

Program Guidance: Motorized Stewardship Grant Program

1. The Motorized Stewardship Program is implemented under the following laws:
 - Section NR 50.09, Wis. Adm. Code - Snowmobile grant projects
 - Ch. NR 64, Wis. Adm. Code - All-terrain vehicle (ATV) and utility terrain vehicle (UTV) grant projects
 - Sections 23.33(9)(bd), 23.0917, 23.0916, 23.09165, and 350.12(4), Wis. Stats.
 - Ch. NR 52, Wis. Adm. Code – Land Access for Stewardship assisted acquisitions
2. The maximum cost-share percentage allowed under the Motorized Stewardship program is 80% of eligible project costs. Project sponsors are responsible for a 20% match. The match must come from non-state and non-federal sources. Volunteer labor, equipment, and donations of same are not eligible as match. If project sponsor is a local government, then local expenditures related to the project (labor, equipment, and materials – also called “force account”) are eligible to be used as match.
3. The Snowmobile Recreational Council will continue in its advisory role to the Department on policies related to the awarding of Motorized Stewardship grants for snowmobile projects.
4. The Off-Road Vehicle Council will continue in its advisory role to the Department on policies related to the awarding of Motorized Stewardship grants for ATV and UTV projects.
5. To be considered for Motorized Stewardship grant funding, snowmobile and ATV/UTV grant applications have postmark submission deadline of April 15th each year.
6. All traditional Snowmobile and ATV/UTV grants (up to 100% grant funding) will be awarded each year before Motorized Stewardship funding (up to 80% grant funding) is considered.
7. Grantee must obtain written agreement(s) from private landowner that allows snowmobile and/or ATV/UTV trails on private lands for minimum 5 years duration. Section NR 64.14 (5)(c)1., Wis. Adm. Code, reads as follows: *All local units of government, state and federal agencies shall certify to the department that easements, leases, permits or other appropriate agreements secured grant public access and use of the land for all-terrain vehicles. The local units, state or federal agencies shall maintain a current file of all easements, leases or permits which include the name of the property owner, description of the property, duration of the lease, easement or permit, and amount to be paid for the lease, easement or permit.*
8. Project components have an established useful life as follows:
 - a. Trail rehabilitation – 5 years
 - b. Bridges -10 years
 - c. Capital improvements (support facilities, trailhead) – 20 years
 - d. Land acquisition – perpetual
9. Land Acquisition Projects –
 - a. If eminent domain (condemnation) was used to secure project property, Motorized Stewardship grant funds cannot be used to reimburse any land acquisition or development costs.
 - b. Property acquisition and development projects may not begin prior to the project period start date except as provided in s. NR 51.907 (1)(b) for retroactivity of land acquisition costs and s. NR 51.907 (2)(a)4. for retroactivity of engineering and planning fees.
 - c. Preliminary current market value of the property to be purchased with grant funding is determined by private appraisal. The appraisal must be ordered by the project sponsor; appraisals provided by the seller cannot be considered. Before ordering an appraisal, project sponsor should contact the appropriate DNR grant specialist for guidance. Project sponsors must submit appraisals to the DNR along with grant application and by the April 15th application submission deadline. Appraisals prepared more than one year before the date submitted to the DNR cannot be considered until amended to reflect current conditions. Cost of appraisals or appraisal amendments is eligible for reimbursement under the grant (up to 80% share).

- d. Land acquisition projects must be completed in accordance with land acquisition and appraisal procedures defined in Wisconsin Statutes as well as other related state and federal requirements.
- e. Any land acquisition that will use grant funds in excess of \$350,000 per property will require a second appraisal that is ordered by the DNR. For any project where grant request is expected to be in excess of \$350,000, the sponsor needs to contact the DNR Grant Specialist as soon as possible so that the second appraisal can be ordered as quickly as possible after the award decision is made.
- f. DNR Appraisal Reviewers evaluate the methodology that private appraisers use to determine value for subject properties. The final grant award amount is based on property value as certified by DNR Appraisal Reviewer, allowable associated costs, available funds, and recommendation of the appropriate Advisory Council.
- g. Project sponsors proposing acquisition that lies outside the sponsor's municipal boundary must receive approval, by resolution, from the governing body of the municipality where the subject property is located and must submit that resolution to the DNR along with the Motorized Stewardship grant application by the April 15th deadline.
- h. All property acquired with Motorized Stewardship funds must allow public access for nature-based outdoor activities. Nature-based outdoor activities (NBOAs) are defined as hunting, fishing, trapping, hiking, and cross-country skiing. Sponsors must submit completed Form 8700-322 *Public Access and Use* and copies of any ordinances or policies that restrict or prohibit any of the five NBOAs at the same time that a Motorized Stewardship grant application is submitted. [See Form 8700-322, attached.](#)
- i. The Department will evaluate public access and allowed NBOAs on every parcel proposed for acquisition using Motorized Stewardship funds, using the attached *Staff Analysis* form. If a prohibition or restriction is proposed, the Public Safety Team, consisting of DNR conservation wardens and grants staff, will review the proposed prohibition or restriction for consistency with Wisconsin Statutes using the attached *Public Safety Team Analysis* form.
- j. Per Wis. Stats., any prohibition or restriction to the five NBOAs must be necessary to protect public safety or unique plant and animal communities. If the prohibition or restriction meets these requirements when reviewed by the Public Safety Team and Department, the land acquisition project will need final approval by the Natural Resources Board prior to a grant being offered. See the attached flowchart and approximate length of time for each step of the process.
- k. All property acquired with Motorized Stewardship funds must be signed according to s. 23.09165, Wis. Stats. The cost of developing and installing signs are grant eligible. These signs must convey information about what activities are allowed on the land and must:
 - Give notice that Stewardship funds were used in acquisition of the property.
 - Be posted at major access points on the property.
 - List either the primary activities restricted or prohibited or the primary activities allowed on the land.
 - Be of durable material and at least 108 square inches in size.
 - Include contact information or a website address of the property manager on the sign if property is larger than 10 acres.

Last revised: March 2015

- I. Projects receiving \$250,000 or more of Stewardship Program funds must be approved by the Joint Committee on Finance (JCF) using the 14-business day passive review process identified in s. 23.0917(6m), Wis. Stats. Using application and other materials provided by the project sponsor, the DNR will develop and submit project requests to JCF.
- m. Additional Requirements related to land acquisition that the DNR must undertake --
 - The DNR is required to provide written notification of a proposed land acquisition to each city, village, town, or county in which the land is located. A city, town, village, or county may adopt a non-binding resolution that supports or opposes the proposed acquisition using Stewardship funding. A copy of the resolution must be sent to the Department within 30 days of notification. The Department shall take the resolution into consideration before approving or denying a grant request.
 - The DNR is required to submit copies of all appraisals used in determining the current market value of a parcel to be acquired using Stewardship Program funds to the clerk in the jurisdiction in which the property is located within 30 days of a grant offer.
 - The DNR must identify all parcels purchased with Stewardship Program grant funds on the Department's interactive mapping tool. Access to the mapping tool is through the DNR website.
 - The DNR must identify all property purchased with Stewardship Program funds on the printed Stewardship Directory.

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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.]

For Acquisition Projects Only: Complete this form as early as possible in your project planning process and **contact your regional Community Services Specialist** to discuss your project **before submitting a completed Stewardship grant application.**

Applicant / Sponsor		Year of Application	<i>Project Type:</i> <input type="checkbox"/> <i>Fee Simple Acquisition</i> <input type="checkbox"/> <i>Easements Acquisition</i>
Municipality	County		
Park or Area Name (after acquisition)		<i>Specific Tract Name</i>	

Primary Purpose of Acquisition - Explain the recreational or conservation purpose for which the property is being acquired for:

Parcel will be transferred to another eligible sponsor: Yes No

Property will be transferred to: _____

Approximate transfer date: _____

Determination being requested: Prohibition is necessary to protect public safety
 Prohibition is necessary to protect unique plants or animals communities
 No Prohibition is being proposed

Signature of Preparer **Date**

Is this a revision to a previously submitted form? Yes No

Date of Previous Submitted Form: _____

Public Uses / Activities (check all that apply)

Before Grant	After Grant			Before Grant	After Grant		
<input type="checkbox"/>	<input type="checkbox"/>	1. Hiking		<input type="checkbox"/>	<input type="checkbox"/>	14. ATV trail	
<input type="checkbox"/>	<input type="checkbox"/>	2. Hunting		<input type="checkbox"/>	<input type="checkbox"/>	15. Snowmobile trail	
<input type="checkbox"/>	<input type="checkbox"/>	3. Fishing		<input type="checkbox"/>	<input type="checkbox"/>	16. Picnic area	
<input type="checkbox"/>	<input type="checkbox"/>	4. Trapping		<input type="checkbox"/>	<input type="checkbox"/>	17. Snowshoeing	
<input type="checkbox"/>	<input type="checkbox"/>	5. Cross-country skiing		<input type="checkbox"/>	<input type="checkbox"/>	18. Nature study/wildlife observation/photography	
<input type="checkbox"/>	<input type="checkbox"/>	6. Non-motorized boat access (canoe, kayak)		<input type="checkbox"/>	<input type="checkbox"/>	19. Bird Watching	
<input type="checkbox"/>	<input type="checkbox"/>	7. Motorized boat launch				20. Other activities (describe):	
<input type="checkbox"/>	<input type="checkbox"/>	8. Swimming area		<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/>	<input type="checkbox"/>	9. Biking		<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/>	<input type="checkbox"/>	10. Horseback riding		<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/>	<input type="checkbox"/>	11. Camping facilities		<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/>	<input type="checkbox"/>	12. Playground/playfield/intensive recreational area		<input type="checkbox"/>	<input type="checkbox"/>	_____	

Activity Descriptions

- * Provide descriptions of the activities listed below that are available on the subject property.
- * **Explain reasons** if the activities listed below are prohibited or restricted on the subject property. Note: Gun and archery hunting have separate public safety criteria and projects will be reviewed for both methods.
- * Include a **plat map** identifying the property to be acquired with this grant.
- * If allowable public uses on this form conflict with statements made in the Land Management Plan, then the Land Management Plan must be amended to reflect the correct public uses.
- * See s. NR 52.05, Wis. Adm. Code, for factors the Department will review when determining whether a prohibition is necessary.
- * Include a **Project Site Plan** with map showing existing land uses, public roads, structures, wetlands, etc. Include map showing both subject property and surrounding property(s). Scale of map should be 1" = 660 feet.
- * If a permit or registration system is being proposed, include detailed information about the process, availability, etc.

Hunting

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
- A permit or registration system is being proposed for this activity. Submit relevant information.
- An ordinance or sponsor rules will restrict the use of dogs for hunting. Attach a copy of all applicable ordinance(s)/rules.

Categories	Activity Available? Gun (Yes or No)	Activity Available? Bow (Yes or No)
Waterfowl		
Small Game		
Turkey		
Large Game		

Trapping

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
- A permit or registration system is being proposed for this activity. Submit relevant information.
- There is no water on this property.

Location	Activity Available? (Yes or No)
Upland	
Water	

Fishing

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
- A permit or registration system is being proposed for this activity. Submit relevant information.
- There is no water on this property.

Method	Activity Available? (Yes or No)
Shore	
Boat	

Hiking

- No ordinances currently restrict this activity.
- An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinance(s).
- A permit or registration system is being proposed for this activity. Submit relevant information.

Location	Activity Available? (Yes or No)
On-Trail	
Off-Trail	

Cross-Country

- No ordinances currently restrict this activity.

Skiing

- An ordinance(s) will restrict or prohibit this activity. Attach a copy of all applicable ordinances.
- A permit or registration system is being proposed for this activity. Submit relevant information.

Type of Trail	Activity Available? (Yes or No)
Off-Trail (un-groomed)	
On-Trail (un-groomed)	
On-Trail (groomed)	



**Public Safety Team Analysis of
Nature Based Outdoor Activities on
Projects Purchased with
Stewardship Grant Funds**

Rev. August 2012

NOTE TO DNR STAFF: *This completed form will be attached to the NBOA notice that the DNR will publish when considering a request for Stewardship grant funding. Do not list location information for the subject property or the seller's name because WI courts have held that this information is confidential until land ownership has changed hands. CF Staff completes the project proposal section prior to submitting to public safety team for review.*

PUBLIC SAFETY REVIEW TEAM

_____ Regional Recreational Safety Warden Date	_____ Regional Warden Supervisor Date

PROJECT DESCRIPTION

Applicant/ Sponsor:	Year of Application:
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Project Name:	Primary Purpose: <input type="checkbox"/> Habitat Areas <input type="checkbox"/> Local Parks <input type="checkbox"/> Natural Areas <input type="checkbox"/> Urban Rivers <input type="checkbox"/> State Trails <input type="checkbox"/> Urban Greenspace <input type="checkbox"/> Streambank Protection
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Project Description:

FINDINGS OF FACT:

Parcel Size, Shape, and Topography: Describe the size, shape, and topography of the parcel and how it relates to public safety for this activity on this site.

Proposed NBOA Prohibition or Restrictions

HUNTING			
	Gun Prohibition/Restriction	Archery Prohibition/Restriction	List Dates/Seasons (opening and closing)
Waterfowl			
Small Game			
Turkey			
Large Game			
Public Safety Team Narrative:			
<p>Public Safety Factors Considered: Check all that apply.</p> <p><input type="checkbox"/> The sponsor is within its own municipality boundary</p> <p><input type="checkbox"/> Parcel is within 100 yards of building devoted to human occupancy</p> <p><input type="checkbox"/> Parcel is within 50 feet of the center line of highways & roads</p> <p><input type="checkbox"/> Parcel is within 1700 feet of school grounds, hospital, or sanatorium</p> <p><input type="checkbox"/> Ordinance exists –</p> <p style="padding-left: 20px;"><input type="checkbox"/> Discharge or carrying a weapon <input type="checkbox"/> Hunting within a park <input type="checkbox"/> Throwing or shooting missiles, arrows, spears, etc.</p> <p><input type="checkbox"/> Parcel is subjected to a non-sponsor ordinance</p> <p><input type="checkbox"/> Parcel is adjacent to a parcel where the NBOA's to be prohibited already exists.</p> <p><input type="checkbox"/> Parcel is adjacent to a public waterway.</p> <p><input type="checkbox"/> Visitor's expectations of safety at the site, which includes user conflicts that may create public safety issues and impact one or more NBOA's activities. Describe:</p> <p><input type="checkbox"/> Other _____</p>			
Prohibition or Restriction Necessary to Protect Public Safety:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

TRAPPING		
Location	Prohibition/Restriction	List Dates/Seasons (opening and closing)
Upland		
Water		
Public Safety Team Narrative:		
<input type="checkbox"/> No Water On Site Public Safety Factors Considered: Check all that apply. <input type="checkbox"/> The sponsor is within its own municipality boundary. <input type="checkbox"/> Parcel is within 100 yards of building devoted to human occupancy and per s. NR 10.13(1)(b)(12)(c), the following traps are prohibited: conibear body gripping traps (with jaws wider than 60 sq. inches) and cable restraints. <input type="checkbox"/> Ordinance exists that prohibits trapping or some type of trapping. <input type="checkbox"/> Parcel is subjected to a non-sponsor ordinance <input type="checkbox"/> Parcel is adjacent to a parcel where the NBOA's to be prohibited already exists. <input type="checkbox"/> Parcel is adjacent to a public waterway. <input type="checkbox"/> Visitor's expectations of safety at the site, which includes user conflicts that may create public safety issues and impact one or more NBOA's activities. Describe: <input type="checkbox"/> Other _____		
Prohibition or Restriction Necessary to Protect Public Safety: <input type="checkbox"/> Yes <input type="checkbox"/> No		

FISHING		
Method	Prohibition/Restriction	List Dates/Seasons (opening and closing)
Shore		
Boat		
Public Safety Team Narrative:		
<input type="checkbox"/> No Water on Site <input type="checkbox"/> Public Safety Factors Considered: Check all that apply. <input type="checkbox"/> Ordinance exists – <input type="checkbox"/> _____. <input type="checkbox"/> Parcel is subjected to a non-sponsor ordinance <input type="checkbox"/> Parcel is adjacent to a parcel where the NBOA's to be prohibited already exists. <input type="checkbox"/> Parcel is adjacent to a public waterway. <input type="checkbox"/> Visitor's expectations of safety at the site, which includes user conflicts that may create public safety issues and impact one or more NBOA's activities. Describe: <input type="checkbox"/> Other _____		
Prohibition or Restriction Necessary to Protect Public Safety: <input type="checkbox"/> Yes <input type="checkbox"/> No		

HIKING		
Location	Prohibition/Restriction	List Dates (opening and closing)
On-Trail		
Off-Trail		
Public Safety Team Narrative:		
<p>Public Safety Factors Considered: Check all that apply.</p> <p><input type="checkbox"/> Parcel is subjected to a non-sponsor ordinance</p> <p><input type="checkbox"/> Parcel is adjacent to a parcel where the NBOA's to be prohibited already exists.</p> <p><input type="checkbox"/> Parcel is adjacent to a public waterway.</p> <p><input type="checkbox"/> Visitor's expectations of safety at the site, which includes user conflicts that may create public safety issues and impact one or more NBOA's activities. Describe:</p> <p><input type="checkbox"/> Other _____</p>		
Prohibition or Restriction Necessary to Protect Public Safety: <input type="checkbox"/> Yes <input type="checkbox"/> No		

CROSS COUNTRY SKIING		
Type of Trail	Prohibition/Restriction	List Dates (opening and closing)
Off-Trail (un-groomed)		
On-Trail (un-groomed)		
On-Trail (groomed)		
Public Safety Team Narrative:		
<p>Public Safety Factors Considered: Check all that apply.</p> <p><input type="checkbox"/> Parcel is subjected to a non-sponsor ordinance</p> <p><input type="checkbox"/> Parcel is adjacent to a parcel where the NBOA's to be prohibited already exists.</p> <p><input type="checkbox"/> Parcel is adjacent to a public waterway.</p> <p><input type="checkbox"/> Visitor's expectations of safety at the site, which includes user conflicts that may create public safety issues and impact one or more NBOA's activities. Describe:</p> <p><input type="checkbox"/> Other _____</p>		
Prohibition or Restriction Necessary to Protect Public Safety: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Knowles-Nelson Stewardship Fund Grant Review & Approval for Land Acquisition

Initial Review

NR 52 Review

JFC Review

Scoring

