



February 17, 2026

► **REQUIRES IMMEDIATE ACTION** ◀  
**Acquisition and Development of Local Parks**  
**Grant# SADLP6-26-1489**  
**Grant Amount: \$56,400.00**

Isabella Naughton, Recreation Manager  
Village of Elm Grove  
13600 Juneau Blvd  
Elm Grove, WI 53122

Dear Ms. Naughton:

Congratulations! On behalf of the Governor, the Department of Natural Resources is pleased offer you a grant contract for financial assistance for the following project: ***Elm Grove Park Northern Boardwalk Connection.***

Please review the contract. Both copies should be **signed by an authorized official and notarized**. Please return one original signed contract **within 30 days of this letter's date** to Ellie Crabb at the Department of Natural Resources, Community Financial Assistance, 101 S Webster St, Madison, WI 53701. Funds will be obligated to the project when the signed contract is returned. **The second signed and notarized original of the contract should be kept in a safe place for future reference, until the completion of the project scope as described on page one of the contract.**

Please read the items checked below. They apply to your project and grant award.

**Grant Award Time Period: January 1, 2026 through June 30, 2028.** All project activities must occur within this time period to be eligible costs for reimbursement.

**Advance or Reimbursement Check:** Your advance or reimbursement will be a mailed check or **made by ACH payment** to Village of Elm Grove, Isabella Naughton, 13600 Juneau Blvd, Elm Grove, WI 53122. This is the payment recipient that appears in our records. If the contact for this grant changes, please contact your regional project manager.

**Changes to the approved project scope, project time period, and/or project financial assistance (budget)** may not be made without prior approval from the Department.

**For Development projects, you are entitled to a project advance of: \$28,200.00**

This advance payment is made available to you to cover costs you may incur in the initial stages of your project. The advance payment is equal to 50% of the state cost sharing assistance. *If you wish to request the advance payment, please check the box provided on the last page of the contract.*

Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding. DNR guidance on this topic can be found by going to:  
<http://dnr.wi.gov/Aid/documents/ProcurementGuide.pdf>

**IMPORTANT: Once the project is complete, the enclosed grant contract must be recorded (with County Register of Deeds) against the property's title (location of project site) in order to process your final reimbursement request. Please check with your regional project manager (Ellie) near completion of the**

**project to determine if the project reflects the scope of work as completed before recording with the County Register of Deeds.**

Reimbursement claim forms and/or financial administration information can be found by going to: <https://dnr.wi.gov/files/PDF/forms/8700/8700-001.pdf>. Please submit reimbursement claim forms for your project to Ellie.

Please contact Ellie at [ellie.crabb@wisconsin.gov](mailto:ellie.crabb@wisconsin.gov), if you have any questions about your grant award or the reimbursement procedures. The Department is pleased to have the opportunity to participate with you on this project.

Sincerely,



Pam Rood  
Grant Manager  
Bureau of Facilities and Lands

Enclosure(s)

C: Ellie Crabb – GEF 2