



Knowles-Nelson Stewardship Grants
Fiscal Year 2018-19 "APPENDIX A"
NCO APPLICATION MATERIAL & INSTRUCTIONS

Dear Applicant:

Thank you for your interest in Knowles-Nelson Stewardship grants for nonprofit conservation organizations (NCOs). Please make yourself familiar with the process, project eligibility requirements and the terms and conditions of Stewardship grants - all available on the DNR website and from [Regional Grant Specialists](#).

<http://dnr.wi.gov/topic/Stewardship/Grants/ApplyNCO.html>

Application deadlines – DNR will accept complete applications anytime during the year and will rank and evaluate all complete applications received by **March 1, 2018** for consideration for fiscal year 2019 awards (the state fiscal year runs July 1, 2018 to June 30, 2019).

If additional funds are available for NCO awards after the March application cycle, DNR will accept a second round of applications received by August 1, 2018.

Funding available – State law authorizes up to \$7 million in Knowles-Nelson Stewardship funds for NCO grant awards this fiscal year.

Application material – All required application forms are available on the DNR's website linked above. Returning applicants please note that **application forms and links are on the "Application materials" tab** of the page above. If you have bookmarked an old "application forms" page, please update your bookmark.

NCO applicants must complete and submit:

- **Application** Form 8700-259 and all required attachments, which include:
- **Public Access and Acceptable Uses Application** Form 8700-322
- **A self-scored copy of the project ranking criteria:** we ask applicants to score your own projects and submit a copy of your scoring with the application
- **A Land Management Plan** – see p. 3
- **A Second Appraisal Request** – see p. 5 if the land value exceeds \$350,000
- A **Resolution** from your board of directors approving the project – see an example p. 6
- An **Environmental Hazards Assessment** Form 1800-001

Timing of grant evaluation and award – If your project is selected for funding, you will be notified of *tentative* award approximately 14 weeks after application. Final, confirmed award and payment will be subject to several additional required reviews, including in some cases, approval of the Joint Committee on Finance. The time between submitting a complete application and receiving a grant contract ranges from six to twelve months. While we strive to make review as efficient as possible, **we advise applicants to negotiate land purchases with this timeline in mind.**

From all the Stewardship grant staff, thank you. DNR values your partnership.

Important

Notes on 2019 project evaluation

Appraisals: All land acquired with Stewardship funds must be appraised per DNR appraisal standards and those appraisals must be reviewed and accepted by DNR. To make appraisal review efficient, **DNR is requesting pre-appraisal consultation between appraiser and DNR's Review Appraiser for all land acquisition projects.** To that end:

- If you have already ordered or contacted an appraiser, please provide the appraisal instructions to your grant specialist and expect that DNR's review appraiser will review them and contact the appraiser directly to discuss your appraisal assignment.
- If you have not ordered an appraisal or defined the appraisal instructions for your project, DNR's Reviewer can be a resource before you order an appraisal. Please ask your grant specialist to coordinate consultation with DNR's Review appraiser.

Agricultural resources: Applicants are advised that prior to scoring prospective land acquisition projects, the DNR will evaluate a property's agricultural uses and potential. Acquisition of some high quality agricultural lands may not be recommended for funding. In particular, DNR will closely consider acquisition of: 1) high quality agricultural lands, 2) property in an area likely to remain in agricultural use, and/or 3) property that is isolated from other public conservation lands. The DNR may ask for additional information regarding any agricultural uses of property prior to or with grant application material. Applicants considering a grant to purchase agricultural land are encouraged to discuss the project with DNR grant staff before applying.

Feasibility of public access: Pursuant to S 23.0916 Wis. Stats., Stewardship land must be open to the public. The DNR will evaluate both the legality and the feasibility of public access on a case-by-case basis, considering the size, shape, topography, and/or remote location of a parcel before scoring and ranking projects. DNR will carefully consider projects that are practically accessible only to a very limited population of visitors. Applicants considering grants for land that may have public access challenges are advised to discuss the project with DNR grant staff before applying.

If you plan to request to use the value of another property as match, please review guidance about eligibility and evaluation and discuss your plans with grant staff as early in the process as possible. In particular, please discuss the appraisal of property used as match before you contract with an appraiser, if possible. More information is available on the *Sponsor Match* tab on the *Financing your project* web page: <http://dnr.wi.gov/topic/stewardship/grants/FinanceNCO.html>

Finally, please submit electronic files for **each application document**, rather than one large file of the whole application package. **Thank you!**

Knowles-Nelson Stewardship NCO Grants

Developing a Land Management Plan

The purpose of the land management plan (LMP) is to describe current conditions of the property and any goals to preserve and/or improve the conservation values on the property. Final approval of the Land Management Plan will occur after applications have been tentatively selected for grant awards.

It is important that your LMP describe practical objectives. This plan and any future revisions to it become by reference part of the contract accompanying a Stewardship award. Unlike the Grant Contract which is a recorded document, the LMP is expected to change over time as conditions on the property or management practices change.



If this property is subject to an existing State Natural Area management plan or other Department-approved master plan, please indicate which plan and whether or not the subject property will be managed in accordance with that plan.

Even if project and management goals are identical to the larger plans', please *do* provide a description of the current condition of the property, and any important property-specific LMP details per the questions below.

Please also note that in many cases, the existing LMPs for State Natural Areas include outdated statements about public access. The *Public Access and Acceptable Uses* (Form 8700-322) accompanying this application must represent your plans for public use of the subject property. The public access conditions with which any grant is ultimately awarded will become part of the recorded contract and will supersede public access described in the existing SNA plan.

If it is your intention to transfer the land to another entity for long-term management – a local government or different NCO – that re-assignee must sign off on the Land Management Plan and public use applications.

Note **If it is your intention to donate the land to the DNR** please be advised that approval of a grant award does not guarantee that the DNR will take title to the property. Land donations to the DNR must be accepted by the Natural Resources Board. No DNR staff member can approve or guarantee that the DNR will accept ownership of the property.

LMP essential ingredients

Your Land Management Plan must include the following sections (please submit this information in the order and with the headings listed below):

1. Primary goals of the project - provide concise statements explaining the goals and public benefits of the project.

2. Improvements and structures

A. Provide a general description of any buildings and other *existing* physical improvements and structures. These might include trails, parking areas and roadways. These should be marked on the attached site plan.

If there are buildings on the property, describe plans for demolition or future use. Note that any improvements purchased in part with Stewardship funds must be used for public benefit and to advance the purposes of the grant program.

Is there a tenant? How long after acquisition will the tenant continue to use the property?

B. Describe any *proposed* improvements and recreational development including trails, parking areas, interpretive displays, boardwalks, bridges, waterway modifications, etc. These should be marked on an attached conceptual future site plan along with public access points and any plans for vehicle parking.

3. **Current land use.** Describe how the land is being used now and by whom.
 - A. Describe any agricultural uses:
 - How many acres are currently in agricultural use?
 - What are the soil types on those acres?
 - Is the land leased to an agricultural tenant? Will the lease be continued and for how long?
 - Will continued agricultural uses be part of ongoing management strategies on the parcel?
 - B. Describe any timber management plans for the property. If the land is enrolled in DNR's Managed Forest Law, please include a copy of the MFL order.
4. **Surrounding landscapes:** Is this project contiguous to other protected property or adjacent to residential development, etc? Is it part of a larger project area – either your own preserve or a state or local conservancy area or park?
5. **Ecological issues on the property**
 - A. Describe any problems such as exotic species, erosion, over-grazing, contamination, trespassing issues, etc.
 - B. Describe any plans to address the problems listed above.
6. **Land management goals and practices.** Describe general land management goals for the property and the practices that will be followed to meet them. Goals may include:
 - Preservation of specific ecological communities and any features or species of special concern.
 - Protection of and/or improvements to any water bodies on or adjacent to the property.
 - Any site enhancement and/or restoration plans.
7. **Implementation – please provide a timeline for implementing key management activities.**
 - Describe anticipated ongoing maintenance activities
 - Identify the organization/s who will maintain the property and implement this plan.
8. **Maps and data.** Please Attach:
 - Please attach a map showing this property in context of surrounding landscapes and features, especially if this parcel is part of a of the larger conservation project.
 - A site plan map – showing existing developments and structures, boundaries, roads, overhead power lines, etc.
 - A conceptual future site plan, if applicable.

Knowles-Nelson Stewardship NCO Grants **SECOND APPRAISAL REQUEST FORM**

If you anticipate that your project will appraise over \$350,000.00, state statute requires that you provide one appraisal and that the DNR obtain an independent appraisal. Please provide the following information with this checklist as a cover sheet to your DNR Grant Specialist as soon as you are certain you will apply for a Stewardship grant.

Applicant Name: _____

Project Name: _____

- Rights to be appraised: fee___ or easement___. Include notes about any rights being retained by the seller. Include a copy of draft conservation easement (if applicable).
- A copy of the first appraisal (if available) or the name and address of the appraiser and the date the appraiser will use as the valuation date.
- Name and telephone number of landowner and street address of property to be appraised.
- Maps (with property boundary outlined on each one): plat map, topographical map, aerial and tax parcel maps if possible.
- Description of legal access to property: how will the property be accessed by the public?
- Full legal description for proposed purchase.
- Legal description for any remaining land retained by the landowner after the proposed acquisition.
- Survey, if available.
- Tax bill for the year of the date of valuation (available at county register of deed's office).
- Deed of current owner (available at county register of deed's office).
- Applicable local zoning and land use per county planning & zoning office, including minimum lot size.
- Information about known existing encumbrances including leases, government program interests, easements, etc. (include a title commitment if available).
- Any known environmental concerns? Include a Property Condition Report if available or Environmental Hazards Report (Form 1800-001).
- What funding sources will you use to purchase the property? List known federal grant funds and other sources of public money.
- Is the property presently listed with a realtor or is there any asking price. Are there any accepted offers or signed options to purchase?
- Description of any improvements on the property and their condition, including wells, septic systems, etc.

**RESOLUTION
REQUESTING A STEWARDSHIP GRANT**

RESOLVED, that the _____
(Board of Directors or other authorized governing unit)

of the _____
(Name of organization)

headquartered at _____

HEREBY AUTHORIZES

(Name/s and title/s)

to act on its behalf to submit an application to the Wisconsin Department of Natural Resources for financial assistance under the Stewardship Program for the

(Name of Project)

to sign documents; and to take action necessary to undertake, direct, and complete an approved Stewardship project.

BE IT FURTHER RESOLVED THAT the _____
(Name of organization)

recognizes and acknowledges the long-term ownership and management responsibilities of the Stewardship Program, will comply with all Stewardship laws and regulations and will meet its obligations under the Grant and Management Contract for the project.

Adopted this _____ day of _____, 20 _____.

I hereby certify that the foregoing resolution was duly adopted by

_____ at a legal meeting held
(Name of organization)

on the _____ day of _____, 20 _____

Authorized signature _____

Typed or printed name _____

Title _____

Date _____