

**Wisconsin Department of Natural Resources**  
**Project Narrative, Budget Narrative, and Budget Justification**  
**DNR Grant Program: FILL IN NAME OF GRANT PROGRAM**  
**Subaward to: FILL IN NAME OF SUB RECIEPIENT**

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**PROJECT NARRATIVE**

**Project Title:** Include a descriptive title for THIS project that will be consistently used.

**Anticipated Project Start date:** date – (should be at least 1 year from application date)

**Anticipated Project Completion date:** date

**Geographic Location:**

Be as descriptive as possible. At a minimum County, Town – Range – Section – QQ; GIS coordinates/datum, and street (i.e., google map) addresses.

**Need**

Only needs to be about a paragraph. The NEED should:

1. explain the problem or issue at-hand that needs to be addressed;
2. provide evidence of the need – think statistics and data; and
3. identify how the proposed project will address the need;
4. explain what will happen if we DON'T do this project

**Purpose**

Can be a single sentence: The purpose should state the desired outcome based on the need. This may feel redundant, but that's okay. The purpose and need should be very tightly linked.

**Objective**

If more than one objective, list separately

Action Verb + Unit of Measurement + Target

(Action Verb?) \_\_\_\_\_ (how many?) \_\_\_\_\_ (Who or what?) \_\_\_\_\_  
\_\_\_\_\_ (by when?) \_\_\_\_\_

EXAMPLE - Construct 1 transient dock by December 31, 2022

**Approach**

THIS IS THE HOW SECTION - This part needs to include specific actions or efforts the you will take to achieve the objective defined above; timing, size, location, dimensions, new vs. a repair, etc. Things to consider include – who will be doing what, engineering, permitting, planning, construction details, future management and follow up work once completed, etc. The approach needs to include these four areas. Separate by objective if applicable

*Location and Site Characteristics:* In this section, give more detail than in the location above including topography and current development.

EXAMPLE

*City will construct new transient docking that will be installed on the river within the boundaries of the property. It sits at the northern edge of the property along the western shore of the river. The property has level topography and includes restrooms and parking.*

#### **Specifications:**

Explain the major elements of the project. List where the information comes from, include sizes, materials being used, etc.

#### **EXAMPLE – (not a BIG eligible project)**

*The following preliminary specifications are based on information from the Parks Department:*

- The pier will be a “T” shape with a 6 x 20’ concrete shore interface, 6 x 20’ decked approach, and 10’ x 20’ platform. The pier will accommodate approximately six anglers at a time on the platform.*
- The frame will be constructed with square tubing forming a 10” truss frame. The frame will be anchored with 2 1/2” ID, 3” OD sch 40 spud poles, with caps.*
- The frame will be decked with 2x6” treated wood. Railings, bench seats and tackle box shelves on the approach/platform will be constructed of treated wood.*
- The approach and platform will include floatation to allow the pier to accommodate changing water levels.*
- Shoreline improvements will include an accessible gravel walkway between the concrete shore interface and the existing parking lot.*

**Design/Engineering:** Describe if there are final design plans or when they will be complete and who will be doing them.

**Project Management:** Describe who will manage the project.

**Post-Grant Operation & Maintenance:** Describe who will operate and maintain the project once complete.

#### **Results and Benefits Expected**

List the results and benefits for each objective. Based on the need and objectives you defined above, what will be the final results and benefits of each objective? Think about place-based results and benefits (e.g. “Add two new public access points to Purple Monkey Wildlife Area” not general benefits such as “Improved outdoor recreation opportunities for the public.” Consider the following:

1. benefits to the natural resource,
2. benefits to users of a specific property or properties,
3. benefits to the local economy, or
4. other project-specific items.

#### **Useful Life**

For Construction projects with a value over \$10,000, state the life of the project being funded AND the method you used to determine it. If it was an engineer’s estimate, state that along with his/her name and place of employment. For any equipment (single item valued over \$5,000), state the useful life per manufacturer recommendations. The useful life is used for future monitoring requirements.

#### **Multipurpose Projects**

This should describe what activities are allowed at the property and how does it mesh with BIG funded activity of this grant award. The project should fall into one of the three groups:

1. Property is exclusively dedicated to BIG activities.

2. Property has multiple uses but primary purpose of the project is consistent with BIG – (ex. transient docking).
3. Property has multiple uses and project has been pro-rated because of this reason. This is the scenario that will require the most explanation.

If work under this grant is part of a larger project that will include additional funding sources and objectives, explain how the grant eligible component was determined (proration, direct cost for select components, etc) AND how the intended use will be ensured over time and not conflict with the other uses of the overall area. IF the facility seems like it will be realistically used for more than just the grant eligible purpose then the grant eligible cost will not be 100% - we will need to prorate or split out based on the situation / anticipated use.

### Timeline

Provide at least 3 points of reference for anticipated project progression, more if feasible. FWS will be using this information to track project progression. Season, or other relative time frame: [be general – seasons vs. months- define critical path and milestones.

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### EXAMPLE

*Period of performance is January 1, 2021 – December 31, 2022. The estimated timeline is as follows:*

- *Winter 2021-2022: Finalize design*
- *Spring 2022: Advertise for bids and secure a contractor to perform the work*
- *Summer-Fall 2022: Construction and installation of pier including approach*
- *Winter 2022: Complete any remaining construction activities; close-out project*

### BUDGET NARRATIVE

#### Project Expenditures:

Only include costs below that will become part of THIS grant; do not include-portions of match sources that are being applied to a different grant. ROUND TO WHOLE DOLLARS

#### Cost share split:

Total Project Cost (for grant purposes)	Federal Grant Share	Match Contribution- Cash	Match Contribution- Donation	Match Contribution- Other
\$	\$	\$	\$	\$
100%	%	%	%	%

Describe the match sources other than cash. Remember that Fed dollars **cannot** be included as matching funds, and that any match claimed towards this grant cannot be used as match for any other Fed grant, unless specifically authorized by the other Fed grant program.

#### Program Income:

Describe if you will be charging a fee to use this development or earning money as the result of this grant work; while the grant is still open? If the you will be charging a fee while the grant is open, then it is Program Income and has to be explained here. Provide the rate of use, charge per use, and provide an estimate of the annual revenue anticipated.

**Pre-award costs:**

This would include any design/engineering costs that would occur before the start of the grant period. Note that FWS will NOT approve actual construction or implementation as pre-award costs. Explain what the cost is for, the anticipated amount, and date expenses incurred.

**Equipment that costs \$5000 or more that are part of this grant:** List equipment – brand, model, cost, useful life, and justification for useful life.

**BUDGET JUSTIFICATION:**

**Budget Details:**

Item Description	Quantity	Component Cost	Total	Grant Eligible %	Eligible \$
TOTALS					
				Grant \$	

Fill out the table below.

Budget Class Category	Cost
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Construction	
Other	
Total Direct Costs	
Indirect Costs	
Total	