WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

CF-19-0012-C

DOCUMENT TITLE

Wisconsin Habitat Partnership Fund Program Guidance

PROGRAM/BUREAU

Bureau of Community Financial Assistance

STATUTORY AUTHORITY OR LEGAL CITATION

s. 23.09, Wis. Stats. –
(1) Purposes. The purpose of this section is to provide an adequate and flexible system for the protection, development and use of forests, fish and game, lakes, streams, plant life, flowers and other outdoor resources in this state.
(2) The department may promulgate such rules, inaugurate such studies, investigations and surveys, and establish such services as it deems necessary to carry out the provisions and purposes of this section. The department shall establish long-range plans, projects and priorities for conservation. The department may:
…
(h) Enter into cooperative agreements with persons or governmental agencies for purposes consistent with the purposes and provisions of this section, including agreements with the highway authorities with regard to planting trees or other vegetation in or along highways or furnishing stock for such planting.

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

October 28, 2019

DATE FINALIZED

November 21, 2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Ann Kieser 21NOV19

Signature Date

Wisconsin Habitat Partnership Fund (WHPF) Grant Program

Program Guidance

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I. Keys to a Successful Project

A. Start ***planning*** your project early and communicate with the Wisconsin Habitat Partnership Fund (WHPF) Program Coordinator often about your project goals. Program Coordinator's contact information appears on the next page.

B. Before submitting your project application, spend time reviewing the needs, goals, and expectations of the WHPF grant program; a little pre-planning will pay dividends. The Department of Natural Resources (DNR) encourages novel, outside-the-box projects that are substantial in character and design. At the same time, projects don't have to reinvent the wheel; if a methodology or technology is working, build on it.

C. Understand that **allowing public access for hunting, trapping, and wildlife viewing is a requirement to receive funding under this program**. Spend some time discussing any concerns about this requirement before applying. Details on the duration of time that public access is required can be found in Table 1 on page 6. A map detailing the public access point(s) must be submitted with the application.

D. To ensure that public access is granted, a draft Land Use Agreement or draft Public Access Easement is required to be submitted with the grant application, along with a landowner letter of consent if the applicant is not the landowner. Applicants are responsible to develop the final Public Access Easement using a template developed by the DNR. The DNR must approve the Public Access Easement. A final Public Access Easement must be signed and recorded with the Register of Deeds within six months of the start date of the Grant Agreement and before any grant reimbursement will be issued (exceptions may apply.)

E. If your application is selected for funding, **WAIT** until you have a signed Grant Agreement from the DNR before you begin project activities. Costs or match incurred before you have a fully executed Agreement will not be eligible as match or qualify for reimbursement (except for any approved pre-award costs).

F. This grant program is administered as a reimbursement program. This means you must incur and pay all costs associated with the project ***before*** seeking reimbursement from DNR. No advance payments will be allowed under this program. As costs are incurred, save all invoices, receipts, and other proofs of purchase and proofs of payment. Be sure to document volunteer hours worked as the value of these hours can be used as your subgrantee match. For volunteer time to count as match, use DNR form "Volunteer Labor Worksheet Used as Grant Match - Form 8700-349B. Taking these steps from the beginning of your project will help ensure you collect the documentation needed for reimbursement.

G. Finish your project before your agreement end date. If you need an extension to complete your project, contact the WHPF Grant Program Manager ***before*** the agreement end date to request an extension. Time extensions are not guaranteed. Costs incurred after the end date of the agreement are not eligible for reimbursement. Costs incurred before the start date – for items such as project planning and consultation – may only be reimbursed if preapproved by the U.S. Fish & Wildlife Service.

H. **MOST IMPORTANT,** feel free to contact the WHPF Program Coordinator or the WHPF Grant Program Manager with questions. The Program Coordinator can help you with questions regarding project ideas, habitat improvement strategies, desired habitats, and partnership projects. The Grant Program Manager can help you with grant procedural issues, how to proceed, provide clarification on topics such as eligible costs, budget questions and administrative procedures.

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II. Grant Program Specifications

A. Introduction

Wisconsin DNR has a long history of promoting quality hunting, trapping, and wildlife viewing opportunities on public lands. In recent years, the DNR has expanded its focus by leasing or holding easements on private lands so that additional hunting, trapping, wildlife viewing, and other wildlife-based recreation opportunities are possible for the public.

Providing quality hunting, trapping, and wildlife viewing experiences starts by maintaining quality habitat. Maintaining quality habitat increases the diversity and abundance of wildlife, providing a richer hunting, trapping, and wildlife viewing experience.

To help improve and expand quality wildlife habitat in the state, the DNR is continuing a program that seeks partnerships with local governments, Wisconsin Tribes, and nonprofit conservation organizations for habitat restoration and enhancement projects on public and private lands with the goal of increasing the amount and quality of land open for hunting, trapping, and wildlife viewing.

Habitat projects benefitting wild birds and mammals are a priority for funding consideration. Habitat needs for these species vary throughout the state and have been prioritized by "management district" for ease of identification. Prioritizing habitat needs ensures that funding is best utilized to accomplish wildlife habitat and public access goals of this program.

B. Terms Used in this Document

Applicant – An entity submitting a grant application under this program.

Authorized Representative – The person named and authorized by a resolution of the applicant's governing body to act on behalf of the applicant to sign the application and all related documents, request and receive payments on behalf of the applicant, and take necessary action to complete the proposed project.

Award – That portion of total project costs provided by the DNR and eligible for reimbursement under this program.

Eligible Applicant – An entity eligible to submit an application and accept funding under this program. Eligible entities are listed under *Eligibility*, part D.

Fee Simple land acquisition – Purchase of all land rights in real property (land).

Final Reimbursement – A final, formal request made by the Authorized Representative on behalf of the subgrantee for remaining eligible expenses directly related to approved project activities. The Final Reimbursement and Final Report must be sent to the DNR at the same time.

Final Report – A detailed report outlining project accomplishments. The Final Report template created by the DNR must be used and can be located on the DNR's WHPF grant web page. The Final Report must include before and after pictures of the project site. Final Report must be submitted to the DNR at the same time that the subgrantee submits final requirement request.

Forest Restoration - For the purpose of this application this means the restoration of a natural and self-sustaining forest community for the benefit of wildlife (i.e. not a plantation for the primary purpose of production).

Grant Agreement – The legally binding contract issued under this program between the DNR and subgrantee that identifies the project budget, scope, and provisions to which a subgrantee is held.

Habitat Enhancement – Manipulation of the physical, chemical, or biological characteristics of habitat to change a specific function or seral stage of the habitat.

Habitat Restoration – The act or process of returning a degraded or former habitat to a healthy, self-sustaining condition that resembles its pre-disturbed state.

Hunting – Shooting, shooting at, pursuing, taking, capturing or killing or attempting to kill any wild animal.

Interim Report – A detailed report prepared by the subgrantee outlining annual project accomplishments. The Interim Report must be submitted when requested by the DNR. The Interim Report template developed by the DNR must be used and can be located on the DNR's WHPF grant web page.

Non-match – For this application refers to any federal funding other than WHPF dollars that are contributing to the overall project but are NOT eligible to count toward the overall match requirement.

Partial Reimbursement – A formal request made by the Authorized Representative on behalf of the subgrantee and submitted to the DNR, requesting reimbursement, up to one time per year, for eligible expenses directly related to approved project activities contained in a signed grant agreement. The sum of all partial reimbursement requests cannot exceed 80% of the total grant award. The remaining 20% of the grant award is reserved to pay the final reimbursement request. Subgrantees shall submit Proof of Purchase and Proof of Payment for all claimed eligible expenses.

Project – The total of all habitat activities, including those paid by the subgrantee and those to be paid by a grant under this program.

Project Application – A document by which an applicant requests grant funding under this program. Funding requests must be made on Application Form 8700-370.

Proof of Payment – Supporting documentation, including cancelled checks, receipts marked "paid in full", credit card receipts, checking account statements, and other references submitted to the DNR with reimbursement request(s) as proof that a payment for eligible project expenses.

Proof of Purchase – Supporting documentation, including invoices, receipts, bid estimates, consultant contracts, and the like, submitted to the DNR by the subgrantee with reimbursement requests in support of eligible project expenses.

Public Access – The right of a member of the public to enter a property for the purposes of hunting, trapping, wildlife viewing, or other agreed-to activities as noted in the grant agreement for a specified time.

Public Access Easement – A permanent, legally binding agreement between the DNR and landowner through which the right of public access to hunt, trap and view wildlife is conveyed.

Reimbursement Request – See "Partial Reimbursement" or "Final Reimbursement" above.

Streambank Stabilization – A variety of treatments applied to streambanks in order to stabilize the stream and reduce erosion (projects must demonstrate how wildlife will benefit).

Subgrantee – An entity accepting grant funds under this program.

Subgrantee Match – That portion of the total project costs to be paid by the subgrantee or an identified partner.

Timber Stand Improvements – Activities that improve the composition, structure, condition, health and growth of a forest stand (projects must demonstrate how wildlife will benefit).

Trapping – The taking of, or the attempting to take, any wild animal by means of setting or operating any device that is designed or made to close upon, hold fast, or otherwise capture a wild animal. When "trap" is used as a verb, it has the same meaning as "trapping".

Wildlife – Any mammal, bird, fish, or other creature of a wild nature endowed with sensation and the power of voluntary motion. Under this program, wildlife is focused on wild birds and mammals.

Wildlife Viewing – Observing or otherwise enjoying the observation of wildlife.

C. Applicant Commitments

To be eligible for an award under this program, applicants must provide access to the public for hunting, trapping, and wildlife viewing beginning from the start date of the Public Access Easement and continuing for the number of years specified in the table below.

Table 1. Required Public Access Periods for Public Access Easements

Grant Award Amount	Mandatory Public Access Period for Hunting, Trapping, and Wildlife Viewing
$10,000 - $50,000	10 years from start date of Public Access Easement
$50,001 to $100,000	20 years from start date of Public Access Easement
$100,001 or more	Perpetual access from start date of Public Access Easement

To ensure public access, for projects not occurring on lands owned and managed by a department of the State of Wisconsin, a Public Access Easement must be signed and recorded with the appropriate county Register of Deeds Office within six months of the start date of the Grant Agreement and before any grant reimbursement is issued by the DNR (see NOTE below). The subgrantee must use the Public Access

Easement template developed by the DNR and the DNR must approve the Easement content before it is recorded. The Easement notifies future interested buyers that funding was provided by the DNR for the project and of the public's right to access the property for the number of years specified in Table 1 above. In the case that the subgrantee is not the landowner, the subgrantee is responsible for completing the public access agreement with the landowner.

> NOTE: If the property where habitat work is proposed has existing, binding protections that explicitly allow for public hunting, trapping, and wildlife viewing (e.g., Knowles-Nelson Stewardship grant), recording of a Public Access Easement may not be required. Proof of these public rights is the responsibility of the applicant (see Section 6, of the application). The DNR shall determine if a Public Access Easement is or is not required.

D. Eligibility

1. Project Applicants

Wisconsin cities, towns, village, counties, Tribes, and qualified nonprofit organizations are eligible to submit an application for funding. Qualified nonprofit organizations must hold a certificate from the US Internal Revenue Service (IRS) identifying them as exempt from income tax under s. 501(c)(3) of the IRS Code as of the date of the grant agreement. All grant funding awarded must be spent in Wisconsin.

2. Projects

Eligible project types include, but are not limited to, the following:

Project Descriptions	
1. Habitat Restoration Projects	
Prairie restoration	Forest restoration
Wetland restoration	Savanna restoration
2. Habitat Enhancement Projects	
Streambank stabilization	Invasive species removal
Timber stand improvement	Wetland infrastructure upgrade
3. Habitat Maintenance Projects	
Wetland infrastructure maintenance	Prescribed fire
Mowing	Upland shrub maintenance
4. Other Projects	
Other habitat projects	
5. Acquisition (match only)	
Fee simple land acquisition	Public Access Easement acquisition

Projects must provide demonstrable wildlife conservation and public benefits and be of substantial character and design. Projects located on either public and private land are eligible. Projects must provide tangible benefits to wild birds and mammals.

NOTE: Properties currently enrolled in the Voluntary Public Access and Habitat Incentive Program (VPA-HIP) are NOT eligible for grant funds under this program.

E. Grant Program Priorities

Habitat projects will be evaluated based on the following criteria, listed in order of priority:

1. Benefit to Wisconsin DNR priority habitat.
2. Wildlife conservation impact and public benefits (*e.g.*, improved habitat; hydrologic improvements, recreation value).
3. Creation of novel and diverse partnerships.
4. Conservation catalyst projects (*i.e.*, projects that have a high potential to stimulate additional habitat investments beyond the DNR-funded project).

F. Source of Program Funds

Funding for the WHPF comes from the Federal Pittman-Robertson (PR) Wildlife Restoration grant (50 *CFR* 80.50). PR funding prioritizes habitat work that benefits wild birds and mammals.

G. Total Available Funding and Award Cap

Total available funding under this program may vary from year to year. For the upcoming fiscal year, $1 million is available for grant awards.

Grant funds will be awarded in two categories:

Small Project:

Twenty-five (25) percent of the total available funding will be dedicated to projects requesting between $10,000 and $50,000 in funding. The minimum award will be $10,000.

Large Project:

Seventy-five (75) percent of the total available funding will be dedicated to projects requesting more than $50,000 in grant funding. The maximum allowable request for a large project is $750,000.

NOTE: Individual small projects across two are more parcels cannot be totaled to create one large project. Each project must be for a specific single parcel. Once all eligible projects submitted under one category have been funded, the remaining money can be moved to the other category to fund eligible projects if needed.

H. Maximum Award Share

The maximum amount of funding possible under this program is 75% of total eligible project costs.

I. Subgrantee Match Requirement

Subgrantees are required to contribute at least 25% of total eligible project costs. This 25% is referred to as subgrantee match. Subgrantee match can come from the subgrantee or a partner and may be: cash, donated equipment usage, supplies, services, or the value of a recent fee simple or public access easement donation to the Wisconsin DNR. Other than activities related to planning and design, match expenses must occur during the grant agreement period. Federal funds from other sources cannot be used as subgrantee match. Donated equipment usage, supplies, and services will be valued based on program criteria. Land donation used as subgrantee match must have been finalized no more than two years prior to the application submission date.

J. Program Deadlines

Applications will be accepted annually on January 15th, and reviewed for funding. Applicants should

expect it will be several months between the application submission deadline and issuance of grant agreements. Work on your project should not begin until you have received, signed, and returned your grant agreement to the DNR. Costs incurred after your application is submitted and before the start date of the grant agreement are not eligible for reimbursement unless pre-approved by the U.S Fish & Wildlife Service.

NOTE: Per s. 990.001(4)(c), Wis. Stats., if any state deadlines fall on a Saturday, Sunday or Legal Holiday, the deadline is moved to the next State working day.

K. Eligible Project Costs

- Planning and design for habitat-based projects benefitting wild birds and mammals
- Habitat restoration and enhancement benefitting wild birds and mammals (contracted services, salaries)
- Equipment rental costs. See Appendix A for equipment rental cost. If you are using equipment that is not listed in Appendix A then use the Wisconsin Department of Transportation's (WI DOT) *WI DOT Classified Equipment Rates Standard and Special Rated Units – Highway Maintenance Manual (Chapter 02, Section 25, Subject 50)* document to determine the value of rental cost. If equipment does not appear on the *WI DOT Classified Equipment Rates Standard and Special Rated Units* document, the project applicant shall determine the value of rental equipment using one of the following methods:
    1. Choose closest equipment equivalent from WI DOT Highway rates list
    2. Determine market rate – applicant shall obtain at least three estimates for rental of item in question from vendors within the local vicinity. The lowest estimate will be used to establish the value of rental equipment. Copies of all estimates received must accompany your grant application and must be maintained in the subgrantee's project file. Market rate approved in application budget, prorated to reflect number of hours of actual use. (Example: Daily market rate $60, divided by 8 = $7.50 x 2 hours' use = $15)
- Supplies including but not limited to, seed, herbicide, water control structure, tools, signage, equipment rental
- Staffing costs DIRECTLY related to implementation of the project (includes salaries, hourly wages, fringe benefits that can be tracked to the project via weekly timesheets)
- General support costs may be requested if in accordance with, and when accompanied by, an accepted Negotiated Indirect Cost Rate Agreement (NICRA); or for parties which have never had a NICRA, if done so in compliance with *de minimus* requirements as defined in *2 CFR Part 200* (i.e., up to 10% of the first $25,000 of the project's modified total direct costs)

L. Ineligible Project Costs

- Overhead and administrative costs NOT directly related to implementation of the grant project
- Capital development costs (building construction or maintenance, parking areas, etc.)
- Equipment, defined as a tangle item that will outlast the life of the grant award, including but is not limited to mowers, brush cutters, and seeders
- Project supplies not directly related to implementation of the project and outside of the support cost parameters listed above (including, but not limited to, mileage, meals, lodging, office supplies, postage, web services, printing services, legal services)
- Purchase of motor vehicle or truck
- Dredging

- Land acquisition
- DNR staffing costs related to the implementation of the project (includes salaries, hourly wages, and fringe benefits)
- Pine plantations, in most cases, are NOT eligible

M. Applicant Responsibilities

1. **Official Authorizing Resolution.** Every application must include a resolution adopted by the applicant's governing body that does the following:
   - Requests financial assistance from the DNR
   - Authorizes one representative, preferably by "title" rather than by name, to act on behalf of the applicant to:
     - sign and submit a completed application
     - sign and enter into an agreement with the DNR
     - sign a public access easement
     - take necessary action to complete the proposed project
     - request reimbursement from the DNR
     - submit interim and final reports and before/after photos of the project site to the DNR
   - Affirm that the applicant has its match funding from its monies or from other sources

   NOTE: An Authorizing Resolution template can be found on the DNR's WHPF grant web page.

2. **Financial.**
   - Financial responsibilities listed in the grant agreement cannot be passed to another entity by a resolution or any other means.
   - **All reimbursement requests (and support documentation) must be submitted by the subgrantee named on the agreement on a form provided by the DNR.**

     Caution: If a consultant completes the application for you, be sure to check the completeness and accuracy of the information. As the applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements.

3. **Cost Containment.** All applicants must follow procurement requirements in Wisconsin Statutes. See link to *DNR Procurement Guide* on the DNR WHPF grant web page (non-profit organizations should use procurement guidance identified for towns). For contracted project activities, the applicant must obtain three (3) price quotes, in writing, for contracted work, or provide sufficient justification to the DNR if fewer than three price quotes are obtained.

4. **Match.** "Match" means that portion of the **total eligible project cost** (25% or greater) that is the responsibility of the subgrantee and does not come from a WHPF grant under this program. Match may consist of cash from the subgrantee's accounts or donations from partners. Partners may also donate volunteer labor, professional services, supplies and materials, or the value of some equipment used. As the award funds for this project are coming from a Federal agency, match cannot come from another Federal source.

   Documenting cash match: Consists of maintaining adequate Proof of Purchase and Proof of Payment.

Documenting donated labor, professional services, supplies and materials, equipment, and acquisition as part of match requirement: A volunteer's time and donated services, supplies and materials, or equipment usage may be considered part of the subgrantee's match. This allows subgrantees to get "credit" for using volunteers to complete project activities. Donations are subject to the following provisions:

- All sources of match must be identified in the grant application.
- The maximum hourly value of volunteer labor is $15.00 per hour. All donated labor must be documented using and submitted the DNR's Volunteer Labor Worksheet Used as Grant Match (Form # 8700-349B) which is available on the DNR WHPF grant web page.
- The value of donated equipment usage will be based on the value assigned to similar equipment. A table identifying equipment match rates can be found in Appendix A.
- The value of donated professional services shall be determined by market rate and established by invoice provided by the donor (typically done on business letterhead or work order).
- Donation of fee simple or conservation easement land to the Wisconsin DNR must have occurred within two years prior to the application submission date. The date of donation will be based on the date listed on the property's title. The value of the donation must be determined by a professional appraisal following Federal standards (also known as "Yellow Book Standards") and must have occurred within one year of the date the property was donated to the DNR. Use of donated land as match is subject to approval by the U.S. Fish & Wildlife Service.

5. **Federal compliance**. Subgrantee is responsible for complying with provisions of Federal Code of Regulations 2 CFR Part 200 and 50 CFR 80.

- Background about Single Audit Act: The Single Audit Act of 1984 (Public Law 98-502) was passed by the US Congress to improve auditing and management for federal funds provided to state and local governments. A single audit is a cost-effective way to evaluate non-Federal entities, in lieu of audits from multiple federal agencies. This Act was further amended in 1996. The Act and *2 CFR Part 200 Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards (referred to as Uniform Guidance)* provide audit requirements for ensuring that federal funds are expended properly. Federal funds may be disbursed as grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, and direct appropriations from federal agencies. Rather than create a separate Wisconsin law that governs auditing of state funds provided to local governments, Wisconsin has chosen to follow the audit requirements of the federal *Single Audit Act*, as amended, and *Uniform Guidance*. All non-Federal entities that receive Federal and Wisconsin funds totaling at least $750,000 in a calendar year are required to hire a skilled auditor to evaluate compliance with the *Single Audit Act*, as amended, and *Uniform Guidance.*

N. Project Scopes

Successful project scopes will:

- Describe in detail how the applicant plans to support wildlife conservation (especially wild birds and mammals) and benefit the public.
- Involve multiple groups to implement the project.
- Include a reasonable timeline for completion of the project.

- Include a budget that is specific and reasonable. The budget should include match amounts and describe how match will be produced.
- Budget should be specific enough that reviewers can separate costs for labor, equipment, specific management actions, and supply costs.

O. Submitting your Application

Follow instructions provided on the Wisconsin Habitat Partnership Fund web page (from the DNR homepage, search keyword "WHPF").

P. Application Review

It is likely that the total award request of all applications will be greater than the available funding. Thus, applications must be prioritized.

Applications will first be reviewed for completeness and eligibility; only complete and eligible applications will be scored.

Next, application will be sorted into either "small" or "large" project categories.

Complete applications will be scored based on adherence to program priorities and detail included in the application.

Scored applications will be ranked, in descending order based on application score, by project category. Eligible projects will be funded, in rank order, until available funds are depleted. Projects maybe partially funded to allow funds to be distributed to all eligible projects. Award decisions will be made by the DNR Office of the Secretary and are final.

Once eligible small and large projects are scored, ranked and selected for funding, remaining funds from either project category may be transferred to the opposite category to fund additional projects.

After the applications are scored and ranked, all applicants will be notified of the status of their application. Those that are tentatively approved will be evaluated to determine compliance with Federal and State requirements.

The US Fish & Wildlife Service (USFWS) will then have an opportunity to review and approve all the tentatively selected projects. USFWS may take 3 months to reach a determination.

Q. Project Award and Agreement

If your project is selected for funding, you will receive a notice of project award and a Grant Agreement from the DNR detailing the approved project scope, project deadline, and budget. Any required permits must be acquired by the Authorized Representative before work can begin on a project. Read your Grant Agreement carefully and share it with your consultant (if you are working with one). Your Grant Agreement contains conditions that govern your project. If you are working with a consultant, make sure your consultant agrees with the project scope and conditions described in the Grant Agreement before you sign it. You are responsible for adhering to the conditions of the Grant Agreement (including ensuring compliance from all contractors, consultants, etc.). Consultants cannot sign a Grant Agreement on behalf of subgrantees.

Applicants typically will have two years to complete projects, beginning with the start date of the Grant

Agreement. The end date will be listed in the Grant Agreement.

Successful applicants will receive a Grant Agreement signed the DNR. It then must be signed/dated by the authorized representative and returned to the WHPF Grant Program Manager within 30 days of receipt from the DNR. Failure to return the signed Grant Agreement by the deadline may cause the DNR to withdraw the offer of financial assistance and award your funds to the next project in the ranked list.

> **IMPORTANT!! For successful applicants, costs incurred after submitting the application and prior to receiving the signed Grant Agreement from the DNR are not eligible for reimbursement unless they were approved as pre-award costs by the U.S Fish & Wildlife Service. Costs incurred after the end date of the Grant Agreement are not eligible for reimbursement.**

Reminder: To ensure public access for projects not occurring on lands owned and managed by the DNR, a final Public Access Easement must be signed and recorded with the Register of Deeds within six months of the start date of the Grant Agreement and before any grant reimbursement will be issued (exceptions may apply). Applicants are responsible to develop the final Public Access Easement using a template developed by the DNR. The DNR must approve the Public Access Easement.

R. Reimbursement Process

This grant program is administered as a reimbursement program. This means subgrantee must incur and pay all costs associated with the project ***before*** seeking reimbursement from DNR. The DNR will not issue any grant advance under this program.

It is possible for subgrantees to request partial reimbursements from the DNR during the life of the project, on an annual basis.

Each reimbursement request must include evidence of subgrantee match (and associated documentation); subgrantee must request reimbursement on forms developed by the DNR. **Reimbursement requests must include both proofs of purchase and proofs of payment.** Send your reimbursement request(s) and supporting documentation to the Grant Program Manager.

The total of all partial reimbursements shall not exceed 80% of the total grant award. The final 20% of the grant award will be maintained by the DNR for the final reimbursement payment.

The final reimbursement request shall include a Final Report from the subgrantee. The DNR will not issue final reimbursement until the Final Report has been received, reviewed, and approved by the DNR.

S. Interim Report Requirements

An Interim Report of the project must be submitted yearly during the Project Timeframe. If project activities are completed before the end of the Project Timeframe, the Interim Report is not necessary, and recipients must instead submit a Final Report. The Interim Report document can be found on the DNR WHPF grant web page.

T. Final Report Requirements

A Final Report and before-and-after photos of the project site must be submitted within 60 days of the end date of the Project Timeframe or completion of the project, whichever occurs first. A project completion inspection will be scheduled and conducted by DNR personnel within 60 days of

notification by the subgrantee that the project is complete. The Final Report template can be found on the DNR WHPF grant web page.

III. Application Instructions

On the application or in attached supporting documents, you must completely and in detail address all the following sections and requirements:

Applicant: The applicant must be a Wisconsin city, town, village, county, Tribe, or qualified nonprofit conservation organization that has receive 501(c)(3) status from the US Internal Revenue Service (IRS). By submitting this application, you are agreeing to a background check of all people named in your project application.

Section 1: Project Title and Applicant Information

Project Title: Provide a descriptive title for your project.

Applicant Name: Identify the entity applying for grant funding under this program.

Applicant Mailing Address: Supply the address used by the US Postal Service for normal delivery of entity mail.

DUNS Number: Enter your DUNS number. A link to web site for obtaining a DUNS number can be found on the DNR WHPF grant web page. All applicants must have or obtain a DUNS number to be eligible to receive to this funding.

Authorized Representative (AR) Named by Resolution: The authorized representative is the title of a person named by a resolution of the applicant's governing body and authorized to act on behalf of the applicant to sign the application and all related documents, request and receive payments on behalf of the applicant, and take necessary action to complete the proposed project. A consultant hired by the applicant may **NOT** be named as an authorized representative for the project.

1. Name: Name of the Authorized Representative
2. Title: Title of the Authorized Representative
3. Mailing Address: Authorized Representative's address (if different than organization's address)
4. Telephone number: Contact telephone number for Authorized Representative
5. Email address: Contact email address of the Authorized Representative
6. Principle project contact: If different than the Authorized Representative. The principle project contact is someone responsible for day-to-day oversight of project activities.

Section 2: Property Information

Property Information

1. Property Name: Name of the property
2. County(ies): County(ies) in which property is located
3. Total Property Acreage: Size, in acres, of the total property on which the project site is located
4. Total Project Site Acreage: Size, in acres, of the area directly impacted by project activities
5. Property Owner: Legal owner of the parcel(s). If more than one owner, list all owners by parcel number. A copy of the property owner's deed must be included.

Section 3. Project Site Summary and Budget

Project Site Summary

1. Project Type: Options include: 1) Habitat Restoration Project; 2) Habitat Enhancement Project 3)Fee Simple Land Donation; 4) Conservation Easement Donation
2. Name of Project Site: Identify a name for the project site, this can be as simple as "Site 1"
3. Project Description Code: Select a project description code from the drop-down menu that best describes the project site. Only one project description code can be selected per project site. If you have more than one project description code per site, you will have to divide that site into two separate project sites.

   Budget: Depending on the project description code you pick, a project specific budget table will open. Complete a budget for each site.
   - Activity – this is completed for you.
   - Description – enter the type of activity that will be completed.
   - Total Cost – enter the total cost to complete the activity.
   - Grant Request $ - enter the dollar value of the activity cost that you expect the WHPF grant will pay for.
   - Match $ - enter the dollar value of the activity that your organization will contribute towards this activity.
   - Non-match $ - if any amount of the total project cost is coming from another federal source (other than WHPF) enter that amount here (see non-match term in Section B. for clarification).

4. City, Town or Village in which project site is located: Identify where the project is located
5. County in which project site is located: Identify where the project is located
6. Project Site Acreage: Size, in acres, of the area directly impacted by project activities for the specific site listed
7. Is ground disturbance happening at the site: Select yes or no. If yes, identify how many acres, soil depth, and explain type of ground disturbance. (*e.g.*, excavating, tree stump pulling, heavy equipment operation, placement of sign posts, etc.)
8. Land Use History: Describe the land use history for the project site. Listing items such as previous ownership and land uses.
9. Wisconsin Assembly District: Identify state Assembly district in which project activities will occur. http://legis.wisconsin.gov/
10. Wisconsin Senate District: Identify state Senate district in which project activities will occur. http://legis.wisconsin.gov/
11. Township, Range, Section, Quarter, Quarter Quarter: Identify where the project site is located
12. In which DNR district does the project occur? Use *Appendix C* to determine this.
13. What is the DNR priority assigned to the habitat being improved with this project? Use *Appendix B* to determine this.

    NOTE: If the project involves more than one site within a property, please separate each site into its own summary and budget.

BUDGET TOTALS:

NOTE: the total Match $ request MUST BE AT LEAST 25% of the Total Cost of the project. If you do not have 25% match – refigure your budget. This program requires at least 25% from the applicant.

"Non-match" refers to federal funding, other than WPFP dollars that contributes to the overall project. Non-match funding is NOT eligible to count toward the 25% match requirement.

General support costs (indirect costs that are NOT directly trackable against the grant objectives) may be requested if in accordance with, and when accompanied by, an accepted Negotiated Indirect Cost Rate Agreement (NICRA); or for parties which have never had a NICRA, if done so in compliance with *de minimus* requirements as defined in 2 CFR Part 200 (i.e., up to 10% of the first $25,000 of the project's modified total direct costs)

Section 4. Work Plan and Timeline

Project Description and Scope of Work: This is the heart of your application and should provide reviewers with a narrative that gives a full picture of your project. Write your project description to meet the needs of the size and complexity of your project. Applicants are encouraged to contact the Grant Program Manager or the Program Coordinator with questions.

A. Please describe in appropriate detail each item below:
   1. Primary Habitat Description: Describe in detail the desired habitat type at the project site.
   2. Project Description: Be sure to describe the current habitat condition at the project site. What controversies or complications may impact the satisfactory completion of the project?
   3. Project Need: Describe why the project is necessary and how it fulfills the purpose of the program to improve and expand quality wildlife habitat that benefits wild birds and mammals in the state. Identify the conservation issue, problem or opportunity the project will address. Provide evidence of the need and explain what will happen if your project IS NOT done.
   4. Project Purpose: Describe the goals of the project. The purpose should state the desired outcome *based on the need* statement.
   5. Project Objectives: Based on the need statement, state your objective(s) of the project. You may have more than one objective to list in this section. Objectives should include a verb, quantity, subject, and time reference.

      Action verb_? ___ How many ___?___ Who or what ___?___ By when___?___
      For example, "Perform prescribed burn on a 100-acre prairie by Spring 2022.

   6. Approach: Provide a detailed description of the approach your project will take to meet your objective(s). This is the HOW part of your application. Outline specific actions or efforts you will be taking to achieve the objective(s). Describe the work to be done, the time of year it will be done, the methods that will be use and who will complete the various components of the project (*e.g.*, Contractor, volunteers, etc.).
   7. Expected Results: Based on your need and objective(s), explain expected results of this project. Specify the benefits this project aims to provide. Benefits can include those to natural resources, users, the economy, and society.
   8. Benefits to Hunting, Trapping, and Wildlife Viewing: Describe how the project will improve hunting, trapping, and wildlife viewing opportunities for the public.

9. Maintenance and Monitoring Plan: Describe how the project will be monitored and maintained throughout the duration of the Grant Agreement. Consider staff turnover, your monitoring plan, site inspections, managing financial and performance records during the agreement, and public access periods when writing the plan.
10. Source of Match: What is the source of your match? How will it be supplied? Who will be doing the work? (Cash, volunteer time, donated labor, donated equipment, etc.?)
11. Relationship to Other Funding: Will additional, unidentified funding sources contribute to this project? If so, is other funding Federal in origin? Please describe the funding source.
12. Program Income: Will the subgrantee generate income because of this project (*e.g.*, timber sales, grazing agreements, entrance fees)? If so, describe the source of income, state when will you begin to generate the income, estimate the total amount of income each year of the project, and identify how the income will be applied towards the goals of the project. Program income is defined as "gross income earned by a recipient that is directly generated by a sponsored activity or earned as a result of the award."
13. Pre-award Costs: List any pre-award costs for which you expect to request reimbursement. Pre-award costs are limited to those costs directly associated with project planning and consultation and occur before the start date of the Grant Agreement. Reimbursement is subject to project selection and U.S Fish & Wildlife approval. Applicants should keep this limitation in mind when incurring pre-award consultation costs before the DNR has determined if your project will receive funding.
14. Supplies and Material Purchases: List any supplies and materials to be purchased using award or match funds.

B. Timetable
Project activities and timeline: List each component of your project (*e.g.*, wetland restoration, grassland planting, treeline removal, seeding, etc.) along with the expected start date and date of completion.

NOTE: Projects should be completed within two years of receiving an award. Awards will begin in the fall of the year in which the application was submitted.

Section 5. Recreational and Social Values

A. Using the population map in Appendix D, indicate the Wisconsin population within a 60-minute drive of the project site.
B. From the options listed in the application, select which activities that will be allowed on the project area (more than one choice may apply).
C. From the options listed in the application, select the appropriate ownership/management of the property(ies) for which project activities occur (select only one). For multiple projects on different properties, select the ownership/management of the largest parcel or most involved project, then explain each property's ownership/management under the "Special Considerations" section.
D. Indicate if the project site is currently, or will be, accessible by a person with limited mobility (*e.g.*, a person using a wheelchair).
E. Explain in detail any restrictions, including county and local ordinances, to hunting, trapping, and wildlife viewing on properties where project activities will occur.

F. For projects on lands owned and managed by the DNR, please indicate if the local Wildlife Biologist has provided written support of the project. Written support is required for all projects on State of Wisconsin owned lands. A template Biologist support letter is available on the DNR WHPF grant web page, under the "Applying" tab. This is to be filled out by DNR Biologists only.
G. Describe any special project considerations for reviewers to consider.

Section 6. Certification and Submission

Certification: The authorized representative **MUST** SIGN AND DATE APPLICATION TO BE ELIGIBLE FOR FUNDING CONSIDERATION!

Applications must be received by the DNR or postmarked no later than the deadline listed on the DNR WHPF grant web page in order to be considered for funding. Applications not received or postmarked by the deadline will not be considered.

Submit your applications and attachments by either:

Email: DNRHabitatPartnershipGrants@wisconsin.gov

US Postal Service: Grant Program Manager (see page 15)

Section 7. Attachments: All of the following documents must be submitted to be considered a complete application. If applications are not complete, they will not be considered for funding.

A. Letter(s) of Support: Provide signed Letters of Support from partners providing match. Samples available upon request.

B. Local Biologist Letter of Support: For projects on WDNR-owned land, provide a signed Letter of Support from the local Wildlife Biologist. Template available from the DNR WHPF grant web page, under the "Applying" tab. This is to be filled out by DNR Biologists only.

C. Letter of Consent from Landowner: For projects occurring on private land that is not owned by the applicant, provide a signed Letter of Consent from the landowner.

D. Copy of Deed: For all projects, provide a copy of the deed on which the habitat work will happen.

E. Authorizing Resolution: Every application must include a resolution adopted by the applicant's governing body. An Authorizing Resolution template can be found on the DNR WHPF grant web page, under the "Applying" tab.

F. Map(s): Provide two aerial maps of the project area and one topographical map of the project site. The first aerial map should zoom out far enough to see the greater landscape and the entire property boundary. Indicate the location of the area where the habitat work site(s) will occur by drawing a polygon around the area of impact. The second aerial map should be zoomed in far enough to still see details of the project area (*e.g.*, land cover, areas of development, waterways, etc.). Indicate the location where habitat work will occur by drawing a polygon around the area of impact. This map should provide a useful visualization

of the project. You want to be as detailed as you possible can with your project boundaries by only outlining the area in which project activities will actual occur. This will help the DNR with archeological and endangered species reviews. See Appendix E for an example map. Provide a topographical map with the boundary outlining the area(s) in which the project will occur.

Map(s) must include:

- Property name
- Project title
- County
- Indicate access point or route
- Township, Range, Section, Quarter, and Quarter Quarter
- Project site boundaries outlined (be as accurate as possible)
- Outlined areas where project activities will create ground disturbance (this may not be applicable to all project activities, if this is the case please state "no ground disturbance")
- North direction indicator
- Legend

G. Non-profit Organization Certification Letter (if applicable)

H. Draft Land Use Agreement or Public Use Easement (if applicable)

I. Copy of previous received Stewardship grant agreements and public access forms (if applicable)

Appendix A. Equipment Match and Rental Rates.

Code	Category	Description	Rate
ATV	ATV/UTV	ATV or UTV	$24/hour
BC1	Brush Cutter	Handheld brush cutter / clearing saw	$10/hour
BC2	Brush Cutter	Brush Hog attachment	$20/hour
BC3	Brush Cutter	Walk behind Field and Brush Mower (Commercial grade)	$14/hour
BS1	Backpack Sprayer	Backpack herbicide sprayer.	$2/hour
CS1	Chainsaw	14-20” bar	$9/hour
LF1	Leaf blower	Portable leaf blower	$8/hour
VL1	Labor-general	Brush hauling, seeding, weed pulling, fire watchers, etc.	$15/hour
VL-2	Labor-skilled	Chainsaw/specialized equipment use	$18/hour
TR1	Tractor	Agricultural type - 4-wheel drive, <65 hp	$23/hour
TR4	Tractor	Agricultural type - 4-wheel drive, 65-79 hp	$39/hour
TL1	Trailer	Less than 1 Ton capacity (use manufacturer's rated capacity)	$10/hour
TL2	Trailer	1-4 Ton capacity (use manufacturer's rated capacity)	$12/hour
TR1	Truck	½ ton pickup or less	$13/hour
TR3	Truck	¾ ton pickup	$19/hour
WE1	Weed Eater	self-propelled, hand operated	$8/hour
PB	Prescribed Burns	Includes all aspects- labor, equipment, mop up, etc.	$300 per burn + $40/acre

Appendix B.

Wisconsin Department of Natural Resources - Habitat Priorities
Terrestrial and Wetland Priorities

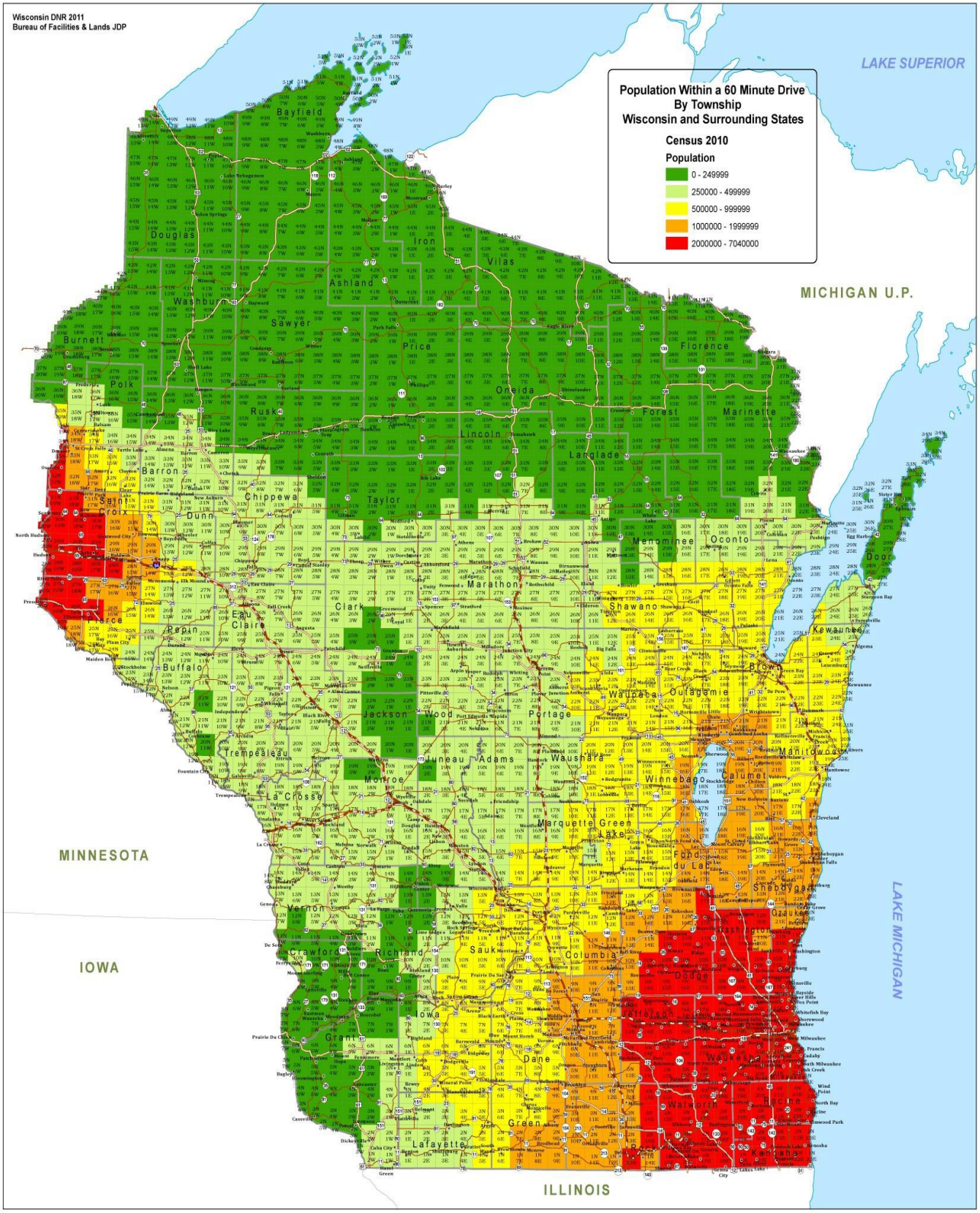
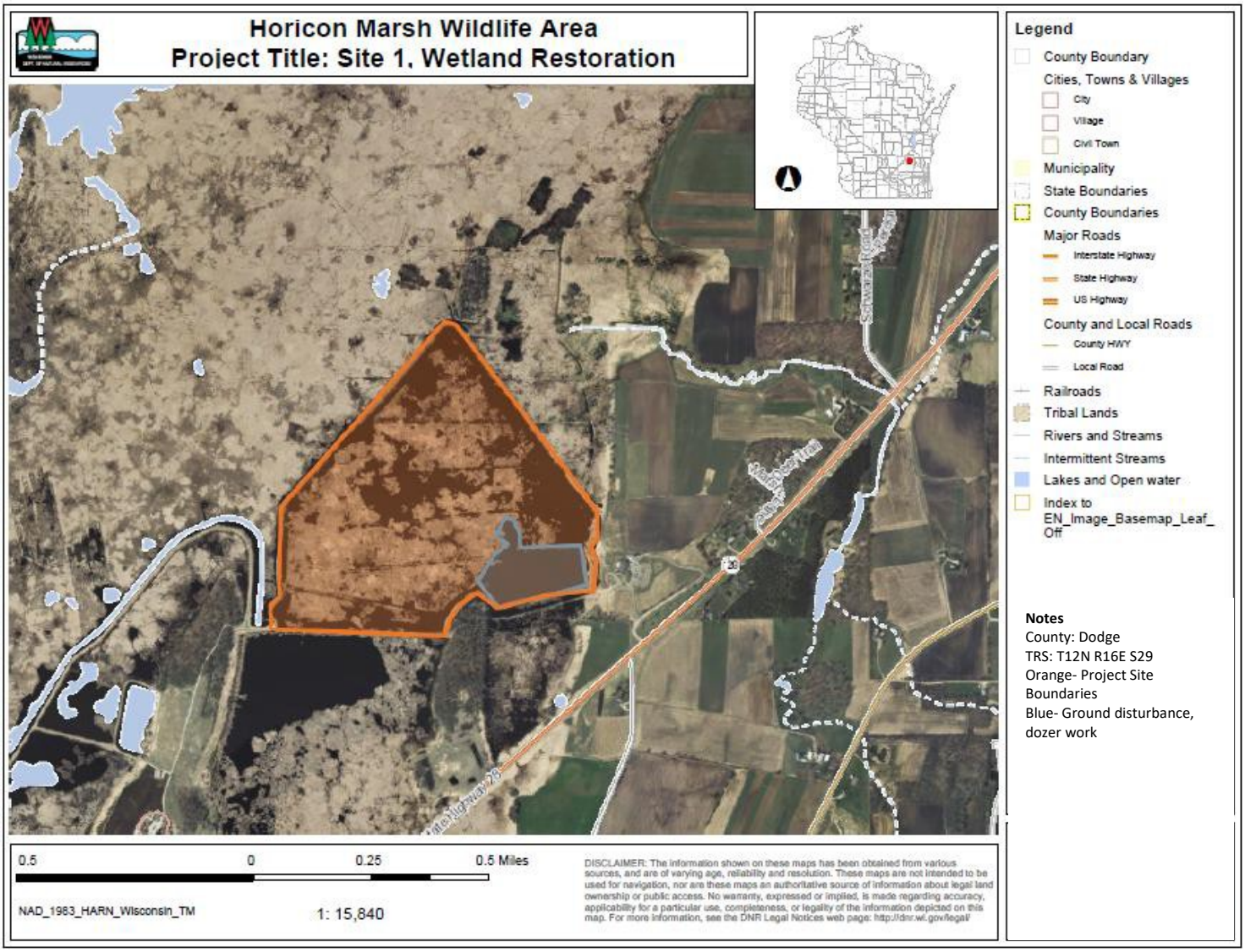
DNR Area	Habitat	DNR Priority
Northern	Deep marsh/shallow lakes (only those w/significant wild rice opportunity)	1
Northern	Great lakes dunes, wetlands and shores	1
Northern	Oak/pine barrens	1
Northern	Old forests (natural origin pine, hemlock, cedar, n. hardwoods)	1
Northern	Young forest (primarily aspen)	1
Northeast	Deep marsh/shallow lakes (hemi-marsh goal)	1
Northeast	Emergent wetlands (wet meadow-shallow marsh, mudflats)	1
Northeast	Great lakes dunes, wetlands and shores	1
Northeast	Oak/pine barrens	1
Northeast	Old forests (natural origin pine, hemlock, beech, cedar, n. hardwoods)	1
Southern	Deep marsh/shallow lakes (hemi-marsh goal)	1
Southern	Emergent wetlands (wet meadow-shallow marsh, mudflats)	1
Southern	Oak Forest (specifically regeneration/perpetuation)	1
Southern	Oak savanna/woodlands	1
Southern	Old forests (pine, relic hemlock, floodplain forest, oak)	1
Southern	Remnant and planted prairie in historic prairie areas	1
West Central	Cool season grass (including hay/pasture primarily for prairie chickens)	1
West Central	Deep marsh/shallow lakes (hemi-marsh goal)	1
West Central	Emergent wetlands (wet meadow-shallow marsh, mudflats)	1
West Central	Oak Forest (specifically regeneration/perpetuation)	1
West Central	Oak savanna/woodlands	1
West Central	Oak/pine barrens	1
West Central	Old forests (pine, relic hemlock, floodplain forest, oak)	1
West Central	Remnant and planted prairie in historic prairie areas	1

DNR Area	Habitat	DNR Priority
Northern	Deep marsh/shallow lakes (hemi-marsh goal)	2
Northern	Emergent wetlands (wet meadow-shallow marsh, mudflats)	2
Northern	Forest openings (for priority species, e.g. elk, deer, turtles)	2
Northern	Forested wetlands (Bottomland hardwoods/floodplain, bogs, ash)	2
Northern	Hardwoods	2
Northern	Mixed conifer/deciduous forest	2
Northern	Oak Forest (specifically regeneration/perpetuation)	2
Northern	Shrub wetland (primarily alder, the rest is priority 3)	2
Northeast	Conifers (of natural origin)	2
Northeast	Cool season grass (including hay/pasture)	2
Northeast	Forested wetlands (bottomland hardwoods/floodplain, bogs, ash)	2
Northeast	Oak Forest (specifically regeneration/perpetuation)	2
Northeast	Remnant and planted prairie in historic prairie areas	2
Northeast	Shrub wetland (primarily alder, the rest is priority 3)	2
Northeast	Young forest (primarily aspen)	2
Southern	Cool season grass (including hay/pasture)	2
Southern	Forested wetlands (bottomland hardwoods, floodplain and ash forest)	2
Southern	Great lakes dunes, wetlands and shores	2
Southern	Hardwoods	2
West Central	Conifers (of natural origin)	2
West Central	Forest openings (for priority species, e.g. elk, deer, turtles)	2
West Central	Forested wetlands (bottomland hardwoods, floodplain and ash forest)	2
West Central	Young forest (primarily aspen)	2

DNR Area	Habitat	DNR Priority
Northern	Agriculture (including foodplots - use only as part of farming agreements)	3
Northern	Cool season grass (including hay/pasture)	3
Northern	Planted prairie where it didn't historically exist	3
Northern	Upland shrub	3
Northeast	Agriculture (including foodplots - use only as part of farming agreements)	3
Northeast	Forest openings (for priority species, e.g. elk, deer, turtles)	3
Northeast	Hardwoods	3
Northeast	Mixed conifer/deciduous forest	3
Northeast	Planted prairie where it didn't historically exist	3
Northeast	Upland shrub	3
Southern	Agriculture (including foodplots - use only as part of farming agreements)	3
Southern	Forest openings (for priority species, e.g. elk, deer, turtles)	3
Southern	Mixed conifer/deciduous forest	3
Southern	Shrub wetland	3
Southern	Upland shrub	3
Southern	Young forest (primarily aspen)	3
West Central	Agriculture (including foodplots - use only as part of farming agreements)	3
West Central	Hardwoods	3
West Central	Mixed conifer/deciduous forest	3
West Central	Shrub wetland	3
West Central	Upland shrub	3
Statewide	Other forest types	3
Statewide	Low quality planted prairies (isolated/small with low diversity)	3

Appendix C. DNR Wildlife Management Districts.

Appendix D. Populations within a 60-minute drive of public land, by WI Township



Appendix E. Project Map Example