsor for a period of not less than 6 years after final payment or final disposition of audit findings.