



## State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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Greetings:

We are pleased to provide you with the 2011 Recreational Trails Act Grant Guidelines and Applications booklet. The handbook contains information, explanations, and forms you need to apply for a grant to acquire or develop land for public recreational trails. Application materials and forms are fillable and downloadable off of the DNR's website. See the DNR Contacts on the following page for the Community Financial Assistance website address.

Contacting your DNR region Community Services Specialist (CSS) is a must before you submit an application during the planning stage of your project. You'll find a list of CSS' and the counties they work with on the following page of this booklet. Your CSS can explain the grant program in detail and give you the assistance you need to make your application as competitive as possible. We also have technical assistance publications available to assist you.

**THE APPLICATION DEADLINE DATE IS June 15, 2011. Applications must be received on, or postmarked, by June 15. Applications not postmarked or received on or before the deadline date will not be considered for cost sharing and will be returned to the applicant.** The earlier you submit the application the more time we will have to review it and work with you on any deficiencies. This early review could be very important to the success of your application because a high level of competition exists for available funds.

**NOTE: No work can be started or land acquired until an agreement is signed by the DNR.**

**See Page 7, #1 for further information**

**FOR LAND ACQUISITION PROJECTS**, remember that acquisition of property must be in accordance with land acquisition and appraisal procedures defined in State or Federal law. If you are applying for an acquisition project and need to purchase the property before you receive a grant agreement, you must obtain a "letter of retroactivity" from your CSS to protect the project's eligibility. A letter of retroactivity provides no assurance that your grant application will be funded, but does assure that your application will not be disqualified because the property was purchased before the grant agreement was written. Unfortunately, we cannot offer similar retroactivity for development projects. Please contact your CSS to obtain the land acquisition and appraisal guidelines and procedures.

This year we expect to rate and rank eligible applications in mid-July. The awarding of grants occurs as soon as possible afterwards, depending on the availability of funds through the state and federal budget processes.

We wish you success with your projects and look forward to being your partners in land conservation and improving outdoor recreation opportunities for our citizens and visitors.

*Regional and Central Office Outdoor Recreation Grants Staff  
DNR Community Financial Assistance Programs*

## DNR Contacts

For more information and to submit applications use contacts below.

**Northeast Region Counties:** Brown, Calumet, Door, Fond du Lac, Green Lake Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago

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Green Bay, WI 54313-6727

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E-mail: [christine.halbur@wisconsin.gov](mailto:christine.halbur@wisconsin.gov)

**West Central Region Counties:** Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood

ELIZABETH NORQUIST  
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P.O. Box 4001  
Eau Claire, WI 54702-4001

Telephone: (715) 839-3751 Telefax No.: (715) 839-6076  
E-mail: [elizabeth.norquist@wisconsin.gov](mailto:elizabeth.norquist@wisconsin.gov)

**South Central Region Counties:** Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk

MARY ROTHENMEIER  
3911 Fish Hatchery Road  
Fitchburg, WI 53711

Telephone: (608) 275-3322 Telefax No.: (608) 275-3315  
E-mail: [mary.rothenmeier@wisconsin.gov](mailto:mary.rothenmeier@wisconsin.gov)

**Southeast Region Counties:** Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha

JIM RITCHIE  
2300 N. Dr. Martin Luther King, Jr. Dr.  
Milwaukee, WI 53212

Telephone: (414) 263-8610 Telefax No.: (414) 263-8661  
E-mail: [jim.ritchie@wisconsin.gov](mailto:jim.ritchie@wisconsin.gov)

Also: Dan Kaemmerer (414) 263-8704  
E-mail: [daniel.kaemmerer@wisconsin.gov](mailto:daniel.kaemmerer@wisconsin.gov)

### Northern Region

**Rhineland Office Counties:** Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas

JILLIAN STEFFES  
107 Sutliff Avenue  
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**Spooner Office Counties:** Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn

ED SLAMINSKI  
810 West Maple Street  
Spooner, WI 54801

Telephone: (715) 635-4130  
Telefax No.: (715) 635-4105  
E-mail: [edward.slaminski@wisconsin.gov](mailto:edward.slaminski@wisconsin.gov)

**For information on program history, development, policy, statewide coordination, and program fund status, contact the following Madison DNR Central Office Grant Managers:**

1. Lavane Hessler – Stewardship and Federal Land & Water Conservation grants to local governments  
(608) 267-0497 ([lavane.hessler@wisconsin.gov](mailto:lavane.hessler@wisconsin.gov))
2. Pam Foster Felt – Stewardship Grants to nonprofit conservation organizations  
(608) 266-0868 ([pamela.fosterfelt@wisconsin.gov](mailto:pamela.fosterfelt@wisconsin.gov))
3. Diane Conklin – Motorized Recreation Aids Programs  
(715) 822-8583 ([diane.conklin@wisconsin.gov](mailto:diane.conklin@wisconsin.gov))
4. Tim Parsons – Federal Recreation Trails Act Program  
(608) 267-9385 ([timothy.parsons@wisconsin.gov](mailto:timothy.parsons@wisconsin.gov))

<http://www.dnr.wi.gov/org/caer/cfa/cfindex.html>



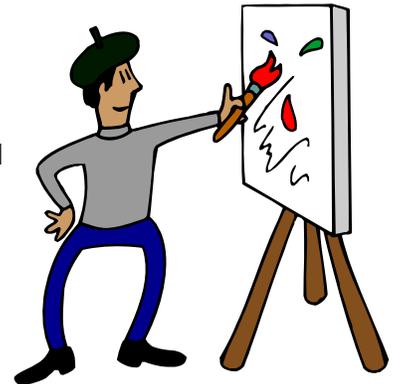
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## The Big Picture – the Grant Process

Local sponsors work with DNR regional community services specialists to plan projects, follow program requirements, and complete grant applications. See “Contacts” on the inside front cover of this booklet.

1. Application booklets are distributed each year in late January, early February. Completed applications are due no later than June 15, 2011.
2. DNR regional staff review and rate eligible projects using a set of rating questions that reflect the Recreational Trails Act goals and priorities. You'll find the rating questions listed in Appendix I.
3. The projects are then combined in a statewide listing and prioritized according to rating score.
4. Projects ranking the highest are awarded grants up to \$45,000 or 50% of the project costs whichever is less, to the extent that funds are available.
5. Project sponsors may not incur project costs until the grant agreement is signed by all parties.
6. Sponsors sign an agreement to accept the grant and assume the responsibility of complying with program requirements and conditions of the grant award in perpetuity (i.e., contracts & bidding, operation and use, maintenance, accessibility, income, inspections, etc.) Project payment takes place on a reimbursement basis.
7. The project sponsor incurs costs for work actually completed or lands purchased, documents the expenditures, and files a claim for reimbursement. Reimbursement is not permitted for work that takes place prior to or after the grant time period indicated in the grant award. Land acquired prior to the grant award date is not eligible for a grant without an approved waiver of retroactivity letter from your DNR community services specialist prior to acquiring the land
8. The reimbursement claim and documentation of expenditures are reviewed by DNR staff and the payment is processed.
9. Once the grant project has been completed, the project sponsor must meet post project completion obligations per the project grant agreement. (e.g., keeping the land in outdoor recreation permanently.)



## INTRODUCTION

**Who administers the programs?** This program is administered by the Wisconsin Department of Natural Resources (DNR). The State Trails Council advises the DNR on matters relating to the Recreational Trails Program. The Department of Transportation (authorized by U.S. Department of Transportation) also plays a role with the Recreational Trails Program.

A key component of the program is cooperation and partnership between the DNR, the federal government, and local units of government. The program recognizes the important role each partner plays in developing the recreational trail needs of Wisconsin residents and is designed to assist groups working to meet those needs.

## Application Deadlines

*June 15*

To be considered, complete applications must be submitted to your region Community Services Specialist (CSS) or postmarked no later than June 15. If your application does not meet this requirement it will not be considered and will be returned to you. A timely and complete application is critical to the success of your project given the high level of competition for available funds.

## Getting Help

There is at least one Community Services Specialist (CSS) in each of the five DNR Regions who will walk through the grant process with you from project conception to issuing the final check. See their names on the inside front cover of this booklet. They will explain the requirements of the program, assist you in planning and evaluating project alternatives, bring in other DNR resource people as needed, help you complete the application form and suggest other funding sources if your project does not qualify for these grants. We urge you to contact your CSS as early as possible in your project planning process to discuss your project and then to submit your application as soon as you complete it.

## Technical Assistance

Your region CSS is prepared to provide you with technical assistance and is a valuable source of information for other DNR administered grant programs. There are also written resources your CSS has available for you; here is a partial list:

- Recreational Trails Project Guidelines
- Land Acquisition Guidelines for Local Governments
- Land Acquisition Guidelines for Nonprofit Conservation Organizations
- Land Acquisition and Appraisal Procedures
- Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans
- Outdoor Recreation Facilities: Access for Everyone
- Policies and Ordinances for Developing, Operating and Maintaining Public Outdoor Rec. Areas
- Directory of State and Federal Financial Assistance Programs Administered by the Department of Natural Resources

## Land Acquisition Project Alert

**IMPORTANT**

Land acquisition projects must proceed in accordance with land acquisition and appraisal procedures as defined in Wisconsin Statutes as well as other related state and federal requirements. Land acquisition procedures can be complex and take time. If you are considering applying for an acquisition grant, it is critical that you contact your DNR region CSS to discuss your project and obtain the acquisition guidelines, and the appraisal procedures publications prior to beginning negotiations with the land owner.

For more information on acquisition guidelines, go to:

<http://dnr.wi.gov/org/caer/cfa/Grants/Forms/LandAcqGuidelines.pdf>; for appraisals, go to:

<http://dnr.wi.gov/org/land/facilities/documents/REContractAppraisalGuidelines.pdf>; and, for a list of appraisers, doing DNR appraisals, go to:

<http://dnr.wi.gov/org/land/facilities/documents/ContractAppraiser.pdf>

## Development Projects – Construction Timeline Caution

As you plan your project's construction timeline, be aware that it may be more realistic to plan to begin construction activities during the following year's construction season. While grants may be awarded beginning in early fall, satisfying pre-award requirements may delay awarding a grant into late fall or winter. Remember you cannot begin your project until you have signed a grant award agreement with the DNR and have obtained all necessary permits and approvals for the project. Project costs incurred prior to the agreement date are not eligible for reimbursement.

## Grant Information and Fillable Application Forms on DNR Web

Information and application forms for this grant program (as well as other programs) are available in downloadable format on the DNR Bureau of Community Financial Assistance website at <http://dnr.wi.gov/org/caer/cfa/LR/SECTION/rectrails.html>



## Key Information

Applying for and receiving a grant comes with many "strings" having to do with program application requirements, the financial administration and documentation of your project, and post-completion compliance obligations. Following is a summary of the key requirements to help you decide if these grant programs fit your local planning efforts and project goals.

## Eligible Applicants

1. **Local governments and tribal governments.** Eligible local governments are only those towns, villages, cities, counties, and tribal governments that have a DNR accepted comprehensive outdoor recreation plan or master plan which has been approved by resolution by the local governing unit. A county outdoor recreation plan that has been adopted by the town, village, or city and that contains sufficient detail related to the grant project may also satisfy the plan requirement. Local governments with qualifying plans receive eligibility to apply for grants for up to five years. If you have not submitted a plan, contact your DNR region CSS for information about how to satisfy this requirement.
2. **School districts** are eligible to apply.
3. **Organizations incorporated under s. 181.0202, Wis. Stats.**, whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities, are eligible to apply for the federal Recreational Trails Act Program. (Wisconsin Administrative Code NR 50.21(3)(b))

## Critical Program Requirements – “STRINGS”

The terms and conditions of the program is spelled out in the grant agreement, the Wisconsin Administrative Rules for the program, and in existing state and federal laws that authorize the program. You'll find the statutory and administrative code references noted within the program's detailed description in this guidebook.

The grant agreement is a legal contract that grant recipients sign containing very specific program requirements and project conditions, some of which are permanent. It is important to understand that all obligations, terms, conditions, and restrictions of the grant agreement are limitations on the use of the property in perpetuity. Following is a list of some of the major program provisions.

## **THE GRANT PROJECT AND PROCESS**

1. **No land can be purchased and no development project started before you have been awarded a grant.** If you need to purchase the property before you receive a grant award, you must obtain a “letter of retroactivity” from your DNR region CSS before the purchase is made to protect the project’s eligibility
2. **Public access is fundamental to the grant programs.** Reasonable public access is required to and upon properties purchased or developed with program funds. When there is a question, the DNR will determine what is the appropriate and reasonable public access is for the site, dependent on the outdoor recreation activities for which the property will be used. Hours of operation should be determined according to the type of area or facility being operated and in relation to the seasons of the year.
3. **Land Acquisition Guidelines.** Land acquisition projects must be completed in accordance with DNR land acquisition and appraisal requirements. These requirements are detailed in a publication entitled *Land Acquisition Guidelines for Local Governments*, available on our website or from your CSS.
4. **Public use should begin ASAP.** The public should get their money’s worth in the expenditure of federal funds. When public moneys are used to acquire land for outdoor recreation use, that use should begin as soon as possible. The same holds true for development projects on land being acquired with federal funds – use should begin as soon as possible. In the interim prior to development, it is important that the property be open to the public to the greatest extent possible for those recreation uses that the land is capable of supporting with a minimum of public investment. Delayed development should be discussed with the CSS in your region. It is allowable to limit public access during times of project construction.
5. **Development projects bidding & contracts.** Grant recipients must comply with state and federal requirements for prevailing wage, bidding, and contracts for development projects. These procedures can be complex and require you to properly prepare prevailing wage and bid documents to contain required information, publicly advertise for bids, and award contracts to the lowest qualified bidder. Federal bidding requirements must be followed on all federally funded projects. You should consult with your attorney to ensure that you are in compliance with these requirements.
6. **Certified Deeds.** Some counties have begun to stamp the document number only on the first and last page of a recorded document. To ensure the DNR is receiving a copy of the exact item recorded, we now require that a “certified deed” be submitted to the DNR. A certified deed comes from the county Register of Deeds with a notarized letter stating that the document provided is the exact copy of what was recorded. Where counties use the traditional method of assigning and stamping a volume and page number on each page of the deed, a certified deed is not required.
7. **Selling structures or improvements (Acquisition).** If you anticipate selling any structures or improvements that were included in the acquisition cost, one half of all receipts shall be reimbursed to the DNR or deducted from the reimbursement amount provided by the DNR.
8. **Historic Preservation Requirements.** State and federal regulations require that all assisted projects comply with historic preservation requirements. Federally funded projects must be reviewed by the Wisconsin State Historic Preservation Officer and applicable Tribal Historic Preservation Officers. In some cases, you may be required to conduct an archeological survey prior to receiving a grant award. Your DNR Region CSS can assist you with satisfying these requirements.

9. **All projects must comply with the Americans with Disabilities Act** as well as other federal civil rights regulations. ADA requires that all aspects of each project be accessible or "barrier free".

There are fundamental differences in how accessibility in the outdoors is accommodated compared too indoors or the built environment. While restrooms, shelters, interpretive centers, and parking lots, for example, need to follow detailed ADA guidelines, other improvements such as trails, boat landings and swimming beach areas, for example, do not necessarily need to follow indoor or built environment ramp grades or surfacing requirements. However, a new ruling concerning power-driven mobility devices became effective March 15, 2011. This ruling may affect your project. For more information go to: <http://www.americantrails.org/resources/accessible/power-mobility-federal-register.html> or [http://atfiles.org/files/pdf/title11\\_2010\\_fr.pdf](http://atfiles.org/files/pdf/title11_2010_fr.pdf) .



A good rule of thumb to follow is that anything constructed must not make the outdoor experience anymore difficult than what occurs naturally. Mother Nature does not have to comply with ADA, but you do! For specific guidance on outdoor accessibility issues, contact your DNR Region CSS. For more information go to: <http://www.ada.gov/publicat.htm> or [http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm) .

10. **Federal Program Requirements.** Grant projects funded with federal funds require sponsors to comply with federal guidelines, some of which are more stringent than requirements for state funded programs such as the Stewardship Program. You will be provided with information on federal program requirements if your project is selected for funding.
11. **Retention of records.** All required documents used to substantiate your financial claim(s) through these programs must be retained for four (4) years from the time of project completion. This includes such items as invoices, canceled checks, contracts, bid specifications, construction plans, and time sheets. However, it may be beneficial to hang on to as built construction plans and specifications for future needs.
12. **Overhead power lines.** All electrical or communication lines must be installed underground. Existing lines must be buried, removed, or relocated as necessary (an eligible grant cost). Future lines must be underground. The sponsor may be required to provide cost data to evaluate the disposition of proposed or existing electrical or communication lines.
13. **Compliance with other laws.** A grant sponsor must comply with all applicable local, state, and federal statutes, regulations, administrative rules, and ordinances in fulfilling the terms and conditions of the grant agreement, including but not limited to, land use permit requirements, accessibility for people with disabilities, Endangered Species, Water Regulatory Permits, Farmland Preservation, state or national Environmental Policy Act, Wetland Preservation, Stormwater Management, and Construction Erosion Control. Ask your DNR region CSS about compliance with these laws or orders before you submit your application.

## **COMPLIANCE REQUIREMENTS AFTER PROJECT COMPLETION**

1. **Grant recipients have obligations in perpetuity.** Accepting a grant for your project means that you as the grantee are agreeing to the conditions and requirements that are a part of the grant programs and have the obligation to keep the land purchased or site developed for public outdoor recreation in perpetuity.

2. **Project income.** Income received from a property receiving a grant must be used to further the objectives of the project as stated in the grant agreement. Income must be kept in a segregated account, may not be commingled with other funds, and must be used for purposes compatible with the goals and objectives of the grant program. The DNR may request an annual income and expenses report for the segregated account. Project income generally includes the sale or rental of buildings and croplands.
3. **User Fees.** Reasonable user fees may be charged by the sponsor to offset operation and maintenance costs. A different fee may be charged to residents or nonresidents as long as the nonresident fee does not preclude use by the nonresidents or exceed 1.5 times the amount of the resident fee.
4. **Inspections.** In general, inspections to monitor compliance with the grant program requirements rest with you, the sponsor. The sponsor is responsible for the day-to-day operation and maintenance of the area or facility and, therefore, should make inspections as needed to ensure compliance. In some cases we will ask you to perform an inspection by completing a questionnaire form. The DNR reserve the right to conduct compliance inspections. You will be contacted in person or by letter if a problem is noted.
5. **Only outdoor recreation uses are allowed.** This means no construction of structures such as fire stations, streets/highways, civic centers, libraries, museums, water towers, indoor recreation facilities, utility transmission lines, and communication towers, or non-recreation use of sites such as for a landfill. To prevent problems down the road that jeopardize the funding you received, it's a good idea to thoroughly review future community needs when determining project boundaries at application time.
6. **Grant recipients must maintain legal control and oversight of the property.** Grant recipients need to retain control and oversight of the grant property to be capable of complying with grant program obligations and requirements. This applies to both development projects on leased land and in the case of executing agreements with a third party for the development and operation of recreation facilities.
7. **Selling or leasing a part of the grant property, or executing an easement on a portion of or all of the property is generally prohibited.** The DNR or federal government (for federally assisted projects) may approve the following exceptions depending on the details of the situation and whether the impact of the use to the property is outweighed by the future recreation benefit to the public.
  - Short term (less than a year) continuation of an existing lease if sale of the property is contingent on this lease.
  - Leasing a part of a property for agricultural purposes for five years or less in an interim time period when development must be delayed or when it is a contingency of the sale.
  - Granting control or partial control of land for utility rights-of way. Underground utilities such as powerlines, pipelines, sewer and water lines may be allowed depending on the impact of the action on the recreation resource with DNR and the federal government approval. Land lost to outdoor recreation for any of these reasons must be replaced with property of equal or greater recreational value and utility. Please contact your regional CSS before granting **any** control associated with utilities under or over the site.
  - Leasing the property to the private sector for development and/or operation of an outdoor recreation facility requires DNR and/or federal government approval prior to executing any land use agreement. Contact your regional CSS to review requirements associated with leasing arrangements before beginning negotiations.
9. **Site maintenance.** All areas acquired or developed with federal funds must receive adequate maintenance to ensure continuing public use in a safe and sanitary manner. DNR staff periodically monitors sites for compliance with this requirement.

## FINANCIAL INFORMATION

**Level of Grant Assistance – up to \$45,000 or 50% of project cost, whichever is less**

For the Recreational Trails Act grant program grant awards cover up to 50% of eligible project costs or \$45,000 whichever is less.



**Financial Reimbursement.** Payment of a grant award takes place on a reimbursement basis. This means the project sponsor must incur all costs for work actually completed first, then file a claim for reimbursement within 6 months of the project period end date as shown in the grant agreement. Reimbursement is not permitted for work that takes place prior to executing a grant agreement. The project sponsor listed on the grant agreement is responsible for administering the project including bidding for contractual services and paying for grant project costs.

**Important:** All project contracts and payment of expenditures must be processed through the grant project sponsor and their financial system. You should talk to your DNR region CSS if you have project partners and this will not be the case. Payment of expenditures made by a third party may not be eligible for reimbursement.

### Eligible Land Acquisition Costs

Grant Calculation for Land Acquisitions - Eligible land acquisition costs include the fair market value of the property as determined by DNR-approved appraisals or the actual purchase price, whichever is less.

### Ineligible Land Acquisition or Conservation Costs

- costs for administration of the project
- attorneys fees
- brokerage fees paid by the buyer
- real estate transfer taxes
- interest costs on installment purchases
- environmental clean up costs

### Eligible Development Costs

1. Labor costs, including force account<sup>1</sup> labor and contractual services costs directly related to and required for completing the project. Costs shall be based on the actual wage or services rate paid, including salary and fringe benefits.
2. Direct costs for materials and equipment used for project-related purposes over their useful life.
3. Materials and services purchased by the sponsor, i.e. hardware, paint, lumber, sand/gravel, concrete, landscape materials, signs, design/engineering services, archeological survey services, and contractor services (small expendable tools like a paintbrush may be included).
4. Leased equipment costs used for project related purposes. Costs for the use of equipment owned by the sponsor may not exceed the Department of Transportation's county highway rates.
5. Engineering or planning fees to complete the project.
6. Construction contract costs directly related to and required to complete the project.
7. Bid advertisements and developing bid specifications.

<sup>1</sup> Force Account expenses – employee labor, (including fringe benefits), equipment use or time, and the use of materials from the sponsor's inventory

## **Ineligible Development Costs**

1. Costs incurred prior to or after the grant project period.
2. Administrative costs of the sponsor or consultant such as paper work associated with the project, including indirect costs; indirect costs are typically incurred for multiple purposes. Examples of indirect costs include, but are not limited to, utilities, administrative salaries, postage, and other expenses that are not supported by time reports or other documentation that identifies the expenditure as directly assignable to the Recreational Trails Act project.
3. Materials and services purchased for the operation and maintenance of the project site.
4. Costs to prepare the grant application or a Comprehensive Outdoor Recreation Plan.
5. Costs to cover items that are not required for development of a basic facility, as determined by DNR or are not included in the scope of the grant agreement.
6. Financing costs associated with the project.
7. Costs not documented by an invoice and a canceled check, or other proof of payment.
8. Costs incurred by a sponsor because of a contractor's breach of contract.
9. Costs previously reimbursed from another grant source.
10. Cost to correct a construction violation.

## **Sponsor Share of Project Costs**

The sponsor share of a project is defined as the portion of the acquisition or development cost that is not funded by the state or federal grant program. Eligible sources of local share may include:

1. Cash from the project sponsor and force account labor, equipment, and materials.
2. Cash donated by a third party – foundations, organizations, businesses, individuals.
3. Grants or contributions from foundations, organizations, businesses and private individuals.
4. For development projects: donations of volunteer labor, services, materials, equipment rental.

## **Donations of Volunteer Labor, Services, Materials, and Equipment Rental as Local Share (grant match)**

Donations may account for up to 50% of total eligible project costs. We encourage donations to project sponsors by private parties. There may be many individuals who are willing to contribute their time and energy for free. These donations, which usually consist of labor, equipment use, services, land, or materials may be used to reduce the sponsor's financial obligation. Their time can be counted toward the local share of the project, provided it is properly accounted for. At the time you receive your grant award, a financial manual with forms will be included to help you document the volunteer contributions. Talk to your region CSS to understand the requirements surrounding use of donations and how they can maximize the funding of your project.

## A Caution About Sponsor Match

There are three important points to remember about Sponsor Match:

1. Funds from the other federal government funding sources cannot be used as sponsor match.
2. While other government funding sources may be used, the total amount of funding from all government sources cannot exceed 100% of the cash needed for the project. If funding from other government sources exceeds 50% of the funding that is needed, then the grant funding will be reduced accordingly.
3. All sources of Sponsor match should be fully disclosed on the application form. If you learn about a government grant after you have applied for a grant, you must advise your CSS. If it is found that a project sponsor has received more than 100% of the cash needed from government sources, the DNR will seek an appropriate remedy.

## Requesting Reimbursement and the Audit Process

Payment of grant funds is on a reimbursement basis. You must first pay for your project costs then submit a reimbursement claim under the terms of the grant to the region CSS within 6 months of the project period end date shown on the grant agreement.



The reimbursement claim process requires you to submit detailed information about the eligible costs that you incurred during your project including bidding information, copies of service contracts, detailed invoices, and copies of canceled checks. Grant recipients receive a financial manual containing reimbursement claim information as part of their grant award materials. For more information go to: [http://dwd.wisconsin.gov/er/prevailing\\_wage\\_rate/default.html](http://dwd.wisconsin.gov/er/prevailing_wage_rate/default.html) ,

Once received, reimbursement claims are reviewed by DNR staff to ensure 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. In addition, site inspections will be conducted on development projects to insure that the items being claimed for reimbursement have been completed as expected from the project application and grant agreement scope. Payment is made after the review is completed.

Other websites which may be helping in completing your reimbursement claim forms are:

<http://www.dol.gov/dol/topic/wages/minimumwage.htm> ;

<http://dnr.wi.gov/org/caer/cfa/Grants/Forms/StewFinanceManual.pdf>

<http://dnr.wi.gov/org/caer/cfa/Grants/Forms/ProcurementGuide.pdf>

[http://dnr.wi.gov/org/caer/cfa/Grants/Forms/DOTEquipRates\\_Standard.pdf](http://dnr.wi.gov/org/caer/cfa/Grants/Forms/DOTEquipRates_Standard.pdf)

# PROGRAM DESCRIPTION

## RECREATIONAL TRAILS ACT (RTA)

Public Law 102-240, ch. NR 50.21, Wis. Adm. Code

The Recreational Trails Program provides funds through the transfer of federal gas excise taxes paid on fuel used on off-highway vehicles. These funds are used to develop and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses. This federal program was initially authorized in 1991, re-authorized in 1998 under the Transportation Equity Act for the 21<sup>st</sup> Century (TEA - 21), and reauthorized in 2005 as the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, or (SAFETEA-LU).



RTA funds may only be used on trails which have been identified in or which further a specific goal of a local, county or state trail plan included or referenced in a statewide comprehensive outdoor recreation plan required by the Federal LWCF Program. 30% of the funds must be used on motorized trail uses, 30% on non-motorized trail uses and 40% on diversified (multiple) trail uses. See Trail Use Funding Category Definitions below. There is a grant cap of \$45,000 per grant per fiscal year. If funding is still available after all eligible projects are funded, the Department may award additional funds to high ranking projects.

**Eligible Applicants:** Towns, villages, cities, counties, tribal governing bodies, school districts, state agencies, federal agencies or incorporated organizations are eligible to apply for funds. Incorporated organizations are those that are incorporated under s. 181.32, Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities.

**Eligible Projects and Funding Priorities:** Eligible projects in order of priority are: maintenance and restoration of existing trails, development and rehabilitation of trailside and trailhead facilities and trail linkages, construction of new trails (with certain restrictions on federal lands<sup>3</sup>), and acquisition of property for trails.

### Trail Use Funding Category Definitions:

#### Non-Motorized (30%)

1. Non-motorized project for a single use: projects that benefit only one mode of non-motorized recreational trail use, such as pedestrian only or equestrian only; projects serving various pedestrian uses (e.g., walking, hiking, wheelchair use, running, nature interpretation, etc.) constitute a single use; human powered snow uses (skiing, snowshoeing, etc. constitute a single use.
2. Non-motorized diverse use: projects that benefit more than one mode of non-motorized recreational trail use such as walking, biking, and skating or pedestrian use in summer and skiing in the winter.

#### Motorized (30%)

1. Motorized project for a single use: projects that benefit only one mode of motorized recreational use, such as snowmobile trail grooming. The project may also benefit some non-motorized uses, but the primary intent must be for the benefit of motorized use.

<sup>3</sup> Construction of new trails crossing federal lands only where permissible under other law, necessary and required by a statewide comprehensive outdoor recreation plan, approved by the DNR and the administering federal agency and consistent with applicable federal land management plans and policies.

2. Motorized diverse use: projects that benefit more than one mode of motorized recreational trail use such motorcycle and ATV, ATV use in the summer and snowmobile use in the winter; projects that also benefit some non-motorized uses as long as the primary intent is for the benefit of motorized use.

**Diversified (40%)**

1. Non-motorized diverse use (see above under “Non-motorized”)
2. Motorized diverse use (see above under “motorized”)
3. Diverse use including both motorized and non-motorized uses. A project where the primary intent is for the benefit of **both** non-motorized and motorized (e.g., the primary beneficiary is not motorized); also includes when the non-motorized and motorized uses are separated by season (equestrian use in the summer and snowmobile use in the winter). Other examples – a common trailhead project serving separate ATV and bicycle trails.

**WISCONSIN POPULATION CENTERS**

From Dept. of Administration January 1, 2010 Population Estimates

<b>Cities Over 50,000</b>		
Milwaukee	580,500	0
Madison	228,200	0
Green Bay	104,000	
Kenosha	96,400	
Racine	80,100	
Appleton	72,563	
Waukesha	69,100	
Eau Claire	66,149	
Oshkosh	66,080	
Janesville	63,600	
West Allis	60,600	
La Crosse	51,900	
Sheboygan	50,400	

<b>Counties Over 200,000</b>		
Milwaukee	928,449	
Dane	474,839	
Waukesha	383,864	
Brown	246,654	

<b>Counties Over 50,000</b>		
Milwaukee	928,449	9
Dane	474,839	9
Waukesha	383,864	4
Brown	246,654	4
Racine	196,455	6
Outagamie	176,123	3
Winnebago	166,300	8
Kenosha	162,694	4
Rock	160,826	6
Marathon	136,874	4
Washington	131,343	3
Sheboygan	117,650	0
La Crosse	113,758	
Fond du Lac	102,385	
Walworth	102,022	2
Eau Claire	99,275	
Dodge	89,962	
Ozaukee	87,447	
Manitowoc	85,074	
Jefferson	81,362	
St. Croix	79,919	
Wood	77,123	
Portage	71,242	
Chippewa	62,600	
Sauk	61,481	
Columbia	56,549	
Waupaca	54,500	
Grant	51,780	

<b>Counties with a 5 Year Growth Rate Over 2.08% (state 5 yr. rate) from 2005-2010 and Jan. 1, 2010 Population Exceeds 50,000</b>		
<b>County</b>	<b>5 year Growth Rate %</b>	<b>1-1-2010 Population</b>
St. Croix	5.30%	79,919
Washington	4.11%	131,343
Marathon	4.02%	136,874
Sauk	3.60%	61,481
Chippewa	3.57%	62,600
Dane	3.48%	474,839
Walworth	3.46%	102,022
La Crosse	3.19%	113,758
Outagamie	3.09%	176,123
Columbia	2.85%	56,549
Kenosha	2.75%	162,694
Jefferson	2.67%	81,362
Portage	2.63%	71,242
Brown	2.53%	246,654
Rock	2.38%	160,826
Grant	2.16%	51,780
Fond du Lac	2.15%	102,385
Eau Claire	2.15%	99,275
Waupaca	2.11%	54,500

<b>Metro Areas:</b>
Appleton
Duluth/Superior
Eau Claire
Fond du Lac
Green Bay
Janesville – Beloit
La Crosse
Madison
Milwaukee – Waukesha
Oshkosh - Neenah
Racine
Minneapolis - St. Paul
Sheboygan
Wausau



## SAMPLE PROJECT NARRATIVE

**Town of Inspiration, Conservation County, WI**

**Project Name: Inspiration Park Expansion Acquisition Project**

**Contact Person:** Amy Wilson, Town Chair  
 Town of Inspiration  
 P.O. Box 200  
 Inspiration, WI 54512  
 (715)385-0120

**Project Location:** See attached Legal Description and Site Boundary Map.

Project Description:

### Summary

This proposal is for assistance in funding the acquisition of 12 acres for expansion of Inspiration Park. There is an additional 2.3 acre portion of the property southwest of the Fox Valley & Western Railroad that will be used to develop tennis courts and is not included in this proposal because of its anticipated non-nature based recreation use. Refer to the attached project boundary and site map. The Town has committed itself to further expansion of its community park that has been in existence since the early 1990's. This property will be developed into a more passive recreation area including a multi-use trail (primarily hiking, biking, & cross-country skiing), and a restroom facility, park shelter, and parking to support the trail and picnic area. The remainder of the parcel will be left as open and natural space.

### Background

Inspiration Park, acquired in 1991 without funding assistance, is a community park, located in the eastern portion of the Town of Inspiration and is easily accessible from Elizabeth Street, off STH 92 (see Project Site Plan). The park is bordered by the Village's wastewater treatment facility to the north; a residential area to the east; Elizabeth Street on the west; and STH 92 to the south. The Towns of Bennett and Dane are respectively on the other sides of Elizabeth Street and STH 92.

The existing 40-acre community park was developed in phases during the early 1990's. The town developed a recreational facility consisting of competitive sport (baseball and soccer) fields, as well as areas geared toward more passive/individualized recreational activities (play area, picnicking, and walking/cross-country skiing). The expansion acreage will add passive recreation opportunities for park users, including an important trail connector between Hope's Trail to the north and the Grouse Ridge Trail to the east. A variety of outdoor recreational activities will be provided as a result of the acquisition:

1. Multi-use, multi-seasonal trail (hiking, biking, & cross-country skiing)
2. Picnic Area and Pavilion, including parking area, to be located in the northeast section of the property.
3. Foot trail leading into wildlife viewing and nature study area.

### Relation to Local and Regional Plan Objectives

The benefit of this project to the Town and surrounding smaller communities cannot be overstated. The expansion of Inspiration Park specifically furthers the goals outlined in the Town of Inspiration Park and Recreation Plan that was adopted in 2004. Page 6 of that plan identifies expansion of the park to add passive recreation facilities. The project also addresses issues identified by the Central

Regional Planning Commission in its 2002 Overall Economic Development Program Annual Report. On pages 112 – 116 the report discusses goals related to Land and Environmental Resources. It identifies as important, two goals which are relevant to this project: 1) Maintain a balanced mix of public recreation facilities and 2) Improve access to balanced public recreation areas for communities with populations under 5,000.... This project is also supported by the Statewide Comprehensive Outdoor Recreation Plan (pages 122- 123).

Key Partnerships

The Town of Inspiration has worked hard to develop partnerships in the development of their community park, including this project. Volunteers have been central to its success. Various community and surrounding community service organizations, volunteers from little league and softball associations, and local contractors have all been instrumental in providing labor and materials for the development of existing active sports facilities and trails. The Town is also pleased with the partnership that has been formed with the school district in relation to this project. The school board approved a commitment to integrate nature study curriculum into maintenance and restoration activities that would occur on this property through teacher and student participation.

Status of Acquisition Process

An option to purchase agreement has been signed with an expiration date of November 1, 2001 and including a purchase price of \$48,000.

Project Budget

Appraised Value of 12 acres:	\$50,000
Purchase Price of 12 acres:	\$48,000
Grant Based on Purchase Price (it's lower)	\$48,000
Estimated other Eligible Acquisition Costs:	<u>\$ 1,200</u>
Total Project Costs	\$49,200
Match Funds Required from Village:	\$24,600
2000 Village budget	\$20,000
Friends of Inspiration Park	<u>\$ 4,600</u>
	\$ 24,600

## PROJECT BOUNDARY MAP REQUIREMENTS

Federal and State regulations require that property acquired or developed with Recreation Grant Program funds remain in public outdoor recreation use permanently.

The purpose of the boundary map (sample on following page) is to clearly show the exact boundaries of the property to be assisted with state or federal funds. Once agreed upon by all concerned parties, the boundary map defines the area that remains, under contract with the state or federal program, in public outdoor recreation use forever.

Plan your project boundaries carefully. Known future public improvements, such as wells, lift stations, other public buildings, or future road improvements (eg., road widening) should be excluded from project boundaries. Project boundaries should include only that property which the sponsor intends to manage for public outdoor recreation purposes forever. For the federal Land and Water Conservation Program, the compliance boundary is registered with the National Park Service for compliance purposes.

### What the Project Boundary Map Should Include

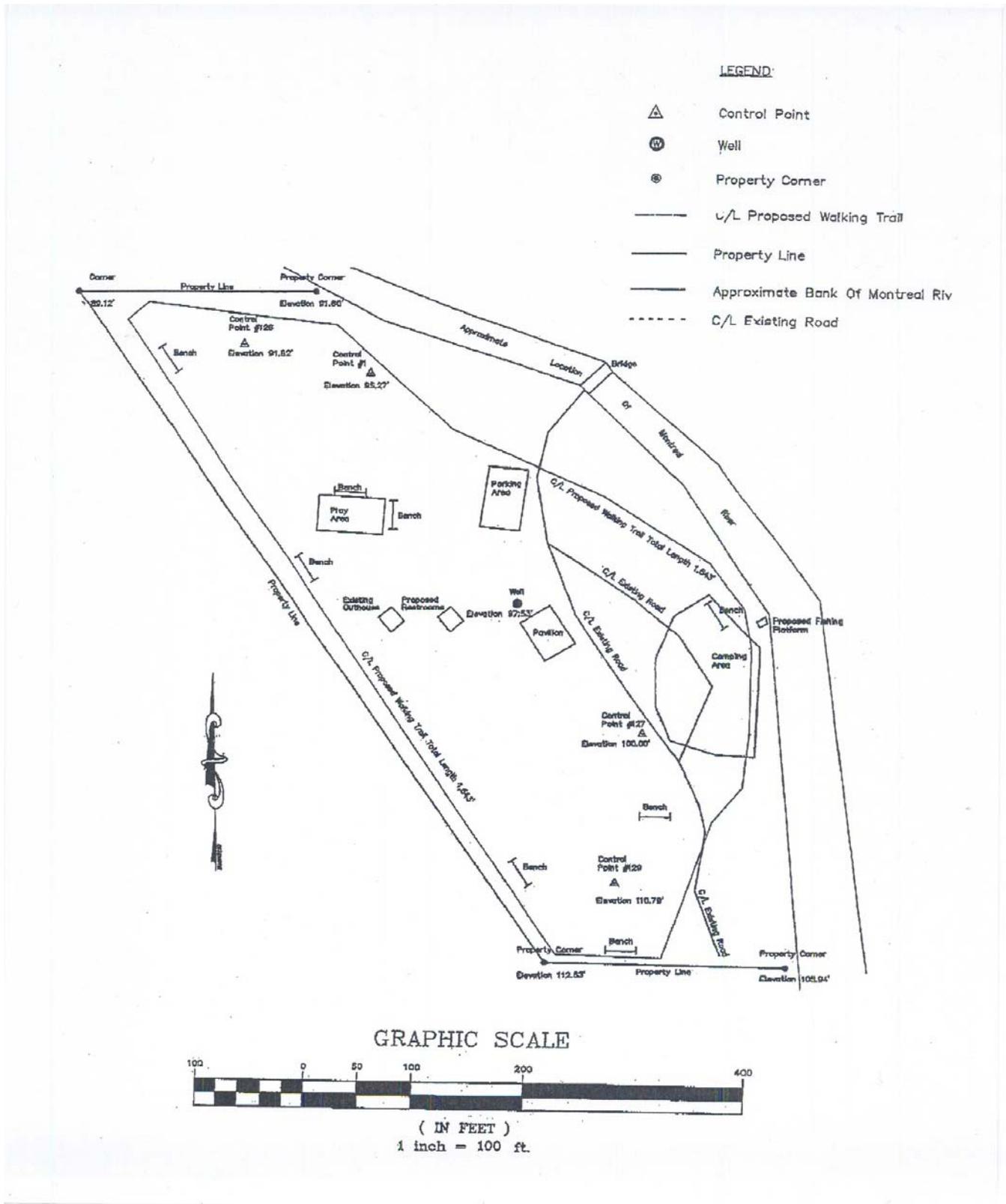
For both acquisition and development projects the boundary map submitted should be to scale and reflect the legal description of the property by metes and bounds, lots and blocks (described on a plat map) or the rectangular public land survey system (township, range, section, etc.). If there is a question about boundaries, a formal survey of the project area will be required. Also include a topographical map in your application with the project site highlighted. See example maps that follow.

### Site Development Plan Requirements

In many cases the site development map and boundary map can be one in the same. A site development map should be to scale. It should indicate north, surrounding land uses, existing and proposed utilities, existing and proposed facilities, routes of travel, known wetlands, floodplain, archaeological sites, or possible contamination sites. It should illustrate all the easements of record, if any, along with who prepared the map and the date prepared. See *example map that follows*.



# SITE DEVELOPMENT PLAN EXAMPLE





## Recreational Trails Act INSTRUCTIONS FOR APPLICATION FORMS

The instructions below provide an explanation of the information requested on the following forms:

1. Recreational Trails Act Grant Application, Form 8700-191A.
2. Recreation Grant Project Cost Estimate Worksheet, Form 8700-14.

To be considered for a grant and to prevent delays in processing you must fill out the application forms completely. Submit your application to the DNR region CSS. Please feel free to contact your CSS if you have any questions. Applications must be received on or postmarked by June 15 to be eligible for funding. Applications that are received after the deadline date will not be considered for a grant and will be returned to the applicant.

### Recreational Trails Act Grant Application, Form 8700-191A

#### **APPLICANT INFORMATION (Page 1)**

Most of the applicant information requested is self-explanatory. All grant payments will automatically be made out to and mailed to the applicant at the address indicated. However, if you anticipate that a grant payment would need to be mailed to a different individual or organization (e.g., the municipal treasurer), make sure you fill out the “Mail Check to” section. The check will always be made out to the applicant organization.

#### **PROJECT INFORMATION (Page 2 and 3)**

The project information requested is critical to reviewing the eligibility of your project for the grant programs as well as rating your project in the rating and ranking project selection system.

1. Enter a Project Title, check the Project Type, and enter the Location Information and Congressional & Legislative District Numbers related to the project’s location.

2. Project Description – provide a thorough description of your project proposal. Include the following:

- a. Primary goals of the project

Clearly and concisely describe the benefits of the project, why it is needed, who the intended users are, how the project will serve the community (including how the project will benefit tourism), and how the project will be managed.

- b. Description of the project

- Site – Indicate the size of the project and describe the natural features of the land. Provide information about natural communities, land cover, species, topography, water resources, and special features (including archeological and historic features, if any). If the project includes a number of parcels of land list those here or attach with Cost Estimate Worksheet.
- Describe existing site conditions, current uses of the land, and provide a brief history of past uses and disturbances. Also describe any present threats to the natural and recreational values of the site.
- Improvements and structures – Describe existing physical improvements and structures, if any. This might include, but is not limited to, existing buildings, trails, parking areas, roadways, waterway modification devices, etc.

Development and renovation projects – provide a description of the project and its individual elements.

- c. Public access and use

- Identify access points to the site and how access will be provided. If an acquisition project, describe any plans for vehicle parking and posting of property for public access.
- Describe how the public will be able to use the site and what activities will be permitted, such as nature study, hiking, biking, picnicking, camping, research, education, hunting, fishing, etc. If there will not be public access to a portion of the property explain why not.

## d. Land Management Practices

Describe general land management practices that will be followed to meet the goals of the project and to conserve the natural resources of the site. Describe any site enhancement and restoration plans.

## e. Problems

Describe any problems such as exotic species, erosion, over-grazing of deer, dumps, toxic wastes and contamination, debris which needs to be removed, environmental intrusions such as overhead power lines, potential user conflicts, etc. Discuss proposed solutions to problems cited above.

## f. Implementation

- Identify proposed time line for implementing the key project activities.
- Identify who is responsible for managing the project.
- Describe any partners who will play an active role in the project and attach any third party management agreements.

## g. Operation and maintenance of the property

Describe who is responsible for operation and maintenance of the property and the availability of financial and personnel resources needed for operation and maintenance of the site once the project is completed.

- h. Use the Application Checklist on page 25 of the form and requirements from rating questions as a guide to what to include for attachments.

### **FINANCIAL SUMMARY (Page 1)**

1. Enter the Total Project Costs after filling out the Cost Estimate Worksheet, Form 8700-14; Enter your Grant Request amount (can be up to 50% of total project costs).
2. Fill in the Sponsor Match Sources table to indicate the type and amount of your local match funding.
  - Force account expenses include project sponsor's employee labor, (including fringe benefits), equipment use or time, and the use of materials from the applicants inventory.
  - 50% of the value of third party land donations may be directed toward your matching funds amount (50% of total project costs); up to 50% of total project costs may be donations of services, labor, materials, equipment rental.

### **SECTION 2 (Pages 2-4)**

The General Project Information, If Acquisition, and If Development Section consist of a series of short fill-in questions related to the grant program requirements. Submit any documentation with your application as directed.

### **SECTION 3 RATING QUESTIONS (Pages 5-24)**

Section 3 consists of the rating questions for Recreational Trails Act. Clearly and concisely answer each question that pertains to your project. Provide all documentation with the application that is required.

### **SIGNATURE BLOCK (Page 24)**

The authorized representative for the project (from page 1) must sign and date the application.

### **APPLICATION CHECKLIST Page 4)**

The application checklist is a listing of required application items to help you organize your application materials. The items with a (∧) must be submitted by the application deadline, for the application to be considered complete for grant consideration. For land acquisitions check off the items being submitted under the "Acquisition Project" column. For development and renovation projects, check off the items being submitted under the "Development Project" column. If you have any questions or problems with your project application, please contact your DNR region CSS as soon as possible.

## Recreation Grant Project Cost Estimate Worksheet, Form 8700-14

The cost estimate worksheet must be completed and submitted as part of all acquisition, development, and renovation grant project applications. The purpose of the worksheet is for you to provide us with a breakdown of project costs that we can review for eligibility, reasonableness, and calculating your grant award. Electronic versions of this form are acceptable as long as they provide the required information.

### **HEADER INFORMATION (Front side)**

Enter the self explanatory header information requested at the top of the front side of the form.

### **DEVELOPMENT PROJECT ITEMS (Front side)**

If you are submitting a development or renovation project, itemize the individual elements of your project on this side of the form. You can list your breakdown by individual item or by use areas (e.g., trail construction, parking area, restroom facility, beach facility, etc.) *NOTE: Suggested items to use in your breakdown are listed on the reverse side of the form.* Use multiple copies of the form if needed. After listing each item provide the following information that applies to the project located in the columns to the right.

Column 2 - Indicate how the item listed is being obtained:

- (C) = the item listed is being obtained through a services contract
- (F) = the item listed includes applicant employee labor, (including fringe benefits), equipment use or time, or the use of materials from the applicant's inventory
- (D) = the item listed is being donated

Column 3 - enter the Quantity and Unit of Measure used in calculating the cost of the item. (e.g., 1 ea., 2000 sf, etc.)

Column 4 - enter the component (unit) costs. (e.g., \$2,500, \$15/sf, etc.)

Column 5 - enter the Estimated Total Item Cost based on the information provided in columns 3 & 4.

Total the "Estimated Total Item Cost" column and transfer that total to page 1 on the Application Form under the Finance Summary Section.

### **ACQUISITION PROJECT COST ESTIMATE (Reverse side)**

If you are submitting an acquisition project, complete the table of information requested. There is room for describing 2 parcels (see the column headings). If your project consists of more than two parcels please submit the information requested for the additional parcels in an attachment.

Parcel Owner - provide the name of the seller.

Number of Acres being Purchased - enter the total number of acres being purchased through the sale.

Grant Eligible Acres - enter the number of acres of the site that you are requesting a grant for. *Note:*

*Occasionally, an applicant buys a parcel and is 1) only going to use part of it for recreation purposes or 2) in the case of Stewardship grant applications, may only plan to use part of the property for grant eligible nature-based outdoor recreation purposes.*

Option Date and Amount - if you have a signed option or offer to purchase agreement, enter the date signed and amount of the option.

Appraised Value - enter the appraised value of the property broken down by land value and improvements value if improvements exist on the property. If a property value has been approved by the DNR, enter the approved amounts. If the appraisal(s) has not been approved enter the value(s) from the appraisal submitted.

Estimated Other Eligible Acquisition Costs Total - enter the total of any other eligible acquisition costs that are part of your application. Itemize the individual costs below in the space provided. Eligible acquisition costs include the cost of appraisal(s), land surveys, recording fees, relocation payments, title evidence, environmental inspections & assessments, and required historical & cultural assessments. *NOTE: If you are offered federal grant funds, only relocation costs are eligible for reimbursement.*

Grand Total Project Costs - enter in the total of lines 7 and 8. Then, if you are including information for more than one parcel, total the lines across in column 4 (the Total column).





**ACQUISITION PROJECT COST ESTIMATE:** NOTE: If project includes more than two parcels, attach additional information

	Parcel 1	Parcel 2	Total
1. Parcel Owner			
2. Number of Acres being Purchased			
3. Grant Eligible Acres			
4. Option Expiration Date			
5. Option Amount	\$	\$	\$
6. Appraised Value: Land Improvements	\$	\$ \$	
	\$ \$		\$
7. Subtotal	\$	\$	\$
8. Estimated Other Eligible Acquisition Costs Total	\$ \$ \$		
List costs included in above:	\$	\$	
	\$	\$	
	\$	\$	
9. Grant Total Project Costs: (Add Lines 7 & 8)	\$ \$ \$		

**DEVELOPMENT PROJECT ITEMS LISTING:** NOTE: This list is intended as a guideline and is not a complete list.  
 \*\*\*\* Indicates the item is not eligible for Stewardship funding

SERVICES	PARKING	Lighting	Fencing
Pre-approval Engineering	Gravel/Paving	Volleyball****	Pool Equipment
Post-approval Engineering	Curbs/Bumper blocks	Basketball****	TOILETS
Supervision	Striping	Hockey Rinks****	Flush Toilets
Feasibility Studies	PICNIC AREA	Sand/Gravel Base	General Construction
Planning	Tables/Grills	Dasher Boards	Plumbing
Administration	Trash Receptacles	Lighting	Electrical
BOATING AREA	Shelters	Water Hydrant	Sewer/Water Laterals
Ramp Apron	General Construction	Multipurpose Courts****	Vault Toilets
Launch Ramp	Electrical/Water Service	SPORTS FIELDS-should include specific items as shown under Softball.	TRAILS
Bulkhead/Seawall	PLAY AREA	Softball****	Clearing
Riprap	Play Equipment****	Infield Mix	Surfacing
Security Lighting	Equipment Installation****	Backstop/Fencing	Overview Structures
CAMPSITES	Surfacing Material****	Grass Seeding/Sodding	Boardwalks
Tables	ACCESS ROADS	Player Enclosures	Culverts
Grills/Fire Rings	Gravel Base/Paving	Bleachers with Pads	Bridges
Camp Pads (Gravel, Asphalt)	Curb and Gutter	Lighting	Grading
Refuse Containers	SIGNING	Sprinkling Sys/Drainage Tile	UNDERGROUND
EQUIPMENT	Signs	Soccer/Football****	ELECTRIC
Benches	Posts/Hardware	Baseball****	Trenching
Trash Receptacles	Installation	Skating Rinks****	Junction Boxes
Other (identify)	Walkways/Trails	Multipurpose Game Fields****	Conduit
FISHING AREA	Interpretive/Informational	Sledding/Toboggan Hills	Transformers
Fishing Pier	Parking	SWIMMING AREA	WALKWAYS
Bank Stabilization	SITE PREPARATION	Beach	Fill
Riprap	Cleaning/Grubbing	Dredging	Gravel
Bank Fishing Site	Rough Grading/fine Grading	Sand Blanket	Paving
LANDSCAPING	Fill/Top Soil	Raft/Pier	Culverts
Tree/Shrub Planting	Building Demolition	Guard Towers	Bridges
Sodding/Grass Seed	Drainage Structures	Buoys & Ropers	Curb Cuts
Mulch/Fertilizer	Storm Sewers	Bathhouse	WATER SYSTEMS
Retaining Walls	SPORT COURTS****	Swimming/Wading Pool****	Well
OTHER/MISCELLANEOUS	Tennis****	Pool Tank	Pump
Specify	Sand Lift	Filtration Equipment	Distribution
	Gravel/Paving		Fountains
	Fencing		Spigots/Hose Bibs
	Color Coating		

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**NOTICE:** Use of this form is required by the Department for any application filed pursuant to ss. NR 50.06, NR 50.21, and NR 51, Subchapters XI-XV, Wis. Adm. Code. The Department will not consider your application unless you complete and submit this application form. Personal identifiable information will only be used in conjunction with the programs listed above. If you have any questions contact your local community service specialist. Personally identifiable information provided on this form will be used for program administration and will be available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

**APPLICANT INFORMATION**

Applicant		Individual Authorized to Act on Behalf of Applicant:	
Street or PO Box		Title	
City, State, Zip Code		Telephone Number: ( ) ( )	Fax Number: ( ) ( )
County	Current Population	Year	E-Mail Address

**Mail Check to (If different from applicant):**

Name:	Address:
Organization:	City State Zip

**REQUIREMENT** The project must be supported by an adopted comprehensive outdoor recreation plan that has been approved by the DNR.

**SECTION 1: PROJECT INFORMATION**

<p>Project Title:</p>	<p><b>Financial Summary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Total Project Costs</b> (from Worksheet, Form 8700-014)</td> <td style="width: 50%;"><b>Grant Request</b> (up to \$45,000)</td> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table>	<b>Total Project Costs</b> (from Worksheet, Form 8700-014)	<b>Grant Request</b> (up to \$45,000)	\$	\$								
<b>Total Project Costs</b> (from Worksheet, Form 8700-014)	<b>Grant Request</b> (up to \$45,000)												
\$	\$												
<p>Project Type: (Check one)</p> <p><input type="checkbox"/> Development      <input type="checkbox"/> Renovation</p> <p><input type="checkbox"/> Land Acquisition</p>	<p><b>Sponsor Match Sources:</b></p> <p>Sponsor Funds (include force acct.)      \$</p>												
<p>Project Location</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Township</td> <td>Range</td> <td>Section</td> <td>1/4</td> <td>1/4</td> <td>County</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Township	Range	Section	1/4	1/4	County							<p>Donations (land, services., labor, materials, etc.)      \$</p>
Township	Range	Section	1/4	1/4	County								
<p>Congressional/Legislative District Numbers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>WI Assembly</td> <td>US Congress</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	WI Assembly	US Congress			<p>Other Government Grants-Specify:      \$</p>								
WI Assembly	US Congress												
<p><b>Total Sponsor Match:</b>      \$</p>													

**PROJECT DESCRIPTION:** Attached additional pages if needed.

**BACKGROUND SUMMARY:**

**SECTION 2: GENERAL PROJECT INFORMATION**

1. Total Park Acreage: \_\_\_\_\_ Acreage for this Project: \_\_\_\_\_  
 Project site is undeveloped     Project site is partially developed

---

2. Are there any underground utility easements or overhead power lines on the property? Explain: \_\_\_\_\_

---

3. How will the public access the property? (Check types)  
 Roadway     Trail     Adjacent applicant property     Other: \_\_\_\_\_  
 By Water

---

4. When will the property or facility be open to the public? \_\_\_\_\_

---

5. Who is the primary project manager?     Applicant from Page 1     Other – Specify: \_\_\_\_\_

---

6. Who is handling the financial administration of the project?     Applicant from Page 1     Other - Specify: \_\_\_\_\_

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7. Estimated Project Timeline:  
Acquisition: Have you already purchased the property? If yes, date \_\_\_\_\_  
If so, have you received a DNR “letter of retroactivity” for the project?     Yes     No  
If no, anticipated closing date: \_\_\_\_\_  
  
Development: Anticipated Start Date \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

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8. Describe the current project site. (Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.) \_\_\_\_\_

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9. Are there any known controversies/complications with the proposed project? Are there any measures proposed to address the controversies/complications? \_\_\_\_\_

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10. Have you discussed the project with your regional DNR Community Services Specialist?     Yes     No

**IF ACQUISITION:** *Also, complete back of Form 8700-014, Cost Estimate Worksheet*

11. The landowner (seller) is a(an):  Individual  Developer  Corporation  Other: \_\_\_\_\_

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12. Is the property located within the boundaries of another unit of government?  Yes  No  
If yes, attach copy of approval resolution from other jurisdiction.

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13. Is the property currently being leased or rented?  Yes  No  
If yes, Date agreement expires: \_\_\_\_\_  
If yes, explain and include copy of the lease.

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14. Are there any buildings on the property?  Yes  No  
If yes, explain will be done with them.

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15. After (or at the time of) the land purchase, will a conservation easement be executed on the property?  
 Yes  No If yes, explain and attach draft easement.

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16. Did the seller originally acquire property 3 or less years before expected date of purchase?  Yes  No  
If yes, attach copy of seller's deed for grant calculation purposes.

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17. Will the property be transferred to another eligible sponsor?  Yes  No  
If yes, explain and provide the adoption resolution from the accepting sponsor.

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18. Is seller requiring payment for property over time?  Yes  No  
If yes, explain.

**IF DEVELOPMENT:** *Also, complete form 8700-14, Cost Estimate Worksheet*

19. Does someone other than the applicant from page 1, own the site?  Yes  No  
If yes, explain and attach easement or lease document.

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## SECTION 3: Recreational Trails Act Project Rating Questions

<i>Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below question and attached additional pages if needed.</i>	<b>Maximum Points</b>	<b>Motorized</b>	<b>Non-Motorized</b>	<b>Diversified</b>
<p><b>1. PLANNING CONSIDERATIONS - The project is specifically referenced in a local, regional or statewide recreation plan.</b></p> <p><b>a. Local Recreation Plan: 1 pt.</b> Plan Name: _____ Page #: _____</p> <p><b>b. Regional Recreation Plan: 2 pts.</b> Plan Name: _____ Page #: _____</p> <p><b>c. Statewide Recreation Plan (SCORP): 1 pt.</b> Plan Name: _____ Page #: _____</p> <p>Include plan cover page and pages on which project appears.</p>	4	1  2  1	1  2  1	1  2  1
<p><b>2. TRAIL COMPATIBILITY – Is the trail on suitable soils and grades, designed to prevent erosion and suitable mitigated problem areas.</b></p> <p><i>The trail must be laid out in a manner which will result in the least amount of erosion problems by following topographical contours, and placing the trail on stable soils. The trail must be designed to eliminate soil erosion problems and when necessary catch soil erosion run-off through the trail design.</i></p> <p><b>Explain:</b></p>	1 1		1	1
<p><b>3. RAIL CORRIDOR - The project involves the acquisition, development, or maintenance of a trail on an abandoned rail corridor. The trail is located on an abandoned rail corridor.</b></p> <p><b>Explain:</b></p>	2 2		2	2
<p><b>4. TRAIL PATROL – The sponsor provides or supports a trail patrol associated with the proposed trail. The sponsor either (1) provides a courtesy trail patrol or a paid trail law enforcement or (2) supports a voluntary courtesy trail patrol or a paid law enforcement patrol through a written agreement.</b></p> <p><b>Explain:</b></p>	1 1		1	1

<i>Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below question and attached additional pages if needed.</i>	<b>Maximum Points</b>	<b>Motorized</b>	<b>Non-Motorized</b>	<b>Diversified</b>
<p><b>5. SAFE TRAIL USE</b>                      Choose all that apply.</p> <p><b>a. Proposed trail does not use any roadway. – 3 pts</b>                      The trail is located completely off road. An example includes a trail located completely in a county forest that does not use any roads as part of the trail.</p> <p><b>b. Proposed trail does not contain any at-grade roadway bridge crossings. – 2 pts.</b>                      The trail will not cross a roadway bridge(s) that require the trail user to use any part of the road or road shoulder to access the bridge deck.</p> <p><b>c. Proposed trail does not contain at-grade roadway crossings. – 1 pt.</b> The trail will not cross a roadway.</p> <p><b>Explain:</b></p>	6	3  2  1	3  2  1	3  2  1
<p><b>6. DONATIONS</b>                      Choose all that apply.</p> <p><b>a. The project involves a friends group or a group of volunteer sponsoring and supporting it. – 1 pt.</b>  <i>Explain how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.</i></p> <p><b>b. A minimum of 25% of the project cost is provided through donations. – 2 pts.</b>  <i>A minimum of ¼ of the project cost must come from any single or combination of donations, materials, services, or labor.</i></p> <p><b>Explain:</b></p>	3	1  2	1  2	1  2
<p><b>7. LONG TERM TRAIL</b>                      Choose only one.</p> <p><b>a. Trail is located on public land or private land with a minimum of a 20 year use period. – 3 pts.</b>                      The trail on private land must be protected with a 20 year use easement.</p> <p><b>b. Trail corridor is on private land with a use period at least 3 years but less than 20 years. – 2 pts.</b>                      Trails on private land must be protected with an easement that is at least 3 years but less than 20 years.</p> <p><b>Explain:</b></p>	3	3  2	3  2	3  2

<p><i>Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below question and attached additional pages if needed.</i></p>	<p><b>Maximum Points</b></p>	<p><b>Motorized</b></p>	<p><b>Non-Motorized</b></p>	<p><b>Diversified</b></p>
<p><b>8. ABILITY TO CARRY OUT PROJECT – The sponsor can demonstrate the ability to carry out a trail project.</b> <i>The sponsor must describe how and with what type of funds the project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project.</i> <b>Explain:</b></p>	<p>1 1 1</p>			<p>1</p>
<p><b>9. MOTORIZED PROJECT TYPE - Choose only one.</b></p> <ul style="list-style-type: none"> <li><b>a. Rehabilitation – 8 pts.</b></li> <li><b>b. Maintenance – 7 pts.</b></li> <li><b>c. Development – 4 pts.</b></li> <li><b>d. Acquisition – 1 pt.</b></li> </ul> <p><b>Explain:</b></p>	<p>8</p>	<p>8 7 4 1</p>		
<p><b>10. NUMBER OF MOTORIZED ACTIVITIES - Choose all that apply.</b></p> <ul style="list-style-type: none"> <li><b>a. Trail provides for more than one motorized use at a time. – 2 pts.</b> <i>The trail must accommodate two different types of motorized activities at the same time. An example is a trail that allows ATV and four wheel drive vehicles on the trail at the same time.</i></li> <li><b>b. Trail provides for more than one motorized use during different seasons. – 2 pts.</b> <i>The trail shares uses depending on the season. An example is motorcycle use in the summer and fall, and snowmobile use in the winter.</i></li> </ul> <p><b>Explain:</b></p>	<p>4</p>	<p>2 2</p>		
<p><b>11. YEAR-ROUND USE – Does the trail provide for year round use.</b> <i>The trail provides for motorized use for both winter and summer.</i> <b>Explain:</b></p>	<p>2 2</p>			
<p><b>12. TRAIL LINKS</b> Choose only one.</p> <ul style="list-style-type: none"> <li><b>a. Trail links with other trails to form a trail or lead to another trail system. – 3 pts.</b> <i>The trail on which the project is located is connected to other trails and is not self-contained.</i></li> <li style="text-align: center;"><b>OR</b></li> <li><b>b. Continues the development of a trail that does not connect to other trails. – 2 pts.</b> <i>The trail is self-contained or a closed trail system</i></li> </ul> <p><b>Explain:</b></p>	<p>3 3</p>	<p>3 2</p>		

<p><i>Note: Unless otherwise indicated, questions apply to both acquisition and development projects. Areas with dark shading do not apply to that specific program. Provide answers below question and attached additional pages if needed.</i></p>	Maximum Points	Motorized	Non-Motorized	Diversified
<p><b>13. NON-MOTORIZED PROJECT TYPE - CHOOSE ONLY ONE.</b></p> <p>a. Rehabilitation – 8 pts.</p> <p>b. Maintenance – 7 pts.</p> <p>c. Development – 4 pts.</p> <p>d. Acquisition – 1 pt.</p> <p>EXPLAIN:</p>			<p>8</p> <p>7</p> <p>4</p> <p>1</p>	
<p><b>14. CLOSE TO HIGH POPULATION AREAS – The project serves a county population estimated to be over 50,000. See Appendix A</b></p>	1	1		
<p><b>15. DIVERSIFIED PROJECT TYPE - Choose only one.</b></p> <p>a. Rehabilitation – 4 pts.</p> <p>b. Maintenance – 3 pts.</p> <p>c. Development – 2 pts.</p> <p>d. Acquisition – 1 pt.</p> <p>Explain:</p>	4			<p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p><b>16. GREATEST NUMBER OF COMPATIBLE USES</b></p> <p><i>The trail allows four or more compatible uses.</i></p> <p>Explain:</p>	3		3	
<p><b>17. GREATEST NUMBER OF OUTDOOR USES - Choose only one.</b></p> <p>a. Trail provides access to four or more outdoor uses in addition to trail use. – 3 pts.</p> <p><i>The trail project is located on a trail that gives access to four or more outdoor recreation activities. An example include a trail that has one spur to a local park with baseball and soccer fields, and another spur to a campground, and the trail has a fishing platform located along a stretch of river to which the trail runs parallel.</i></p> <p>OR</p> <p>b. Trail provides access to three outdoor recreation uses. – 2 pts.</p> <p>OR</p> <p>c. Trail provides access to two outdoor recreation uses. – 1 pt.</p> <p>Explain:</p>	3			<p>3</p> <p>2</p> <p>1</p>



**Application Checklist:** Complete this form as you assemble your grant application. (✓) items included with your application.

ACQUISITION PROJECT	DEVELOPMENT PROJECT	APPLICATION ITEM
<input type="checkbox"/>	<input type="checkbox"/>	1. Project Resolution by Grant Sponsor (see example in Appendix G)
<input type="checkbox"/>	<input type="checkbox"/>	2. Project Narrative (see example in Appendix C)
<input type="checkbox"/>	<input type="checkbox"/>	3. Project Location Map (see Appendix D)
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Boundary Map (see example in Appendix E)
<input type="checkbox"/>	<input type="checkbox"/>	5. Topographical Map
<input type="checkbox"/>	<input type="checkbox"/>	6. Legal Description
N/A	<input type="checkbox"/>	7. To-scale Site Plan, Preliminary Building Drawing Plans (example in Appendix F)
<input type="checkbox"/>	N/A	8. Conceptual Future Site Plan - if trails, facilities, etc., are to be developed (see Appendix F)
N/A	<input type="checkbox"/>	9. Estimated Construction Timeline, Including Schedule of Dev. Phases (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	10. Cost Estimate worksheet - Form 8700-14 (Appendix J)
N/A	<input type="checkbox"/>	11. Draft Easement or Lease Document (if development project is on land not owned by applicant)
	<input type="checkbox"/>	12. Required Permits
<input type="checkbox"/>	<input type="checkbox"/>	13. Appraisal(s) (For Development Projects - Third party land donation used as match)
<input type="checkbox"/>		14. Just Compensation Form (if price negotiated & federal funds are being considered)
<input type="checkbox"/>		15. Relocation Plan (if applicable)
<input type="checkbox"/>		16. Signed Option or Offer to Purchase
<input type="checkbox"/>		17. Agricultural Impact Statement (if applicable)
<input type="checkbox"/>		18. Hazards Assessment Form (for Land & Water Conservation Fund Program)
<input type="checkbox"/>		19. If brownfield site - remediation plan information
<input type="checkbox"/>	<input type="checkbox"/>	20. If brownfield site and remediation has occurred - signed DNR Final Close Out Letter
<input type="checkbox"/>	<input type="checkbox"/>	21. Parkland Dedication Ordinance Adoption Resolution (if applicable)
<input type="checkbox"/>	N/A	22. If property located in another jurisdiction - approval resolution from other jurisdiction
<input type="checkbox"/>		23. If seller has owned property for less than three (3) years - copy of seller's deed
<input type="checkbox"/>	<input type="checkbox"/>	24. Public Access & Acceptable Uses Form #8700-332 (Appendix I) Indicate date sent to regional CSS if before application date:

**For DNR Use**