The Department of Natural Resources (DNR) is seeking public input on a proposal to **refine and clarify application form and project guidance for the following Surface Water grant subprograms:**

- Lake Management Planning
- Lake Protection
- Aquatic Invasive Species (AIS) Education, Prevention & Planning
- AIS Control

No changes are proposed to the River Planning or River Protection grant programs.

The DNR is being proactive in notifying partners and potential 2017 grant applicants now about these anticipated changes so that they can better plan their grant application work.

A. Why Are We Doing This?

Application form and project guidance were last revised in September 2015. Based on applicant and DNR staff comments received during the last grant cycle regarding these materials, we see that additional improvements to the form and guidance are needed. Proposed modifications will provide clearer instruction for applicants about what to include in the application, thereby improving customer service and reducing staff workload.

B. Background

The DNR received feedback on how to improve the grant materials and changes have been incorporated in the attached draft materials. The DNR expects that refining and clarifying the application form and guidance will increase clarity.

C. Summary of Proposed Changes.

1. **Updated Clean Boats, Clean Waters application form and guidance**. Proposed modifications allow Clean Boats Clean Water projects to use the minimum 200 hours of boat inspection time at up to two landings. Further, Clean Boat, Clean Water applications are limited to up to 6 pairs of landings. These modifications allow more flexibility within the program to prevent the spread of aquatic invasive species.

2. **Refine and clarify project eligibility in program guidance.** The DNR updated program guidance provides clearer instruction for eligible projects. Notable updates include:
   - A project can only be submitted in one grant category for each application deadline. Example: Application to develop a management plan can either be submitted under the Lake Planning category OR the AIS Education, Prevention and Planning category, but not in both.
   - A management plan or update to a management plan must have been approved by the DNR within five years of the year in which the grant application is submitted. Example: If application is submitted on December 10, 2016, then management plan associated with that project must have been approved by the DNR no later than calendar year 2011.
   - For lake planning grants, if a multi-lake project includes a lake that does not meet the minimum public boating access standard as required in s. NR 1.91, that application will be assigned the lowest priority among all applications in that same category.

- For Aquatic Invasive Species (AIS) control projects, higher priority will be given to projects implementing recommendations from a DNR-approved management plan and following DNR best management practices for AIS control.

3. **Clarify Grant Financial Administration:**
   - Clarify which grant costs are eligible and ineligible for each subprogram.
   - Clarify how to determine match value for donated equipment when daily usage is involved
   - Clarify procedures for disposal of equipment and supplies purchased with grant funds once the grant project has ended.

D. Remaining Steps. Once the 21-day comment period is complete, all comments will be considered, revisions will be made to the draft guidance document as warranted, a *Response Summary* will be prepared, then both the *Response Summary* and *Final Guidance* will be made available using the existing DNR Program Guidance web page (http://dnr.wi.gov/news/input/guidance.html) and will be posted on the specific web pages for all affected surface water grant programs. These changes will be incorporated into the 2016/2017 grant application cycle and will eventually be incorporated into a comprehensive administrative code revision for chs. NR 190, NR 191, NR 195, and NR 198. The ultimate goal is to have the final guidance and updated forms published on the grant web pages and available for distribution in September 2016.

Please forward your comments about this proposed policy no later than August 8, 2016, to:	**Name**: Kathy Hanson, Grant Manager	**Phone**: (608) 266-9426
	E-mail address: dnrsurfacewatergrants@wi.gov	

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
PO Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

Greetings, Rev. July 2016

We are pleased to provide you with the ***Applicant Guide for the Department of Natural Resources (DNR) Surface Water Grants*** for the following grant programs:

- Aquatic Invasive Species (AIS), Prevention and Control
- Lake Management Planning and Protection
- River Planning and Protection

The Guide contains information, resources, explanations, and the forms you will need to apply for these surface water grants. Application materials and forms may be downloaded from the DNR's website. http://dnr.wi.gov/Aid/Grants.html. Forms have been produced in Adobe Acrobat and are fillable and savable.

1. Is Your Organization Eligible to Apply? Before developing a grant application, check to be sure your organization is eligible to apply for AIS/Lake/River grants. In particular, Lake Associations, River Associations, School Districts, and Nonprofit Organizations must be qualified ***before*** submitting an application. Review the organization eligibility requirements in this *Guide* for more information. We recommend that organizations applying for the first time submit an Organizational application at least six months before submitting a grant application.

2. **Application Submission Deadlines:**

DECEMBER 10 – Planning
• Lake Management Planning
  ○ Small Scale
  ○ Large Scale
• Lake Classification & Ordinance Development
• Aquatic Invasive Species (AIS)
  ○ Education, Prevention & Planning
  ○ Clean Boats Clean Waters
• River Planning
	FEBRUARY 1 – Management
	• Lake Protection
	  ○ Land/Easement Acquisition
	  ○ Wetland &Shoreline Habitat Restoration
	  ○ Lake Management Plan Implementation
	  ○ Healthy Lakes Project
	• AIS Established Population Control
	• River Protection
	  ○ River Management
	  ○ Land/Easement Acquisition

YEAR-ROUND • AIS Early Detection & Response • AIS Maintenance & Containment	

3. How to Submit a Completed Application: Applications must be received by the DNR or postmarked no later than the deadline above in order to be considered for a grant. Applications not received by or postmarked by the deadline date will not be considered.

PREFERRED APPLICATION SUBMISSION METHOD – Electronic Send in an e-mail to: dnrsurfacewatergrants@wi.gov	ALTERNATIVE APPLICATION SUBMISSION METHOD – Mail or hand delivered Mail to: Department of Natural Resources (CF/2) PO Box 7921 Madison WI 53707-7921 Hand Deliver to: 101 S. Webster Street Madison WI 53707

4. How to Create a Successful Application: Successful applicants give considerable thought to their projects before applying. This means applicants spend time discussing needs, goals, and expectations with the entire lake/river community prior to preparing an application. Invite your regional DNR AIS/Lake/River Coordinator, University of Wisconsin-Extension lake specialist, county resource agent, or representative of the Wisconsin Association of Lakes or River Alliance of Wisconsin to attend your meeting, facilitate a goal-setting public session, or provide other technical assistance. This type of planning will yield a better application, leading to a higher project score. Since the DNR frequently receives more application than it has available funding, application score is used to determine project rank; rank determines likelihood of grant award. The DNR has many examples of successful applications in all subprograms (see *Resources* in program guidance). Learn from the successes of others and submit an application that will score the highest!

Suggested Timeline for Parties Developing a Surface Water Grant Application (December 10th submission deadline):

June/July	Meet with your Lake/River Group to brainstorm potential grant project
September	Meet with your DNR Regional Lake/River/AIS Biologist to discuss project idea
October (or before)	Identify project partners and meet with them to discuss partnership opportunities (letters of support, in-kind donation of cash, volunteer time, etc)
November (at the latest)	Complete draft grant application and submit to DNR Regional Lake/River/AIS Biologist and/or Environmental Grant Specialist for review
No later than December 10	Email completed grant application and attachments to dnrsurfacewatergrants@wisconsin.gov

5. Assistance is available from the DNR. MOST IMPORTANTLY, ask questions if you're unsure how to proceed or need clarification on topics such as eligible costs or grant administration procedures. DNR Environmental Grant Specialists are available to help. You'll find Regional grant staff contact information on pages 3 and 4 in the *Guide*.

We wish you success with your projects and look forward to partnering with you to improve Wisconsin's surface waters.

Sincerely,

DNR Surface Water Grant Staff
Bureau of Community Financial Assistance

Surface Water Applicant Guide – AIS, Lakes, and Rivers Grant Programs

Program Information, Resource and Financial Guidelines

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Table 1. DNR Contacts - Lakes and Aquatic Invasive Species Control Grant

For assistance with specific or science-related aspects of your project, contact the Lakes or AIS Grants Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. Additional information on Lakes and AIS grants can be found at: http://dnr.wi.gov/Aid/Grants.html

	Lake Grants Coordinator	Environmental Grants Specialist
Northeast Region		
Door, Brown, Calumet (East ½), Fond du Lac, Kewaunee, Manitowoc, Outagamie	Mary Gansberg 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph) 920-662-5498 (fax) Mary.Gansberg@wisconsin.gov	Faith Murray 2984 Shawano Ave., Green Bay, WI 54313 920-662-5487 (ph) 920-662-5413 (fax) Faith.Murray@wisconsin.gov
Calumet (West ½), Green Lake, Marquette, Waupaca, Waushara, Winnebago	Ted M. Johnson 626 E. County Road Y, Suite 700, Oshkosh, WI 54901 920-424-2104 (ph) 920-424-4404 (fax) TedM.Johnson@wisconsin.gov	
Marinette, Menominee, Oconto, Shawano	Brenda Nordin 2984 Shawano Ave., Green Bay WI 54313-6727 920-360-3167 (ph) 920-662-5498 (fax) Brenda.Nordin@wisconsin.gov	
Northern Region		
Iron, Oneida, Vilas	Kevin Gauthier, Sr. 8770 Highway J, Woodruff WI 54568 715-356-5211 x214 (ph) 715-365-8932 (fax) Kevin.GauthierSr@wisconsin.gov	Jane Malischke 810 W. Maple St., Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax) Jane.Malischke@wisconsin.gov
Forest, Florence, Langlade, Lincoln, Price, Taylor	Jim Kreitlow 107 Sutliff Ave., Rhinelander WI 54501 715-365-8947 (ph) 715-365-8932 (fax) James.Kreitlow@wisconsin.gov	
Ashland, Bayfield, Burnett, Douglas, Washburn	Pamela Toshner 810 W. Maple St., Spooner, WI 54801 715-635-4073 (ph) 715-392-7993 (fax) Pamela.Toshner@wisconsin.gov	
Barron, Polk, Rusk, Sawyer	Alex Smith 810 W. Maple St., Spooner, WI 54801 715-635-4124 (ph) 715-635-4015 (fax) Alex.Smith@wisconsin.gov	
South Central Region		
Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	Susan Graham 3911 Fish Hatchery Rd., Fitchburg WI 53711 608-275-3329 (ph) 608-275-3338 (fax) Susan.Graham@wisconsin.gov	Sandy Chancellor 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax) Sandra.Chancellor@wisconsin.gov
Southeast Region		
Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	Heidi Bunk 141 NW Barstow St., Rm. 180, Waukesha, WI 53188 262-574-2130 (ph) 262-574-2128 (fax) Heidi.Bunk@wisconsin.gov	Chrissy Kozik 2300 N. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8676 (ph) 414-263-8483(fax) Christine.Kozik@wisconsin.gov
West Central Region		
Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	Buzz Sorge 1300 W. Clairemont Ave., Eau Claire, WI 54701 715-839-3794 (ph) 715-839-6076 (fax) Patrick.Sorge@wisconsin.gov	Bruce Neeb 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-839-3713 (ph) 715-839-6076 (fax) Bruce.Neeb@wisconsin.gov

Table 2. DNR Contacts - River Planning and Management Grants

For assistance with specific or science-related aspects of your project, contact the River Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. Additional information on River Planning and Management grants can be found at: http://dnr.wi.gov/Aid/Rivers.html

	River Grants Coordinator	Grants Specialist
Northeast Region		
Door, Calumet (East ½), Kewaunee, Manitowoc	Mary Gansberg 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph) 920-662-5498 (fax) Mary.Gansberg@wisconsin.gov	Faith Murray 2984 Shawano Ave., Green Bay, WI 54313 920-662-5487 (ph) 920-662-5413 (fax) Faith.Murray@wisconsin.gov
Brown, Marinette, Menominee, Outagamie, Shawano, Oconto	Andy Hudak 2984 Shawano Ave., Green Bay, WI 54313 920-662-5117 (ph) 920-662-5498 (fax) Andrew.Hudak@wisconsin.gov	
Calumet (West ½), Fond du Lac, Green Lake, Marquette, Waupaca, Waushara, Winnebago	Dave Bolha 625 E. County Rd. Y, Ste 700, Oshkosh, WI 54901 920-424-7892 (ph) 920-424-4404 (fax) David.Bolha@wisconsin.gov	
Northern Region		
Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn	Craig Roesler 810 W. Maple St., Spooner, WI 54801 715-635-4076 (ph) 715-392-7993 (fax) craig.roesler@wisconsin.gov	Jane Malischke 810 W. Maple St., Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax) Jane.Malischke@wisconsin.gov
Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas	Jim Kreitlow 107 Sutliff Ave., Rhinelander WI 54501 715-365-8947 (ph) 715-365-8932 (fax) James.Kreitlow@wisconsin.gov	
South Central Region		
Grant, Green, Iowa, Lafayette	Jim Amrhein 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3280 (ph) 608-275-3338 (fax) James.Amrhein@wisconsin.gov	Sandy Chancellor 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax) Sandra.Chancellor@wisconsin.gov
Dane, Rock, Columbia, Dodge, Jefferson	Mike Sorge 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3247 (ph) 608-275-3338 (fax) Michael.Sorge@wisconsin.gov	
Richland, Sauk	Jean Unmuth 1500 N. Johns St., Dodgeville, WI 53533 608-935-1926 (ph) 608-935-9652 (fax) Jean.Unmuth@wisconsin.gov	
Southeast Region		
Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan	Craig Helker 9531 Rayne Rd., Ste. 4, Sturtevant, WI 53177 262-884-2357 (ph) 262-884-2306 (fax) Craig.Helker@wisconsin.gov	Chrissy Kozik 2300 N. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8676 (ph) 414-263-8483(fax) Christine.Kozik@wisconsin.gov
Walworth, Washington, Waukesha	Rachel Sabre 141 NW Barstow St Rm. 180 Waukesha WI 53188 262-574-2133 (ph) 262-574-2128 (fax) Rachel.Sabre@wisconsin.gov	
West Central Region		
Buffalo, Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, St. Croix	Mark Hazuga 1300 W Clairemont Avenue, Eau Claire, WI 54701 (715) 839-1603 (ph), 715-839-6076 (fax) mark.hazuga@wisconsin.gov	Bruce Neeb 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-839-3713 (ph) 715-839-6076 (fax) Bruce.Neeb@wisconsin.gov
Adams, Juneau, Marathon, Portage, Wood	Scott Provost, Rivers Grants Coordinator 473 Griffith Ave, Wisconsin Rapids, WI 54494 715-421-7881 (ph), 715 421-7830 (fax) Scott.Provost@Wisconsin.gov	
Crawford, Jackson, La Crosse, Monroe, Vernon, Trempealeau	Paul LaLiberte 1300 W Clairemont Avenue, Eau Claire, WI 54701 (715) 839-3724 (ph), 715-839-6076 (fax) paul.laliberte@wisconsin.gov	

I. Introduction

In this *Guide*, you will find general grant program information, application instructions, and financial information for the Aquatic Invasive Species (AIS), Lake Management Planning and Protection, and River Planning and Protection grant programs administered by the Wisconsin Department of Natural Resources. Detailed descriptions of these programs can be found in the respective Program Description sections.

Goal of these grant programs:
The Lake, River and AIS grant programs help communities understand the conditions of lakes, rivers and watersheds, develop management plans, implement projects to protect and improve water quality and aquatic habitat, and prevent and control the spread of AIS.

Who administers these grant programs?
These programs are administered by the Wisconsin Department of Natural Resources (DNR). A key component of these programs is cooperation and partnership between the DNR and grant recipients. Each partner plays an important role in meeting the conservation needs of Wisconsin. We recommend that all **partners and sources of funding should be identified in final project products as one method of promoting participating programs.**

Source of Program Funds:
Funding for these grant programs comes from a portion of the state tax on gasoline consumed by motor boats.

Local Share and Possible Source of Local Share:
Wisconsin Statutes require that parties receiving grants under these programs contribute a percentage of the total project cost. This is often referred to as the "local share". The amount of required local share varies; see table below

Table 3. Local Share Percentage, per Wis. Stats.

Surface Water Grant Program	Local Share Percentage
Aquatic Invasive Species	25%
Lake Management Planning	33%
Lake Protection & Classification	25%
River Protection Grants	25%

Local share is the portion of project costs not paid with DNR grant funds. Local share can be in the form of cash, funds from a party other than the DNR, or the documented value of donated labor, donated professional services (such as consulting), donated supplies and materials, or some donated equipment use.

The following rules apply to non-cash donations:

1. All sources of local share donation must be indicated in the grant application.
2. Under ss. NR 190.005 (e)(2), NR 191.06 (h)(2), NR 195.10 (f)(2), NR 198.14 (f)(2), Wis. Admin. Code, the maximum hourly value of donated non-professional labor is $12.00 per hour. EXCEPTION: If the project requires compliance with the USDA Natural Resources Conservation Services (NRCS) technical standards, grantees

may value donated labor based on rates established for the county in which the project is located by the Wisconsin office of the USDA Farm Service Agency.

3. The value of donated equipment shall be determined by value assigned by Wisconsin Department of Transportation's (WI DOT) highway rates for equipment.
4. If donated equipment does not appear in the WI DOT Highway rates manual, then applicant should value donated equipment based on market rate rental amounts.
5. The value of donated materials and professional services shall be determined by market rates at the time of application or established by invoice. EXCEPTION: Supervision or administrative time on the project provided by local government employee(s) is valued based on actual pay rates and must be documented using the Force Account Labor worksheets and summary sheet. See forms list below.

The following forms should be used to track donated volunteer hours, equipment, professional services and labor:

- **Force Account Labor, Equipment and Materials Summary/Worksheets (Form 8700-352)**
- **Donated Volunteer Labor Worksheet (Form 8700-349)**
- **Donated Professional Services Worksheet (Form 8700-350)**

Donated property as part of local share:
For certain projects, the DNR may consider up to 75% of the value of donated property as part of the local share, subject to certain conditions. The DNR uses an appraisal to determine the value of donated property. Appraisal ordered by donor of property cannot be accepted. Appraisal of donated property must be ordered by the applicant within 12 months of the application deadline. Appraisals for donated property are subject to DNR review; DNR will establish value of donated properties based on appraisal review. In no case may the amount of the grant exceed the actual cash outlay by the applicant.

Application Deadlines:
To be considered, complete applications must be submitted to the DNR central office electronic intake e-mail box dnrsurfacewatergrants@wi.gov by the application deadlines indicated below. If electronic submittal is not possible, complete paper applications must be postmarked no later than the application deadlines indicated below and mailed to Department of Natural Resources, PO Box 7921, Madison, WI 53707-7921. If your application is not submitted by the deadline to the appropriate location, it will not be considered. A timely and complete application is critical to the success of your project given the high level of competition for available funds.

Table 4. Application Submission Deadlines

DECEMBER 10 – Planning
• Lake Management Planning
  ○ Small Scale
  ○ Large Scale
• Lake Classification & Ordinance Development
• Aquatic Invasive Species (AIS)
  ○ Education, Prevention & Planning
  ○ Clean Boats Clean Waters
• River Planning
	FEBRUARY 1 – Management
	• Lake Protection
	  ○ Land/Easement Acquisition
	  ○ Wetland &Shoreline Habitat Restoration
	  ○ Lake Management Plan Implementation
	  ○ Healthy Lakes Project
	• AIS Established Population Control
	• River Protection
	  ○ River Management
	  ○ Land/Easement Acquisition

YEAR-ROUND • AIS Early Detection & Response • AIS Maintenance & Containment	

SPECIAL NOTICE CONCERNING CLEAN BOATS CLEAN WATER APPLICATIONS
All Clean Boats Clean Waters Project Funding Request and Agreements must be submitted electronically to Jane.Malischke@wi.gov or mailed to Jane Malischke, DNR, 810 W. Maple St., Spooner WI 54801.

II. Grant Program Information

A. Eligible Applicants – see descriptions below

Table 5. Eligible Applicants

Applicant Types	AIS Grants	Lakes Grants	Rivers Grants
Counties, cities, towns, and villages	✓	✓	✓
Federally Recognized Tribal Governing Body	✓	✓	✓
Other local governmental units as defined in s. 66.0131(1) (a), Wis. Stats.	✓	✓	✓
Public Inland Lake Protection & Rehabilitation Districts	✓	✓	✓
Town sanitary districts	✓	✓	✓
Qualified lake associations	✓	✓	
Qualified river management organization	✓		✓
Qualified school districts (not for Lake Protection Grants)	✓	✓	
Private and public colleges, universities and technical schools	✓		
Qualified nonprofit conservation organizations http://dnr.wi.gov/topic/Stewardship/Grants/ApplyNCO.html	✓	✓	✓
Qualified nonprofit organizations	✓		
State and Federal natural resource agencies	✓		
Federal Energy Regulatory Commission (FERC) licensed hydroelectric corporations	✓		

Units of government (counties, cities, towns, villages, tribes and lake protection & rehabilitation districts, etc.) are automatically eligible to apply under Wis. Stats.

The categories of applicants below must meet certain qualifications in order to be considered eligible to apply. Sponsors are recommended to submit qualifying applications and information to the DNR for approval 6 months in advance of the application deadline.

Qualified Lake Associations:
To be grant eligible, a lake association must have been in existence for at least one year prior to applying for a grant and meet the qualifications explained on Form 8700-226, "Lake Association Organizational Application." The DNR recommends that a completed Form 8700-226 is submitted with a copy of the association's by-laws and articles of incorporation to the DNR regional environmental grant specialist **at least six months** before a grant application is submitted. A copy of the form is included in the Appendices of this *Guide*.

Qualified River Management Organizations:
To be grant eligible, a river management organization must meet the qualifications explained on Form 8700-287, "River Management Organizational Application." The DNR recommends that a completed Form 8700-287 is submitted with a copy of the organization's by-laws and articles of incorporation to the DNR regional environmental grant specialist before a grant application is submitted. A copy of the form is included in the Appendices of this *Guide*.

Qualified School Districts:
To be grant eligible, the board of a school district must adopt a resolution to conduct a lake management planning project that will provide information or education on the use of lakes or natural lake ecosystems, on the quality of water in lakes, or on the quality of natural lake ecosystems and allow another eligible lake grant recipient (like a lake association) to cooperate with the school district in the project. This resolution must be submitted with the grant application.

Qualified Nonprofit Conservation Organizations (NCOs):
To be grant eligible, a nonprofit organization must be approved as tax exempt under Section 501(c)(3) of the IRS code and show that it has as one of its primary purposes the acquisition of property for conservation purposes. The DNR recommends that an NCO submit a completed Form 8700-290 and required attachments to the DNR regional environmental grant specialist before a grant application is submitted. A copy of Form 8700-290 is included in the Appendices of this *Guide*.

Qualified Nonprofit Organizations (AIS grants only):
[Note: This is different from a Qualified Nonprofit *Conservation* Organization described above.] To be grant eligible, a nonprofit organization must be approved as tax exempt under Section 501(c)(3) of the Internal Revenue Service (IRS) code and show that it has, as one of its purposes, the prevention and control of aquatic invasive species. The DNR recommends that an organization claiming Qualified Nonprofit Organization status complete Form 8700-290 and submit it with required attachments to the DNR regional environmental grant specialist before a grant application is submitted. Qualified nonprofit organizations include qualified nonprofit conservation organizations (NCO) as defined in s. 23.0955(1), Wis. Stats.

When Hiring a Consultant and Contractor:
If you are planning to use consultants for your project, "shop" for the firm most qualified to perform the work needed. A list of private surface water consultants, without endorsement, can be found on the following web site:
http://www.uwsp.edu/cnr/uwexlakes/lakelist/default.asp

If your consultant prepared the grant application for you, be sure to check the completeness and accuracy of the information before it is submitted to the DNR. As the grant applicant, you are fully responsible for the accuracy of the information provided on your application and submitting necessary requirements. Application completeness is the first step to application success.

Project sponsors may find the following instructional video useful prior to selecting a contractor for your Surface Water grant project:
http://www.wisconsinlakes.org/index.php/lakeshore-living/38-choosing-a-consultant-for-your-lake-project

B. Program Descriptions

Your local DNR Lake or River Grant Coordinator can help determine which program(s) below best fit your project.

1. Aquatic Invasive Species (AIS) Prevention and Control Grants

Section 23.22, Wis. Stats., ch. NR 198, Wis. Admin. Code

Overview:
Aquatic Invasive Species (AIS) Prevention and Control grants are a cost-share effort by the DNR to provide information and education on types of existing and potential AIS in Wisconsin, the threats that AIS pose to the state's aquatic resources, and available techniques for AIS control. These grants also assist in the planning and implementation of projects that will prevent the introduction of AIS into waters/wetlands where they currently are not present, controlling and reducing the spread of AIS from waters where they are present, and restoring native aquatic communities.

There are five AIS Prevention and Control grants subprograms:
a. Education, Prevention and Planning Projects (including Clean Boats Clean Waters)
b. Early Detection and Response Projects
c. Established Population Control Projects
d. Maintenance and Containment Projects
e. Research and Demonstration Projects

Priorities and Funding Considerations for all AIS Grants:
Available AIS grant funds are prioritized and allocated as follows:
a. Early detection and response to pioneer populations of AIS.
b. Prevent the spread of AIS to unpopulated waters.
c. Control established populations of AIS and restore native aquatic species communities.

d. Provide research and demonstration that advances the state's knowledge and understanding of AIS control.
e. Maintain and contain AIS populations in a suppressed state within a waterbody or wetland.

DNR review teams evaluate each application received by the deadline for completeness then develop a statewide priority list. Review teams consider the following factors when developing the project priority list:

a. The degree to which the project includes a prevention and control strategy.
b. The degree to which the project will prevent the spread of AIS.
c. The degree to which the project protects or improves the aquatic ecosystem's diversity, function, ecological stability or recreational uses.
d. The extent of an AIS population in the waterbody.
e. The degree to which the project will likely result in successful long−term control.
f. The availability of public access to, and public use of, the waterbody.
g. The degree to which the proposed project includes or is complemented by other management efforts including watershed pollution prevention and control, native vegetation protection and restoration, and other actions that help control AIS or resist future colonization.
h. Level of community support and commitment, including past efforts to prevent or control AIS.
i. Whether the sponsor has previously received a grant for a similar project for the same water body.
j. The degree to which the project will advance the knowledge and understanding of the prevention and control of AIS.

1a. AIS Education, Prevention and Planning Projects

Section ***NR 198.20*, Wis. Admin. Code**

Purpose:

Education projects are intended to broaden the public's awareness and understanding of, and ability to identify, AIS, the threats that AIS pose to the health of aquatic ecosystems, measures to prevent the spread of AIS, and the management practices used for control of AIS.

Prevention projects are intended to prevent the introduction of new AIS into a waterbody, or prevent the spread of an AIS population from one waterbody to another unpopulated waterbody.

Planning projects are intended to assist in the development of plans for the prevention and control of AIS.

Eligible Projects:

- Educational programs including workshops, training sessions, or coordinated volunteer monitors. Projects will be reviewed for consistency with the DNR's statewide education strategy for controlling AIS including the use of existing publications and outreach materials.
- Development of AIS prevention and control plans or updating a plan consistent with ss. NR 191.45(2) or NR 198.43(1).

- Monitoring, mapping, and assessing waterbodies for the presence of AIS or other studies that will aid in AIS prevention and control, following Department approved protocols or recommendations.
- Planning and reporting monitoring efforts into Surface Water Integrated Monitoring System database SWIMS.
- Training, organizing, and supervising AIS control efforts.
- Watercraft inspection and education projects following the guidelines of the DNR's Clean Boats, Clean Waters program. Specifically, projects involving watercraft inspectors are required to train inspectors at a Clean Boats, Clean Waters workshop where they will learn inspection techniques, data collection, and reporting in a DNR statewide database. Inspection projects using an AIS grant must provide a minimum of 200 hours of inspection time at up to two boat landings between May 1 and October 30 or conduct an approved alternative. CBCW implementation may be included as an eligible activity in the Education, Prevention and Planning application or submitted for funding under the streamlined Clean Boats, Clean Waters Program Funding Request described below.

Ineligible Projects:
Any project not specified above, including the purchase and application of chemicals, as well as diver time, diving equipment and diver assisted suction harvesting. Due to the competitive nature of the grant program, monitoring and treatment evaluation activities that go above and beyond the core activities specified in the Aquatic Plant Management Guidance may not be eligible. A planning project can only be submitted in one Surface Water grant subprogram. The same project cannot be submitted to the AIS Education, Prevention and Planning grant category, as well as the Lake Management Planning category. Select the grant category that best fits with your project goals.

Clean Boats Clean Waters (CBCW):
The Clean Boats Clean Waters watercraft inspection program trains and funds inspectors to conduct boater education in their community. Boat inspectors are trained to know what action steps should be taken at boat landings to prevent the spread of AIS, how to share prevention steps with boaters, and how to assist boaters in inspecting their watercraft. All CBCW projects will follow protocols and procedures established for this program found at http://www.uwsp.edu/cnr-ap/UWEXLakes/Pages/programs/cbcw/default.aspx

A streamlined Clean Boats Clean Waters *Funding Request and Agreement* process has been created for sponsors interested only in this subprogram. You can access the application at http://dnr.wi.gov/files/PDF/forms/8700/8700-337.pdf. For more information on the simplified process, read the fact sheet on Clean Boats Clean Waters at: http://dnr.wi.gov/Aid/documents/AIS/CBCW_Fact_Sheet.pdf

All CBCW projects should closely follow the CBCW Handbook and Forms (PUB-WT-780). To order a hardcopy of the *Handbook*, contact UW-Extension Lakes at 715-346-2116 or uwexlakes@uwsp.edu. Additional guidance on alternatives to a standard CBCW program can be found in *Alternative Equivalent CBCW Activities for Grant Projects for Lakes* found at: http://dnr.wi.gov/Aid/documents/AIS/CBCWActivities.pdf.

AIS Management Plan Approval:
Regional DNR staff will review submitted management plans to ensure it adequately addresses all elements; review staff may enlist the assistance of the Lake Technical Review team. Regional DNR staff will document their approval by letter and will detail any exceptions to the approval and specify the activities eligible for additional DNR funding. These letters should become part of the final approved Aquatic Invasive Plant Management Plan. Once approval is received, eligible project sponsors may submit application for implementation funding under s. NR 198.40.

A checklist to assure your Aquatic Invasive Plant Management Plan is ready for submittal can be found in **Appendix B** of this *Guide*.

Prevention, Control, and Contingency Planning:
Any planning effort should include an action plan for responding to a new AIS population. Below are the essential elements of such a plan that is further detailed in Aquatic Plant Management in Wisconsin.

Resources:
For additional applicant resources, go to the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:
Maximum amount of grant funding is 75% of the total project costs, not to exceed $150,000. Applications will be separated into three classes:

- less than $10,000 in state funding,
- between $10,001 and $50,000 in state funding,
- between $50,001 and $150,000 in state funding.

It is a Department priority to make adequate funding available to update existing lake management plans to incorporate an AIS element (including aquatic plant management) and fund monitoring efforts to track AIS. The less than $10,000 funding category provides the opportunity for lakes with existing management plans to update their plans and/or for AIS monitoring. Eligible activities include planning, monitoring, reporting, training, organizing and supervising control efforts and aquatic plant management permit fees. The management plan must be consistent with plan standards in ss. NR 191.45(2) or NR 198.43(1) and should be updated at least once every five years. Education, prevention or planning activities must be consistent with ss. NR 198.22(1).

Clean Boats Clean Waters projects are limited to no more than $4,000 per public boat launch facility. Use the streamlined Clean Boats Clean Waters application.

Payment Options:
At the time of grant award, grantees may request an advance payment equal to 25% of the grant amount. In the case of Clean Boats Clean Waters grants, an advance payment of 25% is automatically provided.

If your project is an AIS or River project, the water quality testing costs will be paid directly to the lab you are working with and you will request reimbursement from the DNR.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project when the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

1b. AIS Early Detection and Response Projects

Section *NR 198.30*, *Wis. Admin. Code*

Purpose:
Early detection and response grants provide funds for the early identification and control of pioneer populations of AIS before those populations become established. These projects are intended for waters and wetlands where the presence of AIS is relatively new and the area of coverage is limited such that there is a high likelihood that they can be removed or significantly reduced and managed at low densities.

Your DNR regional AIS Coordinator will determine whether an AIS population qualifies as "pioneer" population based on best professional judgment. For rooted AIS like Eurasian Water Milfoil, pioneer infestation are typically defined as a localized bed that has been present less than 5 years and is less than 5 acres in size or less than 5% of the littoral area, whichever is greater.

All response projects are required to implement the DNR Rapid Response Framework: https://dnrx.wisconsin.gov/swims/downloadDocument.do?id=126471653.

Eligible Projects:

- Identification and removal of pioneer AIS populations in the early stages of colonization, or re-colonization by approved methods.
- Control of a re-colonization following the completion of an established population control project.
- Monitoring, outreach, and education efforts following DNR approved methods.

Ineligible Projects:
Any project not specified above.

Applicant Procedures:
In recognition of the potential negative effect of a new AIS infestation, this subprogram allows for a more streamline grant application process. Applicants must follow the procedures below.

Project applicants report a new pioneer population to DNR field staff by:

1. Collecting an entire intact adult specimen. If possible, collect the roots, stems, flowers and fruit of the invasive plants.
2. Icing or refrigerating the specimen immediately.

3. Completing a field data form if the occurrence was found during an existing AIS monitoring project or completing an incident report for plants or animals that were incidental finds:
    a. Plant: http://dnr.wi.gov/lakes/forms/3200-125-plantincident.pdf.
    b. Animal: http://dnr.wi.gov/lakes/forms/3200-126-animalincident.pdf.
4. Submitting the specimen and report form to the DNR AIS/Lakes/River Coordinator within 3 days: http://dnr.wi.gov/topic/Invasives/report.html. If the discovery was made during a specific DNR-approved AIS monitoring event, enter the form into SWIMS and provide the form and specimen to the DNR for verification. Your DNR AIS Coordinator will confirm the species and determine the appropriate method of control. The applicant will be authorized, in writing, when the project may begin and will receive a permit, if needed, as well as notification of eligibility for an AIS grant. After receiving authorization, project costs become eligible for reimbursement. However, the applicant must follow through and complete a grant application to receive reimbursement. Pre- and post- treatment monitoring following DNR-approved protocols will be required and is an eligible project cost. All applicants are encouraged to begin developing a long-term management plan as a follow-up to the early response action.

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:
Maximum amount of the grant funding is 75% of the total project costs, not to exceed $20,000.

Payment Options:
Grantees may request an advance payment equal to 25% of the grant amount.
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as documentation for the costs being claimed.
The final 10% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

1c. AIS Established Population Control Projects

Section *NR 198.40*, *Wis. Admin. Code*

Purpose:
Established population control grants are intended to assist applicants in controlling or substantially reducing established populations of AIS to protect and restore native species communities. Established populations are defined as substantial reproducing populations of AIS that are not pioneer populations. (A pioneer population means a small community of AIS in the early stages of colonization, or re-colonization, in a particular waterbody. For rooted aquatic plants, the pioneer population has been present less than five years and is less than five acres in size or less than 5% of the littoral zone area whichever is greater.)

For projects on lakes and rivers, adequate public boating access is required, as defined in s. NR 1.91(4) or (6), Wis. Adm. Code.

Eligible Projects:

- Activities recommended in a DNR-approved control plan including monitoring, education, Clean Boats Clean Waters, and prevention activities. (Implementation of CBCW projects may be included as an eligible activity in the Established population control application or submitted for funding under the streamlined Clean Boats, Clean Waters Program Funding Request. For more information on the simplified process, read the fact sheet on Clean Boats Clean Waters.)
- If participating in a DNR designated program, such as the Purple Loosestrife bio-control project, no prior plan approval is required.

Ineligible Projects:

- Dredging
- Chemical treatments or mechanical harvesting of aquatic plants to provide single season nuisance or navigational relief.
- Maintenance and operation of aeration systems and mechanical structures used to suppress aquatic plant growth.
- Structural facilities for providing boat washing stations. Equipment associated with boat washing facilities is eligible if included in a management plan.

AIS Plan Approval:
Applicants must have developed and received DNR approval of their AIS/Aquatic Plant Management Plan prior to the application deadline. Applicants should submit control plans to the regional AIS or Lakes Coordinator ***a minimum*** of 60 days prior to the application deadline along with an explanation of the specific recommendations to be funded by the grant. Approved AIS Plans must describe the management option for which funds are being applied and must have been updated within the last five years in order for the project sponsor to be eligible to apply for AIS Control project funding.

A checklist to assure your AIS /Aquatic Plant Management Plan is ready for submittal can be found in **Appendix B** in this *Guide*.

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:
Maximum amount of the grant funding is 75% of the total project costs, not to exceed $200,000.

Payment Options:
No grant advance is available.
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as supporting documentation for the costs being claimed.
The final 10% of the grant amount may only be requested at the end of the project when both the final project report and documentation for eligible costs are submitted to the DNR and approved.

1d. AIS Maintenance and Containment Projects

Section *NR 198.50*, *Wis. Admin. Code*

Purpose:
Maintenance and containment grants are intended to provide sponsors limited financial assistance for the ongoing control of established AIS population without the assistance of an Establish Population Control grant. These projects are intended for waters where management activity has achieved the target level of control identified in an approved AIS plan that meets the criteria of s. NR 198.43, Wis. Adm. Code. Ongoing maintenance is needed to contain AIS populations so they do not re-establish throughout the waterbody, spread to other waters, or impair navigation and other beneficial uses of the waterbody.

Eligible Costs:
Application fees for aquatic plant management permits issued by the DNR under ss. NR 107 or NR 109 , and costs associated with surveying, monitoring, reporting and recordkeeping required by the DNR.

Procedures:
Grantees may submit reimbursement claims to the DNR at any time after the permitted activities are completed and have been paid in full by the sponsor. Use reimbursement claim Form 8700-323 . Reimbursement requests must include all necessary compliance reports; these reports will be reviewed by DNR staff.

Funding Possibilities:
Maximum amount of grant funding will be determined by DNR based on the sponsor's permit application fee, specified monitoring and reporting requirements in the permit, or DNR-approved management plan. The maximum grant amount shall not exceed the cost of the permit application fee.

Payment Options:
The DNR will issue payment once all necessary compliance reports are reviewed and approved. The maximum grant amount shall not exceed the cost of the permit application fee and is dependent upon completion of compliance activities such as monitoring and reporting

1e. AIS Research and Demonstration Projects

Section *NR 198.60*, *Wis. Admin. Code*

Purpose:
Research and demonstration projects are intended as a cooperative activity between applicants and the DNR. Such projects shall be designed to increase scientific understanding of the ecological and economic implications of AIS and its management and to assess experimental and innovative techniques for AIS prevention, containment, and control using a scientific method.

Eligible Projects:
- Those that increase scientific understanding of the ecological and economic implications of AIS
- Those that increase scientific understanding of the management of AIS.
- Those that assess experimental and innovative techniques for the prevention, containment and control of AIS.

Ineligible Projects:
Any project not utilizing a sound scientific method or projects not specified above.

Procedures:
Pre-proposal briefs for research or demonstration projects must be submitted to the DNR by August 1 each year to be considered for funding. Pre-proposals can be emailed to dnrsurfacewatergrants@wi.gov . Pre-proposal briefs shall include the following:
- Goals and objectives of the project
- Brief description of the methods to be used
- Brief description of monitoring and project evaluation methods
- Estimated costs
- Timeline for project completion

Prior to each two-year state budget cycle, the DNR develops a *Biennial Research Agenda* to identify the highest priority research. Only projects that are included in the broad research agenda may be funded by the DNR. A final application and proposal must be received by or postmarked no later than the February 1st deadline.

Funding Possibilities:
In years when funding for this subprogram are available, the maximum amount of grant funding is 75% of total project costs up to the maximum established by the DNR for the subprogram. No more than $500,000 annually shall be awarded for research or demonstration projects.

Payment Options:

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant will be held for the final reimbursement once proof is submitted that all project expenses have been paid by the sponsor.

2. Lake Management Planning Grants

Section 281.68, Wis. Stats., ch. NR 190, Wis. Admin. Code

Overview:

Lake management planning grants are intended to provide financial assistance to eligible applicants for the collection, analysis, and communication of information needed to conduct studies and develop management plans to protect and restore lakes and their watersheds. Projects funded under this subprogram often become the basis for implementation projects funded with Lake Protection grants. There are two categories of lake management planning grants: small-scale and large-scale.

Priorities and funding considerations for Lake Planning Grants:

DNR review teams evaluate each application received by the deadline for completeness then develop a statewide priority list. Review teams consider the following factors when developing the project priority list:

Small-scale Projects

a. The utility of the data and information that will be generated for assessing lake ecosystems.
b. The degree to which the project will enhance knowledge and understanding of lake ecosystems.
c. The degree to which the project will provide information for local decision−making and for the formation of goals or a strategy to protect a lake or lakes and lake ecosystems.
d. The degree to which the project will contribute to the improvement in the management of a lake or lakes and lake ecosystems.
e. The degree of public access to the lake.
f. Whether it is a first−time small scale application

Large-scale Projects

a. The degree to which the project contributes toward a holistic set of alternatives to assist local decision−making or contributes to the formation of a strategy to enhance or maintain the quality of a lake ecosystem.
b. The degree to which the planning project will enhance knowledge and understanding of a lake's fish, aquatic life and their habitats.
c. The degree to which the planning project will enhance knowledge and understanding of a lake's watershed conditions that affect or have potential to affect a lake's ecosystem.
d. The degree to which the proposed planning project enhances local understanding of the lake's water quality, potential uses and factors which affect a lake's water quality.

e. The degree to which the project will likely result in significant improvement in the management of a lake or lakes and lake ecosystems.
f. The availability of public access to, and public use of, the lake. Lakes not meeting the minimum public boating access standards of s. NR 1.91 (4)(d) will be assigned the lowest funding priority. If a project includes one or more lakes that do not meet the minimum public boating access standard of s. NR 1.91(4)(d), then the project be will be assigned the lowest priority.
g. The degree to which the proposed planning project complements other lake management efforts, is supported by other affected management units, and leverages other local community funds for the project.
h. The importance of the information obtained from a planning project to the state as identified in a resource management plans.
i. Whether the project is a first−time large−scale project for a lake.

Lake Management Plan Approval:
Regional DNR staff will review a plan and may enlist the assistance of the Lake Technical Review team. Regional DNR staff will document their approval by letter and will detail any exceptions to the approval and specify the activities eligible for additional DNR funding. Approval letters should become part of the final DNR-approved Lake Management Plan. Once Plan approval is received from the DNR, the project sponsor may request implementation grant funding under s. NR 191.4. Management plans must be within the last five years to be eligible for Lake Protection grant funds.

A checklist to assure your Lake Management Plan is ready for submittal can be found in Appendix C in this *Guide*.

2a. Small-Scale Lake Planning

Ch. *NR 190*, *Wis. Admin. Code*

Purpose:
Small-scale projects are intended to address the planning needs of lakes where education, enhancing lake organizational capacity, and obtaining information on specific lake conditions are the primary project objectives. These grants are well suited for beginning the planning process, conducting plan updates, or developing plans and specifications for implementing a management plan recommendation.

Eligible Projects:
- Specific monitoring and assessment projects. Collect and report chemical, biological, and physical data about lake ecosystems for a Tier I assessment, Tier II diagnostic, or Tier III project evaluation.
    - Tier I -- If initial basic monitoring is needed to assess the general condition or health of the lake.
    - Tier II -- If an assessment has been conducted and more detailed data collection is needed to diagnose suspected problems and identify management options.
    - Tier III -- If the monitoring and assessment will be used to evaluate the effectiveness of a recently implemented project or lake management strategy.

- Collecting and disseminating existing information about lakes for the purpose of broadening the understanding of lake use, lake ecosystem condition, and lake management techniques.
- Conducting workshops or trainings needed to support planning or project implementation.
- Projects that will assist management units as defined in ss. NR191.03 (4) and NR 190.003 (4) in the formation of goals and objectives for the management of a lake or lakes.

Ineligible Projects:
Projects not specifically mentioned above.

Funding Possibilities:
Maximum amount of grant funding is 67% of the total project costs, not to exceed $3,000.

Payment Options:
Grantees may request an advance payment equal to 75% of the grant amount.

If your project includes State Lab of Hygiene water quality testing costs, those costs will be subtracted from your advance payment because the DNR pays the State Lab directly for these services on your behalf.

The final 25% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

2b. Large Scale Projects

Ch. *NR 190*, *Wis. Admin. Code*

Purpose:
Large-scale projects are intended to address the needs of larger lakes and lakes with complex and technical planning challenges. The result will be a lake management plan; more than one grant may be needed to complete the plan.

Eligible Projects:
- Collection of new or updated, physical, chemical and biological information about lakes or lake ecosystems.
- Definition and mapping of Lake watershed boundaries, sub-boundaries, and drainage system components.
- Descriptions and mapping of existing and potential land conditions, activities and uses within lake watersheds that may affect the water quality of a lake or its ecosystem.
- Assessments of water quality and of fish, aquatic life, and their habitat.
- Institutional assessment of lake protection regulations - review, evaluation or development of ordinances and other local regulations related to the control of pollution sources, recreational use or other human activities that may impact water quality, fish and wildlife habitat, natural beauty or other components of the lake ecosystem.

- Collection of sociological information through surveys or questionnaires to assess attitudes and needs and identify problems necessary to the development of a long-term lake management plan.
- Analysis, evaluation, reporting and dissemination of information obtained as part of the planning project and the development of management plans.
- Development of alternative management strategies, plans and specific project designs, engineering or construction plans and specifications necessary to identify and implement an appropriate lake protection or improvement project.

It is a DNR priority to make adequate funding available for updating and maintaining existing lake management plans. The less-than-$10,000 funding subcategory provides opportunity for lake communities to develop a Lake Management Plan or for lake communities with an existing management plans to update that plan Management plans should be updated at least once every five years. Applicants are encouraged to integrate the US Environmental Protection Agency's 9 Key Element Plan into a Lake Management Plan, when appropriate. The management plan must be consistent with plan standards in ss. NR 191.45(20) or NR 198.43(1).

Ineligible Projects:
Any project not specified above. An application may only be submitted in one grant subcategory. For example: An application for the same project cannot be submitted to both the AIS Education, Prevention and Planning grant category as well as the Lake Management Planning grant category. Select the grant category that best fits with your project goals.

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:
Maximum amount of grant funding is 67% of the total project costs, not to exceed $10,000 or $25,000.

Multiple grants in sequence may be used to complete a planning project, not to exceed $100,000 for each lake. If phasing is necessary, all phases should be fully identified and a timeline identified in the initial grant application.

The maximum grant award in any one year is $50,000 for each lake.

Payment Options:
Grantees may request an advance payment equal to 75% of the grant amount.

If your project includes any State Lab of Hygiene water quality testing costs, those costs will be subtracted from your advance payment because the DNR pays the State Lab directly for these services on your behalf.

The final 25% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for actual eligible costs are submitted to the DNR and approved.

3. Lake Protection and Classification Grant Program

Sections 281.69 and 281.71, Wis. Stats., ch. NR 191, Wis. Admin. Code

Overview:
Lake protection and classification grants assist eligible applicants with implementation of lake protection and restoration projects that protect or improve water quality, habitat or the elements of lake ecosystems. There are five Lake Protection subprograms:

a. Fee title or Easement Land Acquisition
b. Wetland and Shoreline Habitat Restoration
c. Lake Classification and Local Ordinance Development
d. Lake Plan implementation
e. Healthy Lakes Projects

Priorities and funding considerations for Lake Protection Grants:
DNR review teams will compile a statewide priority list of all eligible applications received by the grant deadline. Review teams will consider the following criteria when developing the project priority list:

a. Degree to which the project provides for the protection or improvement of water quality.
b. Degree to which the project provides for protection or improvement of other aspects of the natural ecosystem, such as fish and wildlife habitat, native vegetation, or natural beauty.
c. Availability of public access to, and public use of, the lake. Lakes not meeting the minimum public boating access standards of s. NR 1.91 (4) (d) will be assigned the lowest priority and in the case of lake restoration projects, minimum public boating access is required.
d. Degree to which the proposed project complements other lake and watershed management efforts including local comprehensive plans developed pursuant to s. 66.1001, Stats.
e. Level of support for the project from other affected management units or organizations.
f. Likelihood of the project to successfully meet the stated project objectives.
g. Degree of detail in the application and the time frame within which it will be implemented.
h. Whether it is a first−time protection project for the lake or first-time classification project for the sponsor.

3a. Fee Title/Easement Land Acquisition

Section *NR 191.10, Wis. Admin. Code*

Purpose:
Grants under this subprogram are intended for the acquisition of property or property rights (also called easements) to protect lakes and their ecosystems. Land acquisition projects are reviewed and processed by DNR environmental grant specialists. All other types of surface water protection grant projects are reviewed by DNR Lake and River Grant Coordinators. A list of environmental grant specialists appears in the front of this *Guide*.

Important:
#1 -- Approval of land acquisition applications is one of the most complicated processes at the DNR. For this reason, it is important for you to plan your project early and communicate your plans with your DNR environmental grant specialist at frequent intervals before the grant application deadline.

#2 -- Your application will not be considered complete unless it includes a real estate appraisal for the subject property. The DNR has appraisal reviewers who evaluate the appraisal for accuracy and adherence to industry standards and certify the value of the property for grant purposes. Appraisal review and certification must be completed before the DNR can issue a grant contract. See appendix for **Special Requirement** for Fee Title or Easement Acquisition for additional land acquisition details.

Eligible Costs:
- The fair market value of the property as certified by DNR appraisal reviewer
- Cost of appraisal(s)
- Cost of survey, if needed
- Relocation payments
- Land stabilization
- Title insurance and gap insurance
- Recording fees
- Historical and cultural assessments (if required by the DNR)
- Baseline documentation for natural resources (required for conservation easements)
- Environmental inspections and audits
- Attorney fees not to exceed $2,000
- Closing costs
- Building demolition and disposal may be an eligible costs based on the degree to which the demolition contributes to lake protection or restoration.

Ineligible Costs:
- 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
- Land acquired through eminent domain or condemnation; projects where landowners were not treated fairly and negotiations were not conducted on a willing buyer-willing seller basis
- Acquisition of land on which a dam is located
- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- Any other cost not identified as eligible above

Funding Possibilities:
Maximum amount of grant funding is 75% of total costs, not to exceed $200,000.

Payment Options:
No grant advance is possible. Upon request, the DNR will distribute the entire grant amount to an acceptable third party for placement in a no-interest escrow account, subject to DNR approval of title commitment, title insurance, and gap insurance for each property after written confirmation that funds will be released to the seller upon completion of an insured closing and conveyance of property title to the sponsor.

The substantiated value of donated services or the value of donated property may be used as all or part of the local share of the project costs. The value of donated property shall be determined by an appraisal, reviewed and approved by the DNR appraisal reviewer, with value of donated property certified by the DNR appraisal reviewer. Donated property used as match shall become part of the project. Both the subject property and any donated property must both have deed restrictions placed on the property title.

3b. Wetland and Shoreline Habitat Restoration

Section *NR 191.20*, *Wis. Admin. Code*

Purpose:
Wetland and shoreland habitat restoration grants are intended to provide financial assistance to protect or improve the water quality or natural ecosystem of a lake by restoring adjacent degraded wetlands or tributary to lakes.

Shoreline habitat restoration grants are intended to provide financial assistance, including incentive payments, to owners of developed lake front lots to re-establish riparian habitat.

Eligible Projects:

- Development of plans, specifications and environmental assessments, including pre- and post- engineering and design costs.
- Construction, earth moving, or structure removal costs.
- Native plant stock or seeds for re-establishing vegetation.
- Incentive payments per landowner not to exceed $250.
- Rental of public meeting locations, education and promotional materials, mailings and similar costs related to the distribution of information about restoration.
- Necessary monitoring in order to measure success in achieving the ecologic function of restoration activities.
- Purchase of fee title or easement land acquisition on which wetland restoration activities will take place.
- The cost of preparing and filing deed restrictions on the property where restoration will take place.
- Labor costs required to carry out activities identified in the grant agreement, including technical assistance.
- Other costs determined by the DNR as necessary to complete a successful wetland or shoreline habitat restoration.
- Water regulatory permits required for the project, including reasonable planning, engineering and design costs necessary to complete the permit application incurred within 12 months prior to the application submission deadline.

- Technical assistance provided to individuals seeking building permits if the intent is to improve the site's habitat conditions or comply with mitigation conditions.

Ineligible Projects:

- Environmental cleanup
- Construction or repair of stairs
- Construction or repair of walkways
- Construction or repair of piers
- Costs of actual restoration that is intended to comply with a regulatory or enforcement action, including wetland or shoreland mitigation projects.

Wetland Restoration:
Approximately 80% of Wisconsin's wetlands occur adjacent to lakes, rivers, and streams. Wetlands improve and protect water quality by protecting shorelines from erosion and trapping sediment and other pollutants that travel from uplands toward our waters.

Opportunities for wetland restoration will often be identified in watershed assessments or management plans. Typical candidate sites will be where historical agricultural or other activities have drained the wetland for conversion to other uses. The DNR maintains a *Potentially Restorable Wetlands* (PRW) map layer on its **surface water data viewer** that identifies the best estimate of where wetlands occurred in the past, where they have been lost and how much of an original wetland remains. The *Wetland Restoration Handbook for WI Landowners* found in ***Resources*** contains guidance on various restoration methods. Enhancement – improving the functions - of existing degraded wetlands is also grant eligible.

Shoreline Habitat Restoration:
Shoreline habitat restoration sites must meet minimum dimensional standards and other requirements as specified in s. NR 191.24(3) for cost-sharing restoration work. Grant funding for technical assistance and design assistance is eligible for any size site. A grant can be used to provide education and technical assistance to landowners who will implement a restoration project at their own expense; this typically involves a site visit from a professional who provides a restoration plan with recommended plantings. Assistance may be provided for installing on-site runoff management practices (*e.g.*, rain gardens, swales, etc.) or placing woody habitat in near shore shallow waters.

Water Regulatory Permits:
Some work done within waters of the state requires a permit from the DNR. An application for all necessary water regulatory permits must be filed with the DNR by the date on which a grant application is submitted. Cost incurred for preliminary design necessary to obtain the permit is an allowable cost eligible for reimbursement once the grant is approved.

A small-scale lake planning grant is another option for obtaining financial assistance to conduct preliminary design and feasibility studies. The intent is to allow for concurrent financial and legal review to assure a project is feasible from a regulatory standpoint before a grant is awarded.

Ownership, Easements, or Deed Restrictions Required for all Restoration Activities:
For **wetland restoration** activities, the grantee must have control of the restoration site through fee title ownership or a conservation easement in perpetuity prior to applying for a grant. The costs of acquiring property for this purpose are eligible project costs. The procedures outlined in the land acquisition project section must be followed. Cost of filing and preparing deed restriction is grant eligible, as is a $250 incentive payment to the landowner.

For **shoreline habitat restoration,** the restoration site must be deed restricted so that it remains in conservation use in perpetuity. Cost for filing and preparing deed restrictions is grant eligible, as is a $250 incentive payment to the landowner .

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:
Maximum amount of grant funding is 75% of the total project costs, not to exceed $100,000.

Wetland Restoration Incentive Grants:
A special subset of wetland restoration grants allows for 100% funding up to $10,000 for wetland restoration projects if they are identified in the applicant's comprehensive land use plan adopted by the applicant's governing body. At a minimum, the plan must identify the project location and include a policy statement on the need for restoration or enhancement. Other than the alternative funding possibilities, all other wetland restoration grant provisions apply.

Payment Options:
No grant advance is possible.
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.
The final 10% of the grant amount may only be requested at the end of the project when the final project report and documentation for eligible costs are submitted to the DNR and approved.

3c. Lake Classification and Local Ordinance Development

Section *NR 191.30*, *Wis. Admin. Code*

Overview:
Counties conduct Lake Classification projects to study the characteristics of lakes and assign them into different management classifications for the purpose of implementing lakes-based protection activities. Protection activities may be regulatory (such as improved Shoreland), land or lake use ordinances, or other best management practices or protection activities for protecting and improving water quality or aquatic habitats. Lake classification projects can be used to implement the prescribed management activities.

Any unit of government may develop local regulations or ordinance projects to protect or improve a lake's water quality or its natural ecosystem. Lake Classification and Local Ordinance Development projects can be funded separately or jointly. Because of their similar nature, these two grant project types are combined into one grant subprogram. Although technically "management" grants by statute, the activities associated with each are fundamentally planning and, therefore, the DNR has grouped them in with other planning grants with application submission deadline of Dec. 10 each year.

Lake Classification

Purpose:
Lake Classification grants provide financial opportunities for Wisconsin counties to assist in lake protection efforts. Using existing and collected lake data, county lakes with similarities can be grouped to assist in the administration of shoreland zoning or land and water conservation programs.

Eligible Projects

Classification:

- Data collection, analysis using GIS, and mapping to place waters in classes. Types of data may include lake size, depth, shape, and water quality, watershed size, potential nonpoint pollution sources, land uses and development patterns, recreational uses, fish and wildlife habitat, etc.
- Objective setting for the classification system.
- Investigation and selection of appropriate classification criteria.
- Investigation and assignment of appropriate protection and management tools. All projects must propose lake protection activities for each classification.
- Assist the DNR in setting lake water quality standards.

Note: Applicants may not propose projects that lower existing state minimum standards designed to protect lakes.

Protection and Implementation:

- Development of educational materials and training programs to improve the understanding and compliance with the lake classification.
- Compliance monitoring and enforcement.
- Technical assistance to landowners to comply and implement protection activities.
- Developing or improving administrative procedures and processes.

- Ordinance development: zoning, watercraft regulation, construction site erosion control, public water access, piers and moorings, etc.
- Adoption of policies that encourage management of waters based on the specific needs of each waterbody.
- Implementation of alternative management tools: purchase of land or development rights, conservation easements, development of individual lake and watershed plans, etc.

NOTE: A county must have adopted a lake classification system prior to the date of application to be eligible for an implementation grant.

Ineligible Projects:
Projects not eligible for funding under this subchapter, including water safety patrols.

Note: Lake Classification projects may be conducted to assist the DNR in setting lake water quality standards. However, any proposal for the classification of lakes to be used in setting lake water quality standards or for enacting requirements for the implementation of water quality standards based on new or existing classifications only become effective when adopted by the DNR as rules under s. 281.15, Wis. Stats.

Local Ordinance Development

Purpose:
Lake Ordinance development grants are intended for local governments and lake districts to create or improve regulations that will protect or improve a lake's water quality or its natural ecosystem.

Eligible Projects:
To be eligible for funding consideration, all projects must include the development of an ordinance to be presented for adoption by the local governing board with an assessment of the administration and enforcement capacity and cost to implement the ordinance. Land use planning alone is not an eligible activity.

Types of ordinances may include: boating or lake use, conservancy, wetland, shoreland, floodplain, construction erosion control, stormwater control or other ordinances with water quality or lake protection benefit. Boating ordinances that assist in managing the recreational use of surface waters should be focused on addressing the environmental impacts of lake use rather than just safety concerns.

Typical activities and eligible project costs include:

- Review and evaluation of effectiveness of an existing regulation or ordinance, including necessary surveys.
- Mapping of environmental features, land use planning, and related activities as needed limited to what is necessary to the development of the proposed regulation. These activities should not be the main focus of the projects.
- Legal fees to develop regulation or ordinance language.
- Rental of public meeting locations, materials, printing, postage, surveys, mailing, and similar costs related to community education on the need for and implementation of an ordinance or regulation.

- Training of elected officials and citizens for compliance and enforcement of an existing or new regulation or ordinance.
- Labor costs required to carry out activities identified in the grant agreement provided those activities require additional staff or increased hours of existing staff. Costs of additional staff positions or increased staff hours shall be based on management unit rates for the position including salary, fringe benefits and other items determined to be appropriate by the DNR.
- Other costs determined by the DNR to be necessary to carry out the development of a regulation or ordinance.

Ineligible Projects:
Legal fees incurred in appealing DNR decisions are not reimbursable costs. Lake associations and nonprofit conservation organizations do not have regulatory authority and therefore are not eligible for ordinance development projects unless there are clear commitments from the regulatory authority to the project. Routine ordinance enforcement is not an eligible cost for any grant in this subsection**.**

The management unit that is adopting the ordinance should be the sponsor.

If the project is an ordinance update or upgrade project specific to ch. NR 115 , Wisconsin's Shoreland Protection Program, ch. NR 117 Wisconsin's City and Village Shoreland-Wetland Protection Program or ch. NR 118 Standards for Lower St. Croix Scenic Waterway, the ordinance will need to be reviewed and certified by DNR staff. You can search the DNR staff directory under contacts on the DNR home page using "Shoreland Zoning" in the subject box to find the appropriate person to conduct the review and certification. It's recommended that you make this contact before you begin your application. Appropriate DNR staff should be advised of the process from the start of any shoreland ordinance project. For all other ordinance development projects, local adoption or DNR approval is not required. However, the proposed regulation must be presented to the county or town board for adoption.

Site inspections and enforcement can be eligible for local ordinance development projects or lake classification if it is proposed as developing or enhancing the enforcement process. The project might create and test new forms or procedures such as compliance audits, automated record keeping or explore new information management technologies. A report on the "findings" of this element is a deliverable.

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:
Maximum amount of grant is 75% of the total project costs, not to exceed $50,000.

Payment Options:
Grantees may request an advance payment equal to 25% of the grant amount.
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during

the quarter for which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

3d. Lake Management Plan Implementation

Section *NR 191.40*, *Wis. Admin. Code*

Purpose:
Lake management plan implementation grant provides financial assistance to eligible applicants that have a DNR-approved lake management plan and wish to implement the plan's recommendations.

Eligible Projects:
Typical projects will include watershed or shoreland best management practices (BMPs) for nonpoint source pollution control or in-lake restoration actions like an alum treatment. Nonpoint source pollution control practices are identified in ch. NR 154, Wis. Admin. Code, BMP and Cost Share Conditions. These BMPs have been established in partnership with other state and federal agencies and approved by the US Environmental Protection Agency as part of the State's *Nonpoint Source Program Management Plan*. Adherence to these BMPs assures eligibility for federal grant funds under the Clean Water Act Section 319 and allows the DNR to use state-funded projects as match to those federal funds received by the DNR.

Under s. NR 1.91, Wis. Admin. Code, grant funding provided for lake restoration activities that improve recreational or environmental values of a lake are defined as natural resource enhancement services. Grant funding for these services can only be provided for lake and river projects where the public has been afforded a minimum level of public boating access as defined in s. NR 1.91(4) d. Typical projects in this category are defined as "in-water" activities such as aeration, aquatic plant management, alum treatments, bio-manipulation, drawdown, fish stocking and fishery rehabilitation, habitat restoration, and hypolimnetic withdrawal. An additional eligibility requirement for funding these activities is that the sources or causative factors of the problems to be remediated should have been or very likely will be controlled prior to implementation.

Habitat improvement, protection activities, or any other types of project that will work toward protecting or improving lakes and lake ecosystems may be eligible as long as the recommendation is contained in a DNR-approved lake management plan . To be eligible for consideration, the project sponsor must have submitted to the DNR an application for all necessary permits by the date on which a grant application is submitted.

Lake Management Plan Approval:
Prior to submitting an application, the sponsor must submit a copy of the lake management plan to the appropriate regional headquarters for approval of the proposed recommendations or best management practices. This submittal can occur at any time but if not submitted 60 days before the February 1 grant application deadline, the DNR staff may be unable to complete the review. When submitting the lake management plan to

your regional lake coordinator, be sure to specify which recommendations you plan to implement and describe how you will allow for public comment on the plan and summarize/document comments received and incorporate into the final lake management plan. Grant applications may only request funding for practices described in a DNR-approved Lake Management Plan; Lake Management Plans must have been approved by the DNR within five years of the year in which a Lake Implementation grant application is submitted .

The DNR will review the lake management plan and consider the extent to which it adequately supports the recommended actions. The DNR will complete its review in 45 days after receipt and notify the sponsor of its decision or request additional information. Once the Lake Management Plan is approved, you may submit an application for a grant consistent with the approved recommendations.

Lake Management Plan Implementation Checklist:
See **Appendix C** for the checklist that the DNR uses to review a lake management plan.

Nine Key Element Plans:
In order to be eligible for federal funding sources, the DNR strives to comply with federal requirements where it can. This is especially important in watersheds that contribute pollutants to waterbodies that appear on the Clean Water Act Section 303(d) list of "Impaired Waters". Some of the funding available for lake protection grants comes from the Federal Clean Water Act Section 319. Section 319 grant funds can only be spent on lakes covered by a "Nine Key Element Plan". See **Appendix D** for a Nine Key Elements Checklist. Many elements of a Nine Key Element Plan overlap and are consistent with the requirements for a Lake Management Plan (see **Appendix B**). Often with a little additional work, a plan that meets the DNR's lake management plan checklist can also meet Nine Key Element Plan requirements, thereby making Section 319 funding available for Lake Implementation projects.

Eligible Costs:

- Construction, labor, materials, supplies, laboratory costs related to eligible activities.
- Planning and engineering, landscape or construction design plans and specifications that are necessary to determine appropriate options and recommendations for lake protection improvement.
- Other costs as approved by the DNR and necessary for implementing a recommendation in a DNR-approved lake management plan.

Ineligible Project Costs:
Any cost not specified above.

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:
Grant awards are based on 75% of the total eligible project costs, not to exceed the maximum grant amount of $200,000.

Payment Options:
No grant advance is possible.
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.
The final 10% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

3e. Healthy Lakes Projects

Section *NR 191.40*, *Wis. Admin. Code*

Purpose:
The Healthy Lakes grants are a sub-set of Plan Implementation grants, intended to fund simple and inexpensive habitat restoration, runoff and erosion control projects on waterfront properties without the burden of developing a complex lake management plan. The intent of the Healthy Lakes grant is to fund shovel-ready projects that are relatively inexpensive and straight-forward. The Healthy Lakes grant category is not intended for large, complex projects, particularly those that may require engineering design. The DNR expects that all Healthy Lake grants will be implemented within 2 years.

Eligible Projects:
There are five eligible best practices: fish sticks, 350 square-foot native plantings, diversion practices, rock infiltration pits, and rain gardens. Eligible best practices are further defined in the Wisconsin Healthy Lakes Implementation Plan, which local sponsors can adopt by resolution and/or integrate into their own local planning efforts. By adopting the Wisconsin Healthy Lakes Implementation Plan, your lake organization is immediately eligible to apply for healthy lakes projects. Additional technical information for each of the eligible practices is described in associated fact sheets.

Ineligible Projects:
Any practice not specified in the Wisconsin Healthy Lakes Implementation Plan.

Eligible Costs:
The Wisconsin Healthy Lakes Implementation Plan identifies best practices for each of three zones on a typical developed lake shore residential lot:

- Zone 1 (shallow near-shore water) includes fish sticks -- a practice that places trees in the water to improve fish and aquatic life habitat and protect shorelines;
- Zone 2 (transition) includes various 350-square foot native planting plots and water diversion practices to improve habitat and slow runoff;
- Zone 3 (upland) includes rain gardens, water diversion practices and rock infiltration -- practices to manage runoff from structures and other impervious surfaces.

Up to 10% of a grant award may be used to reimburse technical assistance costs of a project.

Funding Possibilities:
Maximum amount of grant funding is 75% of the total project cost, not to exceed $25,000. Maximum costs per practice may not to exceed $1,000.

Payment Options:
No grant advance is possible.
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.
The final 10% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

4. River Protection Grants

Section 281.70, Wis. Stats., ch. NR 195, Wis. Admin. Code

Overview:
This grant program provides assistance for the formation of river management organizations and provides support and guidance to local organizations that are interested in helping to manage and protect rivers, particularly where resources and organizational capabilities may be limited. "Limited" is interpreted to mean large geographic areas of the state where, on average, a limited number of river management organizations exist and/or where a limited amount of River Protection grant funding has been historically distributed to increase capabilities. In addition, this grant program protects rivers by:

- Providing information on riverine ecosystems,
- Improving river system assessment and planning,
- Increasing local understanding of the causes of river problems, and
- Assisting in implementing management activities that protect or restore river ecosystems.

The River Protection Grants have three subprograms:

- River Planning
- River Management
- Land/Easement Acquisition

4a. River Planning Grants

Ch. *NR 195*, *Wis. Admin. Code*

Purpose:
River planning grants are intended to provide assistance in the formation of river management organizations and provide support and guidance to local organizations that are interested in helping to manage and protect rivers, particularly where resources and organization capabilities may be limited. This grant program is designed:

- for the collection, assessment, and dissemination of information on riverine ecosystems,
- to assist in developing organizations to help manage rivers,
- to assist the public in understanding riverine ecosystems, and
- to create management plans for the long term protection and improvement of riverine ecosystems.

Eligible Projects:

1. Organizational development projects that provide programs and materials to assist persons in forming a qualified river management organization or strengthen the capacity of an existing organization to protect or improve rivers and natural river ecosystems. Activities include:
   - Training, education, or facilitated planning programs and workshops
   - Development, printing and dissemination of information, surveys, educational materials and brochures to describe the group and its purposes and to attract membership
   - Cultivation of river partnerships
   - Development of organizational objectives to protect a river ecosystem
   - Technical support to qualified river management organizations.

2. Education projects that include the development and dissemination of materials and programs or other activities that increase the public awareness relating to protecting or improving the ways in which rivers are used, the quality of water in rivers, the quality of natural riverine ecosystems or the populations of fish and aquatic life and their habitat in rivers.

3. River assessments and management plan development that may include but are not limited to:
   - Collection of new or updated information on the water quality, water quantity, fish, wildlife and other biological or environmental information about a river or its ecosystem and the assessment of this information
   - Descriptions and mapping of existing and potential land and water resource conditions, activities and uses within a riverine ecosystem that may affect its quality and the assessment of this information
   - Review, evaluation or development of ordinances and other local regulations related to control of pollution sources, recreational use, or other human activities that may impact fish and wildlife habitat, natural beauty or other components of the riverine ecosystem

- Collection of sociological information through surveys or questionnaires and assessments of river use information that is necessary for the development of a long-term river management plan
- The analysis, evaluation, reporting and dissemination of information obtained as part of the planning project
- The development of alternative management strategies, plans, and specific project designs necessary to identify appropriate river protection projects

Organizational Assessments
Prior to requesting grant funding, the DNR encourages river grant sponsors to conduct an organizational assessment.

A formal "organizational assessment" is a process that provides a detailed analysis of an organization's operations and assists in identifying areas in need of improvement. Assessments typically include the use of tools such as surveys, interviews, or focus groups to gather information from an organization's Board, staff and volunteers to help assess organizational strengths and prioritize areas in need of improvement. Areas of concern should be prioritized. An assessment should include an action plan for addressing prioritized areas of concern.

Organizational assessments for nonprofit citizen groups typically cover areas including Strategic Planning, Board Development, Fundraising, Staffing, and Strategic Alliances. Such assessments may be provided by private consultants or individuals experienced in working with citizen organizations, University of Wisconsin-Extension staff, River Alliance of Wisconsin staff, and others.

Priorities and funding considerations for River Planning Grants:
The DNR review teams will compile a statewide priority list of all eligible projects received by the grant deadline. Review teams will consider the following factors when developing the project priority list:

a. Degree to which the project assists creation or enhancement of a local river management organization and can demonstrate how the use of grant funds will build the capacity of the organization to protect and restore the river and its ecosystem.
b. Degree to which the project assists local decision–making or formation of a strategy to protect the quality of a river's ecosystem.
c. Degree to which the project will enhance knowledge and understanding of a river's ecosystem.
d. Degree to which the project is supported in a federal, state, or local resource plan and makes efficient use of all other available funding sources.
e. Degree of public support for the project, expressed in writing or other formats.
f. Whether grant application is the first for a project sponsor.

Ineligible Projects: Any capital improvement project.

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities: Maximum amount of grant funding is 75% of the total project costs, not to exceed $10,000.

Payment Options:

Grantees may request an advance payment equal to 75% of the total grant amount.

Any water quality testing costs will be paid by the grantee directly to the laboratory you are working with, then reimbursement will be sought from the DNR.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 25% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for actual eligible costs are submitted to the DNR and approved.

4b. River Management Grants

Section *NR 195.05*, *Wis. Admin. Code*

Purpose:

This subprogram provides grant funding to assist eligible applicants in the implementation of management activities that will help protect or improve streams, rivers, and riverine ecosystems.

Eligible Projects:

- Development of local regulations or ordinances that will protect or improve the water quality of a river or its natural ecosystem.
- Installation of practices to control nonpoint sources of pollution
- River restoration projects including dam removal and restoration of in-stream or shoreland habitat
- An activity listed that is approved by the DNR and that is needed to implement a recommendation made as a result of a river plan to protect or improve the water quality of a river or its natural ecosystem
- Education, planning and design activities necessary for the implementation of a river management project.

Priorities and funding considerations for River Management Grants:

The DNR review teams will compile a statewide priority list of all eligible projects received by the grant application deadline. Review teams will consider the following factors when developing the project priority list:

a. Degree to which the project will protect critical riverine ecosystems.
b. Degree to which the project will restore the quality of a river ecosystem or aids in the linkage or concentration of critical habitat.
c. Degree to which proposed activities have a good likelihood of successfully meeting the project objectives
d. Degree to which sources or causative factors of the problems to be remediated have been or very likely will be controlled prior to management activities.

e. Degree to which the project is supported in a federal, state or local resource plan and makes efficient use of all other available funding sources.
f. Degree of public support for the project.
g. Whether the grant application is the first for a project sponsor.

Ineligible Projects:

- Dam repair and operation
- Purchase of property on which a dam is located unless for the purpose of facilitating dam removal
- Dredging
- Design, installation, operation or maintenance of sanitary sewers, wastewater treatment plants, or onsite sewerage systems

Ordinance Development Projects:
The DNR has developed model ordinances (*e.g.*, shoreland, wetland, and floodplain) that are available for use free of charge. Your regional River Coordinator will have information on these models as well as other department contacts that can assist you with ordinance development.

Resources:
For additional grant resources, check out the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities: Maximum amount of grant funding is 75% of the total project costs, not to exceed $50,000.

Payment Options:
No grant advance is possible.
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.
The final 10% of the grant amount may only be requested at the end of the project when both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

4c. Fee Title/Easement Acquisition

Section *NR 195.13*, *Wis. Admin. Code*

Purpose:
River management grants may be used to acquire all property rights (fee title) or some property rights (easements) to protect rivers and their ecosystems. Fee title or easement acquisition projects are reviewed and processed by DNR environmental grant specialists. All other river protection grant projects are reviewed by DNR River Coordinators. Land acquisitions are complicated transactions. Contact your regional Environmental Grant Specialist early in your acquisition process for specific information and assistance.

Important*:* Fee title or easement acquisition is one of the most complicated processes at the DNR. For this reason, it is important for you to plan and communicate early with your DNR environmental grant specialist.

Note: Your application will not be considered complete unless it includes an appraisal that establishes the value of real property proposed for acquisition. This appraisal must have been ordered by the applicant, not by the seller. This appraisal also must be dated within 12 months of the date that a river grant application is submitted to the DNR. The DNR reviews and approves all submitted appraisal for adherence to appraisal standards and the DNR appraisal reviewers certify property value for grant purposes before a grant agreement can be issued. See **Special Requirement** for Fee Title or Easement Acquisition for additional land acquisition details.

Eligible Costs:

- Fair market value of the property as determined by DNR-approved appraisals
- Appraisal costs
- Land survey fees
- Relocation payments
- Title insurance and gap insurance
- Recording fees
- Historical and cultural assessments (if required by the DNR)
- Baseline documentation (required for conservation easements)
- Environmental inspections and audits
- Building demolition may be an eligible cost based on the degree to which the demolition contributes to river protection or restoration.

Ineligible Costs:

- Acquisition of any property that is subject to a reversionary right or has restrictions or covenants that would prevent the property from being managed for purposes consistent with this grant program
- Land acquired through eminent domain or condemnation; land where landowners were not treated fairly and negotiations were not conducted on a willing buyer-willing seller basis
- Acquisition of land on which a dam is located unless for the purpose of facilitating dam removal
- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- Any other cost not identified as eligible above

River Funding Possibilities:
Maximum amount of grant funding is 75% of the total project costs, not to exceed $50,000.

Payment Options:

No grant advance is possible. If necessary, the DNR may be requested to transfer 100% of the state share of the acquisition cost to a non-interest bearing escrow account at an approved escrow company to be released to the seller upon completion of an insured closing and conveyance of the property to the sponsor.

The substantiated value of donated services or real estate may be used as all or part of the local share of the project costs. The value of any contributed real estate shall be determined by an appraisal that meets DNR appraisal guidelines and is approved by DNR appraisal reviewers. Fee title or easement property used as sponsor match becomes a part of the grant program. The DNR grant agreement must be recorded on both the subject property and any donated real estate at the time that title transfers from the seller or donor to the project sponsor.

Appendices

Appendix A –
Special Requirements for Fee Title / Easement Acquisitions

Enhanced Appraisal Review Process: Prior to submitting a grant application for an acquisition project, project sponsors are **required** to meet with their regional environmental grants specialist (see DNR Contacts) and the regional real estate staff member responsible for appraisal reviews to discuss grant requirements and DNR appraisal review procedures and requirements. Your application **will not be considered complete** without proof that this required meeting has occurred prior to submittal. Following the meeting, the regional real estate staff member or environmental grants specialist will document the meeting discussion as proof that the meeting occurred.

Eligible Land Acquisitions and Conservation Easements: The purchase of land in fee title ownership (resulting in a warranty deed) and the purchase of a conservation easement in perpetuity are eligible for 75% grants not to exceed the maximum. Since April 1, 2005, the use of a standard easement, made available by the DNR, has been required to be submitted with the application. http://dnr.wi.gov/Aid/easements.html

***Land with a Mortgage or Land Contract*:** The DNR **cannot** award a grant for property on which a mortgage or land contract exists. This is because the department is not able to subordinate the state's interests to the prior interests of a mortgage holder. If you have the funds needed for sponsor match, but are working with a landowner who wishes to extend payment over several years for tax reasons, it is possible to arrange scheduled payments through an escrow account. Discuss this situation with your DNR environmental grant specialist.

Lake & River Protection Land Acquisition Conditions: When a sponsor/grantee signs a grant agreement accepting lake or river protection funds, the sponsor/grantee assumes responsibility for complying with program requirements. These requirements are spelled out in the grant contract and in ch. NR 191 (lakes) or ch. NR 195 (rivers), Wis. Admin. Code. All obligations, terms, conditions, and restrictions of the grant contract are limitations on the use of the property in perpetuity. Your environmental grant specialist can review the program's grant conditions with you.

Appraisal Requirement: The value of real property proposed for acquisition must be established by an appraisal prepared in accordance with DNR appraisal guidelines and approved by the DNR. The appraisal must be submitted with the application. The DNR must approve your appraisal before it can issue a grant agreement. Contact the DNR environmental grant specialist for appraisal guidelines. (See environmental grant specialist contacts listed in front of this guide.)

Grant Contracts: All projects involving the purchase of land or easements require establishment of a grant contract before you can receive payment for land or easement purchase. The grant contract, between the grantee and the DNR, details how lands

acquired with grants will be managed. The contract will contain, but is not limited to, provisions which:

- Provide for long-term management of the property.
- Prohibit using the property as security for any debt unless the DNR previously approves the incurring of the debt.
- Prohibit closing the purchased property to the public except where the DNR has made a determination that closure is necessary to protect wild animals, plants, or other natural features or for property acquired through a conservation easement.
- Prohibit the conversion of property to any use other than that specified in the land management plan or easement.
- Require that any subsequent sale or transfer of the property to a third party is subject to prior approval by the DNR and that any transfer remains subject to all requirements contained in the initial grant contract.
- Require that the instrument conveying the property to any subsequent owner state the interest of the State of Wisconsin and be recorded together with the grant contract in the office of register of deeds of each county in which the property is located.
- Require that, should the recipient violate any essential provision of the grant contract, interest in or title to the acquired property shall vest in the State of Wisconsin, without necessity of re-entry.

Retroactivity: *When acquisition is necessary before approved grant contract.*

The DNR may not reimburse for the acquisition of land or easements prior to the start date of the grant agreement unless prior written approval is received from the DNR.

In some cases, it may be necessary for the applicant to acquire land or easements before all grant program requirements can be met. In these situations, a waiver to complete the acquisition before a grant contract is signed by the DNR may be issued by the DNR. To be eligible for a waiver, an applicant must submit in writing a request for retroactivity BEFORE the purchase of the property. Written statements must contain specific reasons for the request, be accompanied by a location map, a legal description of the property, and the estimated value of the property.

A letter of retroactivity from the DNR only allows an applicant to apply for a grant after an acquisition is completed. It does not guarantee that a project will be approved or that grant funds will be allocated to the project.

Use of an Escrow Account: When the grantee is purchasing property under the terms of a grant contract, the DNR upon request may distribute the entire state-share of the purchase cost of the parcel to a non-interest bearing escrow account, subject to a DNR-approved title insurance commitment for each property. Funds in an escrow account will be released upon completion of an insured closing and conveyance of the property to the sponsor. If the property closing has not occurred within 30 days from the time the funds are distributed to the escrow account, the DNR may cause the funds in the escrow account to be returned to the DNR.

***Property Management Plan*:** All fee title land acquisition project applications must include a draft land management plan that describes the site, how the acquisition project will protect the lake and its ecosystem, and how the property will be managed and maintained over the long term. The level of detail in the plan will depend upon the size and condition of the property. Decisions regarding funding are based, in part, on information in the plan. The plan also serves as a long-range planning tool for the project.

Please submit the narrative and plan as a separate "stand alone" document. The DNR may recommend revisions to the draft plan before final adoption and it will become part of the Lake Protection grant and management contract should the project receive funding. Attach maps as an appendix.

Property Management Plan Checklist: The following topics should be addressed in your narrative and plan:

A. Description of existing conditions. Describe and/or show on a map or good quality low altitude aerial photograph of appropriate scale:

   Land cover conditions, vegetation, wetlands, farm fields, etc.
   1. Structures such as roads, buildings, etc.
   2. Drainage patterns, general topography, etc.
   3. Adjacent land uses
   4. Problem sites, e.g. dumping areas, active erosion, barnyards, etc.
   5. Site photos

B. Description of proposed conditions. Describe and/or show on a map how the site will change and be maintained.
   1. Include how the site will be used and who will use it, and any plans to restrict public access.
   2. Include plans to transfer, gift, or sell the property rights to any other organization.
   3. Include who will manage and maintain the site.
   4. Include how the property will be maintained, e.g. trees planted, mowed Note: An undisturbed vegetated buffer extending a minimum of 35 feet from the ordinary high water mark of the lake and any streams or wetlands is required on all plans.
   5. Specify and attach any third-party management agreements.
   6. Include as attachments other documents or previously prepared management plans.
   7. Use active and binding terms, such as will and shall, rather than passive terms such as may and should.
   8. If the site is "natural" and no development or land-altering management activities are planned, then a map or current aerial photo and a short descriptive narrative will suffice.
   9. If development (soil stabilization, vegetation restoration, or the installation of public improvements such as trails or parking lots) is being proposed, the plan will need to be more detailed and include:

a. A map showing proposed conditions and any interim construction phases.
b. A description and schedule or sequence of activities (How/when buildings will be removed, plantings done, rip-rap installed, paths located, etc.)
c. If roads, piers or grading are contemplated, a topographic survey and specific locations and design cross-sections are required.

***Relocation Plans*:** If buildings and farmland are used or occupied, governmental sponsors must prepare relocation plans in accordance with Chapter ADM 92 Relocation Assistance, Wisconsin Administrative Code. It is extremely important that the land acquisition procedures are followed carefully as non-compliance with the laws may nullify a grant award. Information pamphlets regarding the need to prepare a relocation plan and any potential relocation payments can be obtained by contacting:

- Department of Administration, Division of Energy Services, 101 E. Wilson St, PO Box 7868, Madison, WI 53707, 608-267-0317.

Relocation plans may be necessary if the land being purchased makes it necessary to move people from their homes, businesses and farms. If relocation payments are necessary, they are eligible for 75% cost sharing assistance.

Environmental Hazards Assessment: No grant for land acquisition or easement may be awarded prior to receipt of an environmental hazards assessment showing the property contains no undesirable environmental conditions or liabilities or potential liability or hazards that are unacceptable to the department. The environmental hazards assessment report must be approved by the DNR. A copy of the *Environmental Hazards Assessment Report*, Form 1800-001, is found in the appendix to this document.

***Archaeological Sites and Historic Buildings*:** The DNR will check resource inventories for known archaeological sites and/or historic buildings on the property proposed for acquisition of title or easement. If any are present, the DNR will advise the applicant what, if any, additional steps must be taken for compliance with state historic preservation laws before a grant award can be made.

Appendix B –
Aquatic Invasive Species/Aquatic Plant Management Plan Checklist

Use the following check list to assure that your Aquatic Invasive Species/Aquatic Plant Management Plan is ready for submittal. Approved plans are eligible for an Aquatic Invasive Species Control Grant under s. NR 198.40. Plans need to be submitted to a DNR Regional Lake or AIS Coordinator a minimum of 60 days prior to the AIS Control Grant application deadline to be eligible for additional grant funding.

- ☐ Assessment of the lake's historical water quality, including at least one year of current baseline limnological data.
- ☐ Identification of the water quality problems or threats to lake water quality including degradation of fish habitat and wetlands caused by nonpoint sources of pollution in the watershed.
- ☐ Assessment of the lake's fishery and aquatic habitat including the extent of the lake area covered by aquatic plants and a characterization of the shoreline habitat and any known ecological relationships.
- ☐ Identification of the problems or threat to the aquatic ecosystem presented by the AIS including recreational uses and other beneficial functions up to the time of application, and how these uses and functions may have changed because of the presence of AIS.
- ☐ Description of the historical control actions taken or those in progress.
- ☐ Thorough characterization of the waterbody's aquatic ecosystem's historical and current condition, including at least one year of current base line survey data quantifying the extent of the population.
- ☐ Assessment of the sources of watershed pollution and strategy for their prevention and control.
- ☐ Assessment of the fishery, wildlife and aquatic plant community.
- ☐ Identification of the need for the protection and enhancement of fish and wildlife habitat, endangered resources, and other local natural resource concerns.
- ☐ Identification of the management objectives needed to maintain or restore the beneficial uses of the aquatic ecosystem including shoreland and shallow area protection and restoration.
- ☐ Identification of target levels of control needed to meet the objectives.
- ☐ Identification and discussion of the alternative management actions considered and proposed for AIS control including expected results.
- ☐ Analysis of the need for and a list of the proposed control actions that will be implemented to achieve the target level of control.
- ☐ Discussion of the potential adverse impacts the project may have on non−targeted species, drinking water, or other beneficial waterbody uses.
- ☐ Strategy for effectively monitoring and preventing the re−introduction of the AIS after the initial control and to reasonably assure that new introductions of AIS will not populate the waterbody.
- ☐ Contingency strategy for effectively responding to the re−introduction of AIS after initial control.
- ☐ Sufficient information for determining feasibility of alternative control measures, including:
  - Costs
  - Relative permanence of the control
  - Potential for long−term control of the causes of population
  - Baseline data required to measure subsequent change
- ☐ A strategy for evaluating the efficacy and environmental impacts of the aquatic plant management activities.
- ☐ The request for plan approval shall specify which plan recommendations the sponsor intends to implement with a grant application.
- ☐ The sponsor shall describe the process used to provide the public the opportunity to comment on the plan, provide a summary of the comments received and document the action taken by the sponsor in adopting the plan.

Appendix C –
Lake Management Plan Checklist

Use the following check list to assure that your Lake Management Plan is ready to be submitted to the Department to be considered for lake protection grants under ch. NR 191.

- ☐ An assessment of the lake's historical water quality, including at least one year of current baseline limnological data.
- ☐ Identification of water quality problems or threats to lake water quality including degradation of fish habitat and wetlands caused by nonpoint sources of pollution in the watershed.
- ☐ An assessment of the lake's fishery and aquatic habitat including the extent of the lake area covered by aquatic plants and a characterization of the shoreline habitat and any known ecological relationships.
- ☐ An identification of the need for the protection and enhancement of fish and wildlife habitat, endangered resources, aesthetics or other natural resources.
- ☐ An assessment of the lake's watershed including:
    - A description of land uses listing each land use classification as a percentage of the whole and an estimate of the amount of nonpoint pollution loading produced by each category.
    - Identification/ranking of the most significant nonpoint source types & contributing areas.
    - Listing of known point sources of pollution affecting lake or that has affected the lake.
    - A characterization of the habitat conditions and any known ecological relationships.
    - A description of the institutional framework affecting management of the lake including, local government jurisdictional boundaries, plans, ordinances including an analysis of the need for adoption of local ordinances for lake protection.
- ☐ A summary of the historical uses of the lake, including recreational uses up to the time of application, and how uses may have changed because of water quality or habitat degradation.
- ☐ A description of any other problems or issues perceived to need management actions.
- ☐ A description of any management action taken or that is in process.
- ☐ Identification of objectives to maintain or improve the lake's water quality, fisheries, aquatic habitat and recreational and other uses.
- ☐ Identification of target levels of control and resource protection needed to meet the objectives.
- ☐ Identification and discussion of the alternative management actions considered for pollution control, lake restoration or other management including expected results.
- ☐ An analysis of the need for and a list of the proposed management actions that will be implemented to achieve the target level of pollution abatement or resource protection.
- ☐ A strategy for tracking, evaluating and revising the plan including water quality monitoring.
- ☐ A plan for operation and maintenance of any structural management practice. The operation and maintenance period shall be for a minimum of 25 years.
- ☐ The request for plan approval shall specify which plan recommendations the sponsor intends to implement with a grant application.
- ☐ The sponsor shall describe the process used to provide the public the opportunity to comment on the plan, provide a summary of the comments received and document the action taken by the sponsor in adopting the plan.

Appendix D –
Nine Key Element Plan Checklist

Use the following check list to assure that your Nine Key Element Plan is ready for submittal. Many elements overlap and are consistent with the Lake Plan Checklist. Often with a little additional work, a plan that meets the DNR's Lake management plan checklist can also meet the Nine Key Element Plan requirements, thereby expanding the potential funding opportunities for your project.

1. An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in the watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (2) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).
2. An estimate of the load reductions expected for the management measures described under (3) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (1) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks).
3. A description of the Non-Point Source (NPS) management measures that will need to be implemented to achieve the load reductions estimated under paragraph (2) above (as well as to achieve other watershed goals identified in the watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement the plan.
4. An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement the plan.
5. An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.
6. A schedule for implementing the NPS management measures identified in the plan that is reasonably expeditious.
7. A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.
8. A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether the plan needs to be revised or, if a NPS total maximum daily load (TMDL) has been established, whether the NPS TMDL needs to be revised.
9. A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (8) immediately above.

Appendix E -

Approved Monitoring and Assessment Activities and Grant Deliverables Format for Wisconsin Department of Natural Resources Surface Water Grants
(2016)

Approved Monitoring and Assessment Activities:

Lake Water Quality Monitoring and Assessment Projects
Projects that collect and report chemical, biological and physical data about lakes need to complete a Tier I waterbody assessment and must follow DNR protocols under Wisconsin Consolidated Assessment and Listing Methodology (WISCALM) and Citizen Lake Monitoring Network expanded trophic state index (TSI) monitoring. Water quality data can be used to determine the current lake trophic state, determine potential water quality problems (excessive nutrients, lack of oxygen, etc.) and/or calibrate the watershed nutrient loading information. A Tier I water quality assessment is a required first step for any future water quality planning assistance.

Watershed Assessment
First time lake management plans must provide an accurate delineation of the lake's watershed and map of current land cover. You can use the Surface Water Data Viewer Watershed Delineation Tool or the Watershed Restoration Viewer Presto Lite Tool. The land cover acreages will be an input into the Wisconsin Lakes Modeling Suite (WiLMS) or other models to provide an estimate of nutrient loading to the lake and prioritize areas for improving watershed management. The nutrient estimates can then be compared to measured in-lake nutrient concentrations. Ideally, watershed assessments will progressively build into a completed Nine Key Elements Watershed Plan.

Aquatic Plant Assessment
Projects that assess the aquatic plant community must follow DNR aquatic plant monitoring protocols for data collection. A baseline aquatic plant survey should be conducted once every five years or more often if management actions are being evaluated. Include a list of any rare plants found in the lake or on the shoreline. When monitoring for aquatic plants, a voucher needs to be prepared for specimens collected.

Aquatic Invasive Species Monitoring
Projects that collect and report aquatic invasive species data must follow DNR protocols including Citizen Lake Monitoring Network - Aquatic Invasive Species, Water Action Volunteers – AIS, Project Riverine Early Detectors, and AIS Bridge Snapshot Day. All data will be entered into SWIMS. If new AIS occurrences are identified, the Department Rapid Response Framework, report and communication protocol will be consulted and implemented. Projects that include pre- and post-treatment monitoring will complete point-intercept plant surveys.

Shoreland Condition Assessment
Projects that assess shoreland condition should quantify the condition of the immediate lake shoreline and shallow water area (undeveloped shoreline, shoreline buffers, emergent and floating vegetation, logs in the water, etc.).

Fisheries and Wildlife
Describe how the project applicant will work with DNR or Tribal Fish and Wildlife Biologists to assess/describe the current fish and wildlife populations using the lake and their habitat needs. How will this information be integrated into and affect the goals of the lake management plan?

Ground Water/Septic system
If the lake watershed/shoreline is not sewered, privately owned wastewater treatment systems (POWTS or septic systems) may be inspected to assess potential impacts to lakes and tributaries. Department of Safety and Professional Services and DNR guidance must be followed in the inspection of septic systems.

Sociological Assessments
A survey of lake residents and lake users to collect information about lake stakeholders' understanding of the lake and their opinions about how it should be managed is a foundation of lake planning. This information is needed to set realistic goals within a management plan. Preparation of the survey and analysis of results can be included in the project proposal. If a questionnaire or social survey of some kind will be used, all questions must be reviewed by a Department social scientist to ensure that they are as non-biased and objective as possible and will provide solid, valid data. Contact your local lake coordinator when you have a draft survey you need reviewed. Be sure to plan time into your schedule to allow for the review of the survey and possible follow-up revisions. Failure to have your survey reviewed and approved by the Department before it is initiated may result in non-reimbursement or reduction in the final payment.

Surface Water Grant Deliverable Format:

Aquatic Invasive Species Monitoring	If doing surveillance monitoring, enter data directly into SWIMS
Aquatic Invasive Species Occurrences	If new AIS populations are found outside of planned AIS monitoring, enter directly into SWIMS as incident reports.
Aquatic plant surveys	Use standard point-intercept excel template
Clean Boats, Clean Waters	Enter data directly into SWIMS
Final reports, annual summaries and management plans	Submit as Word document or PDF (Do not include personal information, such as photocopied personal checks, home addresses of workshop attendees, etc.)

GIS files	Provide data electronically in a file geodatabase (preferred) or as a shapefile. GIS data must include metadata that includes a summary of the project, but is not limited to information of the project/coordinate system the data was collected in, collection method, collection date, data collectors, collection tool (e.g., GPS, air photo, ground truth, etc.).
Maps (basic: watershed, access, etc.)	Provide maps electronically as PDFs or JPGs.
Bathymetric maps	Provide vector bathymetry data in a file geodatabase or shapefile. Include at a minimum, metadata on the coordinate system the data was collected in, collection method, collection date, data collectors, collection tool (e.g., GPS, rope, chains, etc.).
Point Intercept Maps	Provide the map(s) electronically as PDFs or JPGs. Provide PI grid point data and polygon lake outline in a file geodatabase or shapefile. Provide coordinates for PI points in a text file.
Photos	Provide 2 or more photographs from your project as JPGS or TIFFS in the original size. Include word or excel file with the photo file name, who took the photo, description of activity, date photo was taken
Water level	Enter data directly into SWIMS
Water quality – filed data (temperature, D.O., Secchi, etc)	Enter directly into SWIMS
Water quality- lab results	If State Lab of Hygiene analyzes samples, use standard DNR lab slips. If using another lab, have lab upload data to DNR lab data system.
Miscellaneous documents (news releases, newsletter articles, position descriptions, etc.)	Provide a PDF or Word document along with an explanation of said document.
Surveys (outreach / education)	Provide a PDF or Word document of the survey and results.

Meetings / Workshops	Provide meeting agenda and notes in a Word document or PDF. If the following information is not included, provide in an accompanying word document: meeting organizer, date and time, and location of the meeting. For workshops, enter information into Workshop Form and send either hardcopy or PDF to address on the form.
Other (e.g., woody habitat assessment, modeling data, shoreline habitat, etc.)	Provide information in digital format (Word, Excel, PDF, etc.).

Appendix F - SAMPLE AUTHORIZING RESOLUTION

Instructions: Each applicant must submit to the DNR an *Authorizing Resolution* that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to submit the following documents to the DNR:

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

We strongly recommend that applicants show title of position in the Authorizing Resolution, rather than name of employee. Employees have been known to retire or change jobs in the middle of a grant. Were this to happen, resolution would be ineffective. If your organization requires that a person be named in an Authorizing Resolution, then the resolution should also include contact information for the individual named.

Note: If applicant is required to submit a draft "intergovernmental agreement (IGA)" along with your grant application, an Authorizing Resolution is not a substitute for an IGA.

STANDARD AUTHORIZING RESOLUTION

WHEREAS, the _____*(applicant)*____ is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of _____ (as described in the application);

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application;

WHEREAS, a grant agreement is requested to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that the _____ *(applicant)* ____ will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative	Email address and Phone Number
Sign and submit a grant application		
Enter into a grant agreement with the DNR		
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate		
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement		
Sign and submit _____ (name of other documents. Example: Admin Forms)		

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Adopted on _____ day of _____, 20____

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting held on day of _____, 20__

Authorized Signature ⇧	**Date Certified ⇧**
Title ⇧	

Appendix G -

Sample School District Resolution

Resolution # _____

RESOLUTION OF _____ *(insert School District name)* _____

County of _____

WHEREAS, __*(insert water body name)*_____ is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS, public use and enjoyment of _____*(insert water body name)*_____is best served by protection of _____*(insert water body name)*_____from population of aquatic invasive species; and

WHEREAS, we recognize the need to provide information or education about aquatic invasive species; and

WHEREAS, we are qualified to carry out the responsibilities of the aquatic invasive species control project.

NOW, THEREFORE, BE IT RESOLVED THAT the _____(*insert School District name*) _____ requests grant funding and assistance available from the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Control Grant Program" and hereby authorizes the ____(*insert name of School District representative*) _____ to act on behalf of _____ (*insert School District name)*_____ to:

- submit an application to the State of Wisconsin for financial aid for aquatic invasive species control purposes;
- sign documents;
- take necessary action to undertake, direct, and complete an approved aquatic invasive species control grant; and
- submit reimbursement claims along with necessary supporting documentation within six months of project completion date.

BE IT FURTHER RESOLVED THAT the _____ (*insert School District name)* __ will meet the obligations of the aquatic invasive species control project including timely publication of the results and meet the financial obligations under this grant including the prompt payment of our 25% commitment to aquatic invasive species control project costs.

BE IT FURTHER RESOLVED THAT the ____*(insert School District name)*___ will partner with the___*(insert name of another project sponsor eligible to receive aquatic invasive species control grants)*___ to accomplish the educational efforts of the Aquatic Invasive Species Control project. This partnership will be documented in the form of a written cooperative agreement and will be submitted to the DNR as proof that this program requirement has been satisfied.

Adopted this day ___ of _____, 20___

By a vote of: ____ in favor _____ against _____ abstain

BY: _____Secretary/Clerk of

_____

NOTE: School Districts *must partner with another project sponsor eligible to receive aquatic invasive species control grants in order to qualify for AIS control grants. Eligible recipients, as defined in S. 281.68, Wisconsin Statutes, are counties, cities, towns, villages, town sanitary districts, public inland lake protection and rehabilitation districts, qualified lake associations, nonprofit conservation organizations, or other local governmental units established for the purpose of lake management.*

The ***School District's representative*** *must be indicated by naming a position or a person who is either an official or employee of the School District. By naming a position instead of a specific person, a new resolution does not have to be submitted to the DNR if there is turnover in the position. A contracted consultant to the sponsor cannot be the authorized representative. The resolution may not pass on grant responsibility to another group or organization.*

Appendix H -

Grant Eligibility Forms

G1. Environmental Hazards Assessment - Form 1800-001
Click on the link to go to the Environmental Hazards Assessment form

Organization Applications:
G2. Lake Management Organization Application - Form 8700-226
Click on the link to go to the Lake Management Organization Application form

G3. River Management Organization Application - Form 8700-287
Click on the link to go to the River Management Organization Application form

G4. Nonprofit Conservation Organization Application – form 8700-290
Click on the link to go to the Nonprofit Conservation Organization eligibility Application form

Labor Worksheets:
G5. *Donated Volunteer Labor Worksheet (Form 8700-349)*
Click on the link to go to the Nonprofit Conservation Organization eligibility Application form

G6. *Donated Professional Services Worksheet (Form 8700-350)*
Click on the link to go to the Nonprofit Conservation Organization eligibility Application form

Reimbursement:
G7. Grants Payment Request - Form 8700-001
Click on the link to go to the Grants Payment Request form

G8. Grant Payment Worksheet – Form 8700-002
Click on the link to go to the Grant Payment Worksheet

APPENDIX I -

FINANCIAL ADMINISTRATION
Lakes, Rivers, and Aquatic Invasive Species (AIS) Control Grant Programs

The following information will provide you with guidance to manage the financial assistance you are receiving and help in filling out the forms for the Lakes, Rivers and AIS Grant Programs. ***Read your grant agreement carefully and share it with your consultant(s). It contains conditions that govern your project.***

Rev. 7-16

Project Grant Awards

You have received a signed grant agreement from the Department outlining the approved project scope, time period, and budget. Your authorized representative should sign one copy of this grant agreement and return it to your regional Environmental Grant Specialist (EGS) within 30 days of the award date.

Grant Agreement Effective Dates

Note the start date and end date of your grant agreement. For Early Detection and Response grants (a subset of the AIS program), work can commence after you receive confirmation from your Lake/AIS/River Coordinator. All grants expire on either June 30 or December 31 of the given year.

Caution!

Costs incurred prior to the starting date listed on the grant agreement will not be eligible for reimbursement.

Changes to the Grant Agreement *(Amendments)*

Any changes to the grant agreement project activities (scope), time period, or budget must be requested in writing and submitted to the regional Environmental Grant Specialist **before** the grant agreement expiration date. Contact your regional Environmental Grant Specialist to discuss your situation before submitting a request.

Change to the Project Scope

Requests for an amendment to the scope of the project must be consistent with the project activity outlined in the original grant agreement. Changes in the agreement will not be made if the nature of the change substantially alters the scope of the project activity. Changes in the scope of the agreement that increase the amount of cost sharing are subject to availability of funds and may not exceed the maximum state share amount established by law.

Changes to the Project Costs

In rare circumstances, requests to amend project costs may be approved when project activity costs are higher than estimated or when a work activity is expanded. Cost amendment consideration is based on available program funds. Cost sharing shall not exceed the maximum state share amount established by law. Contact your regional Environmental Grant Specialist to discuss your situation before submitting a request.

Changes to the Grant Agreement Time Period

Projects must be completed prior to the expiration date indicated in the grant agreement. If there is the possibility that a project won't be completed by the expiration date, we recommend that you request an extension. Requests to extend the term of the grant agreement must be made prior to the project expiration date listed on the agreement.

If the requested change is approved, the Grantee will receive an amendment to the original grant agreement signed by the Department. The Grantee must also sign/date and return the amendment to the DNR in order for the amendment to be effective.

Financial Administration During the Project Sponsor's Responsibilities

Accounting procedures and fiscal controls used to record project costs and state grant receipts must be based on generally accepted accounting principles.

Grantees must:

- Establish a separate ledger for project expenditures.
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and maintain a copy of the expenditure in your files (e.g., a copy of a canceled check). If your bank does not return canceled checks, a copy of the bank statement is acceptable and should be placed in the project file.
- Comply with all local and state bidding requirements. (You may need to consult with your attorney to ensure that you are in compliance with all applicable laws regarding competitive bidding and awarding bids.)
- All supporting documentation must be labeled with the grant project number (*e.g.*, AEPP-368-13, LPL-1484-13, RP-243-13 – the grant project number is listed on the grant agreement to the right of the sponsor name).
- Maintain payroll vouchers for salaries and wages. If payroll vouchers are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project activities undertaken during the pay period, and the gross amount of salary earned by each employee. The statement must be verified by the official responsible for the project and approved by appropriate authority. All time associated with the project needs to be clearly documented.
- Report expenditures on Grant Payment Worksheets (DNR Form 8700-002).

Local Share
(Sponsor "match")

The local share of the project cost (also called sponsor "match") may include the substantiated value of donated materials, equipment, services, and labor subject to all of the following:

- <u>All sources of local share donation shall be indicated at the time that grant application is submitted</u>
- The maximum value of donated, non-professional labor shall be $12.00 per hour
- The value of donated materials and professional services is established by market rates and documented by invoice. The local share may include:
  1. Professional supervision and administration staff time for the project, supported by Force Account Labor worksheets and summaries.
  2. The value of other professional services as established by market rates and documented by invoice.
- Special Requirements for Land Acquisition Projects: The fair market value

of donated property to be used as match. Value of donated property is determined by appraisal provided by the grantee; appraisals are reviewed by the DNR for compliance with applicable administrative codes. Appraisals provided by sellers are not acceptable.

Expense Eligibility

Surface Water Grant costs eligible and ineligible to be claimed on grants.

Food at sponsored events	Ineligible
Meals expense related to attending conference per current state business maximums - http://oser.state.wi.us/docview.asp?docid=7365	Eligible
Clothing for sponsored events	Ineligible
Clothing for CBCW	Eligible
Event Liability Insurance	Ineligible
Mileage specific to project scope, documented on form 8700-012 - http://dnr.wi.gov/files/PDF/forms/8700/8700-012.pdf	Eligible

Donated Equipment

The value of donated equipment is determined based on the Wisconsin Department of Transportation's (WI DOT) highway rates for equipment. If donated equipment does not appear on the WIDOT Classified Equipment Rates Standard and Special Rated Units document, the project sponsor shall determine value of donated equipment using one of the following methods:

1. Choose closest equipment equivalent from WDOT Highway rates list
2. Determine market rate – Project sponsor shall obtain at least three estimates for rental of item in question from vendors within the county. The lowest estimate will be used to establish the value of donated equipment. Copies of all estimates received must accompany your grant application and must also be maintained in the grantee's project file.
3. Match value limited to Wis. DOT rate or, if no DOT rate is available, daily market rate approved in application budget, prorated to reflect # of hours of actual use. (Example: Daily market rate $60, divided by 8 = $7.50 x 2 hours use = $15)

Claims for Reimbursement

Claims for payment of project expenditures are made on a reimbursement basis (with the possible exception of escrow closing for fee title or easement land acquisitions). To be eligible for reimbursement, all costs must:

- Be incurred within the project time period shown in the grant agreement
- Be associated with the scope of activity summarized in the grant agreement and detailed in the application approved to receive grant funding
- Not exceed the amount of state aid shown in the grant agreement

If a partial payment request is being sought, project progress report is also required for the period of time covered by the payment request.

Some grant programs allow submittal of quarterly reimbursement claims. Under these circumstances, the Department shall withhold 10% of the grant amount for the final payment for a lake protection, an aquatic invasive species, and a river management project.

No partial payments are possible for lake management planning and a river planning grant. See specific grant program guidelines that apply. Final claims for payment shall be submitted within six months of the grant agreement

expiration date.

The following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers.
2. Completed department reimbursement forms. Completion instructions are included on the forms. For all grants, submit the following forms:
   Form 8700-001***, Request for Payment***
   Form 8700-002, ***Payment Request Worksheet***
   Form 9200-230, ***If Federal Fund,*** must be included with every reimbursement request
3. ***Acceptable proofs of purchase must be submitted when requesting reimbursement of project expenditures.*** Example: photocopies of the vendor invoices for services or materials and receipts for project materials. Invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant is identified.
4. ***Proofs of payment documentation must be maintained within the grantee's files in the event of an audit***. Example: photocopies of canceled checks (front and back) issued for payment of all services and materials, bank statements, -invoices marked "paid in full" with initials and date, and credit card statement charges showing charged item was paid in full; for local government grants, copies of municipal ledgers showing payments. As these records will be subject to open records law, please be sure to redact (blacken out) bank or credit card account numbers.
5. Form 8700-352, ***Local Government Force Account Report***. Use this form to report local government staff time paid with local government funds for the grant project. If using other daily tracking of paid staff time, report must identify the project name, name of staff member, professional title (if professional rate was paid), dates and nature of work performed, number of hours multiplied by wage/benefit rate, and total value of documented labor during that reimbursement request time period. **Report must be signed by staff member**.
6. Form 8700-350, ***Donated Professional Services Used as Grant Match.*** **Form must be signed by donor**. Also acceptable, an invoice from donor identifying the project name, name of the donor, his/her professional title, dates services were performed, nature of services, number of hours multiplied by professional wage/benefit rate, and total value of the donation with signature of donor; or, invoice from donor with the information listed above, and a **signed statement from the donor** indicating the value of the services is donated to the project.
7. Form 8700-362, ***Donated Equipment or Equipment Usage Worksheet*** identifying the project name, name of the donor, equipment use donated, dates and nature of work performed in relation to project, number of hours multiplied by WIDOT or documented market rate, and total value of the donation with signature of donor; or, invoice from donor with the information listed above, and a **signed statement from the donor** indicating the value of the services is donated to the project.
8. Form 8700-349, ***Donated Volunteer Labor Used as Grant Match***

identifying the project name, name of volunteer, dates and nature of work performed in relation to the project, number of hours multiplied by $12 per hour (max.), and total value of the donation. **Form must be signed by volunteer.**

Depreciation

When a grantee buys equipment that will last for greater than one year and exceeds $5,000 in cost, the total cost of that equipment is not counted as an immediate expense. Rather, the cost is spread out over several years based on the life of the equipment. This process is known as depreciation.

Example: Grantee buys a plate reader for water quality sampling at cost of $5,500. The life of the plate reader is 10 years. Therefore, the amount that can be claimed each year in reimbursement request for a plate reader is $550 ($5,500 divided by 10 years = $550 each year). If the life of the grant is 3 years, under this scenario, the grantee would be eligible to receive a total reimbursement of $1,650 ($550 x 3 years = $1,650) towards the purchase of the plate reader.

Depreciation applies in the following cases:

- If the grantee is using equipment that the grantee owns
- If the grantee is accepting donations of equipment that have a value of $5,000 or greater.
- If a piece of equipment is purchased at a cost exceeding $5,000

For equipment with a value greater than $1,000 and less than $5,000, the grantee must maintain documentation in their file and make it available to the DNR upon request.

Inventory Management

Equipment and Supplies Disposition:

When the original or replacement equipment acquired under a Surface Water grant *is no longer needed* for the original project, the grantee shall *disposition of the equipment as follows:*

- If the current per-unit fair market value *is less than $5,000,* the grantee may retain, sell or dispose of the equipment and may retain any sale proceeds.
- If the current per-unit fair market value is in excess of $5,000, the equipment may be retained or disposed of utilizing the accepted procedures outlined below. The DNR shall be paid an amount calculated by multiplying the current market value or proceeds from the sale by the percentage of funds originally provided for the purchase by the DNR.

Procedures for Disposal of Equipment Purchased with DNR Grant Funds

The grantee shall follow the procedures below when transferring, selling, or otherwise disposing of surplus and salvage equipment purchased with a DNR grant:

- Sale to the public by one of the following means:
  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 nonprofit organization, as defined in s.181.0103(17), Wis. Stats., organized under ch. 181, Wis. Stats.
- Sale for salvage value
- Donation to scrap yard or business when it is determined that equipment has no or limited value
- Transfer or sale of equipment to another project sponsor qualified to receive a grant under this program

Sales to state employees are prohibited unless items are sold at announced public sales or auctions.

The Grantee shall maintain a record of the disposition of the excess or surplus supplies in accordance with a proper record retention schedule.

PROTECT CONFIDENTIAL DATA

The Wisconsin Department of Natural Resources (DNR) takes seriously its responsibility to protect all confidential data that are collected as the DNR administers its programs. For DNR grant programs, "confidential data" typically includes:

- **Personal -- Social Security number, date of birth, driver's license number, signature**
- **Financial -- Bank account numbers on cancelled checks and statements. Credit card numbers on submitted receipts. Account and credit balances or limits. Federal or Wisconsin tax returns.**

If a grant is being issued to an individual, we need most of the personal data listed above before we can issue payments or reimbursements. This needed data comes to the DNR on completed W-9 forms. The DNR will shred W-9 forms after verifying the data or maintain them in confidential files.

The DNR, however, is often sent ***unnecessary*** confidential data that are attached to proofs of payment, receipts, or other documents in support of a reimbursement request. Please protect confidential data by blackening out – also called "redacting" – bank account numbers, credit card account numbers, and other confidential data ***before*** proofs of payment are sent to the DNR. DNR staff will not redact confidential data before placing the document in public files. Please do not redact check numbers from bank statements.

Final Report Requirements

All projects must result in a final report that is suitable for use by the general public. The final report must meet the criteria agreed to in the grant agreement and be approved by the regional AIS/Lake/River Coordinator prior to the final payment being disbursed.

Send All Claims for Reimbursement to:

The regional Environmental Grant Specialist.

How Reimbursement Claims are Processed

The regional AIS/Lake/River Coordinator reviews the final report for technical compliance with the project grant scope and approves the report. The Environmental Grant Specialist then reviews the reimbursement claim. If the claim for reimbursement is complete (including all required documentation) and in compliance with the project grant agreement, the Environmental Grant Specialist will approve the claim for reimbursement.

Audits

The state has the right to audit or examine all books, papers, accounts, documents or other records of the Grantee as they relate to the project for which the specific grant program funds were granted.

The Grantee must retain all project records for a period of not less than 3 years after final payment or final disposition of audit findings.

The purpose of the audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

Single Audit

Organizations, including Tribes, shall comply with annual Single Audit requirement as specified in *2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, & Audit Requirements.* The sponsor agrees to have an audit in accordance with Uniform Guidance if they expend $750,000 or more in federal awards during the fiscal year

When a Project is Not in Compliance with the Grant Agreement

If the Department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement or that the Grantee has violated a term of the grant agreement, the Department may terminate the grant and seek reimbursement of any state share previously distributed to the Grantee.

Filling out Payment Reimbursement Claim Worksheets

Make copies of the blank sheets before you get started. Fill out the worksheet first (DNR Form 8700-002). Fill out each line with as much detail as possible.

Make sure you have provided the required documentation for each line:

- ***Acceptable proofs of purchase must be submitted when requesting reimbursement of project expenditures.*** Example: photocopies of the vendor invoices for services or materials and receipts for project materials. Invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant is identified.
- Copies of bid proposals, professional service contracts, change orders, and authorized detailed force account time sheets or volunteer time sheets, if applicable.
- ***Proofs of payment documentation must be maintained within the grantee's files in the event of an audit***. Example: A copy of both sides of the canceled check to pay that bill. If canceled checks aren't available, a copy of the appropriate bank or credit card statement may

be substituted. Be sure to clearly highlight the transaction amount on the statement and to redact account numbers.

For land acquisition projects, you must also submit:

- A copy of the recorded grant agreement and the recorded deed at the Register of

Deeds with the new disclaimer inserted (see the financial section of the grant agreement).

- A copy of the title insurance or Opinion of Title
- A copy of the gap insurance
- A copy of the relocation cost statement, if applicable

Filling out Payment Reimbursement Claim Form

Total the appropriate columns on the worksheet and move the total to the reimbursement claim form. Be sure to indicate whether this is a partial or final payment request. (For Lake Planning, River Planning, and Clean Boats Clean Waters Grants, only an advance payment at the time of award and/or a one-time final pay request is possible.)

Who to Contact with Questions

Your regional Environmental Grant Specialist

Appendix I1.

Guidance for Recipients of AIS, Lakes, and Rivers grants *last revised: June 2015*
Bureau of Community Financial Assistance
Wisconsin Department of Natural Resources

Understanding Grant Match Requirements

How is "grant match" defined?

Grant match is that portion of projects costs that is not covered by grant funding provided by the DNR. The project sponsor must contribute the balance to complete the project. Wisconsin law[1] requires that project sponsors contribute to project costs. When part of the project cost is paid by the project sponsor, the DNR is able to stretch available grant funding further. Grant match levels are as follows:

Grant Program	Sponsor Share
Lake Planning	33%
Lake Protection	25%
Aquatic Invasive Species	25%
River Planning	25%
River Protection	25%

What counts as grant match?

Match can be either cash or an in-kind contribution.

Cash -- The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization's own funds (sponsor operating budget or fundraising) or cash donations from third parties (i.e., partner organizations). A cash match is project cost actually paid by the project sponsor.

In-Kind Contribution -- In-kind contributions are contributions other than cash. Examples of in-kind contributions include value of:

- Donated labor from project sponsor members or volunteers
- Donated professional services
- Donated supplies or construction materials
- Donated equipment
- Free usage of privately owned equipment
- Donate fee title land

[1] Lake Protection Grants: s. 281.68, Wis. Stats., and ch. NR 191, Wis. Admin. Code.
Lake Management Planning Grants: s. 281.68, Wis. Stats., and ch. NR 190, Wis. Admin. Code.
River Protection Grants: s. 281.70, Wis. Stats., and ch. NR 195, Wis. Admin. Code.
AIS Prevention & Control Grants: s. 23.22, Wis. Stats., and ch. NR 198, Wis. Admin. Code.

In-kind contributions can come from project sponsor members or from third parties. For grant purposes, “third parties” are neither the State of Wisconsin agency nor the project sponsor. Common examples of third-party match include:

- A local attorney donates her time to review real property acquisition contract documents and oversee the closing of a land transaction on behalf of the project sponsor. If the attorney does not charge for her services, the donated value of the attorney’s time (based on her normal hourly rate) can count as grant match.

- Local contractor donates his services to complete work directly related to the grant project. If the contractor does not charge for his services, the donated value of the contractor’s time (based on his normal hourly rate) can count as grant match.

- The local hardware store donates nuts, bolts, and other construction materials for a grant project. The retail value of those materials is allowable third party in-kind contribution to the project.

How do project sponsors properly document grant match?

1. Develop accurate project budget that shows total project costs, grant amount, cash match, and in-kind contributions.

   NOTE: Cash or in-kind contributions used as grant match for one grant project shall not be used as match for another grant project.

2. Track expenditures based on established budget.

3. Maintain proofs of purchase and proofs of payment for all project expenditures.

4. Maintain documentation that shows value for all in-kind contributions.

   For volunteer labor -- Use DNR Form #8700-349 (Donated Volunteer Labor Worksheet and Summary) to record volunteer hours. Signature of volunteer is required. By Wis. Admin. Code, donated non−professional labor is valued at $12 per hour.

   For donated professional services – Use DNR Form #8700-350 (Donated Professional Services Worksheet and Summary) to document the value of donated professional services. Value of donated professional services is determined by market rate. The value of these services must be documented with a letter or invoice from the professional indicating the donor’s professional title, date of the donation, number of

hours donated, description of the work performed, and hourly rate. Signature of professional is required.

For force account labor – "Force Account" is the term most often used to describe labor provided by the project sponsor's own staff. Project sponsors should retain copies of timesheets as proof of force account work on a project. Force Account Labor Worksheets are used to document the type of work performed for the project on a daily basis. The worksheets are completed by each individual contributing to the project. Totals from these worksheets are tallied on a single Force Account Labor Summary sheet submitted with each reimbursement request. Copies of the worksheets and summary sheets must be kept on file with the project sponsor. You will find Force Account Labor Worksheet and Summary sheet at:
http://dnr.wi.gov/Aid/SurfaceWater.html (go to reimbursement tab)

For donated supplies and equipment – Per Wis. Admin. Code, the value of donated supplies and equipment must be consistent with the Wisconsin Department of Transportation (WDOT) Classified Equipment Rates Standard and Special Rated Units document. You can find the Highway Rates at: http://dnr.wi.gov/Aid/SurfaceWater.html (go to reimbursement tab).

If the donated equipment does not appear on the WDOT Classified Equipment Rates Standard and Special Rated Units document, the project sponsor shall determine value of donation by one of the following two methods:

- Choose closest equipment equivalent from WDOT Highway rates list
- Determine market rate – Project sponsor shall obtain at least three estimates for rental of item in question from vendors within the county. The lowest estimate will be used to establish the value of donated equipment. Copies of all estimates received must accompany your grant application and must also be maintained in the grantee's project files.

Why is it important to effectively manage third-party in-kind contributions to your grant project?

Effective tracking of third-party contributions can efficiently support your DNR grant and will allow your reimbursement request to be processed more quickly by the DNR.

Appendix I2.

Clarification:

1- Determining Local Cost Share ("Grant Match") for Training vs. Education
2- Determining Local Cost Share ("Grant Match") for Global Positioning System (GPS) units

Applicability: This clarification applies to the following grant programs:

- Lake Planning
- River Planning
- Lake Protection
- River Management
- Aquatic Invasive Species

Purpose: This document clarifies the following statement found in ss. NR 198.14(f), NR 195.10(1)(f), NR 191.06(1)(h),and NR190.005 (e), Wis. Adm. Code:

> *"The substantiated value of donated materials, equipment, services, and labor as all or part of the local share of the project cost."*

1- Determining Local Cost Share for Training vs. Education

Eligible as Grant Match?	Situation
Yes	Time spent by grantee **volunteers** and staff attending training where training prepares attendees to conduct activities approved within project scope and budget. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results. *Example: Time spent by participants at Clean Boats Clean Waters training or Citizen Lake Monitoring Network training, where trainers are providing instruction on current water sample collection techniques, or AIS monitoring procedures. (Trainers must provide signup sheets to document names of participants).* *Example: **Non DNR instructor's** expenses including: time, travel, and supplies may be an eligible cost or eligible for use as donated match.*
Yes	Time spent by grantee **staff** providing instruction at training sessions. The training must be an element of the scope in the project and approved for grant funding. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results.
Yes	Time spent by grantee volunteers and staff participating in one start-up meeting and one wrap-up meeting where plan development or post-project evaluations are deliverables.

Eligible as Grant Match?	Situation
Yes	Time and travel expenses of grantee staff or volunteers making presentations on projects to school classes or other organizations if approved in the project scope and budget.
No	Time spent by local officials at meetings where local governing board approvals are sought for project activities.
No	Time spent by individuals at meetings where the purpose is general community education.
No	Time spent by volunteers training other volunteers.

2- Determining Local Cost Share for Global Positioning System (GPS) units

The WI Dept. of Natural Resources has historically determined value for donated equipment or equipment usage using parameters established by the WI Dept. of Transportation (WisDOT). For calendar year 2013, WisDOT established the rental rates for Global Positioning System (GPS) units as "set locally" -- presumably in acknowledgement of the reduced cost of GPS units that are capable of measurements that are accurate to within 3 meters.

For the grant programs referenced above, the DNR is setting the following local value for GPS units:

1- $300 per project for usage of donated GPS units. This flat rate will significantly reduce the need for grantees to document hourly use of donated GPS units.

2- Up to $300 per GPS unit purchased exclusively for use on a grant-funded project, as determined by proof of purchase (receipt) submitted by the grantee. According to WisDOT equipment life expectancy guidelines, GPS units have a six-year lifespan. So grantees are limited to one grant-funded GPS purchase every six years.

Prior to grant award, regional Lakes, River, and AIS Coordinators may approve the purchase of additional units if project applications include justification of the need for multiple units. Similarly, regional DNR coordinators may approve purchase or donated use values in excess of $300 if the applica nt provides justification of the need for equipment with greater accuracy.

All equipment purchases to be claimed as local cost-share (match) or as sponsor expenditure must be clearly identified within the project budget at the time of grant application.

APPENDIX Ja -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

AIS Education, Planning and Prevention Grants

REVIEWER INITIALS:_____ TOTAL SCORE: _____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Projects under this category can include three broad topics. 1) Education efforts to broaden the public's awareness and understanding of AIS, the threats they pose and the measures and practices used in their prevention and control. 2) Prevention efforts intended to limit new introductions and the spread of AIS from an infested waterbody to an un-infested waterbody. 3) Projects to monitor and evaluate water bodies and wetlands and help develop plans for the prevention and control of AIS. Education projects can take many forms but should be consistent with statewide initiatives and protocols. In addition to education, prevention will primarily take the form of watercraft inspections and training volunteers in early detection monitoring. Most of these efforts are funded through a streamlined grant process just for Clean Boat Clean Waters efforts. Plans will generally be waterbody specific and for the purpose of gaining eligibility to AIS control grants.

Most projects in this category are to support county and regional networks combining and providing all three elements to multiple customers.

AIS plan checklists serve as a guide for planning and tracking progress toward an approvable plan. The highest scoring applications should be addressing some element on these checklists in an effort toward completing or updating a plan that meets all elements. The check list is used to evaluate plans for approval.

A) STRATEGY
The degree to which the project includes a prevention and control strategy.

SCORE: ____

0	1-2	3-4	5-6
Poor	fair	good	very good

In your review consider the extent to which this application:

- Includes funding for a well described, community-focused, educational outreach effort on aquatic invasive species and prevention methods that implement and is consistent with a statewide education strategy or priority. High scoring project will go beyond routine passive outreach activities such as newsletters and press releases, websites or CBCW or CLMN training & monitoring activities.

Examples of statewide education strategies and priorities include:

- Participation in Draining Campaign
- Implement the Bait Dealer Initiative utilizing the Bait Dealer Toolkit
- Participation in Landing Blitz-July 4th weekend
- Installing new State AIS signs at water access sites
- Establishing partnerships with local law enforcement
- Waterfowlers campaign? Other new initiative?

- Will train and deploy volunteers to identify AIS and conduct water body surveillance monitoring for early detection using accepted WDNR CLMN or Project RED protocols where data will be entered into SWIMS. Training needs to occur during project period and should have associated budget.
- Will deliver a professional level monitoring report and map about the presence or absence of aquatic invasive and native species. This generally is a point/intercept aquatic plant survey(s) or other DNR approved protocols appropriate for the target species.
- For a waterbody –specific project, the water being controlled has, or the project includes, a Clean Boats, Clean Waters watercraft inspection program per the requirements of s. NR 198.22 (1) (d) or an approved Alternative Equivalent (see guidance). For regional projects, the sponsor will host CBCW training workshops.
- Will conduct other complimentary source containment or prevention activities that go above and beyond the minimum level of boat landing inspection e.g. boat washing or cleaning stations, augmented enforcement where local law enforcement agrees in writing to participate in watercraft inspection related activities.

Comments:

B) PREVENTION IMPACT
The degree to which the project will prevent the spread of aquatic invasive species.

SCORE: ____

0	1-2	3-4	5-6	7
Poor	fair	good	very good	exceptional

In your review consider the extent of the risk (to spread AIS) the project covers:
(In descending order, from highest to lowest impact)

If AIS is present:

- The majority (50%) of project activity will take place on a Statewide AIS Source Water (Super Spreader) listed on the table below.
- The majority (50%) of the project will take place on a water with AIS that has a high risk of spread (lakes greater than 500 acres and all boat-able rivers that meet or exceed the minimum boating access criteria in NR 1.91(4) or wetlands greater than 500 acres in public ownership) OR; the project includes a Statewide AIS Source Water where less than 50% of the activities are directed.
- The majority (50%) of the project activity takes place on a water with AIS that has moderate risk of spread (lakes between 500 and 100 acres and all rivers that meet or exceed the minimum boating

access criteria in NR 1.91(4); wade-able streams with public access or wetlands between 500 and 100 acres in public ownership).

- The majority (50%) of the project activity will take place on a water with AIS that has minor risk of spread (lakes less than 100 acres that meet or exceed the minimum boating access criteria in NR 1.91(4); any river or stream with public access or; wetlands less than 100 acres in public ownership).

If AIS is not present or very limited extent:

- The project will prevent spread to vulnerable waters without AIS in the project area. The water is determined to be a High Vulnerability Water if:
  - Within 15 miles of known AIS populations
  - Does not contain the target species
  - Is a lake greater than 100 acres with 2 or more boat landings
  - Is identified in a smart prevention analyses (use attached list for spiny waterflea and Zebra mussels)

ZebraMussel_Vulnerable.xlsx SpinyWaterflea_Vulnerable.xlsx

Bonus

- The project works to contain or plan the control of a NR40 prohibited species e.g. Hydrilla, yellow floating heart, spiny water flea, red swamp crayfish, etc.).

Statewide AIS Source Water Lakes List	***07/01/2011***	
LAKE	*REG*	*COUNTY*
Beaver Dam	*SC*	*Dodge*
Castle Rock	*WC*	*Adams*
Chippewa Flowage	*NOR*	*Sawyer*
Eagle Chain	*NOR*	*Vilas*
Geneva	*SE*	*Walworth*
Green	*NE*	*Green Lake*
Koshgonong	*SCR*	*Rock*
Madison Chain	*SCR*	*Dane*
Mendota	*SC*	*Dane*
Michigan	*NE, SE*	*All counties*
Minocqua Chain	*NOR*	*Vilas*
Onalaska	*WC*	*La Crosse*
Petenwell Lake	*WC*	*Adams*
Puckaway	*NER*	*Marquette*
Shawano Lake	*NE*	*Shawano*
Superior	*NO*	*All counties*
Winnebago & up river pools	*NE*	*Calumet*
Wisconsin	*SC*	*Columbia*
Wissota	*WC*	*Chippewa*
RIVERS		
St. Croix, Mississippi, Menominee	*WCR,SCR,NOR*	

Distribution for other NR 40 species can be found here: http://dnr.wi.gov/lakes/invasives/BySpecies.aspx.

Species locations can be found here: http://dnr.wi.gov/lakes/invasives/BySpecies.aspx.

Comments:

C) ECOSYSTEM BENEFIT
The degree to which the project protects or improves the aquatic ecosystem's diversity, ecological stability or recreational uses.

SCORE: ____

0	1	2	3
Poor	fair	good	very good/exceptional

In your review consider the extent to which this application:

- Will produce a management plan(s) that meets the specifications of s. NR 198.43(1) (Check list) or a regional (county or town-wide) strategic plan if not water body-specific. Plan must be a deliverable of the project.
- Implements a Department-approved AIS plan.
- Includes waters with a high degree of native biodiversity or is critical habitat, as expressed by:
    - an above eco-region average aquatic or wetland plant FQI
    - the presence of a listed aquatic species (NHI endangered, threatened or watch)
    - is an ERW or ORW water
    - has a Sensitive Area or Critical Habitat designation
    - is within or adjacent to a State Natural Area, State Park, other publicly owned unique natural area or such an area owned/managed by a nonprofit conservation organization (e.g., Nature Conservancy).

D) EXTENT
The stage of the AIS population in the water body.

SCORE: ____

- Score 2 points if the project addresses a new or pioneering population (as defined by s.198.12 (8)), or has previously been an early response and detection grant-funded project.

or

- Score 1 point if no AIS is present (shield or prevention project)

or

- Score 1 point if the application provides clarity and detailed information on the extent (size, areal coverage) and history or progression of the AIS population.

Comments:

E) LIKELY SUCCESS
The degree to which the project will be likely to result in successful long-term prevention or control.

SCORE: ____

0	1	2	3
poor	fair/good	very good	exceptional

In your review consider whether the sponsor has:

- Demonstrated by previous actions that they are capable of managing projects successfully.
- Have been conducting the project activities without state financial assistance.
- Has conducted a social capacity/community asset assessment, and has identified community partnerships with other organizations that are actively engaged and contributing resources.

Comments:

F) PUBLIC ACCESS
The availability of public access to, and public use of, the waterbody.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

In your review consider the extent to which this application:

- Score 0 for lakes with no access or less than the minimum standards and not meeting demand.
- Score 1 for lakes meeting the minimum or regional projects spanning multiple lakes (county, towns) unless further justification is provided.
- Score 2 if both of the following apply:
    - The lake is 100 acres or more or river is boatable and has more than the minimum public boating access as defined in s. NR 1.91(4), (5) or (6) or any wetland 50 acres or greater in public ownership
    - The water body has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented on the map provided with application.
- *Consult Surface Water Checklist*

Comments:

G) COMPLIMENTARY MANAGEMENT
The degree to which the proposed project includes or is complemented by other management efforts including watershed pollution prevention and control, native vegetation protection and restoration and other actions that help control aquatic invasive species or resist future colonization.

SCORE: ____

0	1	2	3
poor	fair/good	very good	exceptional

In your review consider the extent to which this application:

- Is explicitly supported by existing, or will produce, create or improve local ordinances, lake rules or plans that protect habitat and aquatic resources and prevent the spread of aquatic invasive species (Slow no wake ordinances, stormwater ordinances, shoreland ordinance, runoff and nonpoint source pollution management plans)
- Sponsor demonstrates that they have implemented (within the last 5 years) - or the project includes developing plans for – a shoreland restoration, habitat protection, sediment and nutrient control or other substantial lake stewardship activity that protects the lake ecosystem.

Comments:

H) SUPPORT
Community support and commitment, including past efforts to control aquatic invasive species.

SCORE: ____

0	1	2	3	4-5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Requests less than the maximum state share
- Has substantial and diverse in-kind and donated labor
- Has substantial and diverse cash contributions
- Describes how the sponsor has previously implemented projects or control actions to reduce or eliminate AIS or that help support the success of the current proposal
- Includes partnerships between the applicant and a local unit of government, school, lake or community organization or business (other than a contractor) that is committed in writing to providing important project resources (time or $) and will not receive grant funding from the project.

Comments:

I) BONUS

Score:_____(up to 4 points)

- 1 point if the project would represent a first time award of an AIS Education, Planning and Prevention grant for the sponsor.
- 1 point if the project would represent a first time award of an AIS Education, Planning and Prevention grant for the waterbody (within the county if a River).
- 1 if the applicant participated in a pre-project proposal meeting or consultation with appropriate Department staff to develop a project appropriate for the water resource.
- 1 point if project proposal reflects the recommendations of Department staff from the meeting/consultation.
- *Consult the Surface Water Checklist*

Comments:

J) RESEARCH

The degree to which the project will advance the knowledge and understanding of the prevention and control of aquatic invasive species.

Score:____

Assign 1 point if the project has an evaluation component that will be conducted by an objective outside entity to assess project outcomes or is a participant in a Department-sponsored research and demonstration project on the AIS research priority list

Additional Comments:
1. Technical Merit/Methods:
2. Budget:
3. Clear Goals & Objectives:
4. Outcomes & Deliverables:

APPENDIX Jb -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

AIS Established Population Control Grants

REVIEWER INITIALS:_____ TOTAL SCORE:_____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Aquatic Invasive Species Established Population Control projects assist eligible sponsors to implement projects to control established populations of aquatic invasive species. Established populations are substantial reproducing populations of aquatic invasive species that are not pioneer infestations. They may be in lakes, streams and rivers, or wetland and riparian corridors.

A) MANAGEMENT STRATEGY
The degree to which the project includes a prevention and control strategy.

SCORE: ____

0	1-2	3-4	5-6	7
poor	fair	good	very good	exceptional

- The applicant has an AIS control plan including all of the elements from NR 198.43(1) that has been completed or updated within the past five years.
- The project has specific targets for AIS control and specifically lists the proposed control actions to be used to reach the targets.
- The management will be evaluated following the DNR evaluation monitoring protocols (See Aquatic Plant Treatment Evaluation Guidance in Aquatic Plant Management in Wisconsin Guide).
- The project includes a specific monitoring component to evaluate success/benefits beyond standard pre-post plant monitoring (i.e. – herbicide concentration monitoring, pre-treatment temperature profile monitoring and hydroaccoustic survey, CLP turion monitoring, etc).
- The waterbody has a *prevention strategy* to reasonably assure that new introductions of aquatic invasive species will not infest the waterbody, including, a Clean Boats, Clean Waters watercraft

inspection program per the requirements of s. NR 198.22 (1) (d) or an approved Alternative Equivalent (see guidance). Other prevention/containment activities may include:

- *Trash receptacles to facilitate weed disposal w/ buckets for taking out in the lake and collect any AIS encountered*
- *Kiosks with brushes, cleaning tools, etc.*
- *Augmented enforcement should be a relationship specified in writing (letter of support) where local law enforcement agrees to participate in watercraft inspection related activities.*

- The water being controlled has a *contingency strategy* for effectively monitoring for the re-introduction or re-establishment of the aquatic invasive species following initial control. Surveillance monitoring can take place for additional AIS at the same time.
  - *The project will train volunteers to identify AIS and conduct water body surveillance monitoring using accepted WDNR or citizen-based monitoring (CLMN/Project RED, etc) protocols where data is being entered into SWIMS.*
  - *Training needs to occur during project period and not past activity - should have associated budget*
  - *Training only needs to take place at the outset of the grant and shouldn't be a recurring expense each year.*

Comments:

B) PREVENTION IMPACT
The degree to which the project will prevent the spread of aquatic invasive species.

SCORE: ___

0	1-2	3-4	5
poor	fair	good	very good

- In your review consider the extent of the risk (to spread AIS) the project waterbodies cover: (In descending order, from highest to lowest impact)
  - *The project activity will take place on a Statewide AIS Source Water (Super Spreader) listed in the table below.*
  - *The project will take place on a water with AIS that has a high risk of spread (lakes greater than 500 acres and all boat-able rivers that meet or exceed the minimum boating access criteria in NR 1.91(4) or wetlands greater than 500 acres in public ownership)*
  - *The project activity takes place on a water with AIS that has moderate risk of spread (lakes between 500 and 100 acres that meet or exceed the minimum boating access criteria in NR 1.91(4); wade-able streams with public access or wetlands between 500 and 100 acres in public ownership).*
  - *The project activity will take place on a water with AIS that has minor risk of spread (lakes less than 100 acres that meet or exceed the minimum boating access criteria in NR 1.91(4) or; wetlands less than 100 acres in public ownership).*

- Consider the degree of regional isolation of the AIS population.
    - *The AIS population being controlled is isolated; no other or a low number of additional populations exist in the watershed.*
    - *The project works to contain or control an NR40 prohibited species (e.g Hydrilla, yellow floating heart, spiny waterflea, red swamp crayfish, etc). A list of prohibited species can be found here: http://dnr.wi.gov/topic/Invasives/classification.html and distribution information can be found here: http://dnr.wi.gov/lakes/invasives/BySpecies.aspx.*

Statewide AIS Source Water Lakes List		*07/01/2011*
LAKE	***REG***	***COUNTY***
Beaver Dam	*SC*	*Dodge*
Castle Rock	*WC*	*Adams*
Chippewa Flowage	*NOR*	*Sawyer*
Eagle Chain	*NOR*	*Vilas*
Geneva	*SE*	*Walworth*
Green	*NE*	*Green Lake*
Koshgonong	*SCR*	*Rock*
Madison Chain	*SCR*	*Dane*
Mendota	*SC*	*Dane*
Michigan	*NE, SE*	*All counties*
Minocqua Chain	*NOR*	*Vilas*
Onalaska	*WC*	*La Crosse*
Petenwell Lake	*WC*	*Adams*
Puckaway	*NER*	*Marquette*
Shawano Lake	*NE*	*Shawano*
Superior	*NO*	*All counties*
Winnebago & up river pools	*NE*	*Calumet*
Wisconsin	*SC*	*Columbia*
Wissota	*WC*	*Chippewa*
RIVERS		
St. Croix, Mississippi, Menominee	*WCR,SCR,NOR*	

- **Statewide AIS Source Water Criteria**
    - Great Lakes or Mississippi River tributaries up to first dam
    - Great Lakes landings/shorelines, including Green Bay
    - VHS waters (Lower Fox River, Lake Winnebago, Winnebago - Upper Pool lakes and rivers up to first dam)
    - Waters involving "prohibited" species (as per NR40) that are established or at risk of becoming established.
    - Lakes or impoundments that meet <u>all</u> of the following criteria:*

        - Greater than 5000 acres
        - Multiple boat landings (5 or more)
        - Contain two or more of the following species (EWM, CLP, zebra mussels)
    - Lake Chains that meet the size and landing criteria may be considered as one water body if they all have the targeted AIS and are hydraulically connected and not separated by a dam.
    - To be scored, a substantial portion of project activity must be directly related to the species present in that water.

Comments:

C) ECOSYSTEM BENEFIT
The degree to which the project protects or improves the aquatic ecosystem's diversity, function, ecological stability or recreational uses.

SCORE: ____

0	1	2	3-4
Poor	fair	good	very good/exceptional

- Project plan implementation includes stocking or planting to reintroduce native community species or implements other actions or changes in management strategies that will provide added protection or restoration value to native species beyond herbicide treatments alone. A good project will include active management actions, not passive activities or general monitoring (i.e. discouraging manual removal of natives in a plan, or encourage general "Best Management Practices"). Grant activities should be specifically defined in a waterbody specific management plan (not general statewide or regional policy).
    - *Does not only include a generic mention of hand pulling invasives.*
    - *Plant stocking should include an evaluation component.*
    - *Other examples include common carp or rusty crayfish removal in conjunction with plant treatments.*

- Project area has a high degree of native biodiversity or is critical habitat, and the project is implementing management actions that will maintain or improve the biodiversity or habitat. They should justify specifically how the management will prevent damage to native biodiversity or habitat values that may come with a particular type of management action. Biodiversity or critical habitat can be expressed by:
    - An exceptional eco-region aquatic or wetland plant FQI
    - the presence of a listed aquatic species (NHI endangered, threatened or watch)
    - is an ERW or ORW water
    - has a Sensitive Area or Critical Habitat designation

- is within or adjacent to a State Natural Area, State Park, other publicly owned unique natural area or such an area owned/managed by a nonprofit conservation organization (e.g., Nature Conservancy).

Comments:

D) POPULATION EXTENT
The extent of the AIS population in the waterbody.

SCORE: ____

0	1	2	3
Poor	fair	good	very good

- The amount of littoral zone covered by the invasive species should be clearly included in the application or the project should propose to collect this information in a year before treatment.
  - *The information should be from AIS bed mapping or a point-intercept survey following protocols found in the Aquatic Plant Management in Wisconsin Guide.*

- The management strategy fits for the size of the AIS population that is being controlled.
  - *Whole-lake treatments should not be planned for small populations of AIS.*
  - *Small-scale spot treatments should not be used for large populations of AIS.*
  - *If AIS are not shown to be impacting fish/habitat or recreational uses then the project should score lower.*

- Project was a past early detection and response project of a pioneer population as defined by s. NR 198.12 (8).
  - *The previous early response project has taken place within last 5 years.*
  - *Reviewer can check the Surface Water Checklist to verify if there was an Early Detection and Response (AIRR) grant project within the past 5 years.*

Comments:

E) PROBABILITY OF SUCCESS
The degree to which the project will be likely to result in successful long-term control while minimizing damage to native species.

SCORE: ____

0	1	2	3	4
Poor	fair	good	very good	exceptional

- The approved management plan and the project employs integrated pest management (multiple strategies for the same species) to achieve and maintain control objectives. [e.g. hand pulling in combination with chemical treatment and biocontrol, drawdowns, nutrient reduction efforts, etc.]
    - *Must be in plan and not an afterthought for the application. Should be tied to a specified budget activity.*

- The APM Plan summarizes efficacy of historical control actions (based on data evaluation using DNR recommended protocols) and applicant incorporated this into current management strategies. The applicant can provide the APM Plan with the application, but must note which pages (in the APM Plan) summarize historical control actions and how an evaluation of the past actions helped to form the current control strategy.

- The project follows DNR's current science based BMPs to maximize AIS control and minimize non-target impacts (e.g. - early season aquatic plant treatments, not very small spot treatments with systemic herbicides, not only using one management technique for all scenarios) or justifies an alternative approach. *See DNR Research Factsheets on Large-scale Treatment and Small-scale Treatment.*

- There is a low risk of reestablishment and spread after control activity occurs. All of the following apply: the project site is not an impoundment (see definition from WisCALM); is not tributary to or connected to any other AIS populated water and; the entire AIS population is being targeted for control.
    - *Only consider plant AIS that are found in tributaries upstream of the waterbody.*

Comments:

F) PUBLIC ACCESS
The availability of public access to, and public use of, the waterbody.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

- Any lake of 100 surface acres or greater and any boat-able river that has more than the minimum public boating access as defined in s. NR 1.91(4) or any wetland greater than 50 acres in public ownership. For projects on lakes, adequate public boating access, as defined in s. NR 1.91 (4) or (6), is required.
    - *Minimum public access is documented on Surface Water Checklist.*

- The water provides significant alternative public access and use opportunities that include two of the following at separate locations: public swimming beach; park or other public land with accessible frontage; public fishing pier or wildlife observation area; platted access sites and road rights-of-way reaching the water's edge; two or more private resorts, youth camps or sportsmen clubs; or where more than 50% of the lake or river shore in the project area is in public ownership as documented on the map provided with application.
    - *This information should be provided by the applicant.*

Comments:

G) COMPLEMENTARY MANAGEMENT
The degree to which the proposed project includes or is complemented by other management efforts including watershed pollution prevention and control, native vegetation protection and restoration and other actions that help control aquatic invasive species or resist future colonization.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

- Applicant demonstrates that they have implemented, or been a significant participant in a shoreland restoration, habitat protection, sediment and nutrient control, water level management or other substantial lake stewardship activity (not including education or planning) that protects the lake ecosystem. (Score 1point per action, provided documentation).

    - ✓ *E.g. - Covenants that exceed local County Zoning standards.*
    - ✓ *Complementary management project has taken place within last 5 years.*
    - ✓ *Needs to be specific.*
    - ✓ *Should be described in the grant application.*

Comments:

H) COMMUNITY CAPACITY
Community support and commitment, including past efforts to prevent or control aquatic invasive species.

SCORE: ____

0	1	2	3	4-5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Requests less than the 75% maximum state share they are allowed.
- In-kind costs and donated labor is greater than 10% of state cost share.
- Cash contributions come from diverse sources and are greater than 10% of state cost share.
- Includes partnerships between the applicant and a local unit of government, school, lake or community organization or business (other than a contractor) that is committed in writing to providing important project resources (time or $) and will not receive grant funding from the project.
    - *Social survey data should be included to show support of partners for the proposed management actions.*
- The sponsor conducted AIS control, consistent with their Department-approved plan, in the previous season without financial assistance from the State. They may have begun implementation without a grant or received grants in past but did not receive a grant in the past season.

Comments:

I) Bonus

Score:_____ (up to 4 points)

- 1 point if the project would represent a first time award of an AIS Established Population Control grant for the waterbody (within the county if a River).
- 1 point if the project would represent a first time award of an AIS Established Population Control grant for the species.
    - *Hybrid watermilfoil (Myriophyllum sibiricum x M. spicatum) and Eurasian watermilfoil are considered one species for the purpose of this question.*
- 1 if the applicant participated in a pre-project proposal meeting or consultation with appropriate Department staff to develop a project appropriate for the water resource.
- 1 point if project proposal reflects the recommendations of Department staff from the meeting/consultation.
    - *Consult the Surface Water Checklist for all of the Bonus points.*

J) RESEARCH
The degree to which the project will advance the knowledge and understanding of the prevention and control of aquatic invasive species.

Score:____

Assign **one point** if the project has an evaluation component for a management technique for which DNR doesn't have a data based evaluation. The evaluation will be conducted by an objective outside entity to assess project outcomes.

Assign **one point if** project is a participant in a Department-sponsored research and demonstration project on the AIS research priority list conducted or coordinated by a qualified research scientist.

- ✓ *The AIS Established Population Control grant ranking team leader will develop a list of management techniques for which DNR needs a data based evaluations. Include comments if you feel that the evaluation of the AIS control project would aid in DNR AIS research.*

APPENDIX Jc -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

Small Scale Lake Planning Grants

REVIEWER INITIALS:_____ TOTAL SCORE: _____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Small–scale projects are intended to address the planning needs of lakes where education and public awareness, obtaining basic information on lake use and conditions, or enhanced organizational capacity are the primary project objectives. These will be protection–oriented, often volunteer–led efforts used to develop a foundation for lake management efforts or updating existing plans.

The main goal in evaluating these projects is to assure the projects are well developed, clear on outcomes, support lake planning efforts and result in a discernable product or outcome. We avoid funding "repeat" projects; the same activities for the same sponsor such as the same "workshop" or event year after year. Two small-scale grants should not be combined to accomplish a single project even if proposed by different sponsors in an attempt to circumvent evaluation and competition as a large scale planning proposal. Projects proposed by the sponsor elsewhere can be distinctly separate projects.

Determine if project focus is: A) Monitoring &Assessment, B) Education, C) Organizational Development, or D) Studies, Assessment, Other. Only score A B, C *OR* D. For all applications, fill in score for Questions 1 and 2.

A. MONITORING & ASSESSMENT
The utility of the data and information that will be generated for assessing lake ecosystems.

SCORE: ____

0	1	3	4	5
Poor	fair	good	very good	exceptional

In your review consider whether:

- The lake is recommended for TSI monitoring in a Watershed or other Department plan or strategy
- The monitoring is recommended in a local management plan
- Management actions are being initiated or conducted that will be supported by the data to be collected
- There is no baseline or trend data available for lake

Comments:

B. EDUCATION
The degree to which the project will enhance knowledge and understanding of lake ecosystems

SCORE: ____

0	1	3	4	5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Creates a partnership between a lake organization and youth organization and implements an Adopt-a-Lake, Project WET or similar activity
- Seeks to inform the entire community about a specific lake management issue, management project or lake history
- Will present results to a broad audience beyond a lake organization meeting or a local government and include community forums, lake fairs, press releases, newsletter articles or signage
- Provides information on lake ecosystems that has regional or statewide significance or audience.

Comments:

C. ORGANIZATIONAL DEVELOPMENT
The degree to which the project will provide information for local decision−making and for the formation of goals or a strategy to protect a lake or lakes and lake ecosystems.

SCORE: ____

0	1	3	4	5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Will result in the formation of management goals and objectives or a strategy for the management of a lake or lakes
- Will provide results that assist local decision-making affecting lake management on a specific topic or issue.
- Provides training for management unit representatives on a topic of relevance to unit's lake management activities.
- Will enhance the capacity or effectiveness of a lake management unit.

Comments:

D. STUDIES, ASSESSMENTS, OTHER
The degree to which the project will contribute to the improvement in the management of a lake or lakes and lake ecosystems.

SCORE: ____

0	1	3	4	5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Contains an element of a comprehensive lake management plan with recommendations for implementation i.e. aquatic plant management plan, tributary monitoring/assessment, shoreland restoration plan, etc.
- Is recommended or identified as a need in a local or department resource plan.
- Helps to resolve issues and inform decision-making within the lake management unit on a specific topic.
- Implements or tests an innovative management technique with applicability to other lakes.

Comments:

1. PUBLIC ACCESS
The availability of public access to, and public use of, the lake.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

In your review consider the extent to which this application:

- Score 0 for lakes that with no access or less than the minimum.
- Score 1 for lakes meeting the minimum or regional projects spanning multiple lakes (county, towns) unless further justification is provided.
- Score 2 if more than one of the following applies:
    - The lake has more than the minimum public boating access as defined in s. NR 1.91(4), (5) or (6)
    - Is 100 surface acres or greater
    - The lake has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented on the map provided with application.
- ***Consult Surface Water Checklist***

Comments:

2. BONUS

SCORE:_____ (up to 2 points)

- 1 point if the project would represent a first time award of a Small Scale Planning grant for the sponsor.
- 1 point if the project would represent a first time award of a Small Scale Planning grant for the waterbody.
- ***Consult Surface Water Checklist***

Additional Comments:

1. Technical Merit/Methods:

2. Budget:

3. Clear Goals & Objectives:

4. Outcomes & Deliverables:

APPENDIX Jd –

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

Large Scale Lake Planning Grants

REVIEWER INITIALS:_____ TOTAL SCORE: _____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Develop and maintain management plans that seek to identify and correct nonpoint source pollution and other lake ecosystem stressors. The Lake Plan Checklist serves as a guide for individual lake planning and tracking progress toward an approvable plan. The highest scoring applications should be addressing some element on these checklists in an effort toward completing a plan that meets all elements.

A. COMPREHENSIVE MANAGEMENT PLANNING
The degree to which the project contributes toward a holistic set of alternatives to assist local decision-making or contributes to the formation of a strategy to enhance or maintain the quality of a lake ecosystem.

SCORE: ____

0	1-2	3-4	5-6	7
Poor	fair	good	very good	exceptional

Scores in this section may consider past planning efforts if detailed in the application. Make notes on the scoring sheet documenting the basis for these points.

In your review consider the extent to which this application and previous planning:

- Completes or updates a comprehensive lake management plan that is consistent with the requirements of NR 191. 45(2) (See Lake Plan Checklist- Appendix C).
- If project updates a plan developed with prior grant funding, were the previous goals and objectives achieved? Examples may include documented phosphorous loading reductions, improved water quality measured by secchi, chlorophyll or Total Phosphorous, and/or improved habitat.
- Identifies and prioritizes lake management needs and sets goals with a long-term focus. Goals should include clear and specific objectives.
- Provides specific lake water quality management objectives consistent with WISCALM.

- Provides specific objectives for watershed or land use management (loading reduction strategy, identify critical sites, or develops land management ordinances). Award points for demonstrated capacity or capacity building to achieve implementation objectives.
- Provides specific management objectives for fish, aquatic life or wildlife habitat such as an aquatic plant or shoreland condition assessment
- Provides a specific sociological management objective (capacity assessment, recreational use, riparian and/or lake user survey, social marketing or incentive program development). Clearly demonstrates how sociological data will be used to develop and drive implementation strategies.
- Clear identification and commitment of stakeholders and individuals critical to ensure successful plan implementation.
- Pathways to appropriate funding levels are clearly identified and discussed.
- Implementation metric clearly defines stakeholder roles and commitments with time schedules and resource commitments (time, staffing, funding, etc.).

Comments:

B. HABITAT
The degree to which the planning project will enhance knowledge and understanding of a lake's fish, aquatic life and their habitats.

SCORE: ____

0	1	3-4	5	6
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Develops a comprehensive assessment of fish, aquatic life or wildlife habitat with management recommendations (aquatic plant management plan, shoreland restoration plan, spawning site protection plan, species habitat management plan, etc.) A survey or inventory of fish, aquatic life or wildlife and their habitats that do not include management recommendations should score lower.
- Will be used in development of Critical Habitat or other DNR Designation or similar project that includes confirmation or commitment from DNR
- Directly benefit toward the protection of state of federal listed threatened, rare or endangered species that are known to use the lake for habitat. Project must state a benefit to the species' habitat and be documented in the plan or a narrative statement from NHC staff or similar expert accompanying the application
- Clear and quantitative habitat improvement goals, such as number of shoreline feet, trees, etc.
- Shoreland restoration goals target severely degraded lots.

Comments:

C. WATERSHED PLANNING
The degree to which the planning project will enhance knowledge and understanding of a lake's watershed conditions that affect or have potential to affect a lake's ecosystem.

SCORE: ____

0	1	3-4	5	6
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Delineates watershed boundaries, maps existing and future land uses and associated acreage and estimates annual pollutant loadings from watershed using standard runoff coefficients.
- Identifies surface runoff patterns and delineates environmentally sensitive areas in the lake watershed (wetlands, habitat, steep slopes, riparian buffer zones, etc.). Assessments should be scale appropriate (ie. Small watersheds should use LiDAR or best available local information)
- Inventories and reviews in detail the adequacy of institutional programs effecting lake quality (land use planning, management, regulations, and enforcement). Builds matrix of stakeholders needed to complete assessment work, with letters documenting commitment.
- Develops a comprehensive assessment and management strategy for watershed pollution source(s). Partition actual load(s) by subwatershed or source(s) [septic, feedlots, etc.] conducts a loading reduction feasibility analysis and creates a nutrient or stormwater management plan that recommends BMPs, ordinances, etc. Are scale appropriate models being used? Loading estimates from gage sites, runoff coefficients, SWAT, etc.

Comments:

D. WATER QUALITY MONITORING
The degree to which the proposed planning project enhances local understanding of the lake's water quality, potential uses and factors which affect a lake's water quality.

SCORE: ____

0	1	3-4	5	6
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

(Tier I monitoring)

- Three parameter Trophic State Index monitoring will be conducted following WISCALM protocol (2 seasons of sampling) to complete an assessment of the lake's water quality impairment status.
- A sediment core will be collected and analyzed to assess a lake's pre-settlement water quality conditions to determine management potential and water quality goals.

(Tier II monitoring)

- Demonstrates the lake has a water quality assessment approved and will conduct a monitoring investigation of the causes of impairment or threats to water quality (internal loading, tributary contributions, etc.) Monitoring strategy has been reviewed and approved by the DNR lakes technical team.
- Includes multiple parameter lake and tributary monitoring with sufficient frequency to characterize whole lake conditions, develop a lake nutrient budget and direct specific management decisions.
- Applies an appropriate water quality model to determine a lake condition response to watershed best management practices.

(Tier III monitoring)

- Will evaluate and report on post-management project water quality improvements. Monitoring strategy has been reviewed and approved by the DNR lakes technical team.

Comments:

E. IMPACT

The degree to which the project will likely result in significant improvement in the management of a lake or lakes and lake ecosystems. (Will significant implementation activities result?)

SCORE: ____

0	1-2	3-4	5-6	7-8
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Project completes or includes a planning effort that will include a strategy (who, what, when) for implementation.
- There is a commitment from the community to plan implementation that is demonstrated in the results of a social capital or capacity assessment.
- The proposal is "generic" and lacks details on how the project will be used.
- Project will provide design information or technical specifications for specific management project implementation (e.g. lake protection or TRM grant application, alum dosing evaluations, stormwater BMP designs, etc.)
- Develops plans that are required and will be used for NR 107-109 APM permits
- Project results support a larger planning or management effort such as a TMDL, Environmental Accountability Project, ordinance development, etc.
- The project is a key to implementing a committed management action. Is there a substantial, beneficial management action that won't be implemented if this project isn't funded?
- The project includes detailed sociological assessment of attitude and cultural behaviors either assisting or limiting the restoration or protection of lake and watershed attributes.
- Sociological study plans to map social networks in project area.
- The project conducts a community capacity assessment, which looks at relationship analysis among existing stakeholder groups.

- Project conducts a stakeholder identification assessment.
- Project demonstrates appropriate level of short term and long term accountability and oversight during project timeframe.
- Long term accountability will be developed into the planning process. (High level of local leadership development, annual plan reviews and updates, long term funding strategy, etc.)

Comments:

F. PUBLIC ACCESS
The availability of public access to, and public use of, the lake.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

In your review consider the extent to which this application:

- Score 0 for lakes that with no access or less than the minimum as defined in s. NR 1.91(4), (5) or (6).
- Score 1 for lakes meeting the minimum or regional projects spanning multiple lakes (county, towns) unless further justification is provided.
- Score 2 if more than one of the following applies:
  - The lake has more than the minimum public boating access as defined in s. NR 1.91(4), (5) or (6)
  - Is 100 surface acres or greater
  - The lake has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented on the map provided with application.
- *Consult the Surface Water Checklist*

Comments:

G. LEVERAGE
The degree to which the proposed planning project complements other lake management efforts is supported by other affected management units and leverages other local community funds for the project.

SCORE: ____

0	1-2	3-4	5-6	7-8
poor	fair	good	very good	exceptional

In your review consider whether:

- Some of the financial or in-kind project match (33% of the total budget must be non-state match) is coming from a management unit or interest group other than the grant sponsor or applicant. For example, 10% would be considered a good outside contribution. *Interest groups do not include the consultant doing the work. The 10% can be provided by multiple partners. This information must be documented in the budget section with letters of support.*
- Grant is being used as matching funds to leverage additional or other financial assistance to aid in completion of the overall project. Doubling the grant award with another funding source would be exceptional. *This information must be documented in the budget section with letters of support specifically referencing other grant programs or funding sources.*
- Another indication of leverage is if this project continues or completes a previously started project or complements other related planning or management actions on the lake. A "phased" project should have other phases specifically defined and scheduled.
- Project provides a strategic process for developing long term community capacity for plan implementation, ownership, and oversight including local funding.

Comments:

H. STATE SIGNIFICANCE
The importance of the information obtained from a planning project to the state as identified in its resource management plans.

SCORE: ____

0	1	2	3
Poor	fair	good	very good/exceptional

In your review consider the extent to which this application:

- Implements specific recommendations from a Department basin, watershed or other management or master plans including TMDL and Adaptive Management Plans
- Implements specific recommendations from a County Land and Water Resources Management Plans approved by State Board.
- Results will be used to amend or update a plan at the time of the next update (provides data that allows the lake to have a specific management recommendation in the next plan update). The documentation must be in the application or an accompanying memo or note from responsible organization staff.

Comments:

I. Bonus

Score_____ (up to 4 points)

- 1 point if the project would represent a first time award of a Large Scale Planning grant for the sponsor.

- 1 point if the project would represent a first time award of a Large Scale Planning grant for the waterbody.
- 1 if the applicant participated in a pre-project proposal meeting or consultation with appropriate Department staff to develop a project appropriate for the water resource.
- 1 point if project proposal reflects the recommendations of Department staff from the meeting/consultation.
- *Consult the Surface Water Checklist*

Additional Comments:

1. Technical Merit/Methods:

2. Budget:

3. Clear Goals & Objectives:

4. Outcomes & Deliverables:

APPENDIX Je -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

Lake Protection: Land/Easement Acquisition

REVIEWER INITIALS:_____ TOTAL SCORE:_____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. Provide comments that justify your score and other impressions of the project: factors you considered that did not fit the ranking consideration (bulleted items) but seem to represent the categories main criterion (bolded items) aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Acquisition of property or property rights (also called easements) to protect lakes and their ecosystems.

Public Access Policy
Land acquisition projects on lakes without adequate public access can meet the adequate access test if the project site, when completed, will provide access that meets the standards of NR 1.91(4) or (6) or will be determined adequate by the regional access coordinator.

I. A. The degree to which the project provides for the protection or improvement of water quality.

SCORE: ____

A.1. Implementation of land management plan will reduce nutrient loading to the lake.
1 pt. ____

A.2. Parcel's land management plan requires a land use change such as 1) the removal of existing impervious surface of at least ¼ acre or 2) conversion of at least ¼ acre of exposed soil (farmland, industrial site) to a vegetated condition.
2 pts. ____

A.3. Applicant can demonstrate by modeling that implementation of land management plan will reduce whole lake nutrient loading by 5%.
1 pt. ____

A.4. Project parcel is > 10 acres.
2 pts. ____

A.5. Project parcel drains directly to a lake, or within 1,000 feet if draining to a tributary.
2 pts. ____

A.6. The proposed site management plan calls for native/natural landscape management (no mowed or manicured landscaping) with no adverse or significant additions of impervious surfaces, or structures.
1 pt. ____

A.7. Project parcel is located on an Exceptional or Outstanding Resource Water. Exceptional or Outstanding Resource Water
1 pt. ____

I. B. The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, wildlife, native vegetation or natural beauty.

SCORE: ____

B.1. Project acquires at least 200 frontage feet of a lake.
2 pts. ____

B.2. The parcel provides habitat to state or federally listed endangered, threatened or special concern species or is listed on or adjacent to a site on the state natural heritage database.
1 pt. ____

B.3. The project parcel contains frontage on at least 1 wild lake (defined as less than one structure per mile of shoreline.).
1 pt. ____

B.4. The site links to other habitat areas being managed for public benefit (e.g. public lands, NCO lands, or private lands under easements or enrolled in conservation programs).
1 pt. ____

B.5. The project parcel is located at least partly within the shoreland zone of the lake.
1 pt. _____

B.6. The project parcel is adjacent to or within a DNR designated Sensitive Area or comparable habitat assessment study. DNR Critical Habitat Designation

1 pt. ____

B.7. The project parcel contains a unique feature such as a bog, fen or springs.

1 pt. ____

B.8. The applicant has submitted verifiable documentation that the project parcel contains habitat for wildlife (amphibians, reptiles, shorebirds, songbirds).

1 pt. _____

B.9. The project parcel contains at least ½ acre of wetlands.

1 pt. _____

I.C. The availability of public access to, and public use of, the lake.

SCORE: ____

C.1. The lake currently has more than the minimum, but less than the maximum public boating access as defined in s. NR 1.91(4) (5) or (6).
1 pt. ____

C.2. The lake currently has significant other public access opportunities such as swimming beaches, park lands or public piers OR the parcel contains significant archeological, historical or cultural sites.
1 pt. ____

OR

C.3. The acquisition project will provide public access on a lake where currently none now exists**.**
2 pts. _____

I.D. The degree to which the proposed project complements other lake and watershed management efforts including comprehensive planning.

SCORE: ____

D.1. The project is specifically recommended in a plan other than the sponsor's (i.e., in a basin plan, county land and water resource plan, local comprehensive plan)
1 pt.____

D.2. The project continues or completes a previously started project in a department-approved plan or previously approved project that includes related resource goals and objectives.
1 pt._____

D.3. The project has a written letter of commitment from a school, unit of government, civic group (scouts, church, etc.), adult education group or volunteer group to utilize the site for educational purposes at least 1 time a year.
1 pt.____

D4. The sponsor is a Green Tier Community Charter member. (City of Middleton, Bayfield, Fitchburg, Appleton, Weston, Monona, Eau Claire, La Crosse & the Village of Bayside.
1 pt. ____

I.E. The level of support for the project from other affected management units or organizations.

SCORE: ____

E.1. The project has the documented support from one other eligible management unit, which clearly describes how this management unit will assist the sponsor's ability to implement a successful project.
1 pt.___

E.2. The project has the written support from additional management units, or stakeholder groups committing significant financial support (>5% or $10,000 of the total project costs).
1 pt. ____

E.3 The applicant has the written commitment from the seller to sell the property as a bargain sale
(donated value), donating greater than 5% of the total appraised value of the property.
1 pt.____

I.F. The likelihood of the project to successfully meet the stated project objectives.

SCORE: ____

F.1. Applicant has submitted a signed Offer to Purchase with the grant application.
2 pts. ____

F.2**.** Applicant has had a pre-application grant scoping consultation with the Department and the application is consistent with the results of those discussions.
1 pt. ____

I.G. The degree of detail in the application and the time frame within which it will be implemented.

SCORE: ____

G.1. Applicant provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project).
2 pts.___

I.H. Whether it is a first-time protection project for the lake.

SCORE: ____

H.1. The lake has not received a previous lake protection grant award in the last five years.
2 pts.____

APPENDIX Jf -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

Lake Protection: Wetland & Shoreland Habitat Restoration Grant

REVIEWER INITIALS:_____ **TOTAL SCORE**:_____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Wetland and shoreland habitat restoration grants are intended to provide financial assistance to protect or improve the water quality or natural ecosystem of a lake by restoring or enhancing degraded wetlands adjacent or tributary to lakes. Shoreline habitat restoration grants are intended to provide financial assistance, including incentive payments, to owners of developed lake front lots to re-establish riparian habitat.

A. WATER QUALITY IMPROVEMENT
The degree to which the project provides for the protection or improvement of water quality.

SCORE: ____

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

For **wetland restoration** projects, consider the extent to which this application:

- The size of the wetland restoration. Five acres may be a significant size in a watershed with limited wetlands.
- Project site has a direct hydraulic connection to the lake or the water quality benefits to a lake have been documented and approved by the Department.
- Restores a farmed or converted wetland, hydrologic restoration i.e. ditch fills, tile disruption as opposed to vegetative restoration. *(A project that changes water level management to improve wetland function is considered equivalent to hydrologic restoration.)*
- Buffers a significant amount (~ 20%) of the contributing watershed area or analysis demonstrates it will significantly reduce pollutant loading to the lake (~10%).

For **shoreland restoration** projects consider the extent to which this application:
Site Based Projects

- Project will result in the restoration of a significant amount of contiguous shoreline on the lake. 500 feet would be considered very good to exceptional

- Restoration goes beyond minimum standards set in 191.24(3).
- Restoration project will eliminate erosion that is currently impacting the lake from ice heave, surface water runoff, wave action or other sources.
- Restoration will reduce the impacts of a stormwater discharge such as drain tiles, drainage swales, stormwater outlets, or from impervious surfaces.
- Restorations include the removal of impervious surfaces such as riprap, seawalls, decks, and other structures.

OR

Technical Assistance Projects

- Project will provide technical assistance to riparian's and encourage adherence to the minimum standards set in 191.24(3).
- The project includes a demonstration restoration site that meets the condition of NR 191.24(3)

Comments:

B. HABITAT

The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, wildlife, native vegetation or natural beauty.

SCORE: ____

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

For **wetland restoration** projects consider the extent to which this application:

- The site links to other habitat areas being managed for public benefit (e.g. public lands, NCO lands, or private lands under easements or enrolled in conservation programs).
- Project will result in increased habitat for lake-dependent species.
- Project site is adjacent to, within, or a recommendation in a DNR Critical Habitat Designation or comparable habitat assessment study.*(Sensitive Area Designations are by default, CHD sites.)*
- The project is adjacent to or will directly impact a waterbody that is classified as an Exceptional or Outstanding Resource Water.
- Restoration sites will provide habitat to state or federal threatened or endangered species, or species of concern or is listed on or adjacent to a site on the state natural heritage database.

For **shoreland restoration** projects consider the extent to which this application:

- The lake is classified as an Exceptional or Outstanding Resource Water.
- Restoration sites will provide habitat to state or federal threatened or endangered species, or is listed on or adjacent to a site on the state natural heritage database.
- Project site is adjacent to, within, or a recommendation in a DNR Critical Habitat Designation or comparable habitat assessment study. *(Sensitive Area Designations are by default, CHD sites).*

- Project will remove documented infestations of exotic or nuisance invasives; for example, purple loosestrife.
- Project includes a component for aquatic restoration (below the OHWM).

OR

- Project will provide technical assistance only and will encourage adherence to the minimum standards set in 191.24(3).

Comments:

C. PUBLIC ACCESS

The availability of public access to, and public use of, the lake.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

In your review consider the extent to which this application:

- Score 0 for lakes that with no access or less than the minimum.
- Score 1 for lakes meeting the minimum or regional projects spanning multiple lakes (county, towns) unless further justification is provided.
- Score 2 if more than one of the following applies:
  - The lake has more than the minimum public boating access as defined in s. NR 1.91(4), (5) or (6)
  - Is 100 surface acres or greater
  - The lake has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented on the map provided with application.
- *Consult the Surface Water Checklist*

Comments:

D. WATERSHED MANAGEMENT

The degree to which the proposed project complements other lake and watershed management efforts including comprehensive planning.

SCORE: ____

0	1	3	4
Poor	fair	good	exceptional

In your review consider the extent to which this application:

- The project is specifically recommended in a plan other than the sponsor's (i.e., in a basin plan, county land and water resource plan, local comprehensive plan) **or** local shoreland ordinance exceeds state minimums for water quality and habitat functions. *(Specifically means the project activity and lake name need to be mentioned. A generic reference to improving water quality or protecting habitat on lakes does not qualify.).*
- This project continues or completes a previously started project in a department-approved plan or previously approved project that includes related resource goals and objectives. *(Simply implementing an approved management plan does not qualify; every project in the plan implementation category would score. Previous implementation activities must have taken place in past grants, priority watershed projects or under other DNR investments or approvals).*
- The project test new or innovative restoration techniques. *(Key words are restoration technique. A first time application in the state. It is not innovative if we have funded it before in an LPT unless there is a substantially different component or refinement that significantly evolves the practice. Large wood introductions, coir logs, etc. are no longer innovative practices.). (Monitoring and education are not management techniques – refer to the main funded activity)*
- The sponsor is a Green Tier Community Charter member. (City of Middleton, Bayfield, Fitchburg, Appleton, Weston, Monona, Eau Claire, La Crosse & the Village of Bayside.

Comments:

E. LEVERAGE

The level of support for the project from other affected management units or organizations.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

In your review consider the extent to which this application:

- The project has the written support from one other eligible management unit, which clearly describes how this management unit will assist the sponsor's ability to implement a successful project.
- The project has the written support from additional management units, interest groups or organizations committing significant financial support (e.g. >5% total project costs)

Comments:

F. MEETING OBJECTIVES

The likelihood of the project to successfully meet the stated project objectives.

SCORE: ____

0	1	2	3
Poor	fair	good	exceptional

- Project proposal includes a list of property owner(s) and address(es) that have agreed to participate in a restoration project.
- Project has a public education component for lake residents and general public or will result in educational materials being developed.

Comments:

G. CAPACITY

The degree of detail in the application and the time frame within which it will be implemented.

SCORE: ____

0	1	2	3
Poor	fair	good	exceptional

- Sponsor provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project).
- Project proposal clearly describes project objectives, methods and implementation timeline.

Comments:

H. BONUS

SCORE: ____ (up to 4 points)

- 1 point if the project would represent a first time award of a Lake Protection: Wetland & Shoreland Habitat Restoration grant for the sponsor.
- 1 point if the project would represent a first time award of a Lake Protection: Wetland & Shoreland Habitat Restoration grant for the waterbody.
- 1 if the applicant participated in a pre-project proposal meeting or consultation with appropriate Department staff to develop a project appropriate for the water resource.

- 1 point if project proposal reflects the recommendations of Department staff from the meeting/consultation.
- Consult the Surface Water Checklist

Additional Comments:

1. Technical Merit/Methods:

2. Budget:

3. Clear Goals & Objectives:

4. Outcomes & Deliverables:

APPENDIX Jg -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

Lake Classification and Ordinance Development Grants

REVIEWER INITIALS:_____ TOTAL SCORE: _____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Two types of projects are eligible under this subprogram. 1) The development of local regulations or ordinances that provide environmental and water resource protection. These could be shoreland zoning, stormwater management, or lake recreational use (slow no wake) ordinances. Any local government can apply for an ordinance development project. 2) County based lake classification projects to study the characteristics of lakes and assign them into different management classifications for the purpose of implementing lakes-based protection activities. Protection activities may be regulatory, land or lake use ordinance, or other best management practices for protecting and improving water quality or aquatic habitat. The highest scoring applications should address these elements. Only counties may apply for a lake classification grant.

A. WATER QUALITY
The degree to which the project provides for the protection or improvement of water quality.

SCORE: ____

0	1-2	3-5	6-8	9-10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Completes a new or substantially enhanced lake classification project that will provide the basis for improved resource protection as opposed to minor update or interim product.
- Specifically proposes one or more new regulations that meet or exceed state minimums for water quality protection such as: stormwater management; construction site soil erosion and sediment control; increasing building setbacks requirements or eliminate setback averaging; minimizing impervious surface; and etc.
- Develops non-regulatory programs (other than information and education) that will specifically address water quality protection. (e.g. buffer incentive programs or countywide Lake management plans, shoreland restoration assistance)

- Describes regulations and programs meeting the criteria that are currently in place (Some consideration can be given to previous work) or how the project builds on previous lake classification work.

Comments:

B. ECOSYSTEM
The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, wildlife, native vegetation or natural beauty.

SCORE: ____

0	1-2	3-5	6-8	9-10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Specifically proposes new regulations that exceed NR 115 minimums.
- Specifically proposes to develop regulations to: increase minimum lot sizes or enacts shoreland buffer requirements the exceed NR 115minimums; eliminates boathouses as an allowed structure within the 75' setback; and etc.
- Extends protections beyond 300 foot of the OHWM for wetlands, woodlands, drainage ways, or environmental corridors through conservancy overlay districts or other development restrictions.
- Will define or recommend appropriate recreational activities or uses for environmentally sensitive areas within lakes or by classes of lakes.
- Proposes to develop innovative or expanded mitigation concepts (beyond minimal buffer restoration).
- If the application describes these regulations and programs meeting the criteria are currently in place or the project builds on previous lake classification work.

Comments:

C. PUBLIC ACCESS
The availability of public access to, and public use of the lakes.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

In your review consider:

- Number of named lakes within the county where the project is located
- The number of lakes with public access in the county that will benefit from the project.
- If public access to lakes is somehow enhanced by the project.

Comments:

D. WATERSHED MANAGEMENT
The degree to which the proposed project complements other lake and watershed management efforts including comprehensive planning.

SCORE: ____

0	1	3	4
Poor	fair	good	exceptional

In your review consider the extent to which:

- The sponsor has adopted a comprehensive plan consistent with ss. 66.1001 Stats. and has a natural resources section that incorporates shoreland protections.
- The county where the project is located has completed or is working on a lake classification project but never completed a corresponding shoreland ordinance. The county, or town, proposes to adopt an ordinance relating to the lake classification.
- The County where the project is located adopted lake classification (for lake protection) and a shoreland ordinance prior to 2010.
- The sponsor is a Green Tier Community Charter member. (City of Middleton, Bayfield, Fitchburg, Appleton, Weston, Monona, Eau Claire, La Crosse & the Village of Bayside.

Comments:

E. PROJECT SUPPORT
The level of support for the project from other affected management units or organizations.

SCORE: ____

0	1	2
Poor	fair/good	very good/exceptional

In your review consider the extent to which this application:

- Documents support from a town (if county project) county, (if town project), a lake organization or similar stakeholder that pledges a financial contribution or in-kind or donated support equal to $500 or more toward the development and promotion of a revised shoreland ordinance.

Comments:

F. MEETING PROJECT OBJECTIVES
The likelihood of the project to successfully meet the stated project objectives.

SCORE: ____

0	1	2	3
poor	fair	good	exceptional

In your review consider the extent to which this application:

- Includes a diverse committee or advisory group (i.e. lake residents, contractors, realtors and lake users) has been formed and will guide this project.
- Has an information and education plan that includes 3 or more public outreach events (not public hearings) to provide information, discuss potential ordinance changes and gather input from the general public.

Comments:

G. DETAIL & TIMEFRAME
The degree of detail in the application and the time frame within which it will be implemented.

SCORE: ____

0	1	2	3
poor	fair	good	exceptional

In your review consider whether:

- Sponsor provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project) w/in one year of project initiation
- Project clearly describes project objectives, methods and implementation timeline.

Comments:

I. BONUS
Whether the project is a first lake protection project for a lake.

Score_____

1 point if the lake has never received a lake protection grant before

Additional Comments:

1. Technical Merit/Methods:

2. Budget:

3. Clear Goals & Objectives:

4. Outcomes & Deliverables:

APPENDIX Jh -

SURFACE WATER GRANTS – GUIDELINES AND REVIEW WORKSHEET

Lake Protection: Lake Management Plan Implementation Grants

REVIEWER INITIALS:_____ **TOTAL SCORE**:_____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. Provide comments that justify your score and other impressions of the project: factors you considered that did not fit the ranking consideration (bulleted items) but seem to represent the categories main criterion (bolded items) aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
Lake Plan Implementation projects assist eligible applicants with implementation of lake protection and restoration projects that protect or improve water quality, habitat or the elements of lake ecosystems. Eligible applicants must have completed a lake management plan and be applying for additional funds to implement the plan's DNR-approved recommendations. An additional eligibility requirement for funding in-lake restoration activities is that the sources or causative factors of the problems to be remediated should have been or very likely will be controlled prior to implementation. All applicants and applications must clearly demonstrate the organizational, institutional and financial capacity for successfully implementing the proposed project.

A. WATER QUALITY IMPROVEMENT

The degree to which the project provides for the protection or improvement of water quality.

SCORE: ____

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- For protection oriented projects or activities, modeling or analysis demonstrates that the project will reduce pollutant loadings of the current total load OR prevent future or potential pollutant loadings of the predicted total load increase without the project.
- The watershed to lake area ratio is 10:1 or less.
- The lake is assessed as Fair Condition under WisCALM (watch water) or on the 303(d) list as a threatened waterbody.
- The project will help protect the water quality of a listed ERW or ORW lake.
- Modeling or analysis demonstrates that the Project will change a lake from Poor/Fair to Good, or Good to Excellent condition per WisCALM.
- The project as proposed post implementation is critical for meeting water quality standards or water quality goals included in a Department approved plan which may exceed water quality standards.

Comments:

B. HABITAT

The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, aquatic life, wildlife, native vegetation or natural beauty.

SCORE: __

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Develops and enacts a surface water use, or a local boating ordinance (e.g. slow no wake, electric motor only, etc.) or placement of waterway marker buoys that protects important shallow water habitats
- Describes how it will protect or enhance the habitat for state or federal threatened or endangered species, or species of special concern that is documented in the lake management plan, a sensitive area study or comparable habitat assessment.
- Restores or protects riparian habitat or impacted habitat as identified in the plan. Commitment to project implementation is documented in the application. Activities must be scale appropriate for the need of the lake.
- Restores littoral habitat through the re-introduction of coarse wood, aquatic plants or other approved materials. Commitment to project implementation is documented in the application
- The lake is designated an ASNRI water.
- Actively and directly (not buoys, signs or education) protects or enhances a DNR critical habitat designation or sensitive area or similar ecologically important areas identified in the lake management plan approved by the Department.
- Reconnects fragmented aquatic life or fishery habitat to allow access to historic spawning, nursery or rearing grounds.

Comments:

C. PUBLIC ACCESS

The availability of public access to, and public use of, the lake.

SCORE: ____

0	1	2
poor	fair/good	very good/exceptional

In your review consider the extent to which this application:

- Score 0 for lakes that with no access or less than the minimum as defined in s. NR 1.91(4), (5) or (6).
- Score 1 for lakes meeting the minimum or regional projects spanning multiple lakes (county, towns) unless further justification is provided.
- Score 2 if more than one of the following applies:
    - The lake has more than the minimum public boating access as defined in s. NR 1.91(4), (5) or (6)
    - Is 100 surface acres or greater
    - The lake has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented on the map provided with application.
- *Consult the Surface Water Checklist*

Comments:

D. WATERSHED MANAGEMENT

The degree to which the proposed project complements other lake and watershed management efforts including comprehensive plans.

SCORE: ____

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Continues or complete the implementation (excluding planning, education and information activities) of a protection or restoration activity. Applicant must provide the degree of the success of the previous project and environmental improvements associated with the previous project. Benefits can be measured or modeled.
- The lake and a project activity is specifically recommended in a plan other than the sponsor's (county's land and water resource plan, a local comprehensive land use plan, local storm water management plan.) Points can only be awarded when other plan includes specific implementation activities and demonstrated progress or capacity to successfully implement the activity.
- The sponsor has conducted other water quality or habitat improvement projects that help support the success of the current proposal (including enacting ordinances but, excluding planning, education and information activities) and has demonstrated an ability to successfully implement previously funded projects.
- The sponsor is a Green Tier Community Charter member. (City of Middleton, Bayfield, Fitchburg, Appleton, Weston, Monona, Eau Claire, La Crosse & the Village of Bayside.

Comments:

E. LEVERAGE
The level of support for the project from other affected management units and organizations.

SCORE: ____

0	1	2	3	4
poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Some of the financial or in-kind project match (25% of the total budget must be non-state match) is coming from a management unit or interest group other than the grant sponsor. For example, 10% would be considered a good outside contribution. *Interest groups do not include the consultant doing the work. The 10% can be provided by multiple partners. Leverage must be documented in the budget section with letters of support.*
- Grant is being used as matching funds to leverage additional or other financial assistance to aid in completion of the overall project. Doubling the grant award with another funding source would be exceptional. *This information must be documented in the budget section with letters of support specifically referencing other grant programs or funding sources.*
- Stakeholder organizations and institutions necessary to successfully implement the project have provided letters of commitment detailing donated time, professional expertise or funding.

Comments:

F. MEETING OBJECTIVES
The likelihood of the project to successfully meet the stated project objectives.

SCORE: ____

0	1	2	3	4
poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- A diverse stakeholder group to the governing board of the sponsoring organization that includes lake residents, users, technical experts, and other local partners/stakeholders was formed, recommended and will provide the oversight of this project through implementation.
- An implementation schedule has been outlined, including schedule or project oversight of stakeholder team.
- Completes design and the cost estimate is based on either competitive bids or is consistent with the average costs of similar DNR-funded projects.
- Landowners have been contacted and agree in writing to participate in the installation of BMPs or project components.

Comments:

G. CAPACITY

The degree of detail in the application and the time frame within which it will be implemented.

SCORE: ____

0	1	2	3	4
poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Sponsor provides a project implementation plan and schedule which documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project).
- Project proposal includes a detailed list of activities that describes project objectives, methods and implementation timeline.

Comments:

H. BONUS

SCORE: ____(up to 4 points)

- 1 point if the project would represent a first time award of a Lake Protection: Lake Management Plan Implementation grant for the sponsor.
- 1 point if the project would represent a first time award of a Lake Protection: Lake Management Plan Implementation grant for the waterbody.
- 1 if the applicant participated in a pre-project proposal meeting or consultation with appropriate Department staff to develop a project appropriate for the water resource.
- 1 point if project proposal reflects the recommendations of Department staff from the meeting/consultation.
- *Consult the Surface Water Checklist*

Additional Comments:

1. Technical Merit/Methods:

2. Budget:

3. Clear Goals & Objectives:

4. Outcomes & Deliverables:

APPENDIX Ji -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

Healthy Lakes Grants

REVIEWER INITIALS:_____ TOTAL SCORE:_____

PROJECT:_____

PROJECT SPONSOR: _____ LAKE: _____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

The department *may* consider the following factors when developing a project priority list:

A. WATER QUALITY
The degree to which the project provides for the protection or improvement of water quality.

SCORE: _____ (up to 3 points)

- ORW/ERW (protection) or impaired water (improvement)

Comments:

B. ECOSYSTEM
The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish and wildlife habitat, native vegetation or natural beauty.

SCORE:_____ (up to 3 points)

- Adjacent to sensitive area, walleye or other documented fish spawning habitat, wildlife area, adjacent to state natural area, park, etc.

Comments:

C. PUBLIC ACCESS

The availability of public access to, and public use of, the lake.

SCORE: _____ (up to 2 points)

- Amount of recreational use
- Public demonstration site

Comments:

D. & E. WATERSHED MANAGEMENT

The degree to which the proposed project complements other lake and watershed management efforts including local comprehensive plans and the level of support from other affected management units or organizations.

SCORE: _____ (up to 1 point)

- Same as current ranking – list plans in app – does this defeat the purpose of Healthy Lakes?
- Same as current ranking – list of partners in app and/or budget

Comments:

F. PROJECT OBJECTIVES

The likelihood of the project to successfully meet the stated project objectives and 2-year timeline and the degree of detail in the application.

SCORE: _____ (up to 5 points)

- All project participants have signed commitment pledges
- Adjacent properties are participants or have participated in the past
- Application includes multiple practices appropriate to the site(s)
- The practice costs are reasonable (relative to other apps)
- Completed lakeshore habitat assessment or similar inventory
- Long-term monitoring and/or compliance strategy described

Comments:

APPENDIX Jj -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

River Planning Grants

REVIEWER INITIALS:_____ TOTAL SCORE:_____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided. **You must provide comments that justify and explain your score.** If you considered factors that are not listed under the bulleted items, but seem to represent the overall criterion (lettered and bolded items), explain that as well as any aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
River Planning Grants are intended to assist local organizations in protecting rivers by helping to provide information on riverine ecosystems, by improving river system assessment and planning and by increasing local understanding of the causes of river problems. These grants are also intended to provide assistance in the formation of river management organizations and provide support and guidance to local organizations who are interested in helping to manage and protect rivers, particularly where resources and organizational capabilities may be limited.

A. ORGANIZATIONAL CAPACITY

The degree to which the project assists creation or enhancement of a local river management organization and can demonstrate how the use of the funds will build the capacity of the organization to protect and restore the river and its ecosystem.

SCORE: ____

0	1-2	3-5	6-8	9-10
Poor	fair	good	very good	exceptional

Enhance means to positively impact the growth or effectiveness of an organization, as measured by expanded membership or income, or any other measurable indicator of growth or effectiveness. ***Effectiveness*** may be measured by such indicators as enhanced leadership or board function, the hiring of staff, long-range or strategic planning, establishing a web site, creating a financial system, or attainment of other specific measurable organizational goals.

An ***organizational assessment*** is a process that provides a detailed analysis of an organization's operations and assists in identifying areas in need of improvement. Assessments typically include the use of tools such as surveys, interviews or focus groups to gather information from an

organization's Board, staff and volunteers to help them assess organizational strengths and prioritize areas in need of improvement. An assessment should include an action plan for addressing the prioritized areas of concern. Organizational assessments for nonprofit citizen groups typically cover areas including Strategic Planning, Board Development, Fundraising, Staffing, and Strategic Alliances. Such assessments may be provided by private consultants or individuals experienced in working with citizen organizations, University of Wisconsin-Extension staff, River Alliance of Wisconsin staff, and others.

In your review consider the extent to which this application:

- Results in the creation of a new organization, ideally a Wisconsin Non-stock Corporation to qualify as a River Management Organization. Example of an activity to assist in the creation of a new organization might include holding public meetings to identify support for formation of a new river organization.
- Is located in an area that is limited in resources and organizational capabilities. (Project applicant provides documentation to support justification for being awarded points for this criterion.) Limited is interpreted to refer generally to large geographic areas of the state where on average a limited number of river management organizations exist and/or where a limited amount of river protection grant funding has been historically distributed to increase capabilities.
- Has an impact on organization development, enhancement, or effectiveness. Examples include: activities that result in an increased awareness of the organization—public event, brochures, development of newsletter; activities designed to maintain and/or improve a group—membership recruiting events, or projects designed to increase financial or marketing capabilities.
- Includes a proposal to conduct a formal organizational assessment and prepare a document detailing the recommendations of that assessment.
- Indicates the organization has <u>completed</u> a formal organizational assessment of some type and developed a plan to address identified needs and/or set clear goals for increased capacity building and this project supports that plan.

Comments:

B. ACTION

The degree to which the project assists local decision-making or formation of a strategy to protect the quality of a river's ecosystem.

SCORE: ____

0	1-3	4-6	7-9	10-12
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- A higher scoring project will specifically mention issues to be addressed in the project relative to local decision-making or strategy development. An example might be an inventory or monitoring of water quality, fish, aquatic life, habitat, land use, or sociological information and a description of how that information will be used. Developing a strategic plan or similar document qualifies as long as the plan relates to actions directed at the ecosystem as well as capacity building. A higher ranking project will specifically describe why the work is needed, who will do it, how and when it will be used in local decision-making, and how success of the project will be measured.
- An average project will mention issues to be addressed relative to local decision-making or strategy development. Examples might include an inventory or monitoring activity to gather data or information. Development of a strategic plan or similar document qualifies as long as the plan relates to actions directed at the ecosystem as well as capacity building. The proposal describes some linkages to local decision-making, but is not that detailed.
- Projects on the lower scale will provide some assistance in local decision-making or strategy development, but is not specific. For example, project may include new inventory or monitoring work, but without detailed management recommendations. Project proposal does not adequately explain the critical link to local decision-making or strategy development.

Comments:

C. EDUCATION & INFORMATION

The degree to which the project will enhance knowledge and understanding of a river's ecosystem.

SCORE: ____

0	1	3-4	5-6	7-8
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Builds public awareness/support and enhance knowledge and understanding of a river's ecosystem.
- Has well defined educational goals and objectives.
    - An extensive public education effort, beyond the standard level, may include videos, workshops, and multiple outlets for information
    - A standard level education effort may include newsletter, press release, school project, etc. Basic goals and objectives are stated and assessment effort generates new data or information important for educating the public or identifying management actions.
    - A limited education effort lacking specific goals and objectives may just consist of compiling existing data or obtaining small amounts of new data not specifically identified in a management plan as missing critical data.
- Involves working with a school or school systems in the collection of information or data where this information has been recognized as limited.

Comments:

D. SUPPORTED IN PLAN/EFFICIENT USE OF FUNDS
The degree to which the project is supported in a federal, state or local resource plan and makes efficient use of all other available funding sources.

SCORE: ____ (add 1 & 2)

1. The degree to which the project is supported in a plan.

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Implements one or more location or activity recommendation that is <u>specifically</u> described in a state, local, or federal resource plan.

2. Makes efficient use of all other available funding sources.

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- 10% or more of the financial or in-kind project match is coming from a partner other than the sponsor. Example: Wisconsin River Association is sponsoring a river planning grant to develop a Watershed Land Management Plan. The total project cost is $10,000 with the state share of 75% providing $7,500. The local share is 25% of the total ($2,500) and the County Lakes & River Association is providing $300 in cash as a donation to help with the local share.

Comments:

E. PUBLIC SUPPORT
The degree of public support for the project.

SCORE: ____

0	1	2	3
Poor	fair	good	very good/exceptional

In your review consider the extent to which this application:

- Has specifically identified support from stakeholders such as elected officials, municipal staff, interest groups, or property owners.
- Has documented involvement/commitment from partners willing to contribute to the project.Has direct cash or in-kind financial commitment of <10% from a stakeholder (other than sponsor) as provided in itemized budget.

Comments:

F. BONUS

SCORE:_____(up to 4 points)

- 1 point if the project would represent a first time award of a River Planning grant for the sponsor.
- 1 point if the project would represent a first time award of a River Planning grant for the waterbody (within the county).

- 1 if the applicant participated in a pre-project proposal meeting or consultation with appropriate Department staff to develop a project appropriate for the water resource.
- 1 point if project proposal reflects the recommendations of Department staff from the meeting/consultation.
- Consult the Surface Water Checklist

Additional Comments:

1. Technical Merit/Methods:

2. Budget:

3. Clear Goals & Objectives:

4. Outcomes & Deliverables:

APPENDIX Jk -

SURFACE WATER GRANTS RANKING GUIDE WORKSHEET

River Protection: River Management Grants

REVIEWER INITIALS:_____ TOTAL SCORE:_____

PROJECT:_____

Please comment on the proposal to the best of your ability in the spaces provided below, and rate the proposal based on the criteria and point scale provided (place a number not a range). Provide comments that justify your score and other impressions of the project: factors you considered that did not fit the ranking consideration (bulleted items) but seem to represent the categories main criterion (bolded items) aspects of the project that were not clear or other issues that you think a project manager should clarify or address prior to awarding an award. Your score should reflect your comments.

Program Objectives
River management grants are intended to provide financial assistance to implement management activities that will protect or improve streams, rivers and riverine ecosystems.

A. QUALITY OF RIVERINE ECOSYSTEM
The degree to which the project will protect critical riverine ecosystems.

SCORE: ____

0-1	2-4	5-7	8-10	11-12
Poor	fair	good	very good	exceptional

In your review consider:

- Proposed management activity is located in, or geared specifically towards, a critical habitat segment of the stream system. Examples may or may not include headwater areas, endangered or threatened species habitat, critical spawning areas, etc.
- Level of ecological importance. (Projects with higher ecological importance should receive a higher score than projects with lower ecological importance.)
    - River segment has lower ecological importance and potential for the overall river ecosystem. Such as smaller tributaries.
    - River segment has average ecological importance and potential. For example, may be typical for class III trout streams or marginal warm-water sport fish (WWSF) classed streams.

- River segment has good or potential for good ecological importance or protects against an imminent threat to its ecological integrity. For example, may be typical for average warm-water sport fish (WWSF) or class II trout streams.
- River has high or potential for high ecological importance. For example, may be typical for exceptional warm water sport fish (WWSF), Class I trout streams, high quality Class II trout streams, or Outstanding or Exceptional Resource Waters, etc.

Comments:

B. HABITAT
The degree to which the project will restore the quality of a rivers ecosystem or aids in the linkage* or concentration of critical habitat.
*linkage can mean connecting critical habitats that are otherwise not connected or connecting existing restored habitat.

SCORE: ____

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

In your review consider:

- The problem to be addressed by the project. Examples: stream bank restoration, instream habitat restoration, restore instream flow, fish barrier removal, dam removal, land use management, sediment/nutrient loading control.
- Size and impact of the project.
  - Project is small in overall ecosystem impact; the location of the project is isolated from other management activities or does little to improve the stream.
  - Project is moderate in overall ecosystem impact; Upstream or downstream segments to the project are of good quality, demonstrates moderate linkage and has some overall watershed benefits.
  - Project is above average in overall ecosystem impact; Upstream or downstream segments have been restored or protected. The project demonstrates very strong linkages to existing restored or protected critical riverine habitat.
  - Project is large in overall ecosystem impact and provides systemic water quality benefits such as reducing or eliminating an impairment, raising the segments classification, removing barriers to fish migration, or projects that expand or link existing public river recreational, fisheries or habitat management areas.
- Includes man-made dam removal.
- Facilitates fish passage accomplished through alternatives to dam removal.

Comments:

C. MEETING OBJECTIVES

The degree to which the proposed activities have a good likelihood of successfully meeting the project objectives and where the sources or causative factors of the problems to be remedied have been or very likely will be controlled prior to management activities.

SCORE: ____

0-1	2-3	4-5	6-7	8
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- A management plan or strategy was written that outlines goals and objectives (such as approved recommendations from a river planning grant project).
- Compliments other previous management work.
- An education strategy to promote the project and share results.
- Includes development of local ordinance or regulations to protect the river.
- Includes one or more measurable objectives (performance measures) that will be evaluated and reported on by the project sponsor in the final report that will demonstrate the degree of project success.
- Modeling or detailed analysis (including sources and causative factors) demonstrates well-planned project with high chance of success. Cooperation agreements, permitting and other factors indicate timing is such that the project will proceed on schedule in a timely fashion.
- Sources or causative factors of problems have been or very likely will be controlled prior to management activities.

Comments:

F. SUPPORTED IN PLAN/EFFICIENT USE OF FUNDS

The degree to which the project is supported in a federal, state or local resource plan and makes efficient use of all other available funding sources.

SCORE: ____ (add 1 & 2)

1. The degree to which the project is supported in a plan.

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Implements one or more location or activity recommendation that is specifically described in a state, local, or federal resource plan.

2. Makes efficient use of all other available funding sources.

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- 10% or more of the financial or in-kind project match is coming from a partner other than the sponsor. Example: Wisconsin River Association is sponsoring a river planning grant to develop a Watershed Land Management Plan. The total project cost is $10,000 with the state share of 75% providing $7,500. The local share is 25% of the total ($2,500) and the County Lakes & River Association is providing $300 in cash as a donation to help with the local share.

Comments:

E. PUBLIC SUPPORT
The degree of public support for the project.

SCORE: ____

0	1	2	3
Poor	fair	good	very good/exceptional

In your review consider the extent to which this application:

- Has specifically identified support from stakeholders such as elected officials, municipal staff, interest groups, or property owners.
- Has documented involvement/commitment from partners willing to contribute to the project. Has direct cash or in-kind financial commitment of <10% from a stakeholder (other than sponsor) as provided in itemized budget.

Comments:

F. BONUS

SCORE:_____(up to 4 points)

- 1 point if the project would represent a first time award of a River Management grant for the sponsor.
- 1 point if the project would represent a first time award of a River Management grant for the waterbody (within the county).
- 1 if the applicant participated in a pre-project proposal meeting or consultation with appropriate Department staff to develop a project appropriate for the water resource.
- 1 point if project proposal reflects the recommendations of Department staff from the meeting/consultation.
- *Consult the Surface Water Checklist*

Additional Comments:

1. Technical Merit/Methods:

2. Budget:

3. Clear Goals & Objectives:

4. Outcomes & Deliverables: