

# Local Participation in the Wildlife Habitat Stamp Fund

## Application Format for Collaboration with Others

This document is to allow the applicant to craft their grant narrative and collaborate with others. To submit the actual grant application go to: <https://iowadnr.slideroom.com/#/Login>. Applicants can cut and paste text from this document directly into the prompts within the SlideRoom Application forms. NOTE: Dollar figures show up as whole numbers within categories asking for amounts, the dollar sign does not show. Special Characters or **Bold/Underline** also do not show within the SlideRoom text options. Most multi-line text options go up to 6000 characters only. If restricted the character amount is shown.

### General Application Information

- 1. Applicant**
- 2. Contact Person**
- 3. Email Address**
- 4. Telephone Number**
- 5. Applicant/Organization Address**  
This is the address for the Organization's office that is applying for funding.
- 6. County**
- 7. Project 911 Address**  
this is the address for the property on which development or acquisition will happen.
- 8. Latitude/Longitude Coordinates:**  
(To find Lat/Long Coordinates: Go to Google Map. Right-click on the primary public access point for the project. Select What's here? In the search box at the top of the page, the coordinates will appear.)
- 9. Grant Amount Requested**  
How much money are you requesting for this grant round?
- 10. Project Title**  
Provide the short title for the project.
- 11. Project Summary**  
Maximum of 75 words summarizing the grant request.

### Wildlife Habitat Stamp Project Type and Project Costs

- 1. Total Project Cost**  
this is a table that includes State Funds, Total Local Funds and Total Project Costs
  - \*This question has conditional follow-up questions. List all sources of local funds and is also a table that includes Source and Amount.
- 2. Type of Project**  
List number of acres in the table for Acquisition, Development and Combination  
NOTE: 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.
- 3. Ownership of Project Site**  
Options of Fee Title or Lease
- 4. Expiration date of Lease**
- 5. If leased, attach copy of the lease document**
- 6. Explanation of Agreements and Easements**  
If the applicant does not possess all fee title interest in property, please explain. Additionally, explain contractual or joint agreements with other parties for operation and maintenance of the site and facilities.  
For DEVELOPMENT PROJECTS - if the development is 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
- 7. Do you wish to have grants for land acquisition paid directly to the seller?**  
If you check "yes" below you will be required to complete the Justification for Direct Payment to Landowner Form.

- a. **Provide the justification for direct payment to landowner.** If requested in question 7 for the payment to go direct to the landowner, the grant applicant must show good cause for such procedure for the DNR to 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.

### **Wildlife Habitat Stamp Fund Certification**

1. By checking the box below, I certify that all the information provided in this application is true and correct. I agree to abide by all the covenants of Section 110.3, Code of Iowa 1981, and Chapter 23 (290), Iowa Administrative Code.
2. By adding the date below, I certify that this resolution was officially adopted by the County Conservation Board at a legal meeting.

### **Wildlife Habitat Stamp Fund Acquisition Schedule**

#### **1. Type of Purchase**

Options for Negotiated Purchase and Donation

#### **2. Attach the Acquisition Schedule**

Download the Acquisition Schedule at: <https://www.iowadnr.gov/about-dnr/grants-other-funding/wildlife-habitat-grant>

#### **3. Attach a tract map and aerial photo of the property to be purchased.**

The media required to be attached shall include;

- a. 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.
- b. 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 ground cover types.

(Please join multiple pages into 1 pdf to upload if applicable.)

#### **4. Date waiver of retroactivity granted by the Department**

Waiver of retroactivity. In case of extreme urgency involving land acquisition, a grant applicant may formally request a written "waiver of retroactivity" which, if granted by the director of the department of natural resources, 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 planning committee. The request for the waiver must include 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.

#### **5. Attach appraiser's dated certification of value and signature.**

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.

- a. A legal description of the subject property and a plat.
- b. The date the value estimate applies.
- c. An analysis and statement of the subject property's highest and best use.
- d. 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.
- e. Aerial photographs of the subject property and comparable sales.
- f. Ground level photos (snapshots) of the subject property are extremely desirable.
- g. A statement of the appraiser's experience and qualifications.

- h. The appraisers dated certification of value and signature.  
\*\*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.  
(Please join multiple pages into 1 pdf to upload if applicable.)

### **Wildlife Habitat Stamp Fund Development Cost Estimates**

1. Provide the following information if you are submitting for development funding (this is a table in the application)
  - a. Item
  - b. Quantity
  - c. Total Cost
2. Total Development Cost
3. Attach Development Plan Maps  
Attach a project location map, outline the boundary of the public land for this application. The plan must be neatly drawn to scale with an orientation arrow. Color-coding is encouraged in order to clearly differentiate the proposed development. (Please join multiple pages into 1 pdf to upload if applicable.)

### **Wildlife Habitat Stamp General Grant Narrative**

1. Description of the Proposed Project: Proposed Action
2. Description of the Proposed Project: Proposed Site Location
3. Description of the Proposed Project: Wildlife Species to be Benefited
4. Project Justification
5. Project Site Description
6. Future Management Plans (including hunting)
7. Reservation or Easements on Project Site
8. Agreement or Arrangements with other Agencies or Organizations
9. Actual or Potential Incompatible Uses or Activities on the Project Site

### **Minority Impact Statement**

1. **I have reviewed the Iowa Code Section 8.11 defining “Minority Persons”**  
“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.
2. **Please choose the statement that pertains to this grant application.**  
Complete all the information requested for the chosen statement.  
*\* This question has conditional follow-up questions.*
3. **I hereby certify that the information on this form is complete and accurate, to the best of my knowledge.**

### **Media**

1. Applicants can provide up to 1-5 additional items for upload. Allowed Media Types:
  - a. Images (up to 5 MB each)
  - b. Video (Up to 250 MB each)

- c. PDFs (up to 10 MB each)

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.

For all attachments that may be media related please review the SlideRoom Requirements for file sizes.

[https://help.liaisonedu.com/SlideRoom\\_Applicant\\_Help\\_Center/Completing\\_Your\\_SlideRoom\\_Application/03\\_Working\\_with\\_Your\\_Portfolio](https://help.liaisonedu.com/SlideRoom_Applicant_Help_Center/Completing_Your_SlideRoom_Application/03_Working_with_Your_Portfolio)

If you have difficulties uploading video, please contact the SlideRoom Helpdesk.

[https://help.liaisonedu.com/SlideRoom\\_Applicant\\_Help\\_Center](https://help.liaisonedu.com/SlideRoom_Applicant_Help_Center)