

Attachments

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

Attachment 1

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

Leave Blank - DNR Use Only	
Date Received	Project Number

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

Part 1. Applicant Information

Applicant/Organization Name		Check Recipient: Individual other than authorized individual to act on behalf of the applicant. Provide Check recipient information below.	
Authorized Individual			
Name		Check Recipient Name (name to appear on check)	
Title	Phone Number (inc. area code)	Address	
Address		City	State ZIP Code
City	State	ZIP Code	Email

Part 2. Project Information

Project Title

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

Goals and Objectives to establish completeness

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

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

Attachment 3

SUMMER YOUTH PROGRAM BUDGET

Project Budget

<u>Category of Expense</u>		Identified Need	Identified Match	Total Program Budget
Salaries and benefits (non-youth)				\$10,000.00
	Tribal staff \$20/hr @ 300 hours		\$6,000.00	
	Youth leader - 10 weeks @ 40 hrs/week @\$10/hr		\$4,000.00	
Youth Stipend/Salary				\$17,000.00
	5 youth @10 weeks @ at 40 hrs/week @\$8.50/hr		\$17,000.00	
Supplies				\$440.00
	PPE Sunscreen	\$30.00		
	Bug repellent	\$20.00		
	First Aid kit	\$50.00		
	Ear Protection (box)	\$35.00		
	High Visibility Vests	\$80.00		
	Boots	\$75.00		
Office supplies				\$150.00
	phone, paper, postage	\$150.00		
Office Space				\$300.00
	Space for tribal youth leader	\$300.00		
Equipment				\$1,935.00
	5 rakes	\$100.00		
	5 shovels	\$100.00		

SUMMER YOUTH PROGRAM BUDGET

Project Budget

<u>Category of Expense</u>		Identified Need	Identified Match	Total Program Budget
	Trail Cameras (1@135 (min of 3 hrs)	\$135.00		
	2 GPS Units	\$500.00		
	Computer	\$500.00		
	Radios	\$100.00		
	Cell phone (phone and service) for youth leader	\$500.00		
Vehicle Costs				\$1,702.80
	One vehicle \$14.92/hr * 80 hours	\$1,193.60		
	Trailer \$25.46/hour * 20 hours	\$509.20		
Training				\$500.00
	Orientation	\$200.00		
	First Aid and CPR	\$300.00		
Miscellaneous (Please be specific)				\$0.00
TOTAL PROJECT COST				\$32,027.80

**SUMMER TRIBAL YOUTH PROGRAM
Sample Resolution**

Resolution # _____

RESOLUTION OF _____ (tribe name)

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

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

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

THEREFORE, BE IT RESOLVED THAT _____ (Tribe name)

requests grant funding available from the Wisconsin Department of Natural Resources under the "Summer Tribal Youth Grant Program"

and hereby authorizes the _____ (title or name of tribal member)

to act on behalf of _____ (Tribe name)

to:

- submit an application to the State of Wisconsin for financial aid a summer youth program purposes;
- sign documents;
- take necessary action to undertake, direct, and complete the approved project; and
- submit reimbursement claims along with necessary supporting documentation for reimbursement.

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

Adopted this day ___ of _____, 20___

Authorized signature: _____

Title: _____

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

Summer Tribal Youth Program

Sample Goals and Objectives

GOALS AND OBJECTIVES

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

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

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

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

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

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

2. Goal: Youth develop positive work attitudes, work habits and behavior skills.
Objectives:
 - Youth will go through an interview/selection process to be selected for this program.
 - Youth will be expected to arrive on time, be present for the entire program, actively listen and participate.
 - Youth follow through on the expectations set for them.

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

Attachment 6

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

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



April XX, 2016

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

NAME, President
TRIBE NAME
ADDRESS

Dear TITLE:

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

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

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

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

You are entitled to a project advance of: \$x,xxx.xx.

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

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

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

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

Sincerely,

Mary Rose Teves, Director
Bureau of Community Financial Assistance

Enclosure(s)

This Agreement identifies funding and time of performance for the project specified in Part 1 above and authorizes reimbursement by the Department to the Project Sponsor.

The Project Sponsor's authorized representative must sign the original Agreement and return it to the Department Coordinator (address above) within 30 days of the date on the accompanying transmittal letter.

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

"SUMMER TRIBAL YOUTH PROGRAM. The department may, in partnership with any of the federally recognized American Indian tribes or bands domiciled in this state, establish a summer program that provides members of the tribe or band who are 13 to 19 years of age with an opportunity to work on projects related to the conservation of natural resources. The department may not provide funding that exceeds 50 percent of the eligible program costs. The tribe or band shall be responsible for the remainder of those costs."

PART 4. GENERAL CONDITIONS

- A.1. The Wisconsin Department of Natural Resources (hereafter Department) and the Project Sponsor mutually agree to perform this Agreement in accordance with s. 23.09(27), Wis. Stats., and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps, and also any assurances attached and made a part of this Agreement. This Agreement, together with any referenced parts and attachments, shall constitute the entire Agreement and previous communications or Agreements pertaining to subject of this Agreement are superseded.
- A.2. The Department promises, in consideration of the covenants made by the Project Sponsor, to obligate for the Project Sponsor an amount not to exceed \$x.00 and to tender to the Project Sponsor that portion of the obligation which is required to pay the Department's share of the costs up to 50 percent of total eligible project costs.
- A.3. Any expense incurred by the Project Sponsor in association with this Agreement prior to the project start date as listed on Part 1 of this Agreement is not eligible for reimbursement by the Department, except for staff time needed to plan the summer program.
- A.4. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes. This clause applies only to actions of each party pursuant to this grant, and does not apply to actions of employees, directors, independent contractors or agents that are performed outside the scope of this grant.
- A.5. The Project Sponsor may decline the offer of financial assistance provided through this Agreement, in writing, at any time prior to the start of the project and before expending any funds.
- A.6. The Project Sponsor may request a grant advance equal to no more than 25% of the Total Project Costs. It is not necessary for the Project Sponsor to provide the Department with proof of payment or proof of purchase when requesting a grant advance.
- A.7. Project Sponsors who do not request a grant advance may request reimbursement at quarterly intervals or at the end of the project. Project Sponsors who received an advance may only request future grant reimbursements from the Department after the full amount of the advance has been expended; such reimbursements may be requested at quarterly intervals or at the end of the

project. Since grant awards under this Agreement cover only 50% of eligible project costs, this means that Project Sponsors must have project costs equal to twice the amount of the grant advance before additional reimbursements may be requested of the Department. The Project Sponsor shall request reimbursement by using and completing DNR Form 8700-001 and Form 8700-002; both forms may be obtained from the Department Coordinator shown on page 1 of this Agreement. The Project Sponsor shall submit proofs of purchase with reimbursement requests. Proofs of purchase include, but are not limited to, copies of invoices received from agents or subcontractors.

- A.8. The Project Sponsor agrees to comply with all applicable local, state and federal laws during the term of this Agreement and to take reasonable measures to contain project costs. Bidding is one kind of standard cost containment procedure.
- A.9. The Department may terminate this Agreement at any time in the event that it determines that the Project Sponsor has failed to comply with the terms of this Agreement. The Department may pursue any remedies allowed under the law.
- A.10. Failure by the Project Sponsor to comply with the terms of this Agreement shall not cause the suspension of all obligations of the Department if, in the judgment of the Secretary of the Department, such failure was due to no fault of the Project Sponsor. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement, at the Department's discretion.
- A.11. The Project Sponsor agrees to request any revisions to this Agreement—whether for cost adjustments, time extensions, and changes in project scope—in writing prior to the end date of this Agreement. After the project has been started or funds are expended, this Agreement may be modified or amended only by mutual written consent.
- A.12. The Project Sponsor shall not be considered an employee or agent of the Department. The Project Sponsor shall have sole control of the method, hours worked, and time and manner of performance under this Agreement other than as specifically provided herein. The Department takes no responsibility for supervision or direction and will exercise no control over the selection and dismissal of the Project Sponsor or the Project Sponsor's employees or agents in conjunction with execution of this Agreement.
- A.13. The Project Sponsor shall retain all records pertaining to the performance of work and obligations under this Agreement, and make those records available to the Department upon request for a period of 6 years after the date that final payment under this Agreement is issued by the Department. Records to be retained may include, but are not limited to: proofs of purchase (e.g., invoices and service contracts, etc.); proofs of payment (e.g., cancelled checks, receipts, and bank or credit card statements for eligible and ineligible expenses and purchases); proofs of grant match (Force account time sheets showing hourly pay or salaries, and fringe benefits; volunteer labor time sheets; donated professional services time sheets; donated supplies list; and donated equipment or equipment usage list).
- A.14. The Project Sponsor agrees to match state funds provided by the Department and expended on this project with a combination of non-state funds or in-kind contributions equal to the amount of state funds provided under this Agreement. Examples of non-state funds may include tribal gaming proceeds, foundation grants, or Federal grants. In-kind contributions may include such things as salaries, fringe benefits, supplies and services, and equipment or equipment usage. Examples of in-kind contributions include: actual time spent by tribal employees on the project and paid by tribal funds (also called Force Account labor); donated volunteer labor; donated professional services; donated supplies (each item valued at less than \$5000); donated equipment (each item valued at \$5000 or greater); and donated use of equipment owned by others. Volunteer labor will be valued

at \$12 per hour. Donated professional services will be valued as determined by the donor by invoice. Donated supplies are valued based on the purchase price declared by the donor in writing. The Wisconsin Department of Transportation Highway Maintenance Manual hourly equipment rate will be used to value donated equipment or equipment usage; go to:

<http://wisconsin.gov/Documents/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02/02-25-50-jan2016.pdf>

- A.15. The Project Sponsor agrees to reimburse the Department any and all funds the Department deems appropriate in the event the Project Sponsor fails to comply with the conditions of this Agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description, or this Agreement. In addition, should the Project Sponsor fail to comply with the conditions of this Agreement, fail to progress due to absence of match funds, or fail to progress with or complete the project to the satisfaction of the Department, all obligations of the Department under this Agreement may be terminated, including further cost reimbursements.
- A.16. The Department reserves the right to inspect the job site or premises for the sole purpose of ensuring that performance of this project is progressing or has been completed in compliance with the Agreement. The Department shall provide notice to the Project Sponsor at least 48 hours before inspecting the job site or premise.
- A.17. The Project Sponsor agrees that accounting for project funds shall conform to generally accepted accounting principles and practices, and shall be recorded by the Project Sponsor in a separate account.
- A.18. In the event that the Project Sponsor discovers that the Project Sponsor is in breach of this Agreement, the Project Sponsor shall inform the Department of the breach in writing within two weeks from the date that the Project Sponsor discovers the breach. The Project Sponsor shall make all reasonable efforts, as determined by and in coordination with the Department, to resume compliance with the Agreement or to repay those portions of the grant award as requested by the Department. In the event of a breach, as determined by the Department, the Project Sponsor may be ineligible for any and all future awards for grant or loan programs administered by the Department until Project Sponsor, in coordination with and at the sole discretion and determination of the Department, resumes compliance with this Agreement or repays those portions of the grant award as requested by the Department.

PART 5. SPECIAL CONDITIONS

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

- B.1. The Project Sponsor agrees to obtain all applicable federal, state, and local permits, approvals, licenses, or waivers necessary to perform the work and obligations specified in this Agreement, including all water and wetland regulatory permits and approvals. Water and wetland regulatory permits and approvals, required by federal, state or local agencies, must be obtained prior to any project construction and complied with fully during project construction.
- B.2. The Project Sponsor agrees to provide all safety training, as needed, for all parties participating on projects associated with this Agreement, except as otherwise authorized by this Agreement.
- B.3. The Project Sponsor agrees that youth involved in this program must be between the ages of 13 – 19 and be tribal or band members. This age restriction does not apply to a youth leader hired for this project or to supporting staff.
- B.4. The Project Sponsor agrees that all work associated with this Agreement must be related to conservation of natural resources.

- B.5. At the end of the project, the Project Sponsor agrees to survey or interview youth participants about their experiences with the project and their future interest in working in a natural resources field. The Project Sponsor shall include survey or interview summary in the final project report submitted to the Department Coordinator (address on page 1 of this Agreement).
- B.6. No later than December 31, 201x, the Project Sponsor shall submit to the Department Coordinator (address on page 1 of this Agreement) a final project report that outlines the project, the goals and objectives achieved, funds expended, and the overall success of the project. The final project report shall include photos of participating youth in action. The final project shall also include a copy of the survey or interview summary as described in B.5.
- B.7. The maximum grant amount that may be reimbursed before the end of the project is 90% of the Total Project Costs amount as shown in Part 1 of this Agreement. The Department shall not issue the final 10% of the grant amount until the Project Sponsor has completed the project and provides the Department with the final project report, final reimbursement request, proofs of payment, proofs of purchase, and proofs of grant match associated with all eligible project costs. The Project Sponsor shall postmark a final reimbursement request to the Department Coordinator (address on page 1 of this Agreement) no later than March 31, 201x.
- B.8. The Department recommends that the Project Sponsor include both male and female youth in the project and that projects involve cross-cultural interactions. Further, youth participating in the project should be encouraged to give a presentation on their summer experience to the Tribal Council, and/or tribal elders or youth to encourage younger students to become interested in natural resources. The Department encourages the Project Sponsor to share any written materials from the youth's presentation to the Tribal Council with the Department.
- B.9. For projects that will occur on property owned by the Department, the Project Sponsor agrees to contact the Department property manager before beginning work performed under this Agreement. The Project Sponsor also agrees to require tribal participants to obtain specialized training prior to the initiation of work under this Agreement if required by the Department property manager. Further, the Project Sponsor agrees to perform work only at locations approved by the Department property manager. The Department may require that each tribal participant performing work on a Department property shall sign a Department volunteer Agreement for the specific property on which the work will occur.

Check here if you request advance payment totaling \$x

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

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

By _____
(Signature)

By _____
Mary Rose Teves, Director
Bureau of Community Assistance

(Title)

(Date)

(Date)

**Wisconsin Department of Natural Resources
Summer Tribal Youth Program Exit Interview**

Tribe:

Student Name:

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

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

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

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

 Wildlife Forestry Wetlands

 Fisheries Hydrology Other: _____

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

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

7. Any additional comments?

Attachment 9

Notice: Project Sponsors are required to provide information requested on this form when applying for payment of a grant funded by the Department. See Reporting Requirements on reverse. The Department will not process your payment request unless you provide all information requested. This information will be used to determine the amount of your payment and issue your check. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

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

Project Sponsor Information

Project Sponsor / Management Unit Name		Grant Number
Project Name		County
The DNR will mail the check to the name identified on the application as "Check Recipient." Questions? Contact DNR Grant Specialist.		Type of Request: <input type="radio"/> Partial <input type="radio"/> Final

Payment Information (see reverse for instructions)

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

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

Certification

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

Name of Authorized Representative - type or print	(Area Code) Telephone Number
Signature of Authorized Representative	(Area Code) FAX Number
Date Signed	Email Address
Space Below this Line for DNR Use Only Grant Specialist Signature	Reimbursement Approval Date

INSTRUCTIONS

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

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

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

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

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

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

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

Step 1: 100% - [Fund Support % from Grant Agreement] = [Your Share %]
Step 2: [Total Project Costs amount] x [Your Share % from Step 1] = [Step 2 Total]

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

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

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

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

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

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

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

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

REPORTING REQUIREMENTS

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

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

REQUIRED DOCUMENTATION

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

ACQUISITION:

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

DEVELOPMENT:

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

MAINTENANCE:

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

INSTRUCTIONS FOR COMPLETING GRANT PAYMENT WORKSHEET

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

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

Date Field and Column Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachment 11

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

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

Step 1: Provide Grantee and Project Information

Grant Number:
Project Sponsor Name:
Project Name:

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

Step 3: Complete Mileage Log below.

Date	Driver Name	Purpose of Trip	Miles	X	Rate	=	Cost
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	

ELIGIBLE MILEAGE COSTS: x =

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

Step 5: Sign and Date

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

 Authorized Representative Date _____

Step 6: Submit to DNR with other reimbursement documentation.