



Funded Non-Infrastructure Project Management Policy

Updated March 2024

Policy: The Commission requires additional application and contract guidance and long-term review and support systems for Connecting People to the Outdoors projects. Focus non-infrastructure Legacy projects on programming, access improvements, and recreation equipment.

Applications – Implementation agencies should include clear outcomes in their CPO applications, similar to the level of planning detail required for a park or trail project. Applications shall include adequate preliminary plans to judge project efficacy. Application details should include detailed maps of the geographic space to be impacted or improved, program or event educational objectives, number/characteristics of people served, clear implementation timelines, program models or best practices used, detailed budgets, long-term sustainability or management plans, and other parameters that help define the outcomes and long lasting impact of the project.

Grant Contract Requirements - Final design/work plans are to be submitted after any award if required for inclusion in the grant contract, similar to infrastructure projects. Final design/work plans should include detailed work plans on the programs or events to be implemented, detailed marketing plans, etc. All CPO equipment grants shall include a minimum of 12 free use days during a calendar year, with at least six of the days falling on a Saturday or Sunday. For seasonal equipment there is a minimum of six free use days during the season, with at least three taking place on a Saturday or Sunday and no more than one day in either early or late season. Commission requirements for contracting will vary on a case by case basis.

Ongoing Management Plan – At the conclusion of the grant, the implementing agency for this type of project must also provide a detailed plan for continued management of the program or project for the expected lifetime of the investment. For example, detailed timelines, budget and techniques for programs and events; detailed budget, responsibility and outcomes for at least 5 year event or programming sustainability; and replacement schedules and budgets for recreation equipment through at least the first life cycle (typically 10 years). An initial plan should be submitted with the application, with a final modified plan submitted with the final report.

Contract Management – The DNR will continue to provide contract oversight for all grant contracts. For non-infrastructure CPO projects, clear guidance on eligibility and conditions for various project expenses should be written into the contract. Additional reporting requirements documenting key implementation steps may also be necessary. Firm documentation requirements for final reporting may include survey results, photographs, media stories, etc. as well as the traditional invoicing and budget.

Data Collection and Sharing – The Commission may determine a list of data tracking requirements for the project, to be submitted in report or other formats. Surveys tracking quantitative and qualitative user data can be gathered during events or programs. Documenting techniques and outcomes for marketing and other programmatic or non-programmatic projects can help show a link between that activity and its level of success, resulting in support for or modifying the activity in the future. This information can then be shared with other agencies through the Commission and its partners as an educational and planning service.

Ongoing Review and Support – Commission staff will be involved in oversight of all intermediate and final review reporting and approvals for non-infrastructure projects, with leadership responsibility for post-project sustainability oversight. Post-project sustainability reporting and site visit requirements will be determined and agreed upon at the conclusion of the grant contract. Periodic (typically annual) site reviews and reports, including during active programming, should be conducted to enhance communication and accountability.

For equipment utilized year-round a report on the number of “rentals” utilized on free use days is required by January 5 each year the equipment is in use. The report should include the users age or age range and zip code. For seasonal equipment the report is required no later than 30 days after the last day of the season and should include the users age or age range and zip code. Failure to submit this report will result in the inability to apply for future Legacy grants.

Future Project Eligibility – Failure to complete reporting requirements, maintain improvements, programming or equipment, or otherwise fulfilling key components of an implementation plan may result in the Commission imposing a moratorium on future grant awards until the situation is agreeably rectified.

Modified 3/27/2024