

# 2021 Grant Program Guidance

Stewardship Local Assistance Grants  
Federal Land & Water Conservation Program  
Federal Recreational Trails Program



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## Introduction

The Department of Natural Resources (DNR) is committed to providing the public with high-quality, accessible outdoor recreation opportunities throughout the state. The DNR partners with communities and organizations to expand outdoor recreation via the following grant programs:

### *KNOWLES-NELSON STEWARDSHIP LOCAL ASSISTANCE GRANT SUBPROGRAMS*

- Acquisition and Development of Local Parks (ADLP)
- Acquisition of Development Rights (ADR)
- Urban Green Space (UGS)
- Urban Rivers (UR)

### *FEDERAL RECREATION GRANT PROGRAMS*

- Land and Water Conservation Fund (LWCF)
- Recreational Trails Program (RTP)

This booklet contains information about each of these grant programs, application details, and criteria the DNR uses to rank applications and select projects. Up to 50% grant assistance is available to acquire and develop land for outdoor recreation. The Stewardship Local Assistance, LWCF, and RTP grant programs are very competitive. Typically, grant requests exceeded available funds by 3:1.

Stewardship Local Assistance grants provide opportunities for nature-based outdoor recreation activities where the primary focus or purpose is the appreciation or enjoyment of nature. Such activities include, but are not limited to, hiking, bicycling, wildlife or nature observation, camping, nature study, fishing, hunting, picnicking, cross-country skiing, canoeing and multi-use trail activities. Nature-based outdoor recreation is defined in NR 51.002(19), Wis. Admin. Code.

The Federal LWCF and RTP Grant Programs have unique eligibility criteria and funding priorities. For example, a broader range of outdoor recreation projects are eligible for LWCF and RTP grants relative to the nature-based outdoor recreation emphasis within the state Stewardship program. The DNR implements the LWCF and RTP grant programs in partnership with the National Park Service and Federal Highway Administration, respectively. Annual appropriations for the LWCF and RTP programs depend on the federal budget process. Availability of grants under these programs depends on the amount and timing of grant funds made available from the federal government.

Public access is fundamental to all grant programs. Reasonable public access is required for any property purchased or developed with grant funds. The DNR can help determine what constitutes appropriate and reasonable public access for grant-funded properties.

***This booklet does not contain all the materials and forms needed to apply for Stewardship Local Assistance, LWCF, or RTP grants. Applicants should visit the following DNR websites to download current application materials and forms:***

- Stewardship Local Assistance - <https://dnr.wi.gov/topic/Stewardship/Grants/ApplyLUG.html>
- LWCF & RTP - <https://dnr.wi.gov/topic/Stewardship/Grants/FederalLUG.html>

## Contact Your Regional Grant Project Manager

There are many important details to understand when applying for a Stewardship Local Assistance, LWCF, or RTP grant. DNR Project Managers are located throughout the state and can help determine project eligibility and walk applicants through the grant process from project conception to final reimbursement. ***Applicants are strongly encouraged to contact their regional Project Manager as early as possible in the planning stages of a project and prior to submitting a grant application.*** A Project Manager can explain the various

grant programs in detail, determine eligibility, and provide assistance to make an application as competitive as possible. Contact information for each regional Project Manager is provided below and on the DNR Stewardship website: <http://dnr.wi.gov/topic/Stewardship/Grants/Contacts.html>. Regional Project Managers are also an excellent source of information about other DNR grant and loan programs.

## DNR Regional Project Managers

<b>Northeast Counties:</b> Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago		
JESSICA TERRIEN 2984 Shawano Ave., Green Bay, WI 54313		Phone: (920) 461-2680 E-mail: <a href="mailto:jessica.terrien@wisconsin.gov">jessica.terrien@wisconsin.gov</a>
<b>West Central Counties:</b> Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood		
CHRIS HALBUR 2984 Shawano Ave., Green Bay, WI 54313		Phone: (920) 360-1490 E-mail: <a href="mailto:christine.halbur@wisconsin.gov">christine.halbur@wisconsin.gov</a>
ANNIE LOECHLER – RTP Motorized Grants 810 West Maple St., Spooner, WI 54801		Phone: (715) 416-5020 E-mail: <a href="mailto:ann.loechler@wisconsin.gov">ann.loechler@wisconsin.gov</a>
<b>South Central Counties:</b> Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk		
CHERYL HOUSLEY 3911 Fish Hatchery Rd., Fitchburg, WI 53711		Phone: (608) 516-9560 E-mail: <a href="mailto:cheryl.housley@wisconsin.gov">cheryl.housley@wisconsin.gov</a>
<b>Southeast Counties:</b> Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha		
SARA DEBRUIJN 2300 N. Dr. Martin Luther King, Jr. Dr., Milwaukee, WI 53212		Phone: (414) 897-5704 E-mail: <a href="mailto:sara.debruijn@wisconsin.gov">sara.debruijn@wisconsin.gov</a>
<b>Northern Counties:</b> Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas		
JEFF PENNUCCI 107 Sutliff Ave., Rhineland, WI 54501		Phone: (715) 499-1424 E-mail: <a href="mailto:jeff.pennucci@wisconsin.gov">jeff.pennucci@wisconsin.gov</a>
<b>Northern Counties:</b> Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn		
ANNIE LOECHLER 810 West Maple St., Spooner, WI 54801		Phone: (715) 416-5020 E-mail: <a href="mailto:ann.loechler@wisconsin.gov">ann.loechler@wisconsin.gov</a>
<b>For information on program policy and statewide coordination, contact the following DNR Statewide Grant Program Managers:</b>		
Stewardship Local Assistance Grants; Land and Water Conservation Fund Grants	PAM ROOD	Phone: (608) 264-9215 E-mail: <a href="mailto:pamelaa.rood@wisconsin.gov">pamelaa.rood@wisconsin.gov</a>
Stewardship Grants to Nonprofit Conservation Organizations	PAM FOSTER FELT	Phone: (608) 266-0868 E-mail: <a href="mailto:pamela.fosterfelt@wisconsin.gov">pamela.fosterfelt@wisconsin.gov</a>
Recreational Trails Program Grants	BOBBI WINEBAR	Phone: (920) 461-2595 E-mail: <a href="mailto:roberta.winebar@wisconsin.gov">roberta.winebar@wisconsin.gov</a>

## Application Deadline & Grant Award Timeframe

The application deadline for this solicitation is **May 1, 2021**. Complete applications not received or postmarked by midnight on May 1, 2021 will not be considered. Contact a regional Project Manager for information regarding required application components. Note that several application components such as a local adopted Comprehensive Outdoor Recreation Plan (CORP), local resolutions, and appraisals can take time to complete.

**The time between submitting a complete application and receiving a grant contract ranges from 6 to 12 months depending on the details of each project.** While we strive to make grant awards as quickly as possible, applicants should keep this timeframe in mind when applying for a Stewardship Local Assistance, LWCF, and/or RTP grant.

## Required Additional Reviews and Approvals

If a tentative grant award **exceeds \$250,000**, approval from the Joint Finance Committee of the Legislature is required (s.23.0917(6m), Wis. Stats). Applicants will work with a regional Project Manager and Grant Manager to obtain this approval.

If an applicant proposes acquiring a property on which hunting, trapping, fishing, hiking, or cross-country skiing activities would be restricted or prohibited, the Natural Resources Board (NRB) will need to approve the requested change in nature-based activities allowed (Chapter NR 52). Applicants will work with a regional Project Manager and Grant Manager to submit the request to the NRB.

Contact a regional Project Manager for details about additional reviews and approvals needed.

## Long-term Obligations for Grant Recipients

Terms and conditions for property acquired or developed with Stewardship, LWCF, or RTP grants are outlined in the grant contract and applicable state and federal statutes and codes. It is important for potential applicants to understand long-term obligations that are associated with these grant programs, as these obligations apply in perpetuity. Details about long-term obligations for grant recipients are available from regional Project Managers. The following are several key requirements.

- **Nature-Based Outdoor Activities:** Grant recipients must ensure that any property acquired with a Stewardship grant remains open to the public for nature-based public outdoor activities (defined in ch. NR 52.02(7) Wis. Admin. Code as hunting, fishing, trapping, hiking and cross-country skiing), unless otherwise approved by the DNR Natural Resources Board (per the requirements of ch. NR 52, Wis. Admin. Code).
- **Ownership:** Grant recipients must retain legal control and oversight of the property (via ownership or lease) and maintain facilities on property acquired or developed with a Stewardship, LWCF, or RTP grant. Transfer of ownership of property acquired or developed with a Stewardship grant requires written approval from the DNR and/or applicable federal agency (for LWCF and RTP programs).
- **Public Access:** Grant recipients must ensure that grant property remains open to the public for outdoor recreation, consistent with provisions of the original grant contract. Recipients can place reasonable access restrictions on grant properties (e.g. closing a park during nighttime hours).
- **Income:** Grant recipients may charge reasonable user fees (e.g. state park daily entrance or camping fee) to defray operation and maintenance costs. However, any income accruing from the property should be used for purposes that support the original grant contract.

## Comprehensive Outdoor Recreation Plans

Comprehensive Outdoor Recreation Plans (CORPs) are developed by local communities. CORPs typically contain an inventory of existing outdoor recreation facilities, an analysis of outdoor recreation needs, and projects that may be implemented to address unmet recreation needs. CORPs must be updated every five years. Projects funded with Stewardship grants need to be consistent with a local adopted CORP. Further, the project may need to be specifically identified in the CORP, depending on the Stewardship grant subprogram. For projects supported with LWCF and RTP grants, the proposed project needs to be consistent with the Statewide Comprehensive Outdoor Recreation Plan (adopted by DNR). All applicants, even those with a current CORP, should contact a regional Project Manager early in the planning process to discuss grant program CORP requirements.

## Governing Board Resolution Requirements

A signed resolution from the applicant's governing board is required as part of the application unless the grant program allows "individuals" as eligible applicants. The resolution must include:

1. A statement that the applicant has budgeted enough funds to complete the project or acquisition.
2. An authorized representative has been named (by title) to act on behalf of the applicant to:
  - a. Submit an application;
  - b. Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date; and
  - c. Take necessary action to undertake, direct and complete the approved project.
3. A statement that the applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

## Eligible Applicants

The following table summarizes entities and organizations that are eligible for Stewardship Local Assistance, LWCF, and RTP grant awards. Additional eligibility details for each program are provided in the “Program Description” sections below. Entities that are not directly eligible for these grant programs are encouraged to consider partnering with eligible entities.

A key consideration in eligibility for Stewardship Local Assistance and LWCF grants is whether an applicant has approved a local CORP or if the project is identified in the CORP approved by a unit of government other than the applicant. Applicants that do not have a current CORP should contact their regional Project Manager for information and assistance.

	Stewardship Local Assistance Subprograms				Land and Water Cons. Fund	Rec. Trails Program
	Acq. and Dev. of Local Parks	Acq. of Dev. Rights	Urban Green Space	Urban Rivers		
Local Governments (Towns, Villages, Cities, & Counties)	Y	Y	Y	Y	Y	Y
Tribal Governments	Y	Y	Y	Y	Y	Y
Lake sanitary districts and public inland lake protection and rehabilitation districts <sup>1</sup>	N	N	Y	N	N	N
Nonprofit conservation organizations (NCOs) whose primary purpose includes acquisition of property for conservation purposes <sup>2</sup>	Y <sup>3</sup>	N	Y <sup>3</sup>	Y <sup>3</sup>	N	N
Nonprofit organizations with a primary purpose of promoting, encouraging, or engaging in trail activities <sup>4</sup>	N	N	N	N	N	Y
Incorporated trail organizations <sup>4</sup>	N	N	N	N	N	Y
School districts	N	N	N	N	Y	Y

### Notes:

- 1) Lake Sanitary Districts are further defined in s. 30.50 (4q), Wis. Stats.
- 2) NCOs are further defined in s. 23.0955(1) Wis. Stats., Ch. NR 51.002(21) Wis. Admin. Code, and Ch. NR 51.04 Wis. Admin. Code.
- 3) NCOs are eligible to receive Local Assistance Grants for land acquisition projects only. Local Assistance regulations apply.
- 4) Further defined in Ch. 181, Wis. Stats.

## Reimbursement

Payment of grant funds is on a reimbursement basis. A 50% advance payment of the grant award may be available for development projects, depending on the grant subprogram. Accurate and comprehensive documentation of project costs is critical. As applicable to the project and grant program, applicants will be required to submit a DNR Grant Payment Request (Form 8700-001) and detailed documentation (e.g. proof-of-purchase, proof-of-payment, force account details, etc.) prior to reimbursement. Land acquisition projects and projects funded under federal grant programs have unique documentation requirements.

Costs eligible for reimbursement vary by grant program and project type. For example, pre-engineering costs for development projects are typically eligible for reimbursement in the LWCF program but are not eligible under RTP grants. Administrative costs, construction expenses or materials purchased prior to issuance of the grant agreement, costs to prepare the grant application, and costs to prepare a local CORP are not eligible for reimbursement under Stewardship grants. Contact a regional Project Manager for more information about eligible and ineligible costs for each grant program and reimbursement documentation requirements.

Prior to final reimbursement, grant recipients also need to demonstrate that the affected property title does not contain any issues that impact the legal authority of the applicant to construct the proposed development project or acquire the grant-funded property. Applicants are encouraged to conduct a title search as early as possible in the project development process and discuss any issues with a regional Project Manager.

## Applicant Share (i.e. Grantee Match)

Project applicants are required to provide matching funds equal to or greater than the amount of the grant award (i.e. 50% match). Eligible sources of matching funds vary depending on the grant program. All sources of match must be identified in the grant application. Following are common sources of matching funds:

- Applicant funds.
- Financial donations from private organizations and individuals.
- In-kind labor, equipment, and materials provided by the applicant (i.e. "Force account" match)
- In-kind donations of labor, services, materials, and equipment from private organizations and individuals. Professional service donations (e.g. engineering services, landscape design, etc.) are valued at an hourly rate consistent with similar professionals in the same part of the state. Donations of unskilled labor are calculated at an hourly rate consistent with the state minimum wage.
- Grants from federal programs typically can be used to match Stewardship grants and vice versa. However, eligibility varies by program. Contact a regional Project Manager for more information about eligible grant-based match.
- Donation of land from a third party. Donating property is an excellent way for private organizations and individuals to support public outdoor recreation. Up to 50% of the fair market value of property donated by a third party may be used as applicant match. Following are several key considerations regarding donated property used as match:
  - To be considered as match, the applicant must provide an appraisal deemed acceptable for grant purposes by a DNR review appraiser. This process does not apply to other sources of matching funds. Applicants are encouraged to consider potential impacts to the timing of their project when donated property is used as match.
  - Donated property must be eligible for the same grant program for which it is being proposed as match.
  - Upon completion of the project, the donated property becomes subject to terms of the grant contract and program for which it was provided as match.
  - Donated property must have been received by the applicant no more than three years prior to the date of application.



- Donated property is subject to the same appraisal requirements as property acquired with grant funds.
- Donated property must have been in private ownership and not previously dedicated to public outdoor recreation or conservation purposes.
- For some projects, the value of match property can affect the amount of the eligible grant award.

A note about wage requirements for grant-funded development projects. "Prevailing wage" is the rate paid for any trade or occupation engaged in a public works project, including the hourly basic rate of pay, plus the hourly contribution for benefits.

- Stewardship projects: Wisconsin Act 55 (2015) made significant changes to Wisconsin's prevailing wage laws. Projects supported by a Stewardship local assistance grant are considered local projects for purposes of prevailing wage requirements.
- LWCF projects: Grant recipients will need to comply with federal Davis-Bacon Act wage requirements when hiring contractors.
- RTP projects: For projects that receive an RTP grant, the prevailing rate of wage applies "...on highway projects on the Federal-Aid highways authorized under the highway laws providing for expenditure of Federal funds upon the Federal-aid systems..." [23 U.S.C. 113(a)]. Under title 23, all public roads are "Federal-aid highways", except those that are functionally classified as local roads or rural minor collectors. The Federal Highway Administration interprets the language of §113(a) as applying only when a Federal-aid project takes place within the right-of-way of a Federal-aid highway. Therefore, if an RTP project is within the right-of-way of a Federal-aid highway, Davis-Bacon Act wage rates must be followed. If an RTP project is not within the right-of-way of a Federal-aid highway, then 23 U.S.C. 113(a) does not apply.

## Property Appraisals

Property appraisals are a key component of all acquisition projects. State law requires that Stewardship grants for land and conservation easement acquisition must be based on current fair market value of the land and further specifies how DNR must determine that value. Appraisal requirements also apply to any property proposed as match for acquisition or development projects.

For Stewardship grant projects where an appraisal is necessary, a current full narrative appraisal that meets current State guidelines is required. LWCF and RTP\* grant project appraisals also need to meet the most current Uniform Standards of Professional Appraisal Practice (i.e. "Yellow Book") standards. All appraisals must reflect current market value and identify DNR as an intended user. A DNR review appraiser reviews all appraisals for proposed grant awards. Appraisals must be deemed acceptable for grant purposes before DNR can calculate a grant award and execute a contract. DNR strongly encourages pre-appraisal consultation between the applicant's appraiser and a DNR Review Appraiser.

If the property value for a proposed grant-funded acquisition or match land exceeds \$350,000, State law requires the DNR to consider two appraisals when calculating a grant award. The applicant must provide one appraisal, and the DNR will contract the other. Provided that both appraisals are deemed acceptable for grant purposes, the grant calculation will be based on the lower of the two acceptable appraisals.

Appraisals and DNR review can extend the timeframe between tentative grant award and contract execution. Contact a regional Project Manager to discuss appraisal requirements and obtain a current copy of the DNR Appraisal Guidelines before initiating the appraisal process.

**Note:** Due to RTP being under the FAST Act, acquisition applications are not being accepted for SFY2022 due to the timeframe that must be met.

## Acquisition Projects

Acquisition of property that provides public outdoor park and recreation areas, open space near urban areas, or river access are typically eligible for Stewardship and LWCF land acquisition grants. Land acquisitions for Local Assistance, LWCF, and RTP\* grant programs must occur in accordance with state and federal guidelines for preparation of appraisals and eligible transaction costs. Following are several highlights regarding grant-funded land acquisition. Please also see the DNR Land Acquisition Guidelines for more details.

- *Condemnation/Eminent Domain*: Grant-funded land acquisitions must be on a willing-seller willing-buyer basis. State law prohibits the expenditure of Stewardship grant funds for acquisition or development of property acquired via condemnation. Federal rules for RTP do not allow for this type of acquisition.
- *Property Value*: Grant awards for land acquisition (and property used as match) are based on the appraised value or the purchase price, whichever is less. Special provisions apply in cases where the current landowner has owned the grant or match property for less than three years.
- *Eligible Costs*: Eligible acquisition costs include the fair market value of the property/actual purchase price and, depending on the grant program and a portion of real estate transaction costs (e.g. appraisal costs, land surveys, relocation payments). If the property value exceeds \$350,000, the DNR will contract the second appraisal. See Property Appraisals section for more information.
- *Pre-grant Acquisition*: No land can be acquired prior to the date of grant award unless the applicant receives a letter of retroactivity. For Stewardship grants, this letter is provided by the Department. For LWCF grants, letters from both the Department and NPS are required. Letters of retroactivity are not allowed in the RTP grant program. **Applicants who anticipate acquiring property prior to grant award should contact their regional Project Manager prior to submitting an application to request a state/federal letter of retroactivity.**
- *Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) Review*: Per s. 32.035 Wis. Stats., the DATCP Bureau of Land and Water Resources reviews land acquisitions proposed by local governments, state agencies, and private companies building utilities to determine the magnitude of potential agricultural resource impacts that may result from the acquisition. As noted in the criteria below, applicants are responsible for requesting DATCP review and submitting documentation of the request with the grant application. If received prior to the application due date, applicants should also submit a copy of the DATCP agricultural impact determination. All applicants considering a grant application to help purchase agricultural land are encouraged to discuss the project with DNR grant staff before applying.
- *Flood Mitigation*: Standard floodplain ordinance is administered at the County or local level. Standard ordinance is reflective of state and federal requirements. DNR floodplain engineers assist municipalities on technical questions & reviews (H&H) for planned changes within the floodplain. Floodplain by definition = floodway (moving high water) + flood fringe (100-year rain-event level)  
<https://dnr.wi.gov/topic/floodplains/modelZoningOrdinances.html>
  - If development is planned for property or a structure in the floodplain, please contact your DNR floodplain engineer. There have been recent changes to the standard ordinance due to flood events in recent years and our technical staff can aid with compliance with the ordinance interpretation and design, and data modeling for flood resilience.
  - DNR technical assistance for local floodplain administration is welcome and often necessary to protect consistency statewide for ordinance standards.
- *Wetlands/Waterways*: For projects in or near a navigable waterway or wetland, the following resources are available:
  - Surface water data viewer: <https://dnr.wi.gov/topic/surfacewater/swdv/>

- Wetland ID Service: <https://dnr.wi.gov/topic/Wetlands/identification.html>
- Waterway/wetland questions hotline: 608-267-3125 or [DNRWMSPublicInquiry@wisconsin.gov](mailto:DNRWMSPublicInquiry@wisconsin.gov)

Work with DNR staff to determine permitting and regulatory requirements as soon as possible in your project development process.

Prior to scoring prospective land acquisition projects, from both nonprofit and local government applicants, the DNR will evaluate the following:

- ***Agricultural Resources and Potential:*** Agriculture contributes \$88.3 billion annually to the economy in Wisconsin, employing approximately 12% of the state’s workforce. Reflecting the importance of agriculture in Wisconsin’s economy, the DNR will evaluate a property’s agricultural resources prior to rating and ranking any proposed acquisition project. The DNR asks that applicants submit information regarding any agricultural land and uses of property prior to or with grant application material.

DNR will closely consider acquisition of 1) high quality agricultural lands; 2) property that is likely to remain in agricultural use; and 3) property that is isolated from other public access or conservation lands. Applicants considering a grant application to purchase agricultural land are encouraged to discuss the project with DNR grant staff before applying.

- ***Ease of Public Access:*** Pursuant to s. 23.0916 Wis. Stats., Stewardship funded land purchases must be open to the public. Knowles-Nelson Stewardship grants are one tool the DNR uses to expand and enhance public access to nature-based outdoor recreation – a priority for the DNR. The DNR will evaluate feasibility of public access on a case-by-case basis, considering the size, shape, topography, and/or remote location of a parcel. The DNR will consider the practicality of public access before scoring and ranking prospective land acquisition projects.

DNR will carefully consider projects that benefit a very limited population and/or are remote enough that members of the public are unlikely to visit. Applicants considering purchasing land that may have public access challenges are advised to discuss the project with DNR grant staff before applying.

**Note:** Due to RTP being under the FAST Act, acquisition applications are not being accepted for SFY2022 due to the timeframe that must be met.

## Development Projects

Grant awards for development projects are based on costs associated with the development activities outlined in the grant application. Note that construction costs incurred prior to the date of the grant award are not eligible for reimbursement. For development projects supported with Stewardship grants, applicants must own the property or have a lease that provides legal access for the purposes of the project. The lease must have a minimum 25-year duration as of the date of application.

For RTP grants, the applicant must own the grant property or possess a legally binding agreement that ensures public access to the trail. For LWCF grants, the applicant must possess legal control of the property in order to provide reasonable assurance that they have approval authority for any changes to public access and/or recreational opportunities on the subject property.

A wide variety of project types are eligible for development grants. Development projects supported with Stewardship grants must provide nature-based recreation opportunities. Development projects supported with LWCF grants can also support active outdoor recreation facilities such as athletic fields.

The following activities are common examples of projects supported by Stewardship Local Assistance, LWCF, and RTP grants:

- Trails, trailheads, and associated trail amenities (e.g. restrooms, benches, lighting, kiosks)
- Canoe/kayak launches
- Fishing piers
- Day-use picnic areas
- Campgrounds

The following types of projects are typically not eligible for Stewardship or RTP grant funding but may be eligible for a LWCF grant:

- Disc golf facilities
- Splash pads
- Soccer/baseball fields

The following are examples of project expenses that are typically not eligible for reimbursement in the Stewardship Local Assistance, LWCF, or RTP grant programs:

- Purchase of equipment
- Income-generating facilities (e.g. concession buildings)
- Stand-alone maintenance facilities that do not specifically serve the grant property
- Outdoor amphitheaters
- Facilities developed on property that was acquired via condemnation
- Technology such as video surveillance or Wi-Fi equipment.

## Grant Program Descriptions

### Stewardship Local Assistance Acquisition and Development of Local Parks (ADLP) Subprogram

**Statute/Code:** s. 23.09(20), Wis. Stats.; ch. NR 51, subch. XII, Wis. Admin. Code

**Purpose:** The ADLP program helps communities and organizations acquire and develop land for public nature-based outdoor recreation and improve community recreation areas.

**Allocation:** Funds are allocated on a regional basis, proportional to population. Projects compete against other projects from their region.

**Eligible Applicants:** Towns, villages, cities, counties, tribal governments, and NCOs. NCOs may only apply for ADLP grants to support land acquisition projects.

**Eligible Projects:** Land acquisition and development projects that provide opportunities for nature-based recreation are eligible for ADLP grants.

**Funding Priorities:** ADLP funding priorities include projects that:

- Support a local CORP;
- Support multiple uses;
- Are of regional/statewide significance;
- Result in a first-of-a-kind facility for the applicant;
- Involve two or more governmental agencies;
- Provide accessible recreation opportunities; and

- Have other priority characteristics specified in statute/code.

## Stewardship Local Assistance Acquisition of Development Rights (ADR) Subprogram

**Statute/Code:** s. 30.277, Wis. Stats.; ch. NR 51, subch. XIV, Wis. Admin. Code

**Purpose:** The purpose of the ADR program is to protect natural, agricultural, and forest lands that provide nature-based outdoor recreation by purchasing development rights and compensating landowners for limited future development on their land.

**Allocation:** Projects compete statewide.

**Eligible Applicants:** Towns, villages, cities, counties, tribal governments, and NCOs.

**Eligible Projects:** ADR grants may only be used to support projects that acquire development rights to support nature-based outdoor recreation.

**Funding Priorities:** The following types of property are given priority consideration for ADR grant funding:

- Land with water frontage;
- Land that provides a buffer between developed and natural areas;
- Land that connects existing natural resource protection areas;
- Land located within Department project boundaries; and
- Land with other priority characteristics specified in statute/code.

## Stewardship Local Assistance Urban Green Space (UGS) Subprogram

**Statute/Code:** s. 23.09(19), Wis. Stats.; ch. NR 51, subch. XIII, Wis. Admin. Code

**Purpose:** The UGS program supports acquisition of land for open natural areas and community gardens within or near urban areas.

**Allocation:** Projects compete statewide.

**Eligible Applicants:** Towns, villages, cities, counties, tribal governments, NCOs, sanitary districts, and public inland lake protection and rehabilitation districts.

**Eligible Projects:** Projects that acquire land within or in proximity to urban areas that provides open space, protects unique natural features, and/or provides opportunities for community gardening are eligible to apply for UGS grants. Development projects are not eligible for UGS grants.

**Funding Priorities:** UGS funding priorities include acquisition of land that:

- Preserves land on the natural heritage inventory database;
- Implements elements of approved water quality plans or initiatives;
- Has unique natural features;
- Provides linear corridor connecting open natural areas;
- Has water frontage;
- Is of regional or statewide significance;
- Provides area for community gardens; and

- Has other priority characteristics specified in statute/code.

## Stewardship Local Assistance Urban Rivers (UR) Subprogram

**Statute/Code:** s. 30.277, Wis. Stats.; ch. NR 51, subch. XIV, Wis. Admin. Code

**Purpose:** The UR program helps restore and preserve the character of urban river corridors through the acquisition and development of land adjacent to rivers.

**Allocation:** Projects compete statewide. No applicant can receive more than 20% of the UR funds allocated in any fiscal year.

**Eligible Applicants:** Towns, villages, cities, counties, tribal governments, and NCOs.

**Eligible Projects:** Land acquisition and development projects that provide opportunities for nature-based outdoor recreation are eligible for UR grants.

**Funding Priorities:** UR program funding priorities include projects that:

- Restore river corridors following dam removal;
- Support redevelopment of brownfields;
- Acquire land with unique natural or aesthetic values;
- Acquire land that connects with previous land acquisitions;
- Provide outdoor recreation opportunities for diverse urban populations;
- Provide new or expanded access to urban waterways;
- Support local/regional plans; and
- Have other priority characteristics specified in statute/code.

## Federal Land and Water Conservation Fund (LWCF)

**Statute/Code:** Land and Water Conservation Act (Public Law 88-578); ch. NR 50.06, Wis. Admin. Code

**Purpose:** The federal LWCF program supports land acquisition and development of high-quality outdoor recreation amenities in local communities.

**Allocation:** Projects compete statewide. LWCF funds are awarded in rank order first to projects that are eligible only for LWCF support (i.e. not eligible for Stewardship). Any remaining LWCF funds are then awarded in rank order to projects that are eligible for both Stewardship and LWCF and where the applicant agrees to abide by LWCF program requirements. This two-step project selection method implements requirements of ch. NR 50.06(4)(b)5.

**Eligible Applicants:** Towns, villages, cities, counties, tribal governments, and school districts. NCOs are not eligible to receive LWCF grants.

**Eligible Projects:** Generally, all acquisition and development projects that are eligible under the ADLP, UGS, and UR Stewardship subprograms are also eligible for LWCF grants. In addition, projects that provide outdoor recreation facilities that are not exclusively nature-based, such as active sports facilities, are eligible for LWCF grants. Some exceptions apply, such as cases where the applicant intends to meet their match requirement with federal funds. Contact a regional Project Manager for details.

**Funding Priorities:** LWCF funding priorities include projects that:

- Meet the needs of urban areas;
- Provide recreation opportunities for diverse populations;
- Acquire land in areas with limited outdoor recreation facilities;
- Provide multi-use and multi-season facilities;
- Enhance or preserve natural beauty;
- Are proposed by applicants which have financial resources to adequately maintain and operate the project; and
- Have other priority characteristics specified in law/statute/code or the LWCF Federal Financial Assistance Manual, Volume 69.

## Federal Recreational Trails Program (RTP)

**Statute/Code:** Public Law 102-240; ch. NR 50.21, Wis. Admin. Code

**Purpose:** The RTP program provides funds to develop and maintain recreational trails and trail-related facilities for both motorized and nonmotorized recreational trail uses. RTP grants are to be used on trail projects that further a specific goal or are included in the State Comprehensive Outdoor Recreation Plan (SCORP) or a local plan referenced in the SCORP.

**Allocation:** RTP grant awards may not exceed \$200,000 for individual projects submitted in the FFY2021-2022 application cycle. Projects compete statewide within three project categories:

*Nonmotorized (30%):* Projects designed to benefit nonmotorized recreational trail use where motorized use would not be allowed.

*Motorized (30%):* Projects designed to benefit motorized recreational use; projects may also benefit some nonmotorized uses as long as motorized use is the primary intent.

*Diversified (40%):* Projects designed to benefit multiple uses; includes projects where motorized use would be permitted (i.e. seasonally), but where motorized use is not the predominant beneficiary. Diversified projects are not required to have motorized use.

**Eligible Applicants:** Towns, villages, cities, counties, tribal governing bodies, school districts, state agencies, federal agencies or incorporated organizations are eligible to apply for funds. Incorporated organizations are those that are incorporated under Ch. 181, Wis. Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities.

**Eligible Projects and Funding Priorities:** RTP funds may only be used on trails which have been identified in or which further a specific goal of a local, county or state trail plan included or referenced in a statewide comprehensive outdoor recreation plan. These include traditional trails as well as water trails recognized by the DNR (see <https://dnr.wi.gov/topic/parks/watertrails/> for more information about water trails). Eligible RTP projects, in order of priority, are:

- Rehabilitation and maintenance of existing trails and trailhead facilities;
- Development of new trails, trail linkages and trailhead facilities; (there are some restrictions on federal lands); and
- Acquisition of property for trails in areas with limited trail opportunities.

Pre-award expenses are not eligible for reimbursement under RTP grants.

The Recreational Trails Program promotes the use of the following:

- Youth Conservation Corps or Service Corps (<https://corpsnetwork.org>)

- Disadvantaged Business Enterprise (DBE) Program (<https://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/default.aspx>)
- Buy America (<https://www.transit.dot.gov/buyamerica>)

### **Recreational Trails Program E-bikes Guidance:**

- For the definition under the Recreational Trails Program (RTP), 23 U.S.C. 206(a), electric bikes and electric scooters are motorized use.
- Motorized recreation is different for RTP: it includes any motorized vehicle except for motorized wheelchair.
- A trail for both regular mountain bikes and e-bikes cannot count as a motorized trail for the purposes of the 30% motorized. Mountain bike trails with e-bikes could be considered diverse.
- If a trail is built as a nonmotorized trail, e-bikes should be prohibited.
- Some State laws don't match with Federal law.
- Other power driven personal mobility devices: See the American Trails website for information: <https://www.americantrails.org/resources/basic-facts-on-department-of-justice-rule-on-power-driven-mobility-devices-for-accessibility>.

### **RTP Scoring Category Definitions**

#### **Rehabilitation**

- Restoration of trails, trailheads and trailhead facilities that have been damaged/worn to its former condition.
- Culvert Replacement
- Trail re-route that extends outside of original footprint by less than 1 acre
- Resurfacing trail with new material (i.e. was gravel, now pavement, adding new gravel to a trail segment that is damaged due to excessive use)
- Repairing/Updating trailhead or trailhead facilities (replacement of items: i.e. roof, parts of wood structure, lights)
- Project within original footprint
- Replacing something that is already there
- Bridge replacement or total deck and rail replacement

#### **Maintenance**

Maintaining or preserving; keep trails, trailheads and trailhead facilities in good condition.

- Brushing
- Grooming
- Mowing
- Minor (replacing parts of a railing or a few boards on a bridge, adding gravel to small area(s) of a trail, adding riprap to a bridge abutment)
- Resurfacing with same material in short sections of the trail
- Minor repairs of trailhead or trailhead facilities (signs & parking lots: painting, filling holes, replacing lightbulbs or plexiglass/acrylic, etc.)
- Project within original footprint
- Fixing or maintaining what is already there

#### **Development**

Growth, expansion, or developing new trails, trailheads, and trailhead facilities.

- Constructing new trailhead or trailhead facility (restrooms, kiosks)
- Construction of new trails, trail linkages (segments)
- Major Trail Re-routes (due to loss of easement; ground washout/sinkhole; unsafe bridge, etc.)



- Project extends outside of original footprint by more than 1 acre

### **Acquisition**

Bought or obtained; gaining possession of land to construct trails, trailheads and trailhead facilities.

- Fee simple
- Easements

### **RTP Agreement Requirements**

For information on the following RTP agreement requirements, please check the [RTP webpage](#):

- Buy America
- Disadvantage Business Enterprises (DBE)
- Framework for Considering Motorized Use on Nonmotorized Trails and Pedestrian Walkways under 23 U.S.C. [sect] 217(h)
- Davis-Bacon Act

**NOTE:** For facilities that have received Federal Highways (FHWA) Transportation Enhancement (TE) funding in the past, the mixing of motorized and nonmotorized uses will have to follow this guidance: WisDOT and DNR will review their application materials and local agreements to ensure that recipients are aware of the requirements associated with the funding, including applicable guidance such as FHWA's *Framework for Considering Motorized Use on Nonmotorized Trails and Pedestrian Walkways under 23 U.S.C.*, the need to protect special resources such as the Ice Age Trail and potential consequences if the program requirements are not met. FHWA is available to assist in any review.

## Application Materials

The following documents are required as part of a complete grant application, as applicable for the type of project (acquisition or development). Please contact a regional Project Manager for information about any of these required documents, documentation examples, or to obtain hard copies of application materials. Electronic application materials, forms, and example documents are available online:

- Stewardship Local Assistance - <https://dnr.wi.gov/topic/Stewardship/Grants/ApplyLUG.html>
- LWCF & RTP - <https://dnr.wi.gov/topic/Stewardship/Grants/FederalLUG.html>

**Applicants should provide one hard copy and one electronic copy of all application documents. Please note that narrative responses to ranking criteria in Sections A, B, and C below should be provided on form 8700-338. All necessary forms are available to download from the website above.**

ACQ. PROJECT	DEV. PROJECT	REQUIRED APPLICATION DOCUMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	1	Grant Application (Form 8700-191) – <b>Must be Signed by Project Applicant</b>
<input type="checkbox"/>	<input type="checkbox"/>	2	Response to Ranking Questions & Criteria (Form 8700-338)
<input type="checkbox"/>	<input type="checkbox"/>	3	Project Resolution from Grant Applicant
<input type="checkbox"/>	<input type="checkbox"/>	4	Project Location Map
<input type="checkbox"/>	<input type="checkbox"/>	5	Project Boundary Map
<input type="checkbox"/>	<input type="checkbox"/>	6	Topographical Map
<input type="checkbox"/>	<input type="checkbox"/>	7	Legal Description and GPS Coordinates
<input type="checkbox"/>	<input type="checkbox"/>	8	Environmental Hazards Assessment Form (Form 1800-001)
<input type="checkbox"/>	<input type="checkbox"/>	9	Cost Estimate Worksheet (Form 8700-014)
<input type="checkbox"/>	<input type="checkbox"/>	10	Estimated Construction/Acquisition Timeline
<input type="checkbox"/>	<input type="checkbox"/>	11	Site Plan ( <i>For Development projects -show facilities to be constructed with grant assistance; for Acquisition projects- identify planned trails or facilities.</i> )
<input type="checkbox"/>	<input type="checkbox"/>	12	Remediation Plan and (if available) signed DNR Final Close-Out Letter – <i>Applicable only to projects with brownfields.</i>
<input type="checkbox"/>	<input type="checkbox"/>	13	Copy of related grant application and/or grant agreement ( <i>applicable only if applicant is proposing a grant as all or part of their local match</i> )
<input type="checkbox"/>	N/A	14	Public Access & Acceptable Uses Form (Form 8700-332)
<input type="checkbox"/>		15	Appraisal ( <i>applicable to all acquisition projects and development projects that propose land donations as match</i> )
<input type="checkbox"/>		16	Offer to Purchase (if available)
<input type="checkbox"/>		17	Relocation Plan ( <i>if applicable</i> )
<input type="checkbox"/>		18	Copy of Seller's Deed ( <i>applicable only if seller has owned property for less than three years</i> )
<input type="checkbox"/>		19	Approval resolution from jurisdiction in which acquisition property is located ( <i>if property to be acquired is located outside of the applicant's jurisdiction</i> )
<input type="checkbox"/>		20	Agricultural resource impact determination document from DATCP ( <i>applicable only to acquisition projects with agricultural activity on the property</i> )
N/A	<input type="checkbox"/>	21	Copy of Warranty Deed, Draft or Final Easement, Land Use Agreement, or Lease Document
	<input type="checkbox"/>	22	Required permits, if available
N/A	<input type="checkbox"/>	23	Map showing the proposed project relative to the related larger trail system ( <i>for RTP trail projects only; map should identify roads and bridges</i> ).

## Ranking Criteria

Below are the criteria DNR uses to score, rank, and select projects for Stewardship Local Assistance, LWCF, and RTP grant awards and associated ranking criteria. Criteria reflect program eligibility and priorities outlined in public law, statute, code, and policy. Upon receipt of an application, DNR staff review information submitted and score an application relative to the criteria outlined below and program eligibility. Note that these criteria have been updated relative to previous years. Public comments on the revised criteria were solicited, including review by the Stewardship Advisory Committee.

**Applicants should provide a response to each question below on form 8700-338. Form 8700-338 and any required supporting documents should be submitted with the application package. Responses without supporting documentation will not be awarded points.**

The ranking questions are split into three sections, relative to program eligibility. Regional grant specialists can answer questions about program eligibility.

- **Section A:** All applicants should provide a response to questions in Section A.
- **Section B:** Applicants with a project that is eligible for a Local Assistance or LWCF grant should provide a response to questions in Section B. Applicants with a project that is only eligible for RTP grants should answer “N/A” to questions in this section.
- **Section C:** In addition to Section A, applicants with a project that is eligible for RTP grants should provide a response to questions in Section C. Applicants with a project that is not eligible for RTP grants should answer “N/A” to questions in this section.

## SECTION A: All Applicants

All applicants should provide responses to questions in this section.

Ranking Questions		Max. Points	Question Details and Documentation Notes
1	<p><b>COMPREHENSIVE OUTDOOR RECREATION PLAN (CORP):</b></p> <ul style="list-style-type: none"> <li>Is the project identified in a Comprehensive Outdoor Recreation Plan that was <i>approved by</i> or which is <i>being developed by</i> the applicant? If not, is the proposed project identified in a Comprehensive Outdoor Recreation Plan approved by or being developed by another applicable local government?</li> <li>Does the project support a goal identified in a Comprehensive Outdoor Recreation Plan approved by the applicant or another unit of government?</li> <li>Does the project support a goal identified in the State Comprehensive Outdoor Recreation Plan?</li> </ul>	N/A	<p>Provide plan name, copy of cover page, and page number/chapter reference.</p> <p>For projects that support a goal of the Statewide Comprehensive Outdoor Recreation Plan, please identify the specific goal(s) supported by the proposed project.</p>
2	<p><b>LAND MANAGEMENT PLAN (Acquisition Projects Only):</b> The applicant has a plan for long-term management of the property that preserves and enhances its conservation and/or recreational value.</p>		<p>Submit copy of management plan. For local governments, this information may be included in the CORP, parks management plan, or other document. An Agricultural Impact Statement may also be required.</p>
3	<p><b>LEGAL RIGHT TO CONSTRUCT (Development Projects Only):</b> The applicant has the legal right to construct the proposed project and meet post-grant compliance requirements.</p>		<p>Submit copy of deed, lease, easement, memorandum of understanding, or other documentation. Draft lease or easement documents are acceptable if negotiation of key components (e.g. legal description, compensation) have been deemed acceptable to all parties.</p>
Tie-breaker Questions		Max. Points	Question Details and Documentation Notes
4	<p><b>GREEN TIER:</b> The applicant is a designated Green Tier Legacy community or part of another Green Tier charter. (.1 pt.)</p>	0.1	<p>See the Green Tier website for eligible Legacy Communities for this tie-breaker point. Clear Waters Initiative Communities are eligible for this tiebreaker if the proposed project will benefit water resources.  <a href="https://dnr.wisconsin.gov/topic/GreenTier/Participants/CharterPages/LegacyCommunities.html">https://dnr.wisconsin.gov/topic/GreenTier/Participants/CharterPages/LegacyCommunities.html</a></p>
5	<p><b>RAILROAD CORRIDOR:</b> The project will acquire or develop an abandoned rail corridor for outdoor recreation. (.1 pt.)</p>	0.1	<p>This tiebreaker is only awarded for the acquisition or initial development of a property.</p>
6	<p><b>ACCESS TO OTHER OUTDOOR RECREATION FACILITIES:</b> The proposed projects provides access to other existing developed outdoor recreation facilities, such as campground, fishing pier, local park, etc. (.5 pt.)</p>	0.5	<p>Provide documentation that shows the relationship between the proposed project and the existing facility(ies).</p>
7	<p><b>SAFE ACCESS:</b> Users have an existing opportunity for safe and legal parking and access to the project site or the proposed project will significantly improve safe and legal access to the site. (.1 pt.)</p>	0.1	<p>Projects that provide access only via roadside parking would not receive points for this question.</p>

SECTION A, cont.			
Ranking Questions		Max. Points	Question Details and Documentation Notes
8	<p><b>PLANS OTHER THAN CORP OR COMPREHENSIVE PLAN:</b></p> <ul style="list-style-type: none"> <li>The project is referenced in or supports other applicable plans, such as a local green space plan, integrated resource management plan, riverfront restoration plan, water quality plan, or other applicable plan approved by a governmental unit (including DNR Master Plans or State Trail Plans). (1 pt.)</li> <li>For land acquisition projects, the proposed acquisition would contribute significantly to the overall success of an urban river project or comprehensive riverway or lake management plan. (1 pt.)</li> </ul>	2	<p>Provide copies of the cover page and page(s) that describe the subject project.</p> <p>For acquisition projects, applicants should describe how the proposed acquisition contributes to the success of the plan.</p>
9	<p><b>INTERGOVERNMENTAL COOPERATION:</b> The project is being developed in close cooperation between two separate governmental entities. (2 pts.)</p>	2	<p>Provide plan name, copy of cover page, and page number/chapter reference, if applicable.</p> <p>The partner jurisdiction must have a substantial role in the project, such as contribution of matching funds or force account services. Letters of support are not sufficient to receive these points. Projects supported by a Tax Increment Financing (TIF) district will receive full credit for this question. Regional projects that are being developed cooperatively by multiple governmental entities also will receive credit for this question.</p>
10	<p><b>PROJECT COMPLETION AND PREVIOUS GRANTS</b></p> <ul style="list-style-type: none"> <li>Applicant has successfully completed all previous Local Assistance, RTP, or LWCF grants. (1 pt.)</li> <li>Applicant did not receive a Local Assistance, RTP, or LWCF grant in application year 2016-2020 (Fiscal Years 2017-2021). (1 pt.)</li> </ul>	2	<p>Applicants should provide a list of applicable grants. "Successfully completed" projects are those for which an applicant has submitted a final completed reimbursement package to DNR.</p> <p>Local Assistance, RTP, and LWCF grants executed in application year 2020 (Fiscal Year 2021) and RTP <i>maintenance</i> grants (all years) are not considered when evaluating this question.</p>
11	<p><b>SUSTAINABILITY:</b> Project will use sustainable technology. (1 pt.)</p>	1	<p>Applicant should describe the way materials, design, and other project elements promote energy efficiency, waste reduction, or similar sustainability principles. Applicants should provide documentation regarding the extent to which proposed technologies are above-and-beyond traditional construction.</p>

## SECTION A, cont.

Ranking Questions		Max. Points	Question Details and Documentation Notes
12	<p><b>CONNECTIVITY:</b> The applicant will acquire or develop a segment of a linear corridor that connects open natural areas, city parks, water trails, or similar outdoor recreation amenities or serves as a buffer between outdoor recreation property and land with potential for urban development. (2 pts.)</p>	2	<p>Provide a narrative description of the relationship between the proposed project and the linear corridor.</p> <p>Applicants should include a map that highlights the location of the proposed project relative to the corridor/trail.</p>

## SECTION B: Local Assistance & LWCF Eligible Projects

Applicants with a project that is eligible for Local Assistance or LWCF grants should provide a response to these questions. Applicants with a project that is eligible only for RTP grants should answer "N/A" to these questions.

Ranking Questions		Max. Points	Question Details and Documentation Notes
13	<p><b>ECONOMIC BENEFIT:</b></p> <ul style="list-style-type: none"> <li>The project will create opportunities to expand or generate local private-sector outdoor recreation support industries. (1 pt.)</li> </ul>	1	<p>Private-sector benefits must be local and directly related to the type of outdoor recreation opportunities created or enhanced by the proposed project (e.g. bike rentals, kayak rentals, etc.). Letters from local business(es) or economic development organization are sufficient documentation to receive this point if they specifically identify how the proposed project will benefit their business.</p>
14	<p><b>PUBLIC-PRIVATE PARTNERSHIP:</b></p> <ul style="list-style-type: none"> <li>The project is being implemented via a public-private partnership established specifically for the intended project. (1 pt.)</li> </ul>	1	<p>Public-private (private business, for-profit, etc.) partnership agreements, memorandum of understanding, or similar documents must be provided to obtain the public-private partnership point.</p>
15	<p><b>FINANCIAL SUPPORT:</b></p> <ul style="list-style-type: none"> <li>Applicant has identified outside funding sources of at least 50% of the applicant's proposed matching funds. (1 pt.)</li> <li>Applicant has an existing agreement with a non-profit, service, or similar organization that decreases the applicant's costs for ongoing operation and maintenance. (1 pt.)</li> </ul>	2	<p>Applicants must provide letters of commitment from local contributors, proof of budget approval, or similar documentation of financial support.</p> <p>For the ongoing operation and maintenance point, applicants must provide a copy of a Memorandum of Understanding or similar agreement executed with the partner organization.</p> <p><b>Note:</b> Tax Increment Financing (TIF) district funds are considered applicant funds.</p>

## SECTION B, cont.

Ranking Questions		Max. Points	Question Details and Documentation Notes
16	<p><b>PROJECT IMPACT:</b></p> <ul style="list-style-type: none"> <li>The project is the first of its kind for the applicant. (1 pt.)</li> <li>The project is adjacent to and supports a recreational resource that draws visitors from statewide. (2 pts.)</li> <li>The project is located within an approved DNR property acquisition boundary or Stream Bank Protection Program acquisition area. (1 pt.)</li> </ul>	4	<p>To receive full points for this question, applicants must provide suitable documentation that supports the statewide nature of the recreational resource.</p> <p>If the proposed project is within a DNR defined acquisition area, applicants must provide a map that shows the subject property relative to the applicable DNR boundary.</p>
17	<p><b>NATURAL HERITAGE INVENTORY (NHI):</b></p> <ul style="list-style-type: none"> <li>For acquisition projects: Proposed acquisition includes property on the NHI or otherwise formally recognized. (1 pt.)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>For development projects: Development plans highlight and protect NHI features on the property. (1 pt.)</li> </ul>	1	<p>Provide documentation that the property is included on the DNR Natural Heritage Inventory and/or narrative description of the location of NHI resources relative to proposed site development plan.</p>
18	<p><b>UNIQUE NATURAL FEATURES:</b></p> <ul style="list-style-type: none"> <li>For acquisition projects: The proposed project includes acquisition of land with unique aesthetic/scenic value, natural value, ecological value, unique natural features. (1 pt.)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>For development projects: The proposed project includes development of recreational opportunities that support unique natural features and/or scenic highways. (1 pt.)</li> </ul>	1	<p>Applicant should submit documentation that describes the specific natural features being protected or enhanced by the subject project.</p>
19	<p><b>DAM REMOVAL:</b> The project was identified in or supports goals of a DNR-approved dam abandonment plan. (2 pts.)</p>	2	<p>Provide plan name, copy of cover page, and page number/chapter reference, if applicable.</p> <p>If the dam abandonment plan is more than five years old, the applicant should provide documentation demonstrating that the plan is still viable and current.</p>
20	<p><b>URBAN POPULATIONS:</b> The project includes acquisition or development of property in a designated urban/urbanized area or property that is located outside of, but which serves a designated urban/urbanized area. (1 pt.)</p>	1	<p>See the Community and Population Information at the end of these guidelines for a list of qualifying urban/urbanized areas.</p> <p>If applicant is not on the list of qualifying urban/urbanized areas, but serves a transient population, the applicant should provide documentation regarding recreational needs of transient populations that would be met by the proposed project.</p>

## SECTION B, cont.

Ranking Questions		Max. Points	Question Details and Documentation Notes
21	<b>DIVERSE/SPECIAL POPULATIONS:</b> The project will serve the documented needs of diverse/special populations (e.g. elderly, minority, disabled, low-income) in urban areas. (1 pt.)	1	Identify the specific populations that would be served by the proposed project. Provide documentation regarding income, demographics, etc. of the applicable population.  <b>Note:</b> Serving nearby schools is not sufficient to qualify for this point.
22	<b>WATER ACCESS:</b> <ul style="list-style-type: none"> <li>The project will significantly improve or expand existing water access for water-based outdoor recreation. (1 pt.)</li> </ul> OR <ul style="list-style-type: none"> <li>The project will provide access to a waterbody that is currently not accessible to the public within the applicant's jurisdiction. (2 pts.)</li> </ul>	2	Water access includes frontage on rivers, streams, lakes, estuaries, and flowages.
23	<b>BROWNFIELDS:</b> The project involves brownfields redevelopment, as the term is defined in s. 23.09(19)(a)1, Stats. (2 pts.)	2	
24	<b>NATURE-BASED OUTDOOR ACTIVITIES:</b> After acquisition, the public will be able to conduct all five designated nature-based outdoor activities on the project property. (2 pts.)	2	This question applies to acquisition projects only. Applicants submitting a development project application should answer "N/A" to this question.  Nature-based outdoor activities include hunting, trapping, fishing, hiking, and cross-country skiing (as defined in NR 52, Wis. Admin. Code).  For acquisition of properties with no water access, applicants should consider fishing as an available activity for purposes of this question.
25	<b>COMMUNITY GARDENS:</b> The project will provide land for non-commercial gardening activities within or serving residents of urban areas. (1 pt.)	1	This question applies to acquisition projects only. Applicants submitting a development project application should answer "N/A" to this question.
26	<b>PROJECT CONTINUITY:</b> <ul style="list-style-type: none"> <li>Applicant has acquired the land for the project without grant assistance. (1 pt.)</li> <li>Applicant has developed some eligible facilities for the project without grant assistance. (1 pt.)</li> </ul>	2	Provide narrative description of acquisition and/or facilities developed, including type of funding used.
27	<b>PRODUCTS:</b> Project will use products made in Wisconsin from recycled materials. (1 pt.)	1	Identify products and anticipated vendors.



## SECTION B, cont.

Ranking Questions		Max. Points	Question Details and Documentation Notes
28	<p><b>TIMEFRAME:</b> Land can be acquired within one year or development can be completed within two construction seasons. (1 pt.)</p>	1	
29	<p><b>APPRAISAL:</b></p> <ul style="list-style-type: none"> <li>The property appraisal is complete. (1 pt.)</li> <li>Applicant has a signed offer-to-purchase or option. (1 pt.)</li> </ul>	2	<p>Applies to land acquisition projects only. Applicants with development projects should answer "N/A" for this question.</p> <p>Applicants are highly encouraged to contact DNR prior to executing an appraisal contract for grant purposes.</p>
30	<p><b>COMPREHENSIVE PLAN:</b></p> <ul style="list-style-type: none"> <li>The applicant has or is developing a comprehensive plan for their local jurisdiction (as defined in s. 66.1001 Wis. Stats.) with provisions that support <b>intergovernmental cooperation</b>. (1 pt.)</li> <li>The proposed project is supported by or included in the <b>applicant's</b> comprehensive plan. (1 pt.)</li> </ul>	2	<p>Provide copies of the cover page and page(s) that describe the subject project. Provide the language in the plan addressing intergovernmental cooperation.</p> <p>"Comprehensive Plan" refers to plans developed and adopted per requirements of <a href="#">s.66.1001, Wis. Stats.</a></p> <p>See <a href="https://doa.wi.gov/Pages/LocalGovtsGrants/Comprehensive-Planning.aspx">https://doa.wi.gov/Pages/LocalGovtsGrants/Comprehensive-Planning.aspx</a> for details.</p>

## SECTION C: RTP Eligible Projects

Applicants with a project that is eligible for RTP grants should provide a response to questions in Section C. All other applicants should answer "N/A" to questions in this Section.

Ranking Questions		Max. Points	Question Details and Documentation Notes
31	<p><b>RTP PROJECT TYPE:</b></p> <ul style="list-style-type: none"> <li>• Rehabilitation (8 pts.)</li> <li>• Maintenance (7 pts.)</li> <li>• Development (3 pts.)</li> <li>• Acquisition (1 pt.)</li> </ul> <p><b>Note:</b> See pg. 14-15 for RTP Category Definitions for Scoring</p>	8	Projects that include more than one activity type will be reviewed to determine which category is appropriate.
32	<p><b>YEAR-ROUND USE:</b> Project includes facilities for year-round use. (1 pt.)</p>	1	
33	<p><b>NUMBER OF COMPATIBLE USES:</b></p> <ul style="list-style-type: none"> <li>• Motorized Activities = 1 pt. if any of the following are allowed on the trail <ul style="list-style-type: none"> <li>- ATV/UTVs</li> <li>- Off-Highway Motorcycles</li> <li>- Snowmobiles</li> </ul> </li> <li>• Pedestrian Activities = 1 pt. if any of the following are allowed on the trail <ul style="list-style-type: none"> <li>- Cross Country Skiing (ungroomed trails)</li> <li>- Hiking/walking/jogging/running</li> <li>- Inline skating</li> <li>- Photography</li> <li>- Snowshoeing</li> <li>- Wildlife Observation/Bird Watching</li> </ul> </li> <li>• Other Activities = 1 pt. if any of the following are allowed on the trail <ul style="list-style-type: none"> <li>- Biking</li> <li>- Canoe/kayak access</li> <li>- Cross Country Skiing (groomed)</li> <li>- Horses</li> </ul> </li> </ul>	3	Compatible uses can include a mix of motorized and nonmotorized uses (e.g. hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles).
34	<p><b>RESOLVES CONFLICTS BETWEEN USERS:</b> Proposed trail project will resolve conflict between historically conflicting trail uses. (2 pts.)</p>	2	<p>Typically, user conflicts are resolved via development or acquisition projects, not rehabilitation or maintenance.</p> <p>Resolution may occur through trail design, timing of allowable uses, development of separate trails for different use types, etc. Applicants must provide documentation regarding historical user conflicts on the existing trail.</p>

SECTION C, cont.			
Ranking Questions		Max. Points	Question Details and Documentation Notes
35	<b>TRAIL SAFETY:</b> The applicant has the ability to ensure enforcement and safety for trail users, either directly or through cooperative agreements with non-governmental organizations or other governmental units. (2 pts.)	2	Applicants may receive points for this question if the applicant patrols the trail or if the applicant has a written trail patrol agreement with another non-state entity. An email or letter from the local police or similar enforcement entity stating how often they check the trail is sufficient.
36	<b>SAFE TRAIL DESIGN:</b> Proposed project does not cross or use any motorized vehicular roads unless the road is closed for motorized use seasonally or is a maintenance only road. Water trails and trailhead only projects receive the point. (1 pt.)	1	Applicants should provide a map showing the proposed project relative to the overall trail system, roads, and bridges.  For full credit on this question (1 pt.), the project needs to be located completely off the road surface with no at-grade crossings. The only exception are roads that are closed to motorized vehicles seasonally (when trail use is in effect), or roads that are used for maintenance only access to a property.
37	<b>LOCAL DONATIONS AND VOLUNTEER SUPPORT:</b> <ul style="list-style-type: none"> <li>Project will include donations of labor, materials, and/or equipment from sources other than the applicant unless the applicant is a non-governmental entity. (1 pt.)</li> <li>Donations comprise 25% or more of the total project cost. (1 pt.)</li> </ul>	2	Letters of support are not sufficient to receive points for this question. Applicants must provide letters of commitment from local contributors, proof of budget approval, or similar documentation of financial support.
38	<b>DURATION:</b> Trail project is located on public land or on private land where the applicant holds a land use agreement with a minimum 25-year duration as of the date of application. (2 pts.)	2	Applicants should provide documentation of land ownership or provide a copy of the applicable agreement.
39	<b>YCC or Service Corp:</b> Have you entered into a contract or service agreement with a State and/or local youth conservation or service corps to perform construction and/or maintenance on your project? (1 pt.)	1	Applicants should provide a copy of the contract or service agreement.

## Community and Population Information

Urban/Urbanized Areas - Counties		
Brown	Kenosha	St. Croix
Calumet	La Crosse	Sauk
Chippewa	Manitowoc	Sheboygan
Columbia	Marathon	Walworth
Dane	Milwaukee	Washington
Dodge	Outagamie	Waukesha
Eau Claire	Ozaukee	Waupaca
Fond du Lac	Portage	Winnebago
Grant	Racine	Wood
Jefferson	Rock	

Counties with Above-Average Population Growth (2010-2020)		
Brown	Grant	St. Croix
Calumet	La Crosse	Trempealeau
Chippewa	Monroe	Washington
Dane	Outagamie	Waukesha
Door	Ozaukee	
Eau Claire	Pierce	

<b>Urban/Urbanized Areas – Cities, Towns, &amp; Villages</b>		
Abbotsford	Bloomer	Cross Plains
Adams	Boscobel	Cuba City
Algoma	Brillion	Cudahy
Allouez	Bristol	Cumberland
Alma	Brodhead	Darien
Altoona	Brokaw	Darlington
Amery	Brookfield	De Pere
Antigo	Brooklyn	DeForest
Appleton	Brown Deer	Delafield
Arcadia	Buffalo City	Delavan
Ashland	Burlington	Dodgeville
Ashwaubenon	Butler	Dousman
Augusta	Caledonia	Dresser
Baldwin	Cambridge	Durand
Baraboo	Cedarburg	Eagle
Barron	Cecil	Eagle River
Bayfield	Chenequa	East Troy
Bayside	Chetek	Eau Claire
Beaver Dam	Chilton	Eden Village
Bellevue	Chippewa Falls	Edgerton
Beloit	Clintonville	Elkhorn
Berlin	Colby	Ellsworth
Big Bend	Columbus	Elm Grove
Biron	Combined Locks	Elmwood Park
Black Earth	Cornell	Elroy
Black River Falls	Cottage Grove	Evansville
Blair	Crandon	Fall River

<b>Urban/Urbanized Areas – Cities, Towns, &amp; Villages, cont.</b>		
Fennimore	Janesville	McFarland
Fitchburg	Jefferson	Medford
Fond du Lac	Johnson Creek	Mellen
Fort Atkinson	Juneau	Menasha
Fountain City	Kaukauna	Menominee
Fox Lake	Kenosha	Menomonee Falls
Fox Point	Kewaskum	Menomonie
Franklin	Kewaunee	Mequon
Galesville	Kiel	Merrill
Germantown	Kohler	Middleton
Gillett	Kronenwetter	Milton
Glendale	La Crosse	Milwaukee
Glenwood City	Lac La Belle	Mineral Point
Grafton	Ladysmith	Mondovi
Green Bay	Lake Delton	Monona
Green Lake	Lake Geneva	Monroe
Greendale	Lake Hallie	Montreal
Greenfield	Lake Mills	Mosinee
Greenwood	Lancaster	Mount Horeb
Hales Corners	Lannon	Mount Pleasant
Hammond	Little Chute	Mukwonago
Hartford	Lodi	Montello
Hartland	Loyal	Muskego
Hayward	Madison	Nashotah
Hewitt	Manawa	Neenah
Hillsboro	Manitowoc	Neillsville
Hobart	Maple Bluff	Nekoosa
Holmen	Marion	New Berlin
Horicon	Markesan	New Holstein
Howard	Marinette	New Lisbon
Howards Grove	Marshall	New London
Hudson	Marshfield	New Richmond
Hurley	Mauston	Niagara
Independence	Mayville	North Bay
Jackson	Mazomanie	North Fond du Lac

<b>Urban/Urbanized Areas – Cities, Towns, &amp; Villages, cont.</b>		
North Hudson	Reedsburg	Sun Prairie
North Prairie	Rhineland	Superior
Oak Creek	Rice Lake	Sussex
Oconomowoc	Richfield	Thiensville
Oconomowoc Lake	Richland Center	Thorp
Oconto	Ripon	Tomah
Oconto Falls	River Falls	Tomahawk
Oliver	River Hills	Twin Lakes
Omro	Rochester	Two Rivers
Oostburg	Sauk City	Verona
Oregon	Saukville	Viroqua
Osceola	Schofield	Wales
Oshkosh	Seymour	Walworth
Osseo	Shawano	Washburn
Owen	Sheboygan	Waterford
Paddock Lake	Sheboygan Falls	Waterloo
Park Ridge	Shell Lake	Watertown
Park Falls	Sherwood	Waukesha
Peshtigo	Shorewood	Waunakee
Pewaukee	Shorewood Hills	Waupaca
Platteville	Shullsburg	Waupun
Phillips	Silver Lake	Wausau
Pittsville	Slinger	Wautoma
Pleasant Prairie	Somerset	Wauwatosa
Plover	South Milwaukee	West Allis
Plymouth	Sparta	West Baraboo
Port Edwards	Spooon	West Bend
Port Washington	St. Croix Falls	West Milwaukee
Portage	St. Francis	West Salem
Prairie du Chien	Stanley	Westby
Prairie du Sac	Stevens Point	Weston
Prescott	Stoughton	Weyauwega
Princeton	Sturtevant	Whitefish Bay
Pulaski	Sturgeon Bay	Whitehall
Racine	Suamico	Whitewater

Urban/Urbanized Areas – Cities, Towns, & Villages, cont.		
Whiting	Windsor	Wisconsin Rapids
Williams Bay	Winneconne	Wrightstown
Wind Point	Wisconsin Dells	

Definitions:

- “Counties with Above Average Population Growth” are defined as counties with a 2010-2019 growth rate that exceeded the state average for the same time period (2.75%), based on population data from the Wisconsin Dept. of Administration.
- “Urban/Urbanized Areas” include 2010 U.S. Census “Urban Clusters” (densely developed areas with at least 2,500 people but less than 50,000 people), U.S. Census Bureau “Urbanized Areas” (densely developed areas with 50,000 or more people), and all incorporated cities.

Data Sources:

- U.S. Census Bureau Reference Library:  
<https://www.census.gov/geo/reference/ua/uafaq.html>.
- U.S. Census Bureau. 2012. Wisconsin: 2010 Population and Housing Unit Counts. pgs. 29, IV-1, IV-2, & IV-3.
- Wisconsin Dept. of Administration, Demographic Services Center. 2018. County Total Time Series Population Estimates (1970-2018):  
[https://doa.wi.gov/Pages/LocalGovtsGrants/Population\\_Estimates.aspx](https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx)