

**Wisconsin Department of Natural Resources
Applicant Project Statement**

PROJECT STATEMENT

Project Title: Provide a descriptive title for THIS project that will be consistently used. This title should make sense based on the location of the project and what the project is for. Example: City of Eau Claire, Half Moon Lake Fishing Pier.

Need Statement:

The Need Statement should be about one paragraph long. The NEED should:

1. explain the problem or issue at-hand that needs to be addressed;
2. provide evidence of the need – think statistics and data; and include the distance to the location of the nearest facility that offers similar services;
3. identify how the proposed project will address the need;
4. explain what will happen if we DON'T do this project.

Purpose:

The purpose should state the desired outcome based on the need. This may feel redundant, but that's OK. The purpose and need should be very tightly linked.

Objective 1: Objectives are the things that you will do that will resolve the project need. Objectives should be written in an active tense and use action verbs such as construct, repair, provide, establish.

(Action Verb?) _____ (how many?) _____
(Who or what?) _____ (by when?) _____

Approach 1:

Tell how you will accomplish the objective stated above. All of the details go here. Include specific actions or efforts you will take to achieve the objective defined above; timing, size, location, dimensions, new vs. a repair, etc. Additional items to include are who will be doing what, engineering needs, permitting needs, planning, construction details, future management and follow up work once completed, etc.

Add in **Objective 2, 3, 4,...** and associated **Approach 3, 4,...**etc. to the extent necessary. Each objective should have an approach section to achieve it. It is ok to only have one objective it fully covers the project.

Timeline:

Provide at least 3 points of reference for anticipated project progression, more if feasible. The DNR will be using this information to track project progression. This is a BALANCING ACT – give enough information so we can make sure the project is moving forward but not so much information that we don't allow for some normal fluctuation of projects.

1. Season, or other relative time frame: [be general – seasons vs. months- define critical path and milestones.
2. Season, or other relative time frame: [be general – seasons vs. months- define critical path and milestones.
3. Season, or other relative time frame: [be general – seasons vs. months- define critical path and milestones.

If any of your project milestones are very weather-dependent, consider including a note to that effect in this section. That would help us justify future time extensions, if needed or hopefully avoid one.

Results and Benefits Expected:

List the results and benefits for each objective. Based on the need and objectives you defined above, what will be the final results and benefits of each objective? Think about place-based results and benefits (e.g. “Add two new public access points to Purple Monkey Wildlife Area” not general benefits such as “Improved outdoor recreation opportunities for the public.” Consider the following:

1. benefits to the natural resource,
2. benefits to users of a specific property or properties,
3. benefits to the local economy, or
4. other project-specific items.

Objective 1:

Objective 2:

Useful Life:

For Construction projects (boat launches, shooting ranges, etc.) with a value over \$10,000, state the life of the project being funded AND the method you used to determine it. If it was an engineer's estimate, state that along with his/her name and place of employment. For any equipment (single item valued over \$5,000), state the useful life per manufacturer recommendations (this usually only applies for CVA or shooting ranges).

Education activities, most AR3 and HR3 p, surveys, plans, etc. do not have a “useful life” in this sense – enter NA here

Multipurpose Projects: This should describe what activities are allowed at the property and how does it mesh with Sport Fish Restoration (SFR) and/or Pittman-Robertson (PR) funded activity of this grant award. Sport Fish Restoration (SFR) funds are dedicated fishery projects, boating and fishing access, and aquatic education. Pittman-Robertson (PR) funds provide for public use and access to wildlife resources,

hunter education, and the development of shooting ranges. The project should fall into one of the three groups:

1. Property is exclusively dedicated to SFR or PR activities – we are doing habitat work on a property for hunting purposes or we are building a fishing pier.
2. Property has multi uses but primary purpose is consistent with SFR or PR – we are putting a boat launch in a park – the park has multiple uses, but the boat launch is primarily for fishing purposes.
3. Property has multiple purposes and project has been pro-rated because of this reason. This is the scenario that will require the most explanation.

If work under this grant is part of a larger project that will include many additional funding sources and objectives, explain how the grant eligible component was determined (proration, direct cost for select components, etc) AND how the recipient will ensure the intended use will be ensured over time and not conflict with the other uses of the overall area. A common instance of this would be construction of a boat access restroom facility or parking lot at a city park – think about how likely it is that the facility to realistically become multi-use (ex. If it’s the only restroom available to an adjacent beach or picnic area). IF the facility seems like it will be realistically used for more than just the grant eligible purpose (in this case, by people loading their boats), then the grant eligible cost will not be 100% - we will need to prorate or split out based on the situation / anticipated use.

Relationship to other grants: - List other grants on this property that pertain to the current project and/or other grants that will be used to match this grant. Keep this simple and short.

BUDGET NARRATIVE

Project Expenditures:

Explain what type of reimbursable expenses you will incur through this project. This should be 3-4 sentences for a typical project. Explain what major categories the grant will be paying for.

Only include costs below that will become part of THIS grant; do not include items from the original proposal that are not funded, or portions of match sources that are being applied to a different grant. ROUND TO WHOLE DOLLARS

Cost share split:

Total Project Cost (for grant purposes)	Federal Grant Share	Match Contribution-Cash	Match Contribution-Donation	Match Contribution-Other
\$	\$	\$	\$	\$
100%	%	%	%	%

Describe your match sources other than cash. USFWS is very interested in where match is coming from. Remember that Fed dollars **cannot** be included as matching funds, and that any match claimed towards

this grant cannot be used as match for any other Fed grant, unless specifically authorized by the other Fed grant program.

Program Income:

Describe if you will be charging a fee to use this development and will be earning money as the result of this grant work; while the grant is still open? (example: building a boat launch with SFR and charging a launch fee). If you will be charging a fee but not until after the grant is closed, then it is not considered program income. If you will be charging a fee while the grant is open, then it is Program Income and has to be explained here. Provide the rate of use, charge per use, and provide an estimate of the annual revenue anticipated. Mention timeline of fees relative to the time you anticipate the grant will be active (the time you filled out on the application in section 6.)

Pre-award costs:

Please list any portion of your budget that you are requesting special pre-award approval for. These are costs that have to be incurred before a grant agreement is written. This would include items such as design, engineering costs or archeological survey that might be needed that would occur before the start of the grant period. Note we will NOT approve actual construction or implementation as pre-award costs. Explain what the cost is for and the anticipated amount.

Equipment that costs \$5000 or more that are part of this grant: list equipment – brand, model, cost, useful life, and justification for useful life.