GUIDELINES FOR LOCAL PARTICIPATION IN THE WILDLIFE HABITAT STAMP FUND
STATE OF IOWA

INTRODUCTION

In 1979, the Iowa General Assembly passed legislation requiring hunters and trappers (excepting residents who are handicapped or who are younger than sixteen or older than sixty- five years of age) to purchase a wildlife habitat stamp. All revenue derived from the sale of such stamps shall be used within the state of Iowa for acquisition of land, leasing of land, or obtaining easements from willing sellers for use as wildlife habitats and for the development and enhancement of wildlife lands and habitat areas. Not less than fifty percent of all revenues from the sale of wildlife habitat stamps shall be used by the Department of Natural Resources to enter into agreements with county conservation boards or other public agencies in order to carry out the purposes mentioned above. The state share of funding of any such agreements shall not exceed seventy-five percent.

The WHSF Program is administered by the Department of Natural Resources. In compliance with the State Administrative Procedures Act, the DNR has filed an Administrative Rule governing the administration of the program to local entities. (Attachment A)

ELIGIBILITY TO PARTICIPATE

All county conservation boards and any other public agencies authorized by law to spend funds for wildlife habitat are eligible to participate in the WHSF Program. County conservation boards will be expected to be in compliance with Chapter 350 of the Code of Iowa.

TYPES OF PROJECTS ELIGIBLE FOR ASSISTANCE

Grants from the WHSF will be made on a project basis for both acquisition and/or development. A “Project” consists of a specified number of parcels of land to be acquired and/or development to be carried out.

DEVELOPMENT PROJECTS may include seeding and planting of habitat to support or enhance the wildlife area, such as the following:

1. Establishment of tree and shrub plantings specifically for wildlife habitat including purchase of planting stock, herbicides and fertilizers, and post-planting maintenance during the first year.
2. Establishment of grass seedings primarily for wildlife habitat including purchase of seed, herbicides and fertilizers, and post-establishment care during the second year if necessary.

ACQUISITION PROJECTS are eligible when the land to be acquired is to be used for wildlife habitat purposes. The cost of an approved appraisal report and the cost of surveys necessary to determine acreage or to establish boundaries are also eligible for assistance. Applications approved for funding must submit an appraisal that meets the Uniform Appraisal Standards for Federal Land Acquisitions.

Fees charged for recreational purposes will not be allowed on land purchases or developed with wildlife habitat funds. Wildlife habitat promotion funds shall not be used to fund mitigation lands or banks, or other lands, to satisfy mitigation requirements.

Projects being assisted by any other grant or assistance program will be eligible for WHSF assistance in an amount not to exceed the unassisted portion of the project cost up to a maximum of seventy-five percent of the total project cost.

By signing the application, the applicant agency is certifying that all required match has been identified and is committed and available for the project. An applicant shall certify in writing that it has the 25 percent match committed and available, by signing on the signature block provided on the form, and shall state the means of providing for the local share. All necessary approvals for acquisition and financing shall be included with the application. All financial income received directly or indirectly from sources that would have been paid to the previous landowner as a result of a

purchase agreement or other title transfer action will be completely documented in the application.

TYPES OF PROJECTS NOT ELIGIBLE FOR ASSISTANCE

The following types of projects will not be eligible for assistance from the WHSF:

1. Acquisition of land when the principal use of the land will be for something other than wildlife habitat.
2. Any types of development which will not provide, protect, or enhance wildlife habitat.
3. Maintenance except as provided for tree and shrub plantings and grass seedings.

In addition, grant recipients will not be permitted to provide public use facilities at their own expense for activities such as camping, picnicking, and snowmobiling on areas acquired with a WHSF grant. Other than hunting, only those compatible activities such as fishing, hiking, nature study, cross-country skiing, etc. will be permitted.

ELIGIBILITY OF PROJECT COSTS

No project or project cost shall be eligible for cost-sharing unless the grant applicant has been notified that a grant has been approved by the DNR prior to initiation of the project. The only exception to this is when a waiver of retroactivity has been granted for a land acquisition project. (Waiver of Retroactivity) An acquisition project shall be considered "initiated" when an "offer to buy," "offer to sell," or a real estate contract has been signed by both parties to the sale or title to the land has actually been transferred. The taking of an option will not constitute initiation until such time as the grant applicant exercises its option, thereby entering into a legal contract with the seller. However, wording in an offer to buy/sell, real estate contract, or option to the effect that the sale of the land is dependent upon receipt of a WHSF grant will ensure eligibility as long as transfer of title does not take place.

A development project shall be considered "initiated" at the time any materials or supplies are purchased or any actual development work is commenced.

The cost of land in excess of the approved appraised valuation; donated labor, materials and equipment use; and force account labor and equipment use (Sponsor's own labor and equipment) shall not be eligible for assistance from the WHSF.

CONTROL OF PROJECT SITE

In order for a project site to be eligible for a development grant, it must be under the physical control of the grant applicant, either by fee title, lease, management agreement, or easement. The term of a lease, management agreement, or easement must be commensurate with the life expectancy of the proposed development. Ten years is the minimum period which will generally be acceptable.

GRANT LIMITATION

Because of administrative costs, no grant application for less than $3,000 (total project cost of not less than $4,000) will be considered.

WAIVER OF RETROACTIVITY

In case of extreme urgency involving land acquisition, a grant applicant may request a "waiver of retroactivity" which, if granted by the DNR, will permit the applicant to acquire the real property immediately without jeopardizing its chances of receiving a grant. However, the granting of the waiver in no way implies or guarantees that any subsequent grant application covering the acquisition will be selected for funding by the DNR. The waiver will allow the applicant to remain eligible for only the next grant cycle of wildlife habitat funds and a new waiver must be requested for each subsequent grant cycle.

The request for the waiver must include adequate justification regarding the urgency of the acquisition, a description of the land to be acquired and a county map on which the land to be acquired is located. Acceptable justification would include situations in which land is to be sold at auction or by sealed bids or when the landowner requires immediate purchase.

PROJECT SPONSORSHIP

Two or more public agencies may join together to carry out a WHSF project. However, for the purposes of the grant program, the DNR will accept only one agency as the prime project sponsor. Any written agreements between the agencies involved in any such joint venture will be made a part of any grant application. The application rating system will be applied only to the prime sponsor. The project agreement will be negotiated with the prime sponsor and reimbursements will be paid to it.

DIRECT PAYMENT TO LANDOWNER

If clearly requested in the project application (Exhibit 1, Part III) and the grant applicant has shown good cause for such procedure the DNR may approve direct payment to the landowner of the state's share of the eligible land cost provided that fee simple title, free and clear of all encumbrances or material objections, is obtained by the grant recipient at the time of payment (final payment in the case of contract purchases). Generally speaking, the only "good cause" which will be acceptable is the fact that the grant recipient simply does not have sufficient funds to make the entire payment to the landowner.

APPLICATION SUBMISSION REQUIREMENTS AND DEADLINES

All matching funds must be identified and secured prior to the grant submission deadline. A signature on the application will certify that the required 25 percent match is committed and available. All necessary approvals for acquisition and financing shall be included with the application. All financial income received directly or indirectly from sources that would have been paid to the previous landowner as a result of a purchase agreement or other title transfer action will be completely documented in the application.

WHSF applications submitted by local entities will be reviewed semiannually by a project review and selection committee twice a year. Applications must be received in the DNR office at the Wallace State Office Building, Des Moines, IA 50319 no later than 4:30 p.m. on the last working day of November or May in order to be eligible for immediate review.

Changes to grant applications must be submitted to the department no later than 4:00 p.m. the day prior to the committee review date.

THE GRANT APPLICATION PROCESS

The following items are required for ALL WHSF grant applications:

1. Wildlife Habitat Stamp Fund Application - (Exhibit 1). The resolution on this form must be passed by the applicant agency at a legal meeting and must be so recorded in its minutes.
2. Project Narrative – Be sure to provide adequate information (Exhibit 1, Part IV).
3. A county map indicating the location of the project site.

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The following additional items are required for all ACQUISITION PROJECTS:

1. Acquisition schedule. The parcels to be acquired are determined on the basis of ownership with a separate parcel number assigned to each landowner. List the estimated (or appraised) value of the land only in the fourth column and the value of any improvements in the fifth column. List the total estimated (or appraised value of each parcel in the last column. (Exhibit 1, Part II).
2. A tract map indicating lands to be acquired. The map must be drawn to scale and must include an orientation arrow. It should be referenced to a section corner or other known point and should indicate existing adjacent roads, highways, railroads, streams, lakes, etc. An 8 ½" x 11" tract map showing sufficient detail is preferred. (Exhibit 2)
3. An aerial photo of the subject property. Sufficient area around the subject property should be visible on the photos to adequately judge expansion potential. The photos must be clear enough to readily differentiate between groundcover types.
4. Options, real estate contracts, offer to buy/sell real estate, leases, etc. - **ONE copy attached to the original**

application. If no such document has been negotiated at the time of grant application submittal, please submit when available.

5. Appraisal reports for each parcel to be acquired - **ONE original attached to the original application.** (Exhibit 3 Appraisal Guidelines). The appraisal may be deferred until notification has been received that a grant has been approved. NOTE: When land is acquired at auction or by sealed bid, this establishes the fair market value and an appraisal will not be required. The appraisal requirement may be waived when the review committee determines that it is impractical for a specific project.

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The following additional items are required for all DEVELOPMENT PROJECTS:

1. Cost Estimate Sheet. List items, amounts, estimated costs by item, etc. Be as complete as possible. Only those items on this list will be eligible for cost-sharing. (Exhibit 4).
2. Development Plan. The plan must be neatly drawn to scale with an orientation arrow. Color-coding is encouraged in order to clearly differentiate the proposed development. An 8 ½" x 11" development plan is preferred if such will show sufficient detail. (Exhibit 5).
3. Leases (if applicable) - **ONE copy attached to the original application.** In the case of developments on private land, the necessary leases need not be negotiated until after a grant has been approved. However, all leases must be submitted before an agreement will be negotiated with the grant recipient.

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Acquisition and development which will occur on the same site may be submitted as a combination project. In this case, provide all items applicable to both types of projects.

For ALL projects, attach any other pertinent information or data which will help to describe and/or justify the project. Additional information or documentation may be required following a review of the application by the DNR.

GRANT APPLICATION REVIEW

WHSF grant applications will be reviewed semiannually by a five-person project review and selection committee composed of one person appointed by the director to represent the department as chairperson and four persons appointed by the director to represent county conservation boards. Each application will be given a numerical score based on the rating system outlined in the Administrative Rule (Attachment A) and further defined by the grant review committee (Attachment C). Those projects scoring highest will be approved for WHSF assistance insofar as the available funds will extend. Projects with a total score of 45 points or less will not be funded.

All other projects not selected for funding will be retained on file for consideration during the two following review periods.

PROJECT AGREEMENTS

A cooperative agreement (Exhibit 7) between the DNR and the grant recipient describing the work to be accomplished and specifying the amount of the grant and the project completion date will be negotiated as soon as possible after a grant has been approved. However, agreements covering land acquisition will be dependent upon receipt of an acceptable appraisal report (when required) since WHSF assistance will be based on the approved appraised valuation or the actual purchase price, whichever is the lesser. Agreements covering establishment of wildlife habitat on privately-owned land will be dependent upon the receipt of all necessary leases.

Cooperative agreements may be amended to increase or decrease project scope or to increase or decrease project costs and fund assistance. Any increase in fund assistance will be subject to the availability of funds. Amendments to increase scope and/or fund assistance must be approved by the DNR before work is commenced or additional costs incurred.

TIMELY COMMENCEMENT OF PROJECTS

Grant recipients are expected to carry out their projects in an expeditious manner. Projects for which grants are approved

shall be commenced within six months from the date recipients are notified of grant approval. Failure to do so will be cause for termination of the project and cancellation of the grant by the DNR. A land acquisition project shall be considered "commenced" when a signed commitment is made by the landowner to sell. A development project shall be considered "commenced" when materials and supplies are purchased or the actual development work is started.

Establishment of habitat on private land poses a special situation and such projects will be considered "commenced" at the time the first lease is negotiated. However, the deadline for submitting copies of all necessary leases/agreements to the Commission is March 31 for grant applications approved at the January review and December 31 for Grant applications approved at the July review.

PROJECT PERIOD

A project completion date which is commensurate with the work to be accomplished will be assigned to each approved project and will be designated on the cooperative agreement. Extensions will be granted only in case of extenuating circumstances and when adequately justified by the grant recipient.

GRANT PAYMENTS

Financial assistance from the WHSF is generally in the form of reimbursement grants which will be made on the basis of not more than seventy-five percent of all eligible expenditures up to the amount of the approved grant. On land acquisition projects, direct payments will be made to landowners when adequately justified by the grant recipient (DIRECT PAYMENT TO LANDOWNER).

Reimbursement requests will be submitted on project billing forms provided by the DNR - ONE copy (Exhibit 8).

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For ACQUISITION projects, **ONE copy attached to the original application** is required:

1. Deed
2. Invoices or bills for any appraisal and/or survey expenses. (Photocopies suggested.)
3. All applicable cancelled checks or warrants. (Photocopies suggested.)
4. A certificate of title prepared by agency's official legal officer (Exhibit 6).

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For DEVELOPMENT projects, attach **ONE copy only to the original application** is required:

1. Photocopies of invoices or bills for equipment, materials, and supplies, equipment rental, etc.
2. Summary of extra labor hired specifically for the project (if applicable) including names, dates, and hours worked, rate of pay, and total pay.
3. Photocopies of all applicable cancelled checks or warrants.

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For DIRECT PAYMENTS TO LANDOWNERS, the following procedures will be followed:

1. The grant recipient will provide the DNR with an up-to-date title opinion from its official legal officer indicating that the landowner has and can convey clear title to the grant recipient.
2. The grant recipient will provide a letter to the DNR giving the exact amount of the payment and the date payment will be made to the landowner. Allow adequate time for a state warrant to be obtained from the State Comptroller -- usually about seven to ten days.
3. The DNR will forward to the grant recipient a state warrant issued to the landowner in the amount of the state's share of the land cost.
4. After the purchase has been consummated, the grant recipient will, as soon as possible, forward to the DNR a copy of the deed, a photocopy of the cancelled check whereby it paid its share of the land cost, and a certificate of title from its official legal officer.

5. The Grant recipient will follow the project billing procedure already outlined if it is claiming reimbursement for any incidental land acquisition costs. No such reimbursement will be made, however, until Items 1 through 4 have been completed.

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Reimbursements or direct payments to landowners will be made on real estate contract payments. The following procedures will be followed:

1. The grant recipient will submit to the DNR a copy of the real estate contract which must stipulate that the grant recipient will get physical control of the property on or before the date the first contract payment is made.
2. The grant recipient will submit to the DNR a copy of any approval which it is required to obtain from any governing body to enter into a real estate contract.
3. The grant recipient will submit to the DNR an up-to-date title opinion from its official legal officer indicating that the landowner has and can convey clear title to the grant recipient.
4. The grant recipient will submit a project billing with photocopy of the cancelled warrant when claiming reimbursement OR a letter designating the amount to be paid to the landowner and the date payment is desired.
5. When final payment has been made and title obtained, the grant recipient will submit to the DNR a copy of the deed and a certificate of title from its official legal officer.

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For DEVELOPMENT PROJECTS, only one reimbursement request may be submitted if the total project cost is $10,000 or less. If more than $10,000, no more than two reimbursement requests may be submitted.

A final reimbursement request shall be submitted within ninety days following the completion date indicated on the cooperative agreement. Failure to do so may be cause for termination of the project with no further reimbursement to the grant recipient.

Ten percent of the total reimbursement due any grant recipient for a development project will be withheld pending a final site inspection or until any irregularities discovered as a result of a final inspection have been resolved.

CHAPTER 23
WILDLIFE HABITAT PROMOTION WITH LOCAL ENTITIES PROGRAM
[Prior to 12/31/86, Conservation Commission[290]]

571—23.1(483A) Purpose and definitions. The purpose of this rule is to designate procedures for allotments of wildlife habitat stamp revenues to local entities. These funds must be used specifically for the acquisition of whole or partial interests in land from willing sellers for use as wildlife habitats, and the development and enhancement of wildlife lands and habitat areas. The department of natural resources will administer the stamp funds for the purposes as stated in the law at both the state and local levels. The following definitions apply in these rules:

"Commission" means the natural resource commission.

"Department" means the department of natural resources.

"Director" means the director of the department or a designee.

"Waiver of retroactivity" means approval by the department for an applicant to purchase land prior to the next round of wildlife habitat fund application reviews. The waiver allows the applicant to remain eligible for the next round of wildlife habitat funds when extenuating circumstances exist that require an immediate purchase of the subject property by the applicant or a third party that will hold the property until funds become available to the applicant.

[**ARC 8885B**, IAB 6/30/10, effective 8/18/10]

571—23.2(483A) Availability of funds. Habitat stamp funds are dependent on stamp sales. The amount of moneys available at any time will be determined by revenues received by the department. Final stamp sales for each calendar year will be determined by July 1 of the following year.

23.2(1) *Local share.* Funds available for local entities shall be specified in the department's budget in accordance with legislative appropriations. At least 50 percent of the stamp revenues will be apportioned to local entities. Funds will be made available during a fiscal year of July 1 to June 30.

23.2(2) *Distribution.* After deducting 5 percent to be held for contingencies, the remaining local share will be available on a semiannual basis each year.

571—23.3(483A) Eligibility. Only those public agencies authorized by law to spend funds for wildlife habitat shall be eligible to participate in this program.

571—23.4(483A) Project limitations. Because of administrative costs, no application for assistance totaling less than $3,000 (total project cost—$4,000) will be considered.

571—23.5(483A) Eligibility for cost-sharing assistance. No project shall be eligible for cost sharing unless it is specifically approved by the commission, or the applicant has received a written waiver of retroactivity from the director, prior to its initiation. A project shall not be eligible for cost sharing unless public hunting and trapping will be allowed; however, the review and selection committee may recommend for commission approval projects with restrictions on hunting and trapping under exceptional circumstances, such as waterfowl refuges. Fees charged for recreational purposes will not be allowed on land purchased or developed with wildlife habitat funds. Wildlife habitat promotion funds shall not be used to fund mitigation lands or banks, or other lands, to satisfy mitigation requirements. Only the following types of project expenditures will be eligible for cost-sharing assistance.

23.5(1) *Acquisition projects.* Lands or rights thereto to be acquired in fee or by any other instrument shall be appraised by a competent appraiser and the appraisal approved by the department staff. Applicants whose applications have been approved for funding must submit an appraisal that meets the Uniform Appraisal Standards for Federal Land Acquisitions. The appraisal requirements may be waived when the staff determines that they are impractical for a specific project. Cost sharing will not be approved for more than 75 percent of the approved appraised value. Acquisition projects are eligible for either cost sharing by direct payments as described in subrule 23.12(7) or by reimbursement to local entities.

When a county receives or will receive financial income directly or indirectly from sources that would have been paid to the previous landowner as a result of a purchase agreement or other title transfer action, 75 percent of that income will be transferred to the department unless the grantee has demonstrated and committed to habitat development projects or additional acquisitions on the project site to be funded from the income received. The project review and selection committee must recommend, and the director and commission must approve, plans for the expenditure of income. In the absence of acceptable wildlife habitat development or acquisition plans, the county will transfer 75 percent of income received to the department as it is received. The department will credit that income to the county apportionment of the wildlife habitat stamp fund as described in subrule 23.2(1). The schedule of those reimbursements from a county to the state will be included in the project agreement.

23.5(2) *Development projects.* Eligible expenditures for development projects shall include seeding and planting of habitat to

support or enhance the wildlife area. Requests to purchase equipment will not be approved. Donated labor, materials and equipment use, and force account labor and equipment use shall not be eligible for cost-sharing assistance. (Force account means the agency's own labor and equipment use.) Development projects are limited to lands legally controlled by the grantee for the expected life of the project. Development projects are eligible only for reimbursement of reasonable costs actually incurred and paid by the public agency.

23.5(3) *Enhancement projects.* For purposes of this rule, "enhancement" shall be considered to be synonymous with "development."

This rule is intended to implement the provisions of Iowa Code section 483A.3.

[**ARC 8885B**, IAB 6/30/10, effective 8/18/10]

571—23.6(483A) Application for assistance. Applications shall provide sufficient detail as to clearly describe the scope of the project and how the area will be managed.

23.6(1) *Form.* Applications shall be submitted on forms provided by the department.

23.6(2) *Time of submission.* Applications for funds shall be reviewed and selected for funding during January and July of each year. Applications must be received in acceptable form by the Department of Natural Resources, Wallace State Office Building, Des Moines, Iowa 50319, by the close of business on the last business day of May for consideration at the summer review and the last business day of November for the winter review. Changes to grant applications must be submitted to the department no later than 4 p.m. the day prior to the committee review date. Upon timely notice to eligible recipients, additional selection periods may be scheduled if necessary to expedite the distribution of these funds. In emergencies, local entities can obtain a waiver so that acquisition projects may be approved for retroactive payments, provided that funds are available and the project meets all other criteria.

23.6(3) *Local funding.* By signing the application, the applicant agency is certifying that all required match has been identified and is committed and available for the project. An applicant shall certify in writing that it has the 25 percent match committed and available, by signing on the signature block provided on the form, and shall state the means of providing for the local share. All necessary approvals for acquisition and financing shall be included with the application. All financial income received directly or indirectly from sources that would have been paid to the previous landowner as a result of a purchase agreement or other title transfer action will be completely documented in the application.

23.6(4) *Development projects.* An application for development project assistance may include development on more than one area if the development is of a like nature (e.g., planting trees and shrubs).

This rule is intended to implement the provisions of Iowa Code section 483A.3.

[**ARC 8885B**, IAB 6/30/10, effective 8/18/10]

571—23.7(483A) Project review and selection.

23.7(1) *Review and selection committee.* A review and selection committee, hereinafter referred to as the committee, composed of one person appointed by the director to represent the department and designated by the director as chairperson and four persons appointed by the director to represent county conservation boards shall determine which grant applications and amendment requests shall be selected for funding.

23.7(2) *Consideration withheld.* The committee will not consider any application which, on the date of the selection session, is not complete, or for which additional pertinent information has been requested and not received.

23.7(3) *Application rating system.* The committee will apply a numerical rating system to each grant application which is considered for fund assistance. The following criteria, with a weight factor for each, will be considered:

Wildlife habitat needs	2
Existing or potential habitat quality	3
Cost-effectiveness	1 if at least 35 percent less than appraised amount 2 if at least 45 percent less than appraised amount
Species diversity	1

Each criterion will be given a score of from 0 to 10 which is then multiplied by the weight factor. Three additional criteria will be considered in the rating system:

a. *Prior assistance.* Any applicant who has never received a prior grant for acquisition of land will be given a bonus of 5 points.

b. *Active projects.* Any applicant who has one or more active projects at the time of application rating will be assessed 5 penalty points for each one that has not been completed by the date specified in the project agreement. A project is deemed closed after the project has had a final inspection, all funds have been paid and, in the case of acquisition, the title has been transferred from the seller.

c. *Urgency.* Projects may be given 1 or 2 bonus points if there is a strong urgency to acquire lands which might otherwise be lost.

All points will be totaled for each application, and those applications receiving the highest scores will be selected for fund assistance to the extent of the allotment for each semiannual period, except that any project scoring a total of not more than 45 points will not be funded.

23.7(4) *Applications not selected for fund assistance.* All applications not selected for fund assistance will be retained on file for consideration and possible funding during subsequent review periods or until a request for withdrawal is received from the applicant. Applications which have been considered and not selected for funding during three consecutive review periods will be returned to the applicant.

23.7(5) *Rating system not used.* The rating system will not be applied during any semiannual period in which the total grant request, including backlogged applications, is less than the allotment. Applications will be reviewed only to determine eligibility and overall desirability, and to ascertain that they meet minimum scoring requirements.

23.7(6) *Rating of scores for tie breakers.* If two or more projects receive the same score, the committee shall use the points awarded to existing or potential habitat quality to determine which project has a higher rank. If after considering the existing or potential habitat quality points the project scores remain tied, the committee will then consider the points awarded for species diversity. If after considering the species diversity points the project scores remain tied, the committee will then consider the points awarded for wildlife habitat needs.

[**ARC 8885B**, IAB 6/30/10, effective 8/18/10]

571—23.8(483A) Commission review. The natural resource commission will review and act upon all committee recommendations semiannually at the next following commission meeting. The commission may reject any application selected for funding.

571—23.9(483A) Grant amendments. Projects for which grants have been approved may be amended, if funds are available, to increase or decrease project scope or to increase or decrease project costs and fund assistance. Project changes must be approved by the director prior to their inception. Amendments to increase project costs and fund assistance due to cost overruns will not be approved where funds have already been committed or the work already performed.

571—23.10(483A) Timely commencement of projects. Grant recipients are expected to carry out their projects in an expeditious manner. Projects for which grants are approved shall be commenced within six months of the date upon which the grantee is notified that the project is approved, or at another date agreed upon by both parties. Failure to do so may be cause for termination of the project and cancellation of the grant by the commission.

571—23.11(483A) Project period. A project period which is commensurate with the work to be accomplished will be assigned to each project. Project period extensions will be granted only in a case of extenuating circumstances.

571—23.12(483A) Payments.

23.12(1) *Grant amount.* Grant recipients will be paid 75 percent of all eligible costs incurred on a project up to the amount of the grant unless otherwise specified in the project agreement.

23.12(2) *Project billings.* Grant recipients shall submit billings for reimbursements or cost-sharing on forms provided by the commission.

23.12(3) *Project billing frequency.* Project billings for development shall be submitted on the following basis:

a. Up to $10,000 total project cost—one billing.

b. Over $10,000 total project cost—no more than two billings.

23.12(4) *Final project billing.* A final project billing shall be submitted within 90 days following the end of a project period. Failure to do so may be cause for termination of the project with no further reimbursement to the grant recipient.

23.12(5) *Documentation.* Grant recipients shall provide documentation as required by the department to substantiate all costs incurred on a project.

23.12(6) *Reimbursement withheld.* Ten percent of the total reimbursement due any grant recipient for a development project will be withheld pending a final site inspection or until any irregularities discovered as a result of a final inspection have been resolved.

23.12(7) *Acquisition projects.* If clearly requested in the project application and the applicant has shown good cause for such procedure, the department may approve direct payment to the seller of the state's share provided that marketable fee simple title, free and clear of all liens and encumbrances or material objections, is obtained by the local entity at the time of payments and state funds are then available.

23.12(8) *Development projects.* On approved development projects, payment will be made by the state only as reimbursement for funds already expended by the local entity.

571—23.13(483A) Record keeping and retention. A grant recipient shall keep adequate records relating to its administration of a project, particularly relating to all incurred costs and direct or indirect income from other sources that normally would have been paid to the previous landowner resulting from a purchase agreement or other title transfer action. A copy of the county's audits

particularly showing such income and disbursements for the grant period will be submitted to the department of natural resources' budget and grants bureau. These records shall be available for audit by appropriate personnel of the department and the state auditor's office. All records shall be retained in accordance with state laws.

571—23.14(483A) Penalties. Whenever any property, real or personal, acquired or developed with habitat stamp fund assistance passes from the control of the grantee or is used for other purposes which conflict with the project purpose, it will be considered an unlawful use of the funds. The department shall notify the local entity of any such violation.

23.14(1) *Remedy.* Funds thus used unlawfully must be returned to the department for inclusion in the wildlife habitat stamp fund, or a property of equal value at current market prices and with commensurate benefits to wildlife must be acquired with local, non-cost-shared funds to replace it. Such replacement must be approved by the commission. The local entity shall have a period of two years after notification by the department in which to correct the unlawful use of funds. The remedies provided by this rule are in addition to others provided by law.

23.14(2) *Land disposal.* Whenever it has been determined and agreed upon by the grantee and the commission that land acquired or developed with habitat stamp fund assistance is no longer of value for the project purpose, or that the local entity has other good cause, the land, with the approval of the commission, may be disposed of and the proceeds thereof used to acquire or develop an area of equal value, or 75 percent of the proceeds shall be returned to the state for inclusion in the wildlife habitat stamp fund.

23.14(3) *Ineligibility.* Whenever a local agency shall be in violation of this rule, it shall be ineligible for further assistance until the matter has been resolved to the satisfaction of the commission.
[**ARC 8885B**, IAB 6/30/10, effective 8/18/10]

These rules are intended to implement Iowa Code section 483A.3.

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[1]Effective date of rule 23.1(7/31/91) delayed until adjournment of the 1992 Session of the General Assembly by the Administrative Rules Review Committee (ARRC) at its meeting held July 12, 1991. Delay lifted at the ARRC meeting held November 13, 1991.

IOWA DEPARTMENT OF NATURAL RESOURCES
Wallace State Office Building
502 E 9th St
Des Moines, IA 50319

ATTACHMENT B - WILDLIFE HABITAT STAMP FUND GRANT APPLICATION

Please submit 1 original and 5 copies to the address above, Attn: Wildlife Habitat Stamp Grant Application

PART I

1. Applicant Agency: _____

Contact Name/Title: _____

Mailing Address: _____ City /Zip Code: _____

Phone: _____ Email: _____

2. Project Title: _____

3. Total Project Cost: _____

State $: _____

Total Local $: _____ (Source must be noted)

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

4. Type of Project (List number of acres):

Acquisition _____ Acres

Development _____ Acres

Combination _____ Acres

5. Ownership of Project Site: ☐ Fee Title ☐ Lease (If leased, attach copy of the lease document.)

6. Estimated Project Site: Start Date _____ Completion Date _____

7. Do you wish to have grant for land acquisition paid directly to the seller? ☐ Yes* ☐ No ☐ N/A

*Complete Part III

8. WHEREAS, the _____ County Conservation Board is interested in acquiring and/or developing wildlife habitat by means of the above-named project, AND Wildlife Habitat Stamp funds are required for the project, NOW THEREFORE, the _____ County Conservation Board does hereby make application for assistance, AND further agrees to abide by all the covenants of Section 110.3, Code of Iowa 1981, and Chapter 23 (290), Iowa Administrative Code, AND further certifies this resolution was officially adopted by the _____ County Conservation Board at a legal meeting held on the _____ day of _____ , in the year _____ .

Signature _____ Title _____

Must be an original signature

PART II ACQUISITION SCHEDULE					
Parcel Number	Acreage	Est. Date of Acq.	Est. Value of Land to be Acq.	Est. Value of Improvements to be Acq.	Total Estimated Cost
Total				Total	

Estimated Appraisal Costs _____

Estimated Survey Costs _____

Grand Total Land Acquisition Costs: _____

PART III
JUSTIFICATION FOR DIRECT PAYMENT TO LANDOWNER

PART IV
PROJECT NARRATIVE
Please provide as much information as possible

1. Description of the Proposed Project:

a. Proposed Action

b. Proposed Site Location

c. Wildlife Species to be Benefited

2. Project Justification

3. Project Site Description

4. Future Management Plans (including hunting)

5. Reservations or Easements on Project Site

6. Agreement or Arrangements with other Agencies or Organizations

7. Actual or Potential Incompatible Uses or Activities on the Project Site

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: _____

Must be an original signature

Minority Impact Statement 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.

ATTACHMENT C
WILDLIFE HABITAT STAMP GRANT SCORING

Wildlife Habitat Needs (Weight Factor = X2)

Existing or Potential Habitat Quality (Weight Factor = X3)

Cost-Effectiveness:
(Weight Factor = X1) if at least 35 percent less than appraised amount
(Weight Factor = X2) if at least 45 percent less than appraised amount

Species Diversity (Weight Factor = X1)		Score Range
Upland Game Species	(Pheasants, Hungarian Partridge, Quail, Red Fox, etc.)	0 – 4
Wetland Species	(Waterfowl, Rails, Mink, Muskrat, Beaver, etc.)	0 – 3
Forest Game Species	(Deer, Turkey, Grouse, Woodcock, Grey Fox, etc.)	0 – 3

Each criterion will be given a score of from 0 to 10 which is then multiplied by the weight factor. Three additional criteria will be considered in the rating system:

1. *Prior assistance.* Any applicant who has never received a prior grant for acquisition of land will be given a bonus of 5 points.
2. *Active projects.* Any applicant who has one or more active projects at the time of application rating will be assessed 5 penalty points for each one that has not been completed by the date specified in the project agreement. A project is deemed closed after the project has had a final inspection, all funds have been paid and, in the case of acquisition, the title has been transferred from the seller.
3. *Urgency.* Projects may be given 1 or 2 bonus points if there is a strong urgency to acquire lands which might otherwise be lost.

All points will be totaled for each application, and those applications receiving the highest scores will be selected for fund assistance to the extent of the allotment for each semiannual period, except that any project scoring a total of not more than 45 points will not be funded.

If two or more projects receive the same score, the committee shall use the points awarded to existing or potential habitat quality to determine which project has a higher rank. If after considering the existing or potential habitat quality points the project scores remain tied, the committee will then consider the points awarded for species diversity. If after considering the species diversity points the project scores remain tied, the committee will then consider the points awarded for wildlife habitat needs.

Exhibit 1

IOWA DEPARTMENT OF NATURAL RESOURCES
Wallace State Office Building
502 E 9th St
Des Moines, IA 50319

WILDLIFE HABITAT STAMP FUND GRANT APPLICATION

Please submit 1 original and 5 copies to the address above, Attn: Wildlife Habitat Stamp Grant Application

PART I

1. Applicant Agency: Grant County Conservation Board

Contact Name/Title: Joe Bob Jones, Executive Officer

Mailing Address: Courthouse City /Zip Code: Grant City IA 50000

Phone: 515-200-2000 Email:

2. Project Title:

3. Total Project Cost: 37,000

State $: 27,750

Total Local $: 9,250 (Source must be noted)

Amount: $9,250 Source: Tax Levy

Amount: Source:

Amount: Source:

Amount: Source:

Amount: Source:

Amount: Source:

Amount: Source:

4. Type of Project (List number of acres):

Acquisition	60+	Acres
Development	12	Acres
Combination	72	Acres

5. Ownership of Project Site: ☒ Fee Title ☐ Lease (If leased, attach copy of the lease document.)

6. Estimated Project Site: Start Date 03/15/99 Completion Date 12/31/99

7. Do you wish to have grant for land acquisition paid directly to the seller? ☒ Yes* ☐ No ☐ N/A

*Complete Part III

8. WHEREAS, the Grant County Conservation Board is interested in acquiring and/or developing wildlife habitat by means of the above-named project, AND Wildlife Habitat Stamp funds are required for the project, NOW THEREFORE, the Grant County Conservation Board does hereby make application for assistance, AND further agrees to abide by all the covenants of Section 110.3, Code of Iowa 1981, and Chapter 23 (290), Iowa Administrative Code, AND further certifies this resolution was officially adopted by the Grant County Conservation Board at a legal meeting held on the 7th day of January, in the year 1999.

Signature Roger A. Moore Title President

Must be an original signature

PART II ACQUISITION SCHEDULE					
Parcel Number	Acreage	Est. Date of Acq.	Est. Value of Land to be Acq.	Est. Value of Improvements to be Acq.	Total Estimated Cost
1	40	7/7/99	$24,000	0	$24,000
2	20	7/7/99	$12,000	0	$12,000
Total	60			Total	$36,000

Estimated Appraisal Costs	187
Estimated Survey Costs	0
Grand Total Land Acquisition Costs:	$36,187

PART III
JUSTIFICATION FOR DIRECT PAYMENT TO LANDOWNER

The opportunity for the proposed acquisition came about unexpectedly and there are not enough funds in the current year's budget to make the entire payment to the landowner. However, the Grant County Conservation Board would be able to pay its 25% share.

PART IV
PROJECT NARRATIVE
Please provide as much information as possible

1. Description of the Proposed Project:

a. Proposed Action

The Grant County Conservation Board proposed to acquire approximately 60 acres of land for wildlife habitat purposes. It further proposes to seed approximately seven acres of the area to native grasses, plant approximately five acres to trees and shrubs and construct 40 rods of boundary fence.

b. Proposed Site Location

The project is located seven miles southeast of Grant City in Section 8 of Burns Township.

c. Wildlife Species to be Benefited

The proposed acquisition and development will provide habitat for deer, squirrels and pheasants as well as furbearers such as raccoons and many species of songbirds.

2. Project Justification

The portion of Grant County in which the proposed Deer Hollow Wildlife Area is located is intensively farmed and has limited wildlife habitat. The Board is also looking at 400 acres of similar habitat adjacent to this parcel. If acquired a large management unit will be established and wildlife populations should respond.

3. Project Site Description

The project is in rolling hill country and approximately 75% of the area is covered with upland hardwoods including oak, hickory and basswood. A four-acre cropfield is located in the SE corner of the property and the remainder is in overgrazed pasture.

4. Future Management Plans (including hunting)

The Board will permit hunting on the area and all other compatible uses such as nature study, hiking, photography and mushroom hunting. No additional development will be necessary beyond that proposed in the application. Periodic burning may be necessary in the seeded pasture and warm season grass seeding to stimulate growth and to control woody invasion.

5. Reservations or Easements on Project Site

The Midland Pipeline Company has an easement for a natural gas line which crosses the northeast corner of the property. This should have no detrimental impact on the property. Clearing will be necessary over the pipeline, but this will provide more edge and benefit wildlife.

6. Agreement or Arrangements with other Agencies or Organizations

Explorer Scout Post NO. 6 from Grant City has expressed a desire to adopt the tree and shrub planting proposed as a part of this application as a Post project. The Scouts will assist with the planting and will be responsible for post-planting care under the supervision of Board personnel.

7. Actual or Potential Incompatible Uses or Activities on the Project Site

None at this time.

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: _____

Must be an original signature

Minority Impact Statement 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.

Exhibit 2
Tract Map
Deer Hollow Wildlife Area

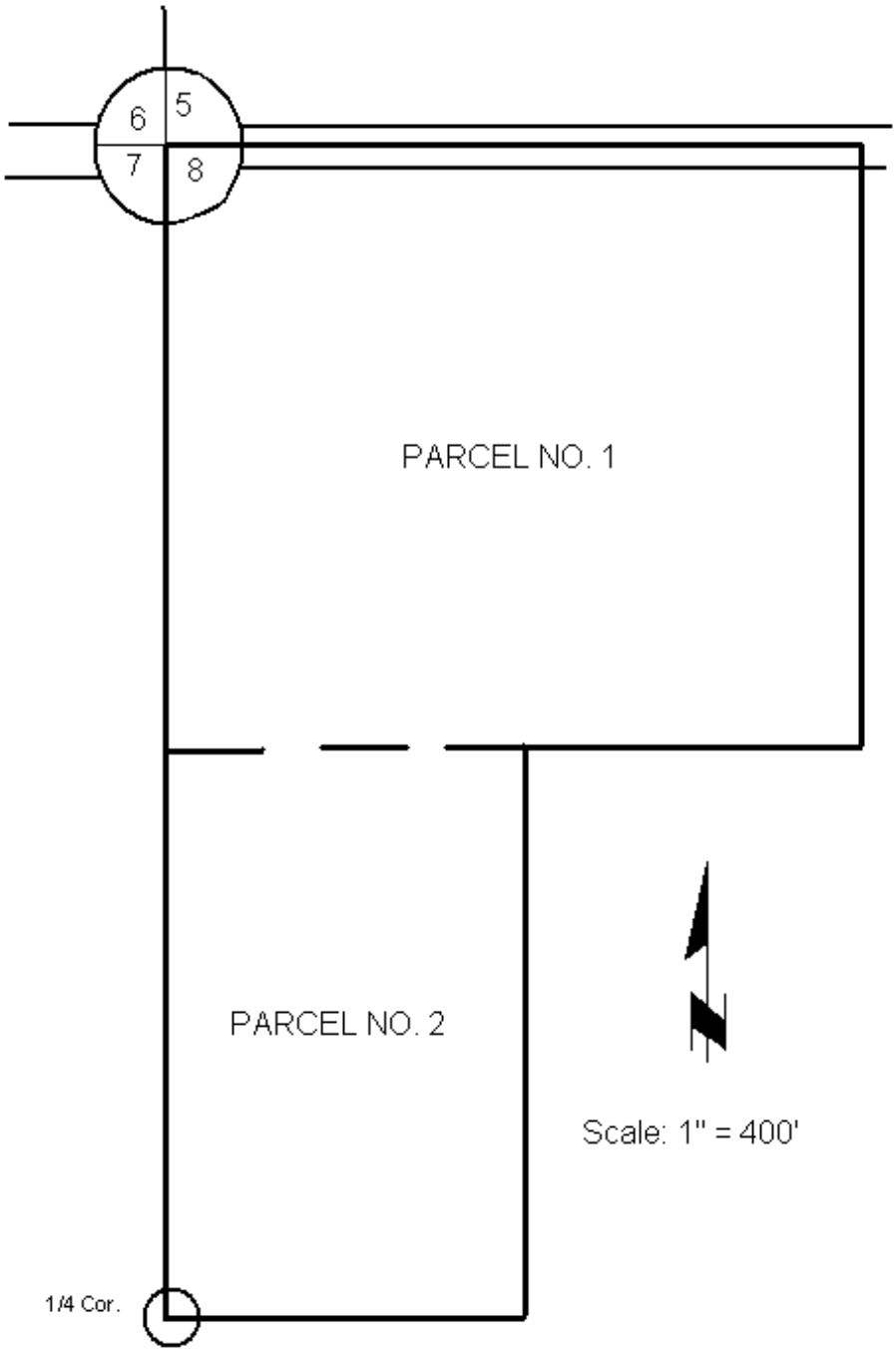

Exhibit 3

Appraisal Guidelines

WILDLIFE HABITAT STAMP FUND PROGRAM

The following are the minimum items which must be addressed in any appraisal report covering land for which a public entity expects to receive state assistance from the Wildlife Habitat Stamp Fund.

1. A legal description of the subject property and a plat

2. The date the value estimate applies.

3. An analysis and statement of the subject property's highest and best use.

4. Supporting data, including two or three comparable sales (which must reflect the same highest and best use as the subject property_, a brief analysis of those sales relative to the subject property, and a map showing their locations relative to the subject property.

5. Aerial photographs of the subject property and comparable sales.

6. Ground level photos (snapshots) of the subject property are extremely desirable.

7. A statement of the appraiser's experience and qualifications.

8. The appraiser's dated certification of value and signature.

Exhibit 4

Cost Estimates

DEER HOLLOW WILDLIFE AREA DEVELOPMENT

40 – 6 ½ Steel Posts @ $3.00	$120.00
2 – Rolls Barb Wire @ $30.00	60.00
2 – Corner Posts w/Braces @ $15.00	30.00
200 – Red Pine @ $6.00	12.00
600 – Ninebark @ $5.50	33.00
600 – Honeysuckle @ $5.50	33.00
3 Gal. Roundup Herbicide @ $75.00	225.00
15 lb. Swtchgrass Seed @ $7.00	105.00
15 lb. Big Bluestem Seed @ $7.00	105.00
15 lb. Indian Grass Seed @ $6.00	90.00
TOTAL DEVELOPMENT COST	$813.00

Exhibit 5

DEVELOPMENT PLAN DEER HOLLOW WILDLIFE AREA

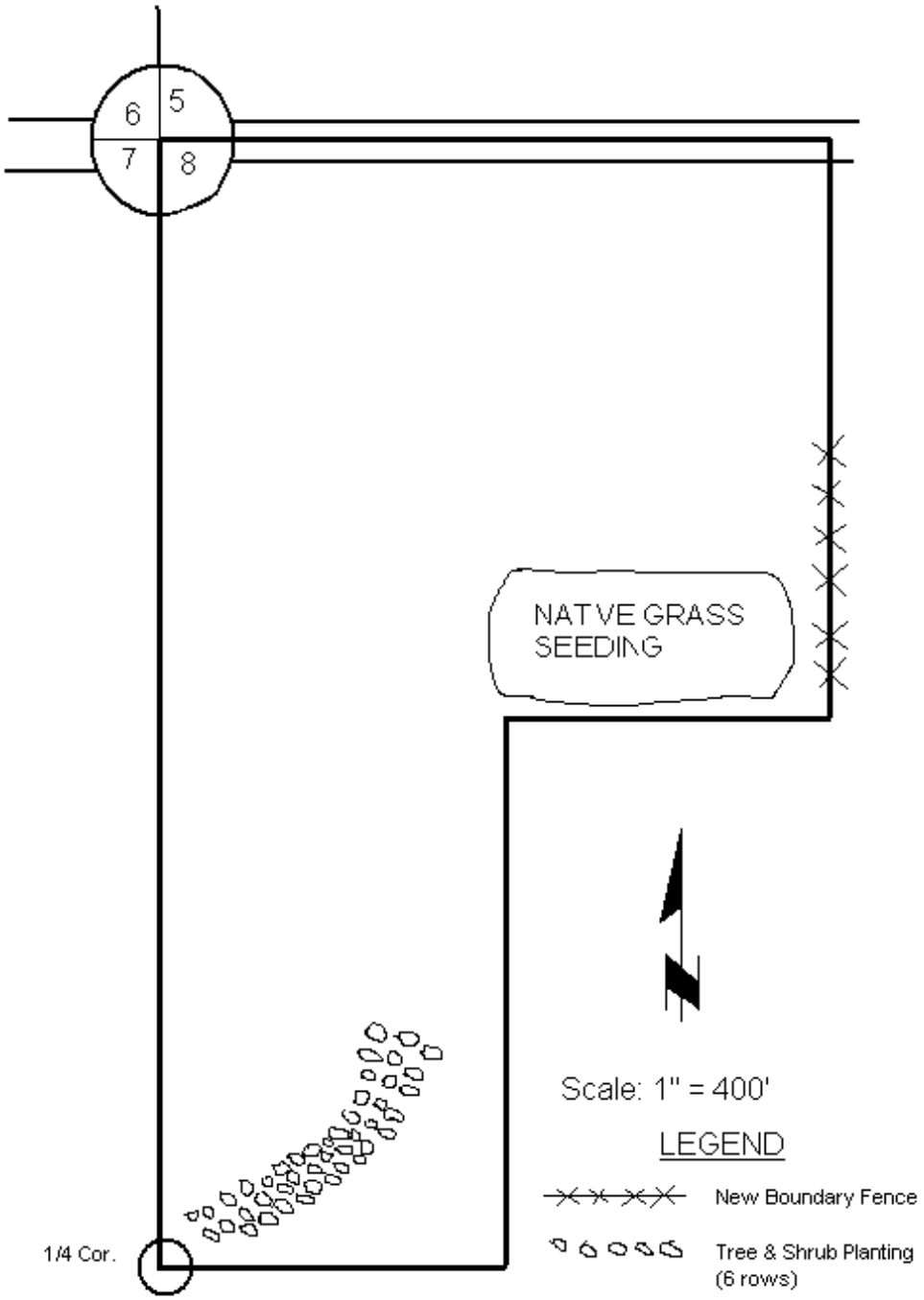

Exhibit 6

In re: CERTIFICATION OF TITLE

Mr. Gordon F. Jones Executive Officer
Grant County Conservation Board
Grant City, IA 50000

Dear Mr. Jones:

I have examined a deed and an abstract of title for land described as:

The NW1/2 NW1/2 and the W1/2 SW1/2 NW1/2, all in Section 8, Township 82 North, Range 22 West of the 5th P.M. containing 60 acres more or less

and on the basis of that examination find the fee title for said property to be vested in Grant County, Iowa.

Respectfully submitted,
George L. Smith

George L. Smith
County Attorney

Project #:

Exhibit 7

Department of Natural Resources
Wallace State Office Building
Des Moines, IA 50319-0034

COOPERATIVE AGREEMENT WILDLIFE HABITAT STAMP FUND

GRANTEE:
PROJECT TITLE:
GRANT AWARD: $
DNR CONTACT/PHONE #:

THIS AGREEMENT, entered into by the Department of Natural Resources hereinafter referred to the Department and the Woodbury County Conservation Board hereinafter referred to as the Local Entity,

WITNESSETH:

WHEREAS, the Department has established a program (Administrative Rule 571, Chapter 23) known as the Wildlife Habitat Stamp Fund, hereinafter referred to as the Fund, to assist local entities in the acquisition and/or development of land for wildlife habitat purposes and,

WHEREAS, the Local Entity has applied for assistance from the Fund for the following described project:

NOW, THEREFORE, be it mutually agreed by the Parties hereto as follows:

The Department agrees o reimburse the Local Entity or seller directly as specified in the Habitat Stamp application, a sum no more than 75 percent of the acquisition costs upon written request for proof of costs being liquidated by the Local Entity or by submitting proper documentation as stated in item #8. In no case shall the costs of the Department exceed that of the grant award.

It is further agreed by the Parties hereto:

1. That the project described herein shall be complete by _____
2. That the Local Entity shall be responsible for maintenance and all expenses related thereto after completion of the project.
3. That the property shall be used for wildlife habitat purposes and no incompatible uses or changes in the property will be allowed. The public shall have access to the property upon such conditions as the Local Entity and the Department shall mutually agree upon.
4. That the property and its use shall remain subject to the regulatory authority of the Department.
5. That the applicable provisions of 571 I.A.C. Chapter 23 and the grant application are hereby incorporated into this agreement.
6. That the property or any part thereof may not pass from control of the Local Entity or be encumbered in any way without the written approval of the Department.
7. That the remedies for unlawful use or disposal of the property set forth in 571 I.A.C. Chapter 23 shall be applicable and additional to any other remedies available by law.
8. Upon written approval of the appraisal(s), a maximum of 75 percent of the acquisition payment, up to the grant amount, may be made directly to the land seller, if requested in the application and approved by the commission, or the Grantee, by submitting a letter of request and the following documents
    - Title opinion showing title is clear and marketable;
    - Offer to buy;

Acquisition costs include the lesser of the purchase price paid for the project lands by the grantee, or their fair market value established by a DNR approved appraisal.

9. The following documents are required upon completion of the grant:
    - Title opinion showing title is clear and marketable;
    - Offer to buy;
    - Copy of the recorded deed naming the grantee as owner;
    - Copy of the recorded groundwater hazard statement(s);
    - Copies of billings and canceled checks for the acquisition and/or development;

THIS AGREEMENT entered into under the authority of action taken at tan official meeting of the_____of _____County, Iowa, on the_____day of_____, 200_ , all as shown in the minutes there of, and by approval of the Department of Natural Resources.

_____
Grantee Signature

_____ _____
Federal ID# Print Name

_____ _____
Date Chuck Gipp, Director
Iowa Department of Natural Resources

Exhibit 8
Project Billing Form

For Programs:	☐ LWCF	☐ REAP	☐ Fish	☒ Habitat Stamp	☐ WRAC	☐ ATV	☐ Snowmobile

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 & Grants Bureau at 515-725-8213. Make additional copies as needed.

Grant Recipient: _____ Grant #: _____

Project Title: _____ Billing #: _____

Period Covered by this Billing: From: _____ To: _____

Use the table below to list your budget items and the expenditures for each item. You should follow the budget items provided with your grant 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: _____ Federal ID #: _____

If you are requesting direct payment to land owner for acquisition, please provide who check should be written to and the correct Federal ID# or Social Security #.

Name: _____ Federal ID/SS #: _____

Address: _____ City, State, Zip: _____