

2026 Summer Tribal Youth Program Guidance

January 2026



Bureau of Community Financial Assistance
Wisconsin Department of Natural Resources

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Statutory Authority for Summer Tribal Youth Program

Created during the 2013 Legislative Session (2013 Wis. Act 20), enabling legislation for this program reads as follows:

Section 23.09 (27), Wis. Stats.

SUMMER TRIBAL YOUTH PROGRAM. The department may, in partnership with any of the federally recognized American Indian tribes or bands domiciled in this state, establish a summer program that provides members of the tribe or band who are 13 to 19 years of age with an opportunity to work on projects related to the conservation of natural resources. The department may not provide funding that exceeds 50 percent of the eligible program costs. The tribe or band shall be responsible for the remainder of those costs.

Part I. Eligibility

Federally recognized American Indian tribes or bands domiciled in the state of Wisconsin are eligible applicants. Eligibility may be suspended if the terms and conditions of a previous grant award were not met in accordance with the grant agreement. In this situation eligibility may be reinstated once compliance with the previous grant agreement is achieved, or as approved in writing by the DNR STYP Team.

Part II. Annual Program Timeline

JANUARY	DNR outreach to Wisconsin tribes and bands about upcoming grant cycle opening.
MARCH 1	Tribes and bands to submit grant applications to the DNR.
MARCH 1	Tribes and bands to submit Grant Closeout Package and end of year Final Report to the DNR for grant awarded in the prior year.
APRIL 15	DNR to mail grant agreements to tribes and bands.
MAY 1	Tribes and bands to return signed grant agreements to DNR.
MAY 15	DNR to send out grant payment. *Pending application and closeout review and potential invoice fulfillment requirements.
JUNE 1 THRU SEPTEMBER 1	Tribes and bands complete projects. Submittal of any necessary Change Orders are accepted during this time.
Note: Dates that fall on non-business days are moved to the next business day.	

Part III. Source of Grant Program Funds

Wisconsin Statutes identify General Purpose Revenue (GPR) as the funding source for grants under this program. See s. 20.370(5)(fc), Wis. Stats. The current annual GPR allocation is \$250,000.00. Funds are allocated for each of the eleven tribes/bands in Wisconsin. Current allocation = $\$250,000/11 = \$22,727$ per tribe/band.

Funding Distribution If all tribes and bands apply by the deadline and the total of all grant applications is **greater than** \$250,000, then all applying tribes will receive the amount of their request not to exceed \$22,727. (\$250,000 divided by 11 tribes = \$22,727.27/tribe, rounded to \$22,727.00.) Any grant balance remaining will be divided equally between those tribes requesting more than \$22,727.

If the total of all grant applications is **less than** \$250,000, then Department staff may contact applying tribes and bands to allow for application adjustments to request additional funding OR to allow tribes or bands to submit a second application. If the new total of all grant applications is still less than \$250,000, then each applicant will receive the amount of its application. If the new total of all grant applications is greater than

\$250,000, then all applying tribes and bands will receive the amount of their request not to exceed \$22,727. Any balance remaining will be divided equally between those tribes/bands requesting more than \$22,727.

Part IV. State Cost Share and Local Share

State Cost Share The Summer Tribal Youth Program operates on a cost-share basis. Wisconsin Statutes prescribe that grant funds provided under this program may not exceed 50% of total eligible project costs. That means the DNR is limited to award no more than 50% of total eligible project costs.

Participating tribes or bands can choose to request less than 50% of total eligible project costs from the DNR. The balance of project costs (called local share or 'match') is the responsibility of the participating tribe or band.

Local Share Tribes and bands participating in this program agree to contribute at least 50% of total eligible project costs from a combination of non-state funds or in-kind contributions. If a tribe or band requests a grant for less than 50% of total eligible project costs, the portion not paid by the DNR grant will be paid by the tribe.

Examples of non-state funds that may be used as local share include tribal gaming proceeds, foundation grants, or Federal grants. The local share may include cash expenses, in-kind contributions, and indirect expenses as defined in Table 1, Eligible Project Costs below.

The state cost share is the grant award amount and will be identified on the DNR grant agreement along with the local share.

Part V. Eligible Projects

Summer programs are intended to provide members of the tribe or band who are 13 to 19 years of age with an opportunity to work on projects related to the conservation of natural resources. Tribes and bands have flexibility to design projects that suit cultural needs, location, resources, and youth. All projects must promote student knowledge of natural resources careers.

Tribes and bands are encouraged to discuss project concepts with a DNR Summer Tribal Youth Program (STYP) team member before applying. See page 1 for list of STYP team members. Members of the DNR STYP team will guide tribes and bands regarding project and cost eligibility.

Part VI. Eligible Project Costs

Eligible project costs must be reasonable and necessary to complete the grant project. Eligible project costs may include cash expenses and in-kind contributions donated to the project. Table 1 below lists types of eligible project costs. Note that indirect costs and

in-kind contributions are only eligible as the local share match. Indirect costs and in-kind contributions should be recorded as 'Donated' in the application budget detail to document these items as project costs eligible as match only.

Table 1. Eligible Project Costs			
Project Costs	Local Share	Description	Notes
X	X	Salaries, wages, and fringe benefits for tribal employees associated with planning or implementing the STYP.	Includes planning that may occur prior to the STYP as well as administrative work prior to, during and after the STYP.
X	X	Youth stipend/salary	
	X	Indirect costs, defined as costs for activities or services that benefit the Summer Tribal Youth project.	Examples include labor cost for director or staff of an organization that is working with the STYP.
X	X	Cost of purchased services – examples: printing, mailing, room rental	
X	X	Cost of office space dedicated to this program	Cost per square foot for the months of the project
X	X	Cost for program recruitment and materials	
X	X	Hourly equipment rental charges	Limited to the time the equipment is in use solely for the STYP.
X	X	Vehicle/equipment rental costs	Limited to WI DOT rate or, if no WI DOT rate is available, daily market rate. If not used solely for STYP, costs should be prorated. (Example: Daily market rate \$60, divided by 8 = \$7.50 x 2 hours use = \$15.00.

X	X	Mileage for transportation of students/staff associated with STYP activities.	Current State of Wisconsin reimbursement rate: <ul style="list-style-type: none"> • Automobile, \$0.51 • Handicapped Equipped Van, \$0.68
X	X	Boat Daily rental/reimbursement rate	Motorized Boats = \$80 per day Pontoon = \$200 per day Kayaks/canoes = \$35 per day
X	X	Training costs	Costs associated with either tribal employees working on the project or youth participants.
X	X	Construction, garden supplies and materials associated with the STYP.	
	X	In-kind/donated contributions: non-cash contributions to the project, including supplies, materials, equipment, services or labor that are reasonable and necessary for the project	In-kind contributions are valued based on what the grantee would pay for similar supplies, materials, services, equipment, or labor based on existing contracts, schedules, or on the open market
X	X	Cost of meals for students and leaders while traveling. See IN STATE/OUT OF STATE meal costs below. Breakfast \$11.00/\$12.00 Lunch \$13.00/\$18.00 Bag Meal \$5.00/\$5.00 Dinner \$24.00/\$28.00 Allowable Gratuity Rate 18%	Amount may not exceed State of WI reimbursement rates as shown. Receipts not required. Each meal type (not individual meals) should be reflected on a separate worksheet line.

In-Kind Contributions (Donated Value) In-kind contributions are goods and services supplied (donated) to a grant project at no charge to the grant project. The value of in-kind contributions may constitute part of the local share of the project and are categorized as 'donated value' in the application budget and at the time of Grant Closeout. In general, if an item is eligible as a cash expense it may also be eligible as in-kind match making up part of the local share of a project.

Examples of in-kind/donated contributions include:

- ☐ Time spent by tribal employees on the project that are paid by tribal funds (also

- called “Force Account” labor.)
- ☐ Volunteer labor (valued at \$12/hour). Documented on form [8700-349A](#), or substantially similar documentation.
 - ☐ Donated professional services (value to be set by invoice or in letter from donating company.) Documented on form [8700-350](#), or invoice or letter from donated company.
 - ☐ Donated supplies and materials. The value is based on the purchase price declared by the donor in writing; an itemized receipt from the donor is also acceptable.
 - ☐ Donated equipment (defined as individual item valued at \$5,000 or more) owned by tribe or third-party donor. The WI Department of Transportation (WisDOT) Highway Maintenance Manual rates are used to establish the rate for use of donated equipment. See WisDOT “Classified Equipment Rates” and “Non-Standard Rates” in Chapter 02 - Administration, section 25 – Cost-Invoicing: <https://wisconsin.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02.aspx>. If equipment is owned by the tribe/band, only hours the equipment is actually in use can count toward local share. If equipment does not appear in the WisDOT Highway Maintenance Manual, tribe or band shall determine value using local rental rates. Documented on form [8700-362](#), or substantially similar documentation.
 - ☐ Other costs approved by the DNR.

Note: In-kind donated value is used to bring the state share up to, but not exceeding, the cash costs for the project. Funding may not be distributed above the actual cash expenses.

Part VII. Ineligible Project Costs

There are certain costs that may be required as part of the project but are not eligible costs under this program. Ineligible costs include, but are not limited to:

- ☐ **Gasoline**
- ☐ Repairs to equipment
- ☐ Fees or any costs associated with Wildlife Rehabilitation, includes but not limited to, the care or treatment to an orphaned, sick or injured wild animal for the purposes of releasing it back into the wild
- ☐ Costs incurred prior to the date on which the DNR signs the grant agreement will not be eligible, except for staff time needed for planning the project and preparing the grant application.

Part VIII. Grant Application

Interested tribes and bands must apply on forms provided by the DNR. Applications may be obtained from the following DNR web page:

<http://dnr.wi.gov/aid/styp.html>

Applications must include a budget estimating total project costs. The state cost-share (grant request amount) and local share are calculated based on the 50% state cost-share

rate, unless a lesser state cost-share percentage is requested. Application deadlines will be posted on the Department's Summer Tribal Youth Program website for the application submission deadline of March 1 each year.

Application tips:

- The Department encourages STYP to include both male and female youth.
- The Department encourages STYPs that include cross-cultural interactions.
- Youth involved in the program should be encouraged to create end of program presentations to share their project experiences with Tribal Council and/or elders and/or perspective future STYP students.

Part IX. Application Instructions

Participating tribes and bands must submit a complete application no later than March 1 each year. Complete applications may be emailed to the STYP Grant Manager or mailed to their attention with a postmark date no later than March 1. Emailed applications are preferred.

Each application MUST include the following:

1. Completed DNR **Application Form** 8700-347 <http://dnr.wi.gov/aid/styp.html>
2. An **estimated budget** for project using DNR form: <http://dnr.wi.gov/Aid/documents/STYP/BudgetSheet.xlsx?p=q>
3. **Goals and measurable objectives** for the project
4. **Authorizing Resolution** adopted by the tribe's or band's governing body. This resolution must request financial assistance from the DNR and authorize one representative, preferably identified by title rather than name, to act on behalf of the tribe or band to:
 - a. Submit a grant application and affirm that the tribe or band has sufficient local share for the project.
 - b. Sign a grant agreement from the DNR.
 - c. Take necessary action to complete the proposed project.
 - d. Submit Grant Closeout Package to verify expenditure of grant award.
 - e. Submit a *Final Report* to the DNR.

Part X. Application Review

Applications are reviewed for completeness. Incomplete applications are not grant eligible. Complete applications will be reviewed by the DNR STYP Team to ensure that all objectives are consistent with program requirements. The DNR STYP Team will also review the estimated budget to ensure that requested items are eligible under this program, provide sufficient detail, and are consistent with the objectives of the project.

Part XI. Grant Award and Grant Agreement

Once the DNR STYP team has approved an application, the DNR Grant Manager will

prepare the cover letter and grant agreement. The Director of the Bureau of Community Financial Assistance signs grant agreements for the DNR.

By April 15 each year, when there is available funding, the Department will mail or email the award letter and grant agreement to successful tribe or band applicants. The grant agreement will detail the approved project scope, time period for the project, and approved budget. Approved projects must take place during the summer of the application year.

Tribal representatives are encouraged to read the entire grant agreement carefully as it contains conditions that govern the project. By signing the grant agreement, a tribe or band is agreeing with scope and all conditions in the grant agreement.

Successful applicants must sign the grant agreement and return a copy to the STYP Grant Manager no later than May 1. The tribe should retain a copy of the executed agreement in their grant file.

Costs incurred prior to the date on which the DNR signs the grant agreement are not considered eligible costs, except for staff time needed for planning the project and preparing the grant application.

Part XII. Grant Award Payment

The Grant Manager will provide grantees with 100% advanced grant payment once a signed grant agreement is received, and funds encumbered.

Part XIII. Documentation

Grantees will use fiscal controls and accounting procedures based on generally accepted accounting practices.

Grantees must:

- ☐ Establish a **separate account for grant funds** received from the DNR. Co-mingling of STYP grant funds with other tribal funds is not allowed.
- ☐ **Track STYP project expenditures** separately from all other tribal expenditures.
- ☐ **Itemize all project expenditures** in sufficient detail so that the exact nature of the expenditure is clear in the Grant Closeout Package submitted to the DNR. Grantees will cross-reference each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, cash register slip, etc.
- ☐ For each itemized expenditure **submit “proof of payment”** to the DNR STYP Grant Manager as part of the complete Grant Closeout Package. A copy of a cancelled check is one usual form of proof of payment. If your bank does not return canceled checks, a copy of the front of the check and a copy of the bank statement with

withdrawal amount from bank account highlighted is an acceptable substitute.

- ❑ **Maintain payroll vouchers** for salaries and wages. The Department will accept a payroll report for employees that code their time to a specific STYP time code/task ID OR a general payroll report showing the names of employees, the hours spent on the project, project activities undertaken, and the gross amount of salary paid to each employee. The statement must be verified by the tribal official responsible for the project and the responsible position identified in the authorizing resolution. **Copies of the daily timecards DO NOT NEED TO BE SUBMITTED**; however, they should be retained by the tribe for their grant file and made available upon request.
- ❑ Itemize actual **fringe benefits** paid as part of direct labor costs.
- ❑ Maintain daily records of existing **tribal equipment that is used** on the project. These daily records must show the type of equipment used, actual hours of the use, and type of work for which the equipment was used. The time equipment is at the job site but not in use (idle time) is not an eligible cost.
- ❑ For **equipment such as trailers, trucks, etc., allowable rates** are established annually in WisDOT Highway Maintenance Manual rates. See WisDOT “Classified Equipment Rates” and “Non-Standard Rates” in Chapter 02 - Administration, section 25 – Cost-Invoicing: <https://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02.aspx>. If equipment is owned by the tribe/band, only hours the equipment is actually in use can count toward local share. If equipment does not appear in the WisDOT Highway Maintenance Manual, tribe or band shall determine value using local rental rates.

Part XIV. Grant Closeout Process

The grantee should submit the Grant Closeout Package to the DNR by March 1 following the year in which the grant award was made by the DNR.

It is strongly recommended that tribes and bands participating in this program track project expenses on the Grant Payment Worksheet, Form 8700-002 throughout the project period; doing so will streamline completion of the Final Report.

Each Grant Closeout Package must include:

- Grant Payment Worksheet
- Form 8700-002
- Supporting documentation that includes proof of purchase and proof of payment. Example of a proof of purchase is an invoice from a company for purchase and delivery of waders for student use. Example of proof of payment is copy of cancelled check (both sides) used to pay the company for the waders.

Once received, the DNR STYP Grant Manager will review the Closeout Package for completeness and compliance with the project grant agreement. This review includes ensuring

that the costs claimed were for items included in the scope of the project, costs are within the grant agreement time period, costs meet the eligibility requirements of the program, and that sufficient local share has been provided.

In the case where paid grant funds were not fully utilized, the grantee will be invoiced for the difference.

Failure to submit a Grant Closeout Package or pay any invoiced amount will result in the grantee being ineligible for future STYP grants.

Part XV. Grant Agreement Amendments

Grant awards are written to allow the Grantee to complete their project within the calendar year in which funds are awarded.

Grantees may, before December 31 each year, request a change in project scope if the grantee encounters circumstances that make the original project scope unachievable. As projects must be completed within the calendar year that funds are awarded, grantees are encouraged to require project scope changes as early in the year as possible.

Grantees may also request additional grant funds in their Grant Closeout Package if:

- ☐ Project expenses are greater than the total eligible project cost listed on the signed grant agreement and those costs are essential to the successful completion of the project.
- ☐ The DNR has grant funds available to award.

Requests for scope change or additional grant funds may be made by grantee in writing to DNR STYP Grant Manager.

Part XVI. Records Retention

Any tribe or band participating in this program shall retain all records related to project implementation and make those records available to the Department upon request for a period of 6 years after the date that final payment is issued by the DNR.

Note: Electronic copies of records are sufficient to meet Department requirements as long as accessibility of the format is maintained for the life of the record.

Records to be retained may include, but are not limited to:

1. Copies of all employment agreements with participating students.
2. Copies of Proof of Payment including cancelled checks (front and back) that support claimed costs. If the bank does not return cancelled checks, a copy of the bank statement is acceptable.
3. Copies of Proof of Purchase, including invoices from any vendor that support eligible costs being claimed.
4. Actual records demonstrating usage of existing tribal equipment and value of that equipment based on *WisDOT Highway Maintenance Manual*. These records should be kept on a daily basis and show the date, hours used, and project function for

which the equipment was used.

5. Actual records supporting the hours worked by individuals other than students on the project. These records should be kept on a daily basis and show the dates, hours worked, hourly rate, and work activity of each individual claimed.
6. Actual records of donated volunteer labor showing days and times worked and names of volunteers.
7. Actual records of donated professional labor as determined by letter by the donor on business letterhead.
8. Actual records of donated materials used for the project and value of materials determined by current market prices.
9. Actual records for donated equipment used for the project, showing dates and hours worked, type of equipment, and hourly value of the equipment as determined in *WisDOT Highway Maintenance Manual* or by local rental cost if equipment does not appear on *WisDOT Highway Maintenance Manual*.

Part XVII. Disposition of Supplies or Equipment Purchased with STYP Grant

Supplies: When supplies are outdated, worn out or no longer useful for the original or future Summer Tribal Youth Program, the tribe or band shall maintain a record of the disposition of the excess or surplus supplies in accordance with a proper record retention schedule identified in Part XVI above.

Equipment: When original or replacement equipment acquired with funds from a Summer Tribal Youth Program grant *is no longer needed* for the original or future project, disposition of the equipment shall be as follows:

- If current per-unit fair market value *is less than \$5,000*, the equipment may be retained, sold, or otherwise disposed of with *no further obligation* to the DNR.
- If current per-unit fair market value is \$5,000 or greater, the equipment may be retained or sold. If sold, 50% of sale proceeds shall be returned to the DNR STYP Grant Manager.

The grantee shall follow the following procedures for the transfer, sale, or disposal of surplus and salvage equipment.

- ☐ Sale to the public by one of the following:
 1. Competitive bid
 2. Public auction
 3. Open negotiated and documented sale
 4. Offer to the public at a fixed sale price
- ☐ Donation to a verified nonprofit organization as defined in s. 181.0103(17), Wis. Stats., organized under ch. 181, Wis. Stats.
- ☐ Sale for salvage value
- ☐ Scrap for no or limited value
- ☐ Transfer of sale of property to another qualifying grant recipient

Direct sale to State of Wisconsin employees is prohibited unless items are sold at announced public sales or auctions.

Important Links

- Summer Tribal Youth Program Website: <https://dnr.wisconsin.gov/aid/STYP.html>
- Grant Application Materials
 - Summer Tribal Youth Application form 8700-347:
<https://dnr.wi.gov/files/PDF/forms/8700/8700-347.pdf>
 - Budget Detail: <https://dnr.wi.gov/Aid/documents/STYP/BudgetSheet.xlsx?p=q>
 - Sample Authorizing Resolution:
<https://dnr.wi.gov/Aid/documents/STYPresolution.pdf?o=n>
 - Sample Goals and Objectives:
<https://dnr.wi.gov/Aid/documents/STYP/SampleGoals.pdf>
- Grant Closeout Package Materials
 - Grant Payment Worksheet Form 8700-002:
<https://apps.dnr.wi.gov/doclink/forms/8700-002.pdf>
 - Mileage Log, Form 8700-012: <https://dnr.wi.gov/files/PDF/forms/8700/8700-012.pdf>
 - Volunteer Labor Form 8700-349A:
<https://dnr.wi.gov/files/PDF/forms/8700/8700-349A.pdf>
 - Donated Professional Services Form 8700-350:
<https://dnr.wi.gov/files/PDF/forms/8700/8700-350.pdf>
 - Donated Equipment Use Form 8700-362:
<https://dnr.wi.gov/files/PDF/forms/8700/8700-362.pdf>
 - DOT Equipment Rates (see Ch. 2, sec 25, Classified Equipment Rates and Non-Standard Rates): <https://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02.aspx>
 - Sample Student Review:
<https://dnr.wi.gov/Aid/documents/STYP/SampleReviewForm.pdf>