

Surface Water Grant Application Instructions

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I. BEFORE YOU START

How to Prepare

Before completing your application, thoroughly review the application guidelines and talk with your regional Department of Natural Resources (DNR) Surface Water Coordinator [AIS/Lake/River Coordinator and/or Environmental Grant Specialist](#).

Is your Organization Eligible for a Grant?

Counties, towns, cities, villages, tribes, sanitary districts, protection and rehabilitation districts, and school districts working with another eligible sponsor are automatically eligible. If your organization is other than those listed above and you are a first-time applicant, you must complete and submit an *Organizational Application form*: [\(#8700-226 for Lake Management Organizations, #8700-287 for River Management Organizations, or #8700-290 for Nonprofit Conservation Organizations and Qualified Non-profit Conservation Organizations\)](#), preferably well ahead of the grant application deadline.

II. APPLICATION SUBMISSION DEADLINES

If mailing application, deadline is determined by postmark date.

No Deadline	<ul style="list-style-type: none">• AIS-Early Detection and Response Projects• AIS-Maintenance and Containment Projects
December 10 th	<ul style="list-style-type: none">• Lake Management Planning• Lake Classification & Ordinance Development• AIS-Education, Prevention and Planning Projects• River Management Planning

February 1st	<ul style="list-style-type: none"> • Lake Protection • AIS-Established Population Control Projects • River Management Protection
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III. WHERE TO SUBMIT COMPLETED APPLICATIONS

Email: DNRSURFACEWATERGRANTS@wisconsin.gov (preferred)
 Mail: PO Box 7921, Madison, WI 53707-7921 or
 Drop off: 101 S Webster St, Madison WI 53707

The complete application includes the surface water (lakes/rivers/AIS) application form and all attachments required for the type of project for which you are applying. Contact your regional DNR AIS/Lake/River Coordinator or Environmental Grant Specialist if you have questions or need clarification on any requirement.

Instructions for Emailing Surface Water Applications:

- **Step 1:** Open the [Surface Water Application](#).
- **Step 2:** Save the blank application to your computer.
- **Step 3:** Fill out the application using [Adobe Acrobat reader](#).
- **Step 4:** Save the completed application to your computer.
- **Step 5:** Complete, print, sign, scan and save the [Authorizing Resolution](#) as a PDF.
- **Step 6:** Complete support documentation specified in Section 6 and save as scanned PDFs or Word files.
- **Step 7:** Open your email and create a new email to: DNRSURFACEWATERGRANTS@wisconsin.gov
- **Step 8:** In the Subject line of your email enter the type of grant that you are applying for, the county where the project is located, and the applicants name (reference section 1 of the application for grant name types). **Example: (Large Scale Planning, Oneida Co., Eagle River Lake Association).**
- **Step 9:** The application materials should be saved in PDF format, and not exceed 15 megabytes (MB) in size. Only the completed application form and support materials specified in Section 6 will be accepted. If email size (including attachments) exceeds 15 MB, send documents in multiple emails.
- **Step 10:** All applications must be received on or before the application due date.

IV. INSTRUCTIONS BY SECTION

Section 1: Application Type

Check the box next to the project type that most closely describes the project you are proposing. Consult the [Surface Water Applicant Guide](#) for more information on the various grant programs.

Section 2: Applicant Information

Most of the application information requested is self-explanatory.

Project Title: Give a descriptive title for the project that includes the name of the waterbody and/or project area (60 character limit).

Applicant Name: Enter the organization, municipality or Tribal name.

Organization Type: Click on the dropdown arrow and select the appropriate type. Enter organization type (The applicant must be a county, city, village, town, tribal unit of government, sanitary district, lake district, hydroelectric corporation, other local governmental unit as defined in s. 66.299, Wis. Stats., school district, qualified lake association, qualified river management organization or qualified nonprofit conservation organization)

Authorized Representative Name and Title: The Authorized Representative must be the person whose name or position appears on an authorizing resolution ([Sample Authorizing Resolution](#)) approved by the applicant's governing body. Applicants are encouraged to designate a position, such as "County Conservationist", "Mayor", or "Treasurer" as opposed to naming a specific individual since this eliminates the need to approve and submit a new resolution, should staff within the designated position change. The Authorized Representative typically performs the following duties on behalf of the applicant:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

The Authorized Representative must be a member, employee, commissioner or board member for the sponsoring governing body or organization. **A consultant hired by the applicant may not be named as authorized representative for the project.**

Contact Representative Name: The contact person is the person the applicant designates to perform day-to-day management and coordination of the project. The contact person may or may not be the same person as the authorized representative. The applicant may choose to designate a consultant as the contact person.

Qualified Organization: If applicable, indicate Yes or No if you have been approved as a qualified organization. If no, you must apply to become a qualified organization before applying for or receiving financial assistance from the Department of Natural Resources under ss. 30.92, 281.68 and 281.69 Wis. Stats.

For Lake Management Organizations (LMO) & River Management Organizations (RMO) only: Include a completed Form [#8700-226](#) (Lake Association Organizational application) or Form [#8700-287](#) (River Management Organization).

Non-profit Conservation Organizations (NCO) and Qualified Non-profit Organizations (QNCO): contact the regional Environmental Grants Specialist to complete Form [#8700-290](#).

Section 3: Project Information

Waterbody Name: Provide the name of the waterbody where the project is located.

Proposed Start Date: If applying for grants with a December 10 deadline, the start date is Feb 15. If applying for grants with a Feb 1 deadline, the start date is April 15th.

Proposed Ending Date: The project end date must be either June 30 or December 31 of the year you plan to complete your project. Projects should last no longer than three years. All expenditures must be completed by the project ending date. Final reports and payment requests with supporting documentation must be submitted within six months of the project end date.

Project Area: Check the box that best describes the project area.

County: Enter the county where the project is located.

Public Access: Indicate with a **Yes** or **No** if there is public access on the waterbody where project is being proposed.

If yes, attach a map showing public access points. You can use the [Locational Finder](#) to create your map. The map should identify public and private boat launch facilities, parks, public swimming beaches, public fishing piers, platted access sites, road right-of-ways reaching the water's edge, and publicly owned lakeshore.

Note: Platted (map) public access sites are identified on original subdivision plat maps kept at town halls and can be found on tax parcel maps available from your county Lands Record Office. If you are unable to obtain access to these maps, please explain your good faith efforts to obtain public access information, and the problems you encountered.

If project area is an individual lake or river segment answer the next two public access questions.

Number of Public Access Sites: Indicate how many public access boat launches and walk-in sites are located around the waterbody.

Number of public Vehicle Trailer Parking Spaces: Indicate how many parking spaces are available at a public access site.

Laboratory Sample Analysis: Indicate **Yes** or **No** if your project will require water samples. If yes, indicate if the samples will be processed at the State Lab of Hygiene or another Certified Lab. If State Lab of Hygiene, work with your DNR AIS/Lake/River Coordinator to fill out the [State Lab of Hygiene project costs worksheet](#)

Pre-application grant scoping consultation meeting: Indicate **Yes** or **No**, if you have met with a [DNR AIS/Lake/River Coordinator and Environmental Grant Specialist](#).

Date of Contact: (at least 30 days prior to application completion): Enter the date of the meeting ___/___/___

Name of DNR Contact: Enter the name of the DNR AIS/Lake/River Coordinator and DNR Environmental Grant Specialist or Real Estate Specialist you met with.

State Assembly District Number: Enter the State Assembly District Number.

State Senate District Number: Enter the Senate District Number.

Directions for finding your State Senate and Assembly District numbers: Use the [Locational Finder](#) to find your State Senate and Assembly District numbers.

Minor Civil Division Name: Provide the name of the city/town/village where the project will be completed.

Legal Descriptions: Use the [Locational Finder](#) to determine the legal descriptions project location. If applying for River Management or Lake Protection Grant, provide the latitude and longitude and include in the legal description the quarter, and quarter-quarter section.

Section 4: If Lake or River Management – Federal Nonpoint Source Program Funding Eligibility

Some Lakes/Rivers projects may be able to access Federal Nonpoint Source Program (Clean Water Act Section 319) funds. To be eligible for these federal funds a project must meet all of the following requirements:

- The project is located upstream of an impaired water but in the same 12-digit hydrologic unit (subwatershed) as a water listed on the most current Section

303(d) list of impaired waters (for assistance see [Attachment A in the Targeted Runoff Management Grant](#) and [Impaired Waters 303\(d\)](#) layer and Federal Hydrologic Units layer),

- The project controls the same pollutants for which the impaired water is listed, and
- The project implements the goals and recommendations of an EPA-approved watershed-based plan that meets EPA’s “[9 key elements](#)”. (Refer to [Attachment B in the Targeted Runoff Management Grant](#) and link to map and plans at [http://dnr.wi.gov/water/9kemp/.](http://dnr.wi.gov/water/9kemp/))

Section 5: Cost Estimate and Grant Request

If your project has financial support from other organizations (school, town, county, nonprofit other management organization, etc.) list the organization’s name and identify the type of support (volunteer, cash, equipment, etc.) contributing to the overall project success and the amount of support.

Include proof of financial support/commitment from the organization(s) in the form of a letter of commitment and **attach letter of commitment** with application.

Indicate **Yes/No** if there are Federal dollars being used for the project.

Project Budget

A project budget is an estimated financial representation of the proposed statement of work. A proposal’s budget should demonstrate how the Sponsor will achieve the project’s objectives with an appropriate amount of resources. A budget should also demonstrate that the Sponsor’s costs are fair and reasonable. When submitted, a budget represents the Sponsor’s best estimate for the project’s costs. If awarded, the sponsor will be required to adhere to the budget’s structure for the life of the project. Therefore, the Sponsor must strive to make the project budget as accurate and complete as possible prior to submission. Once awarded, the Sponsor may seek the Department’s approval to revise a budget if the nature of the change does not significantly alter the scope of the project activity.

Project budgets include categories and activities associated within each category. Costs associated with each project activity should be included in the budget and can be shown as cash or donated values. Click on the +/- sign to add or subtract lines

Project Costs

The project costs are divided into four columns; Categories, Activity, Cash Costs and Donated Value.

Categories: Categories are defined as major cost classifications. You can use the default set of categories by clicking on the pop-up box icon to the right of the category column, or create new and edit existing categories.

Activity: List all activities within each category. Activities are aligned with the project objectives and are broken down by reimburseable expenses and sponsor's match. Click on the + sign to the right of the chart to insert lines and click on the – sign to the left of the category column to remove lines.

Cash Costs, are those costs the applicant expects to incur specifically for the project and will pay in cash, either out-of-pocket or with grant funds.

Donated Value, includes the value of donated labor, services and goods that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means.

Provide Detailed Breakdown of Costs for Each Category: Enter your projected costs for each applicable cost category, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value.

Common Cost Categories:

1. Administration: includes the cost of financial administrative cost and time for administering grant. Coordinate and oversee project staff/employees.
2. Associated acquisition costs: Enter the sum of eligible acquisition costs other than the value of the land or easement itself. Eligible costs include the cost of appraisals, land survey fees, required relocation expenses, land stabilization costs, title insurance, attorneys closing fees up to \$2,000, recording fees, historical and cultural assessments (if required by the department), baseline documentation (required for conservation easements), and the cost of environmental audits. Building demolition may be an eligible cost based on the degree to which the demolition contributes to lake protection or restoration. Ineligible costs include environmental clean-up costs, brokerage fees paid by the buyer, real estate transfer taxes, and any other cost not listed above as an eligible cost.

3. Consulting Services:

Cash Costs include the full cost of the consulting contract(s) for the project.

Donated Value includes the value of donated professional consulting services valued at the rate the professional person actually receives for similar work performed for pay and documented by invoice.

4. Depreciation on equipment: If you are purchasing equipment for the project, using equipment owned by the applicant, or accepting donations of equipment use, please consult with your regional DNR Environmental Grant Specialist for information on the lakes grant equipment depreciation and hourly use policy.
5. Donated equipment use: See number 4.

6. Donated services: Services of volunteer workers who are unpaid.
7. Land or easement acquisition value: Enter the certified fair market value of the land or easement that you intend to purchase. If you don't know the certified value because your appraisal has not yet been certified by DNR real estate staff, list the price indicated in the submitted appraisal. If all or part of the value of the land will be donated, enter the donated portion of the value within the Donated Value column, and the remainder, if any, within the Cash Cost column. Note: The cost of acquisition of any property that is subject to a reversionary right or has restrictions or covenants which would prevent the property from being managed for purposes consistent with this grant program is not an eligible cost.
8. Non-State Lab of Hygiene (SLH) laboratory costs: Enter on this line the costs of laboratory work at non-SLH laboratories. You must have prior approval from the DNR to use a lab other than the State Lab of Hygiene.
9. Permit costs: Costs of permits required for project purposes (the permit has to be related to a project implementation requirement). If a permit(s) is required for your project, submit the permit application to the DNR through the appropriate permit department. Any permit information included in the grant application packet will not be processed.
10. Purchased services:
 - 10 a. Printing and mailing:
 - 10 b. Other purchased services (specify):
 - 10 c. Plant material: Plant, seed, mulch and erosion control materials. Rock rip-rap for erosion control shall have prior approval from the DNR.
 - 10 d. Supplies (specify): Supplies are consumable items.
11. Salaries, wages, and benefits:

Cash Costs includes salaries, wages and employee benefits paid by the applicant to its own employees for work directly related to the grant project and documented by time sheets and payroll records.

Donated Value includes the value of labor donated to the project. The value of such labor is limited to a maximum value of \$12.00 per hour.
12. State Lab of Hygiene (SLH): If your project includes the collection of water chemistry samples and analysis at the State Lab of Hygiene, you must complete a [State Lab of Hygiene project costs worksheet](#) with your regional DNR Lake Coordinator and submit it with your application. Enter the total cost for testing from that form under Cash Cost.
13. Supplies: Office expenses directly related to the grant project.

14. **Travel & Training:** Necessary for project implementation, participation in implementation of project activities identified in the project application.

Other: List costs that are needed to implement the project but are not captured in the dropdown list.

SAMPLE BUDGET

Project Budget						
Costs for Each Category	Project Costs					Subtotal
	Activity	Time (hr.)	Cash Cost	Time (hr.)	Donated Value	
Subtotals						
<input type="checkbox"/> Override Default State Share Percentage:	Alternative State Share %		Total Project Cost Estimate (Cash + Donated Value)			
			State Share Requested			

Activity: List all activities within each category. Activities are aligned with the project objectives and are broken down by reimbursable expenses and sponsors match. Click on the + sign to the right of the chart to insert lines and click on the – sign to the left of the category column to remove lines.

Time Hr.: Fill in the estimated number of hours needed to complete an activity relevant to the cash cost.

Cash Cost: Fill in the estimated cost required to complete an activity.

Time Hr.: Fill in the estimated number of hours needed to complete an activity relevant to the donated value.

Donated Value: Fill in the estimated cost required to complete an activity.

Note: Often cost sharing takes the form of in-kind or cash contribution. In-kind contributions are those wherein a value of the contribution can be readily determined, verified and justified but where no actual cash is transacted in securing the goods or service comprising the contribution. Example: donation of volunteer time or the donation of work space. Cash contributions are actual cash transactions. Example: compensated faculty and staff time to a project, or purchasing of equipment.

Subtotal: The Budget will automatically calculate each activity line item working from left to right within a row.

Total Project Cost Estimate: Calculates the Cash Cost plus the Donated Value columns.

State Share Requested: Calculates the state share based on the grant type % allowed.

Alternative State Share: If you are requesting less than the maximum state share for your project, check the box labeled “Override Default State Share Percentage”, then enter a new state share value in the “Alternative State Share %” field. The value must be less than the maximum state share allowed by grant type.

Section 6: Attachments

When your application is complete and ready to submit remember to include the following: authorizing resolution ([Sample Authorizing Resolution](#)), letter of commitment for donated cash or time (if applicable), map of project location and [State Lab of Hygiene project costs worksheet](#) (if applicable). Only attachments specified in Section 6 will be considered for review.

Section 7: Certification

To be reviewed and signed by the Authorized Representative.

If submitting this application via email, type your name on the signature line and type the date that the application was signed. Save the application and attach the application to an email addressed To: DNRSURFACEWATERGRANTS@wisconsin.gov. Your email message can be used as an electronic signature.

NOTE: Submitted application will not be approved until you have provided a signed authorizing resolution ([Sample Authorizing Resolution](#)) that includes the following 5 tasks:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

All applications must be signed and dated by the representative authorized by resolution of the applicant’s governing body prior to submission to the DNR.

Section 8: Project Description

A. Project Area & Public Access/Use (2000 character limit) –

Describe where the project will take place, the size, type, and name of waterbody and the surrounding land use. Use the Department's [Surface Water Data Viewer](#) to determine if the waterbody is an Outstanding Resource Water/Exceptional Resource Water (ORW/ERW), Area of Special Natural Resource Interest (ASNRI), designated as 303(d) Impaired Water, or other classification. Include statistics on public use of the waterbody and the area's population and demographic if available. Attach a map of the waterbody that identifies public and private boat launch facilities, parks, public swimming beaches, public fishing piers, platted access sites, road right-of-ways reaching the water's edge, and publicly owned lakeshore. You can use the [Locational Finder](#) to create a map.

Additional Instructions by Grant Type:

- **Wetland & Shoreline Habitat Restoration** - Describe the number of acres or parcels to be restored, unique natural resource features, current land use and surrounding land use. For wetland restoration projects, show the project site and its hydrologic connection to the lake.
- **River Management** - Use the Department's [Surface Water Data Viewer](#) to determine important ecological stream or river ecosystem classifications: trout stream (Class 1, Class 2, Class 3); endangered, threatened, or species of concern present, or critical or unique habitat.
Will the project take place in a critical habitat segment of the stream or river segment? Critical Habitat is defined as offering critical or unique fish and wildlife habitat, including seasonal or life stage requirements, or offering water quality or erosion control benefits to the body of water. Examples include:
1.) space for individual and population growth and for normal behavior,
2.) cover or shelter, 3.) food, water, air, minerals or other nutritional or physiological requirements, 4.) sites for breeding and rearing offspring, germination or seed dispersal, 5.) habitats that are protected from disturbances or are representative of the historical geographical and ecological distribution of the species.

B. Problem Statement (2000 character limit) –

Provide a clear and concise description of the issue(s) that this project will address. Why is the project being proposed? By what process was the problem identified and consensus reached that a grant was needed? Describe past attempts to address the problem. Be sure to reference any plans or studies that describe the water quality or habitat problems that the project will address. How does the problem relate to water quality and habitat? Identify if there are specific fish, wildlife or plant species whose habitat will be improved from the project, especially those listed as rare, threatened or endangered or of special wildlife concern.

Quantify things using standard metrics. What is the extent of the problem now, and what will it be after the project? For example, for AIS control projects, describe the size, location or frequency of occurrence of the population of invasive to be

controlled and the portion or percent of the waterbody impacted. Protection projects may describe the feet or miles of shoreline to be restored or protected or the pounds of phosphorous loading that will be reduced.

Additional Instructions by Grant Type:

- **Lake Planning** - Describe if the project is aimed primarily at watershed management, in-lake management, shoreline habitat protection/restoration or recreational use assessment/management.
- **AIS Education, Prevention & Planning** - Are AIS present in the project waterbody? If so, identify the species being targeted with this grant. Describe where the AIS population exists in the waterbody, how long it has been present, the extent of the population and number of acres it covers. Attach a map of the targeted waterbody and indicate where the invasive species is located on the map.
- **Lake Management Plan Implementation** - Include a reference from the management plan that identifies the project and why it is needed. If it is a water quality improvement project, what problematic pollutant is being controlled?
- **AIS Established Population Control** - Identify the aquatic invasive species being targeted with this grant. Describe where the AIS population exists in the waterbody, how long it has been present, the extent of the population and number of acres it covers. Frequency of occurrence? Attach a map of the targeted waterbody and indicate where the invasive species is located on the map. Include a reference from the plan that identifies the project and why it is needed. Describe past efforts at control including methods attempted and results.
- **AIS Early Detection & Response** - Identify the aquatic invasive species being targeted with this Early Detection and Response grant. Describe where the AIS population exists in the waterbody, how long it has been present, the extent of the population and number of acres it covers. Attach a map of the targeted waterbody and indicate where the invasive species is located on the map.

C. Project Overview Matrix

1. Goals/Objectives (500 character limit per goal, 5 goal limit) –

Describe the specific goals and objectives of your project. A goal states the desired result of the project. Goals should be clearly stated and specific. Each project will have at least one goal. An objective uses some unit of measure (pounds, feet, acres, etc.) that specifies progress toward achieving a goal within a time frame. Objectives should be measurable, attainable and use the same metrics discussed in the Problem Statement. Goals and objectives help define project outcomes and should be tied to an activity and project deliverable. Project goals and objectives should address how the project will restore or protect water quality and habitat.

Within the goal and objective field list one major goal and/or objective. To enter a second goal or objective click on the plus sign to the right of the goal and objective field and the table will expand.

Additional Instructions by Grant Type:

- **Lake Planning** - How will the proposed project enhance the understanding of watershed conditions, lake water quality, lake biological communities, fish and wildlife habitat, or social information on lake uses and the institutional and regulatory capacity for watershed and lake management? Describe how the project will form a strategy to enhance or maintain the quality of a lake ecosystem and assist in local decision making.
Will the project complete a plan, update a plan or is a study/phase in the development of a management plan? Identify what type of plan (comprehensive lake management plan, aquatic plant management plan, shoreland management plan, watershed management plan, and recreational use plan).
- **Lake Classification & Ordinance Development** - Will the project develop, expand or update a County Lake Classification Plan or Program? Identify if the project will implement lake protection activities in a County Lake Classification Plan or Program and reference the plan and year of county adoption. Will the project develop a local land use ordinance or zoning, local boating or surface water use ordinance, shoreland ordinance, stormwater and construction site ordinances and/or septic system ordinances? Will the project implement a lake classification system or its supporting ordinances and programs?
- **AIS Education, Prevention & Planning** - Describe if the project will develop an AIS control plan and what the plan will address (Eurasian water milfoil, Curly leaf pondweed, Purple loosestrife, Phragmites, ch. [NR 40 Prohibited species list](#), other). Describe what local AIS education will be included in the project, such as installing kiosks or signs at landings, developing or distributing information and educational materials, issuing news/media releases, hosting workshops, etc. Describe any statewide AIS education that will be included in your project, such as the bait dealer initiative using bait dealer toolkit, July 4th landing blitz, participating in a current DNR media campaign, etc. Describe how the project will prevent the spread of AIS. Describe if the project will conduct early detection monitoring for AIS.
- **River Planning** - Describe how the project will enhance knowledge and understanding of the river's ecosystem. Will the project assist with local decision making? For existing organizations, will the project build the capacity of the organization? Will it result in a strategic plan? Will there be volunteer training? Will partnerships be established? Will the project result in the creation of a new organization that will form a Wisconsin Non-stock Corporation to qualify as a River Management Organization? Will you be conducting a social survey of users or residents?

Describe whether the project goal is to complete a plan, update a plan or is a study/phase in the development of a management plan and then identify the type of plan. Describe if the project has a significant education or organizational capacity-building component. Identify if the project will develop/distribute information and education materials, newsletter, and/or news/media releases and host workshops.

- **Wetland & Shoreline Habitat Restoration** - Will the project restore wetlands or shoreline habitats? Describe the acres, number of sites/parcels and total shoreline length if applicable. Will your project provide technical assistance and encourage adherence to the minimum standards set in s. [NR 191.24\(3\)](#)? Will the project remove documented populations of invasive species; for example, purple loosestrife? Will the project result in increased habitat for lake-dependent species, rare, threatened or endangered species? If so list them and provide documentation.
- **Lake Management Plan Implementation** - Cite the goals and objectives from the management plan that this project implements. Add other project specific goals and objectives as needed. If it is a water quality improvement project, indicate if the goal is to protect or improve conditions. Improvement objectives should indicate the predicted change in lake water quality. Reference the modeling or analysis used to make this determination. Describe how the project relates to the [phosphorus standard](#) for the lake.
If habitat protection or restoration is the goal, then objectives for projects can usually be quantified in area coverage of protection or improvement (e.g., acres or square feet).
- **AIS Established Population Control** - Will the project target the entire AIS population in the lake? Identify the target levels or objectives needed to meet the control goal. For example, quantify the starting size or area of the targeted AIS population and the percent reduction or size expected at the end of the project. Frequency of occurrence? Most of this information should come right from your approved management plan. Cite page numbers and reference your management plan where appropriate to limit text. Include additional goals and objectives for on-going AIS prevention, monitoring and evaluation, education and outreach and other project elements. Identify if your project is part of the Department's purple loosestrife bio-control project
- **AIS Early Detection & Response** - Describe what the goals of the response action are: complete eradication, containment, survey to determine the extent of the population, etc. and the steps or objectives needed to achieve them. If there is an education or awareness component, be sure to have a goal and objectives for it.

- 2. Activities & Timeline (1000 character limit per activity, 7 activity limit) –**
Describe the activities that you will conduct to achieve your project's objectives and goals. For each activity, provide a general project time frame for completion.

Within the activities field, list activities associated with the identified goal and objective that will be implemented with grant funding. Use the + sign to the right of the activity field to add lines and the – sign to the left to subtract lines. For each activity enter the year and quarter that the activity will take place. Each major activity should be clearly accounted for in the budget in Section 5 with commensurate levels of effort in terms of dollars and hours, if applicable. Each activity should reference a method for how the activity will be conducted, data to be collected, intended outcome and the related grant deliverable.

Additional Instructions by Grant Type:

- **Lake Classification & Ordinance Development** - For ordinance projects, identify if there has been an assessment of administrative and enforcement capacities and costs to implement the ordinance.
- **AIS Education, Prevention & Planning** - Describe if the project will train volunteers or staff to identify AIS and conduct water monitoring. Will the project include a Clean Boats, Clean Waters per the requirements of s. [NR 198.22 \(1\)\(d\)](#) or will the project include a Clean Boats, Clean Waters program approved Alternative Equivalent (explain)? Describe other AIS containment and prevention activities that the project will address, other than education, such as low pressure boat washing/cleaning stations, high pressure/temperature boat decontamination facilities, etc.
- **Lake Management Plan Implementation** - Identify if the project will implement agricultural BMPs. For all BMPs, indicate if participating landowners have been contacted and have agreed in writing to participate in the installation of BMPs or project components. If the project is for nonpoint source pollution control, including alum treatments, there are a number of best management practices (BMPs) that have been established by the DNR and accepted by the USEPA. Consult the [Surface Water Grant Guidance](#) for a list of methods.
- **AIS Established Population Control** - Each project must include a reintroduction prevention and source containment strategy. Identify if the project includes Clean Boats, Clean Waters watercraft inspection program per the requirements of s. [NR 198.22 \(1\)\(d\)](#) (outside the grant or in a streamlined CBCW grant project), low pressure boat washing cleaning stations and/or other containment strategies.
- **AIS Early Detection & Response** - Describe any other project activities, such as developing a contingency plan to include a monitoring plan and response strategy for control.

3. Methods & Data Collected (1000 character limit) –

Methods are specific techniques for conducting a project activity. Where they exist, the [Surface Water Grant Guidance](#) provides references to methods that are best suited and recommended by the Department for activities funded under this grant program. Identify what Department approved method will be implemented or if the method is not recommended by the Department, describe the process for how the activity will be conducted. Methods should be best suited for the water and approved by the Department

Describe all data that will be collected and paid for as part of this project. This might include survey results, water chemistry, sediment, paleo core, herbicide residual, aquatic plant point intercept data, macro invertebrate data, aquatic invasive species maps, Clean Boats Clean Water data to be entered into Department's Surface Water Information Management System (SWIMS), land use and land feature attribute data, or habitat assessment information. Explain the relevance of the analysis to the project and the desired sample analysis (including the number of samples). All data gathered during the project should be submitted to the Department in an electronic format.

If water quality monitoring is included you will need to complete the [State Lab worksheet](#) and follow specified Department methods. The Department may require a quality assurance plan to assure proper protocols will be followed. Analyses conducted at labs other than the State Lab of Hygiene must be approved by the Department prior to the grant being awarded.

Additional Instructions by Grant Type:

- **Lake Planning** - Describe how you will conduct your planning project. Describe how lake organization members and the public will participate in the planning processes. Will your project implement lake water quality monitoring, watershed assessment, aquatic plant assessment, and/or shoreline habitat assessment? If so, reference the DNR approved methods outlined in the [Surface Water Grant Guidance](#). Will your project implement a survey of lake residents and lake users to collect information about stakeholders' understanding of the lake and their opinions about how it should be managed? If so, all survey questions must be submitted for review by the Department's social scientist to ensure the survey is as non-biased and objective as possible. Will your project assess fish and wildlife populations using the lake and habitat needs? Describe how this information will be integrated into the lake management plan goals.
- **AIS Education, Prevention & Planning** - Describe if the project includes AIS monitoring and reference what surveying methods will be used (such as Point intercept survey, Citizen Lake Monitoring Network protocols, etc.).
- **AIS Established Population Control** - Describe the methods of control, including herbicide, manual, mechanical, bio control, water level manipulation/draw down, and/or stocking/planting to reintroduce native community species. Describe monitoring to be completed including pre and/or post treatment monitoring, turion monitoring, early and/or late season monitoring/mapping, peak biomass survey, point intercept survey, herbicide residual and/or citizen lake monitoring. The Department's Aquatic Plant Management in Wisconsin guidance should be followed for point-intercept survey monitoring and aquatic plant management plan development.
- **AIS Early Detection & Response** - Describe the methods of control, such as herbicide, manual, mechanical, bio control, water level

manipulation/draw down, and/or stocking/planting to reintroduce native community species. Describe monitoring to be completed and identify if the project will include pre and/or post treatment monitoring, early and/or late season monitoring/mapping, peak biomass survey, point intercept survey and/or volunteer monitoring. Each method of control and monitoring activity should be clearly accounted for in the budget in Section 5. The Department's Aquatic Plant Management in Wisconsin guidance should be followed for point-intercept survey monitoring and aquatic plant management plan development.

4. Deliverables/Outcomes (1000 character limit) –

Describe all deliverables that will be submitted during the grant cycle. Potential deliverables may include monitoring data, aquatic plant surveys, bathymetric maps, photos, management plan, and/or maps. A final report detailing project activities and results is required for final payment. Periodic progress reports may be required for multi-year projects.

All deliverables should be submitted in a digital format approved by the Department's project coordinator. GIS data should be provided in a GIS geodatabase (shapefiles are acceptable) with metadata outlining projection/coordinated system and collection method information as well as a data dictionary so that data can be placed in the Department's Surface Water Integrated Monitoring System (SWIMS) database.

Additional Instructions by Grant Type:

- **Lake Classification & Ordinance Development** - All local ordinance development projects require a draft ordinance as a grant deliverable. It does not have to be adopted, although that is certainly the hope. The Department recognizes that adoption cannot be guaranteed but evidence of it being proposed for adoption is required. Submit the draft ordinance in electronic file format. Department staff is available to review draft products prior to completion.
- **AIS Education, Prevention & Planning** - Deliverables may include a professional level monitoring report and map about the presence or absence of aquatic invasive and native species, an AIS management plan that meets the specifications of [s. NR 198.43\(1\)](#), a regional (county or town wide) AIS strategic plan, and/or another plan.
- **Wetland & Shoreline Habitat Restoration** - All completed restoration projects must provide copies of contracts, deed restrictions, easements or proof of ownership to assure the restorations are perpetual.
- **Lake Management Plan Implementation** - Nonpoint source pollution control BMPs need to be reported in terms of pounds of pollutant removed using the [DNR STEPL tool](#) and geo-located.

D. Role of Project in Planning/Management of Water Body (2000 character limit) –

Describe how the project complements other management efforts associated with the water body. Does the project implement specific recommendations from, or lead

to, future revisions of management plans, such as a Department approved lake or aquatic plant management plan, County Land and Water Resources Management Plan, Total Maximum Daily Load (TMDL), or 9 key element plan? If the project is recommended in another plan, include the plan title, date and reference page number where this project is recommended. If the project is part of a multiple phase project, describe past and current phases.

Describe how the project results will be used in specific planning or management efforts in the future (long-term trend monitoring, total maximum daily load analysis, site specific water quality standards, ordinance development, updating other water quality plans as listed above, etc.).

Additional Instructions by Grant Type:

- **River Planning** - Does the project have linkage to other management activities or concentration of critical habitat, such as existing restored or protected critical habitat; ecosystem impact; water quality benefits; dam removal; fish passage?
- **AIS Established Population Control** - Are there other management efforts to control aquatic invasive species or resist future colonization, such as watershed pollution prevention and control, native vegetation protection and restoration that you have conducted or are being conducted in conjunction with this project?
- **River Management** - Does the project have linkage to other management activities or concentration of critical habitat, such as existing restored or protected critical habitat; ecosystem impact; water quality benefits; dam removal; fish passage?

E. Existing & Proposed Partnerships (2000 character limit) –

Briefly describe collaboration with organizations and local governments that will be providing support to the project and the expected benefits that will result. How do they support and contribute to the sustaining long term management and success? Particularly focus on partners that are contributing cash or donated services to your local match, which should be listed under Section 5 and documented in a letter of commitment. Describe the role and level of financial or in-kind support. Does the project proposal include a list of property owner(s) and address(es) that have agreed to participate in the grant project? If yes, list or provide an attachment.

F. Plan for Sharing Results (2000 character limit) –

Describe how the project results will be shared with stakeholders, such as residents, local officials, and decision makers in the community. Will there be public meetings, hearings, workshops, newsletter, or a press release where the public can learn about what is happening? This section may be tied to educational activities.

G. Other (2000 character limit) –

Include any additional support information about the project that is not already covered in the application.