Iowa Department of Natural Resources

Water Trails Program
Cost-share Application
Water Trails Enhancements

INTRODUCTION
(PLEASE DELETE THIS SECTION FROM YOUR APPLICATION)

The Iowa Department of Natural Resources (Iowa DNR) Conservation and Recreation Bureau under Chapter 30 of 571 Iowa Administrative Code will direct funds appropriated by the Iowa General Assembly to the water trails program. For FY 17, $225,000 will be available for *enhancements* to water trails that are state designated or are on track to becoming state designated. These funds are available to local divisions of Iowa government for infrastructure or infrastructure improvement projects (water accesses, parking areas, water trail campsites, etc.) that enhance water trails at a minimum of 50 percent cost to the project sponsor.

Definitions.

"Commission" means the natural resource commission.
"Coordinator" means the staff person of the department responsible to implement this chapter.
"Department" means the department of natural resources.
"Director" means the director of the department of natural resources.
"Navigable water" means all lakes, rivers, and streams, which can support a vessel capable of carrying one or more persons during a total of six months period in one out of every ten years.
"Scoring committee" means the water trails scoring committee, which consists of the coordinator, two other department staff members, and two representatives of the water recreation community--all selected by the director.
"Sponsor" means an eligible applicant, as described in these rules.
"Water trail" means a point-to-point travel system on navigable water, and a recommended route connecting the points.

Important information

- For funds to be dispersed, your local entity must enter into a project agreement with the Iowa DNR, which details requirements and commitments your organization is agreeing to.
- Funds must be expensed and reimbursed for the intended use within two years of approved award date.
- Grantees should give Iowa businesses priority, when possible, in contracting labor or purchasing materials.
- Administering organizations are required to keep all project records for three years after the final report is completed and approved. These records are to be available for audit by the state.
- Any deviation from the project outlined in your application must be confirmed in advance by the Iowa DNR Water Trails coordinator.
- Applicants need to meet the requirements for construction permits from federal, state and local authorities before constructing their projects. Permit application information can be found at http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Flood-Plain-Management/Flood-Plain-Dev-Permits. Receipt of state funding does not eliminate the need for appropriate construction permits.

Timeline

Application deadlines vary, and announcements are placed online at http://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Development-Tools/River-Grants-Tools.

- Applications will be scored within 45 days of the application deadline. Applicants may also receive notification of the date and will be invited to attend the scoring committee meeting.
- Commission approval will be within 45 days of the scoring committee meeting.
- Funds spent prior to the award date are not eligible for cost-sharing.

How will grant awards be determined?

Applications will be scored by three Iowa DNR staff members and two appointed representatives of the water trails advisory committee. After scoring the applications, the committee will determine where the most impact can be made in a given year with given resources.

Application instructions

Applications for the Water Trails Enhancement cost-share funds must be completed and delivered by the date and time listed on the Iowa DNR website (http://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Development-Tools/River-Grants-Tools) in order to be eligible for review. Please review the application checklist. Submit six copies of your application to:

John Wenck
Iowa DNR
502 E 9th St
Des Moines IA 50319

Questions may be addressed to:
John Wenck, River Programs
515-725-8465
john.wenck@dnr.iowa.gov

Applicant eligibility

Local divisions of Iowa government are eligible applicants. The Iowa DNR does not make or imply any guarantees from the information found in this application.

Eligible Project Examples

The intent of this application is to offer cost share funds to water trail infrastructure projects. Example projects include, but are not limited to: water accesses (carry-down, motorized, fishing), parking areas, access roads, pedestrian paths leading to waterways, restrooms, picnic areas, campsites that are easily accessible from waterways, paddlecraft or bike racks / paddlecraft lockers for shuttling purposes, and other infrastructure that supports a water trail plan.

Project Name: _____

Application checklist:

- ☐ A. APPLICATION FORM with full contact information should be the first page of all applications.
- ☐ B. NARRATIVE assessing existing conditions, clearly outlining the concept of the proposed project, and providing project justification. Narrative should be no more than two typed pages.
- ☐ C. MAPS identifying the location of the project as described.
- ☐ D. APPLICATION RANKING CRITERIA. This section contains your responses to application ranking criteria questions. Please keep the question and number of points eligible for each question in this section. If applicant is a unit of local government applying as responsible agent for other partners, list local groups involved.
- ☐ E. An ITEMIZED BREAKDOWN of the total project costs and, if applicable, the portion this grant is expected to fund.
- ☐ F. A TIME SCHEDULE for the total project development, and when funds from this grant program are expected to be spent.
- ☐ G. LETTERS OF AGREEMENT, if needed, from managers of lands where construction will take place.
- ☐ H. CONSTRUCTION DRAWINGS/SITE DESIGN for the proposed project.
- ☐ I. MINORITY IMPACT STATEMENT. Please complete the form included.

IOWA WATER TRAILS PROGRAM

A. GRANT APPLICATION -- COVER PAGE

Deadline: Deliver by date listed on Iowa DNR Web site.

Project Name: _____

Applicant Name: _____ Contact Person: _____

Address (street address required): _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____ Phone (evening): _____

E-mail: _____

If project is in an area controlled or partially controlled by other entity(ies), please list:

Organization 1: _____ Contact Person: _____

Phone: _____ E-mail: _____

Organization 2: _____ Contact Person: _____

Phone: _____ E-mail: _____

Total Iowa DNR Water Trails Enhancement amount requested $_____

(Please round all figures to nearest dollar)

Funds secured from other sources $_____

Funds needed from other sources $_____

Total cost of project $_____

B. NARRATIVE:

Assess existing conditions. Clearly outline the concept of the proposed project. Provide project justification. Narrative should be no more than two pages.

C. PROJECT LOCATION MAP

Please provide maps showing the project location on a small statewide map, and the project's position on its waterway relative to nearby accesses, dams, public lands, and towns within approximately 20 miles of the project.

D. APPLICATION RANKING CRITERIA:

This cost-share program is to be used by managers of water trails that have already received state designation or are on track toward state designation. It is not intended as minor maintenance funding, but for new projects, upgrades or improvements, additional amenities, or major refurbishment of existing facilities. Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Beyond the points system below, scoring committee members will take into account overall benefit to the state's water trails system, qualifications of applicant, soundness of plan, and perceived likelihood of success described in the narrative. Please be concise; limit responses to a maximum of 250 words per question.

1. Has a water trail master plan been completed with the Iowa Department of Natural Resources; is the plan approved? (Total Possible: 15. Scoring guidance: Yes, with description of the plan - 15; Draft Approved - 10; Plan Initiated – 4; No Planning to Date - 0)

2. Describe the public listening processes that have been conducted (or will be conducted) for the overall water trail and the response. (10 points)

3. Is the project on a state designated water trail? What is this segment's designated experience classification (Gateway, Recreational, Challenge, or Wilderness)? (10)

4. How does this project meet your plan's vision and priorities, and how does it serve the public? (10 points)

5. Describe how this infrastructure project or project design is in accordance with methods shown in "Developing Water Trails in Iowa," Chapter 3 (10)

6. Describe the level and types of public use in the vicinity of this project and how this project will benefit public use and/or improve safety for recreational groups. (10 points)

7. Describe the maintenance plan and list authority(ies) to be responsible for the overall water trail, including the proposed project. (Total Possible: 10. Scoring guidance: A sponsor agreement has been executed between sponsor and Iowa DNR - 10; Signed letter attached to application committing to maintain the project area and water trail signage at the area - 5; No Commitment - 0)

8. Is the applicant in full control of the project area, or are copies of construction easements or any other easements / agreements that may be necessary attached to the application? (10 points)

9. Describe the funding sources that are expected to contribute to this project and detail the level of confidence that each source of funds will come to fruition (possible, expected, or secured). (10 points)

10. Describe the approval and support level of the local water trail sponsor to this project at the present time. A signed letter of support should be attached. (5 points)

F. A TIME SCHEDULE

Show an expected timeline for all project development and when funds from this grant program are expected to be requested or reimbursed.

G. LETTERS OF AGREEMENT

Letters of agreement are required when project elements must be installed or constructed on lands not in control of the applicant or their partner. Examples include parking areas on private lands or access projects constructed partially in a separate community. If easements are already obtained, include the easement rather than a letter. Otherwise include a letter showing intent to grant right of entry and or construction access from all public land managers or private landowners from managers of lands where construction will take place and/or signs will be installed.

H. CONSTRUCTION DRAWINGS and/or SIGN PLACEMENT PLAN

(please insert plans here)

I. Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:
☐ Women
☐ Persons with a Disability
☐ Blacks
☐ Latinos
☐ Asians
☐ Pacific Islanders
☐ American Indians
☐ Alaskan Native Americans
☐ Other

☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:
☐ Women
☐ Persons with a Disability
☐ Blacks
☐ Latinos
☐ Asians
☐ Pacific Islanders
☐ American Indians
☐ Alaskan Native Americans
☐ Other

☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:
Name: _____
Title: _____

Definitions

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):
b. As used in this subsection:
(1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.
"*Disability*" does not include any of the following:
(a) Homosexuality or bisexuality.
(b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
(c) Compulsive gambling, kleptomania, or pyromania.
(d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

SAMPLE

, IA

Re: Iowa Water Trails grant

Dear :

Congratulations! Enclosed, please find two copies of a grant agreement for your Iowa Water Trails Grant awarded by the Department of Natural Resources (DNR). Please carefully review the grant agreement. Your organization must sign both copies of the agreement, return them to my attention and a fully executed copy will be returned to you.

Funding for the attached Grant will be available March 1, 2016. You may receive a 90% advance of the grant amount by sending a letter requesting the advance with your signed agreements.

If you have any questions, please contact me at 515-725-8213.

Sincerely,

Kathleen Moench
Budget and Finance Bureau

Enclosures

SAMPLE
Department of Natural Resources

COST-SHARE Agreement- WATER TRAIL ENHANCEMENT

Grantee: _____

Project Title: _____

Grant Award: _____

DNR Contact/Phone #: Kathleen Moench 515-725-8213

1. **PURPOSE.** The purpose of this Water Trail Enhancement Agreement is to enable the Iowa Department of Natural Resources (the Department) to assist to benefit the public's use on designated water trails in Iowa.

2. **PARTIES/AUTHORITY.** The parties to this Grant Agreement are the Iowa Department of Natural Resources, an agency of the State of Iowa, and . The parties make this Grant Agreement under the authority of Chapter 30 of 571 Iowa Administrative Code and Iowa General Assembly appropriation.

3. **GENERAL DESCRIPTION OF PROJECT.** This Grant Agreement is for the project described as:

4. **COST-SHARE AWARD AND REIMBURSEMENTS.** The Department will provide the costs as described and agreed to in the grant application up to a maximum cost-share amount of **$.**

   a) Sponsors shall provide at least fifty percent of the funds required to complete any project. Cost sharing funds may include local, private, federal or other state funds. Any claim of cost share, including reasonable in kind contributions, shall be supported through a signed letter from the organization providing the cost share.

   b) With the exception of "Small" projects (awards of $20,000 and under) once actual project costs are ready to be incurred, up to 90% of the award may be advanced by submitting a letter requesting the advance along with the signed agreements to the address below. The remaining 10 percent will be paid upon completion of the project in the final billing. If an advance is not requested, or for projects under $20,000, financial assistance will be in the form of reimbursements, with the award paid at the final billing.

      Budget & Finance Bureau, Kathleen Moench
      Iowa Department of Natural Resources
      502 E 9th St
      Des Moines IA 50319

   c) A two-part final report is required on the date indicated on the Final Report Form (Attachment A). Submit this report electronically to watertrails@dnr.state.ia.us. Within 20 business days the report will be reviewed and instructions for submitting the final 10% payment request (Attachment B) will be forthcoming.

5. **CERTIFICATION.** Any project with a request to the Department of more than $20,001 per year must have plans certified with a registered engineer and submitted to the Water Trails Coordinator before any funds are disbursed. Drawings can be sent to the above address, or electronically to john.wenck@dnr.iowa.gov.

6. **RESPONSIBILITIES.** The grantee is solely responsible for project completion as outlined in the project proposal. The grantee will make a concerted effort to procure goods and services from Targeted Small Businesses (TSBs) listed at www.iowai.org/iowa/dia/tsb/ during the performance of this Grant Agreement. The Department may provide

assistance at the request of the grantee, or at the Director's recommendation. The grantee agrees to meet the requirements for construction permits from federal, state and local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits.

7. **AMENDMENTS.** This Grant Agreement may be amended only by written ADDENDA signed by the Department Director. Requests for amendments shall be directed to john.wenck@dnr.iowa.gov.

8. **EFFECTIVE DATE/TERMINATION.** This Grant Agreement shall become effective when it has been signed and dated by the Department Director and the grantee. All work specified in the project proposal will be completed by DATE-TWO-YEARS-FROM-AWARD.

9. **AVAILABILITY OF FUNDS**: If funds anticipated for the continued fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the State of Iowa to appropriate funds, or discontinuance or material alteration of the program under which funds were provided, then the Department shall have the right to terminate the agreement without penalty.

10. By signing this Grant Agreement, the grantee agrees to the terms and conditions set forth in this agreement, failure to meet the terms and conditions of this grant agreement may be cause for repayment of all or part of the grant funds.

Date	Bruce Trautman, Deputy Director Iowa Department of Natural Resources
Email	Grantee Signature
	Print Name

SAMPLE
Attachment A
Department of Natural Resources
Midterm Project Report

-Water Trails Enhancement Program

If you have questions, please contact the Water Trails coordinator at: john.wenck@dnr.iowa.gov Make additional copies as needed.

This form is due and is required for all projects NOT filing a final report before that date.

Grant Recipient: _____ Grant #: _____

Project Title: _____ Billing #: _____

Do you still plan to complete this project? ☐ Yes ☐ No

Are there any unexpected problems with your project are being encountered? Please describe.

Are there delays due to waiting for additional funds from other sources or using these funds to help match another grant program? Please describe.

What is your timeline for completing this project?

I certify that this statement is correct and that the work and services are in accord with the approved grant.

Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone#: _____

SAMPLE
Attachment B
Department of Natural Resources
Final Project Billing

For Programs: Water Trails

Project billings must be accompanied by all required documentation (invoices, canceled checks, deeds, etc.) covering expenditures included in the billing. If you have questions, please contact the Budget & Finance Bureau at 515-725-8213. Make additional copies as needed.

Grant Recipient: Iowa DNR _____ Grant #: _____

Project Title: _____ Billing #: _____

Use the table below to list your budget items and the expenditures for each item. You should follow the budget items provided with your original proposal as closely as possible.

Budget Item	Budget Amount	Expenditures This Billing	"To Date" Item Expenditures
Totals			
Less Expenditures In Excess of Total Authorized Project Budget:			
Total "To Date" Expenditures:			
Claim request (% of "to date" expenditures):			
less previous payments of:			
total claim to be paid:			

Land Acquisition - List each parcel separately by parcel #. Use purchase price or appraised value, whichever is the lesser.

I certify that this billing is correct and just based upon actual payment(s) of record by the grant recipient, and that the work and services are in accord with the approved grant.

Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone #: _____