

# Guidelines and Application



## Application Deadlines

Education, Prevention and  
Planning Projects: Feb. 1, Aug. 1  
Established Population  
Control Projects: Feb. 1, Aug. 1  
Early Detection and Response  
Projects: As approved



Available on the web: [dnr.wi.gov](http://dnr.wi.gov)

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## Keys to a Successful Project

*Plan!*

*Communicate!*

- **Take your time and review the *Guidelines* booklet as many sections have undergone changes to reflect recent revisions made to s. NR 198, Wis. Admin. Code.**
- AIS prevention and control grants are available for projects on eligible waters including: inland lakes, great lakes, rivers and wetlands.
- Start *planning* your project early and communicate with your DNR regional lake/river coordinator or aquatic invasive species (AIS) coordinator often about your project goals.

Before rushing out and applying for an AIS prevention and control grant, spend some time discussing needs, goals and expectations with the whole lake community. Invite the regional AIS/Lake/River Coordinator, a University of Wisconsin-Extension lake specialist, a county resource agent, or a representative of the Wisconsin Association of Lakes to come talk to you, facilitate a goal-setting session, or provide other technical assistance. A little pre-planning will pay dividends down the road. The DNR has preferred methods and examples for many projects. Don't reinvent the wheel or design a project that won't be accepted by your DNR AIS/Lake/River Coordinator!

Check to be sure your organization is eligible to apply for AIS Prevention and Control grants. Lake Associations, River Associations, School Districts, and Non-profit Organizations need to be qualified before submitting an application. Review the eligibility requirements described in this guide. If you have not already done so, submit an Organizational Application at least six months before submitting your grant application.

- If you are planning to use *consultants*, “shop” for the firm most qualified for your project. A list of private consultants, without endorsement, can be found in The Lake List at this web site:  
<http://www.uwsp.edu/cnr/uwexlakes/lakelist/default.asp>

Refer to this web page when selecting a contractor:

<http://www.wisconsinlakes.org/lakegroups/pdf/consultantschematic.pdf>

If your consultant fills out your application, be sure to check the completeness and accuracy of the information before it is submitted. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements. Before signing your grant award agreement, make sure your consultant agrees with the project scope and conditions as described in the document.

- The *financial responsibility* for a grant cannot be passed to another organization sponsor by a resolution. All payments eligible for reimbursement through the grant can only be made by the sponsor indicated on the grant agreement. As costs are incurred, save all invoices, receipts, and other proof of expenses and how they were paid. Make sure to document volunteer hours with sign up sheets, as the hours are worked. This eliminates frantically searching for documents and trying to remember number of hours worked and who worked them, all at the last minute.
- Once a grant agreement is issued, your regional AIS/Lake/River coordinator must approve all changes in project scope and other amendments. Your regional coordinator also needs to be notified if there is a change in the person listed as the contact or the authorized representative for the grant.
- When considering your **public education needs**, keep in mind that DNR and UW-Extension have numerous fact sheets, brochures and guides already developed on many lake-related topics. Before developing your own publication, check with your regional coordinator to see if a publication already exists that can be used or modified.
- **AND MOST IMPORTANTLY, ask questions if you don't know how to proceed or need clarification on such topics as eligible costs or grant administration procedures.**

## DNR Contacts:

Your first and primary contact for AIS Control projects contact is the AIS/Lakes/River Coordinator. Additional information on AIS Control grants and DNR lake programs can be found at

[Lakes Contacts](#)

January, 2012

## Aquatic Invasive Species Grants

<b>NER Northeast Region</b> including the following counties: Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Manitowoc, Menominee, Oconto, Outagamie, Shawano, Waushara, Waupaca, Winnebago	
Danielle Sippel, AIS Coordinator 2984 Shawano Avenue Green Bay WI 54313-6727 920-662-5497 (ph) 920-662-5413 (fax)	Gary Hanson, Environmental Grants Specialist 920-662-5487 (ph) 920-662-5418 (fax)
<b>NOR Northern Region (Rhineland)</b> including the following counties: Florence, Forest, Langlade, Lincoln, Oneida, Vilas	
Kevin Gauthier, Sr., Lake Coordinator 107 Sutliff Avenue Rhineland WI 54501 715-365-8937 (ph) 715-365-8932 (fax)	Jane Malischke, Environmental Grants Specialist 810 West Maple Street Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)
<b>NOR Northern Region (Rhineland)</b> including the following counties: Ashland, Iron, Price, Rusk, Sawyer, Taylor	
Jim Kreitlow, Lake Coordinator 107 Sutliff Avenue Rhineland WI 54501 715-365-8947 (ph) 715-365-8932 (fax)	Jane Malischke, Environmental Grants Specialist 810 West Maple Street Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)
<b>NOR Northern Region (Spooner)</b> including the following counties: Barron, Bayfield, Burnett, Douglas, Polk, Washburn	
Pam Toshner, Lake Coordinator 810 West Maple Street Spooner, WI 54801 715-635-4073 (ph) 715-635-4013 (fax)	Jane Malischke, Environmental Grants Specialist 810 West Maple Street Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)
<b>SCR South Central Region</b> including the following counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	
Susan Graham, Lake Coordinator 3911 Fish Hatchery Road Fitchburg WI 53711 608-275-3329 (ph) 608-275-3338 (fax)	Sandy Chancellor, Environmental Grants Specialist 3911 Fish Hatchery Road Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax)
<b>SER Southeast Region</b> including the following counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	
Heidi Bunk, Lake Coordinator 141 NW Barstow Street, Room 180 Waukesha, WI 53188 262-574-2130 (ph) 262-574-2117 (fax)	Walt Ebersohl, Environmental Grants Specialist 2300 North Martin Luther King, Jr. Drive Milwaukee, WI 53212 414-263-8569 (ph) 414-263-8483 (fax)
<b>WCR West Central Region</b> including the following counties: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, LaCrosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	
Buzz Sorge, Lake Coordinator 1300 West Clairemont Ave., P.O. Box 4001 Eau Claire WI 54702-4001 715-839-3794 (ph) 715-839-6076 (fax)	Bruce Neeb, Environmental Grants Specialist 1300 West Clairemont Ave., P.O. Box 4001 Eau Claire, WI 54702-4001 715-839-3713 (ph) 715-839-6076 (fax)

## 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.

<b>NER Northeast Region: 2984 Shawano Avenue, Green Bay, WI 54313-6727</b>	
<b>Counties: Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Oconto, Outagamie, Waushara, and Winnebago.</b>	
Mary Gansberg River Coordinator Phone: (920) 662-5489 Fax: (920) 662-5498	Gary Hanson Environmental Grant Specialist Phone: (920) 662-5487 Fax: (920) 662-5418
<b>NOR Northern Region (Rhineland): 107 Sutliff Avenue, Rhineland, WI 54501</b>	
<b>Counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor and Vilas</b>	
Jim Kreitlow River Coordinator Phone: (715) 365-8947 Fax: (715) 365-8932	Jane Malischke (Spooners) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105
<b>NOR Northern Region (Spooners): 810 West Maple Street, Spooner, WI 54801</b>	
<b>Counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer and Washburn</b>	
Pam Toshner River Coordinator Phone: (715) 635-4073 Fax: (715) 635-4013	Jane Malischke (Spooners) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105
<b>SCR South Central Region: 3911 Fish Hatchery Road, Fitchburg, WI 53711</b>	
<b>Counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock and Sauk.</b>	
Greg Searle River Coordinator Phone: (608) 275-3304 Fax: (608) 275-3338	Sandy Chancellor Environmental Grant Specialist Phone: (608) 275-3315 Fax: (608) 275-3338
<b>SER Southeast Region: 2300 North Dr. Martin Luther King., Jr., Dr., PO Box 12436, Milwaukee, WI 53212 and Plymouth Service Center, 1155 Pilgrim Road, PO Box 408, Plymouth, WI 53703</b>	
<b>Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha</b>	
John Masterson (Plymouth) River Coordinator Phone: (920) 892-8756 x3055 Fax: (920) 892-6638	Walt Ebersohl (Milwaukee) Environmental Grant Specialist Phone: (414) 263-8569 Fax: (414) 263-8483
<b>WCR West Central Region: 1300 West Clairemont Avenue, Eau Claire, WI 54701; PO Box 4001 54702-4001</b>	
<b>Counties: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon and Wood.</b>	
Daniel Helsel River Coordinator Phone: (715) 284-1431 Fax: (715) 284-1737	Bruce Neeb Environmental Grant Specialist Phone: (715) 839-3713 Fax: (715) 839-6076

## **Lake Partnerships:**

**WAL – Wisconsin Association of Lakes** This is a statewide organization of lake groups, set up to promote public policy, advance education and strengthen local leadership.

Karen von Huene, Executive Director  
4513 Vernon Blvd., Suite 101  
Madison, WI 53705 Fax 608-661-4314  
608-661-4313  
800-542-5253 (in WI only) email [wal@wisconsinlakes.org](mailto:wal@wisconsinlakes.org)

**U.W. – Lakes Extension** This office provides lake education and organization assistance .

Eric Olson, Lake Specialist  
College of Natural Resources, UW-SP Fax 715-346-4038  
Stevens Point, WI 54481-3897  
715-346-2192 email [Eric.Olson@uwsp.edu](mailto:Eric.Olson@uwsp.edu)

**River Alliance of Wisconsin** – For help with project ideas and grant proposals, please contact Allison Werner.

[awerner@wisconsinrivers.org](mailto:awerner@wisconsinrivers.org)

Phone: 608-257-2424

Web: [www.wisconsinrivers.org](http://www.wisconsinrivers.org)

**Introduction** Aquatic invasive species (AIS) or aquatic nuisance species (ANS) have been hitchhiking their way into Wisconsin for decades. By water, boat and by land, non-native organisms have been moving into inland waters. Aquatic invasive species can threaten the diversity and abundance of native species, alter ecosystems and affect our economy and recreational activities. In response to the increasing threat to our priceless lakes and rivers, Wisconsin has increased its support of local efforts to prevent the spread of introduced aquatic invasives by creating the Aquatic Invasive Species Prevention and Control Grants. **Eligible waters to receive AIS prevention and control grants include: inland lakes, great lakes, rivers and wetlands.**

Before you start filling out an application you should talk with a DNR AIS/Lake/River Coordinator. Be sure to read "Keys to a Successful Project" located on the inside of the front cover of this guide, as well as the information that follows below.

Grant awards may fund up to 75% of the cost of a project for all subcategories of grants except for Maintenance and Containment projects which are based on permits fees. Eligible projects include:

- Education, prevention and planning projects
- Established population control projects
- Early detection and response projects
- Maintenance and Containment projects
- Research and Demonstration projects

Maximum grant amounts are capped in each category as follows: Education, prevention and planning are divided into two subcategories (projects requesting less than \$50,000, and projects requesting \$50,000 or greater with a maximum request of \$150,000); Established Population Control Projects capped at \$200,000; Early Detection and Response projects capped at \$20,000; Research and Demonstration projects capped at \$200,000; and Maintenance and Containment projects shall not exceed the cost of permit fees.

**What's New !!** **Public Access update:** See page 20 for clarification of what information is needed for a complete application and instructions on how to use the Department's web pages to obtain maps for public access.

#### **Sponsor Responsibility**

Caution: Expenses incurred by a volunteer(s) completing tasks during the project period can be considered an eligible grant expense. Compensating a volunteer beyond incurred project expenses may mean that the volunteer(s) should be considered an employee or independent contractor. For further information, please contact your attorney.

## General Information

### **Source of Program Funds Come From**

The source of funds for these programs is a portion of the state excise tax on gasoline consumed by motor boats.

### **Funding Possibilities**

The State will reimburse **75%** of project costs for up to the maximums stated on the pages describing each project type (called the state share). The grant applicant must provide “local share” of 25% of total project costs. The local share can be in the form of cash or donated labor, services, some equipment, or materials. The State will reimburse up to the cost of permit fees for Maintenance and Containment projects.

### **Eligible Sponsors**

- Counties, towns, villages and cities
- Qualified lake associations (see description below)
- Qualified river management organization (see description below)
- Town sanitary districts
- Public Inland Lake Protection & Rehabilitation Districts
- Other local governmental units as defined in S. 66.299, Wis. Stats.
- Tribal governments
- Qualified school districts
- Qualified nonprofit organizations (see description below and web page) [Stewardship Nonprofit Organization Eligibility - WDNR](#)
- Private and public colleges, universities and technical schools
- State and Federal natural resource agencies
- FERC licensed hydroelectric corporations

### **Applications from organizations not eligible for funding at the time of application deadline will not be considered for funding**

**Qualified Lake Associations:** To be eligible, a lake association must have been in existence for at least one year prior to applying for a grant and meet certain qualifications explained on Form 8700-226, "Lake Association Organizational Application." The form must be submitted with a copy of the association's by-laws and articles of incorporation to the regional AIS/Lake/River Coordinator before or accompanying your grant application. A copy of the form is included in the appendix of this document.

**Qualified River Management Organizations:** To be eligible, a river organization must meet certain qualifications explained on Form 8700-287, "River Management Organizational Application." The form must be submitted with a copy of the organization's by-laws and articles of incorporation to the regional AIS/Lake/River Coordinator before or accompanying your grant application. A copy of the form is included in the appendix of this document.

**Qualified School Districts:** To be 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.

**Qualified Nonprofit Organizations:** To be eligible, a nonprofit group must be tax exempt under Section 501(c)(3) of the Internal Revenue Service code and show that it has as one of its purposes the prevention and control of aquatic invasive species. Qualified nonprofit organizations include qualified nonprofit conservation organizations (NCO) as defined in s. 23.0955(1), Wis. Stats.

***Official Project Resolution***

Every AIS prevention and control grant application must include a resolution adopted by the applicant’s governing body. This resolution must:

- Formally request financial assistance by the applicant
- Authorize one representative from the applicant organization to act on behalf of the applicant to sign all documents and take necessary action to complete the proposed project
- Resolve that the applicant will meet the financial obligations of a grant
- Name another cooperating eligible sponsor (for school districts only)

Please see the sample resolutions in the appendix for AIS prevention and control grants.

***Sponsor Responsibility***

**The financial responsibility for a grant cannot be passed to another entity by a resolution or any other means.** All eligible payments for project costs must be made by the sponsor named on the grant agreement.

**Caution:** If your consultant fills out your application, be sure to check the completeness and accuracy of the information. **Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements.** Before signing your grant agreement, make sure your consultant agrees with the project scope and conditions as described in the document. Your consultant cannot sign your grant agreement.

***Sponsor Financial Capability***

Upon application the applicant must be able to demonstrate financial stability and the ability to raise matching funds.

***“Local Share” Responsibility***

“Local share” means that portion of the cost of the project other than state grant funds provided by the Department of Natural Resources. Your local share can consist of cash, funds from a third party (other than the DNR), donated labor, services, materials, or the value of some equipment used.

1. All sources of the local share donation must be indicated in the grant application.
2. The maximum hourly value of donated labor is \$12.00 per hour. Counties may use the donated labor rate established for their county by the Farm Service Agency if the project requires compliance with NRCS technical standards.

3. The value of donated equipment will be based on the Wisconsin Department of Transportation (DOT) county highway rates for similar equipment. (County highway rates for equipment can be obtained from your county highway and transportation office.)
4. The value of donated materials and professional services shall conform to market rates and be established by invoice.

**Application Review** Regional staff will review your application for completeness and may return the application for more detailed information. The application is considered complete and the project eligible for funding only when the additional information requested is received and all questions or comments have been resolved.

**Rating and ranking:** Regional staff then review and rate eligible projects according to how well they meet the program criteria established by law and administrative code. (See the rating and ranking questions for each project type in the Appendix.) Projects and their ratings are then combined in a statewide priority-ranking list where projects of the same type compete against each other. Projects that rank the highest are funded to the extent that funds are available.

Regional AIS/Lake/River Coordinators and/or environmental grant specialists will notify applicants as to whether their application will be funded. There can be no firm commitment from the Department on a grant until the statewide priority-ranking list of projects has been finalized.

**Project Grant Awards** Upon selection of your project, you will receive a signed agreement from the department outlining the approved project scope, time period, and budget. **Read your agreement carefully and share it with your consultant if you are working with one. It contains conditions that govern your project.** Make sure your consultant agrees with the project scope and conditions described in the grant agreement. The project sponsor must sign both copies of the agreement and return one to your regional environmental grant coordinator within 30 days.

**Important: Costs incurred prior to the beginning date of the grant agreement will not be eligible for reimbursement. Exception: Costs incurred up to 12 months prior to the application deadline are eligible for reimbursement if they are necessary to complete an application and comply with a permit required to implement a project.**

**Reimbursement Grant Program** This means reimbursement is only possible after the grantee can show evidence of having first paid 100% of project costs for the time period covered by the payment request. However, depending upon the type of grant you receive, you may be able to request a grant advance equal to a certain **percentage** of your grant amount. Even with a grant advance, you still have some “out of pocket” expenses while you await the reimbursement.

**Financial Administration For Your Project** At the time you receive your grant agreement, you will also receive information on financial administration during your project, what to do if your project requires changes, how to request advance payments (if applicable for your project type) and reimbursement of project expenditures.

### ***Final Report Requirements***

A final report that describes the project's results and is useable by the public must be prepared and submitted for all projects in paper and electronic form (see Data Standards, below). The DNR regional AIS/Lake/River Coordinator must approve final reports before you may receive your final reimbursement payment. **If a consultant writes the final report, be sure the report has been approved by the regional AIS/Lake/River Coordinator before making the final payment to the consultant.** Periodic progress reports may be required for multi-year projects.

See the guidance section for your particular project type for specific requirements for the final report.

### ***Water Quality Lab Work***

All water quality laboratory work must be performed by a facility that has received approval from the department. Generally, lake water quality monitoring samples are processed by the State Laboratory of Hygiene. This arrangement allows for ease in administration as well as data consistency and quality control.

If your project includes water analyses by the State Laboratory of Hygiene (SLOH), your consultant will receive a summary of the analyses to be performed with a set of unique lab slip labels, lab slips, and instructions from your regional AIS/Lake/River Coordinator. Requiring unique labels on water sample lab slips enables the SLOH to assist the DNR in tracking water samples by project to assure we pay for only the number of samples specified in a project's grant agreement. Your consultant must use the slips provided and only those. If more samples are done above what was originally planned, the cost of those samples will be subtracted from any final payment due you.

### ***Data Standards***

All data gathered during the project and the final report is required to be provided to the DNR in electronic format, on a CD or DVD. Word format is preferred, but PDFs are also acceptable. Photos should be submitted in their original format (.JPG, .PNG or .TIFF). Water quality, aquatic invasive monitoring and Clean Boats, Clean Waters data should be entered into the SWIMS database. Other data could be submitted in Excel format or GIS files. This must be submitted to your DNR Lake Coordinator as part of your final report. This will assure that the information you collect is archived and can be shared with others in the future. Data may be submitted in alternate formats. Check with your Lake Coordinator to discuss your specific project needs.

## Aquatic Invasive Species Control Grants

Ch. 23.22 (2)(c)  
Wis. Statutes

NR 198, Wis. Admin. Code

NR 198 Aquatic Invasive Species (AIS) Prevention and Control Grants implements WI state statutes Chapter 23.22 Invasive Species, sub (2)(c) which directs the department to establish a procedure to award cost-sharing grants to public and private entities for up to 75% of the costs of projects to control invasive species.

AIS grants will assist local efforts to provide information and education on the types of existing and potential aquatic invasive species in Wisconsin, the threats they pose for the state's aquatic resources and the techniques available for their control. These grants will also assist in planning and conducting projects that will prevent the introduction of aquatic invasive species into waters where they currently are not present, controlling and reducing the risk of spread from waters where they are present and restoring native aquatic communities. Grant funds are also available to control established populations of aquatic invasive species, provide for research and demonstration projects, and provide for reimbursement of permit fees for the ongoing control of a suppressed established aquatic invasive species population. Grants are available to conduct projects on all waters of the state, including lakes, rivers, streams, wetlands and the Great Lakes.

**Important** For AIS grant applications with a postmark deadline of February 1<sup>st</sup> and August 1<sup>st</sup>, the DNR needs to award grants by the next application date (for example; grant applications on the priority list for the February 1<sup>st</sup> cycle must be awarded prior to August 1<sup>st</sup>). Project sponsors may apply again in the next grant cycle.

**Eligible Sponsors** Any entity that is eligible for a State Lake or River grant is also eligible for an AIS grant. This includes units of local government, tribes, lake protection and rehabilitation districts, qualified lake associations, qualified river management organizations and qualified school districts. Also eligible are: qualified nonprofit organizations, private and public colleges, universities and technical schools, state and federal natural resource agencies, and FERC licensed hydroelectric corporations.

**Financial Administration** For the most part, the policies regarding financial administration, eligible costs, reporting, use of State Lab, etc. are the same as for Lake Planning and Protection Grants, and River Protection Grants.

In summary: Grants operate on a reimbursement basis. Sponsors must incur costs and seek reimbursement from the state. Reasonable direct costs required to conduct a project are eligible for reimbursement including labor, contracts, laboratory analysis, printing etc. Volunteer labor (\$12/hour) and donated services, equipment and other "in-kind" items can be used to meet the sponsor's **required 25% match. All projects require a final report in electronic format before final payment is approved.** Sponsors should not make a final payment to consultants until the Department has approved a final report.

Notable differences: Permit fees are eligible costs as well as expenses required to obtain a permit retroactive up to 12 months prior to application. These will be NR 107 and 109 permits. Chap. 30 permit fees are waived for grant projects under statute and would not likely be sought for an AIS control grant project. Projects requesting less than 75% state cost share may gain extra point(s) in the project ranking process. Other specific inconsistencies or special conditions are highlighted below in the discussion of each grant type.

**Funding Priorities** The order of priority of funding projects is:

- Control pioneer populations of aquatic invasive species
- Prevent the spread of aquatic invasive species to unpopulated waters
- Control established populations of aquatic invasive species and restore native aquatic species communities

- Provide research and demonstration that advances the state’s knowledge and understanding of aquatic invasive species control
- Ongoing maintenance to contain aquatic invasive populations within a waterbody.

The Department will use the following factors to competitively evaluate projects including the degree to which the project:

- Includes a prevention and control strategy.
- Prevents the spread of aquatic invasive species.
- Protects or improves the aquatic ecosystem’s diversity, ecological stability or recreational uses.
- Likelihood in successful long-term control.
- Complements 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.

As well as:

- The extent of the infestation in the water body.
- Public access to, and public use of, the waterbody.
- Community support and commitment, including past efforts to control aquatic invasive species.
- Whether the sponsor has previously received a grant for a similar project for the same water body.

### **Education, Prevention and Planning Projects**

**Note:** The Department and the University of Wisconsin Extension have developed a guidance document to aid sponsors in their outreach efforts. The document includes the following:

- a list of free aquatic invasive species publications available to sponsors,
- information on how to order AIS boat landing signs,
- resources on how to begin a bait dealer outreach campaign,
- examples of existing outreach publications developed by local partners,
- information on how to access DNR AIS media campaign materials, and
- information on how to take part in the statewide Landing Blitz.

To avoid unnecessary costs, duplication of effort and assure that consistent and accurate information is provided statewide, sponsors should review this document <http://dnr.wi.gov/org/caer/cfa/Grants/Lakes/invasivespecies.html> prior to beginning any outreach/education efforts funded by an AIS grant.

### **Eligible Projects**

- Educational programs including conducting workshops, training or coordinating volunteer monitors. Projects will be reviewed for consistency with the department’s statewide education strategy for controlling invasive species including the use of existing publications and outreach materials.
- Development of prevention and control plans for AIS
- Monitoring, mapping, and assessing waterbodies for the presence of AIS or other studies that will aid in the prevention and control of AIS. DNR has established AIS monitoring protocols. These can be found at: <http://www.uwsp.edu/cnr/uwexlakes/CLMN/publications.asp>
- Watercraft inspection and education projects following the guidelines of the Department’s Clean Boats, Clean Waters (PUB-WT-780) program. Specifically, projects involving watercraft inspectors are required to attend a Clean Boats, Clean Waters training workshop, conduct inspections, collect, and report data on statewide database. Inspectors will staff boat launch facilities a minimum of 200 hours between May 1 and October 30. [www.dnr.wi.gov/lakes/cbcw/](http://www.dnr.wi.gov/lakes/cbcw/) Additional guidance on alternatives to a standard CBCW program can be found in the Word document titled *Alternative Equivalent CBCW Activities for Grant Projects for Lakes* on the web at: <http://dnr.wi.gov/org/caer/cfa/Grants/Lakes/invasivespecies.html>

**Detailed Project Description**

Applications need to include:

- Goals and objectives including a description of the waters on which the project will take place and how the results of the project will lead to the control of aquatic invasive species.
- A complete description of the project methods
- An itemized budget for the full costs of the project broken down by department's share and local share
- A time line for project completion.
- A signed and dated resolution from the sponsor authorizing the application and identifying a representative to act on its behalf.
- A description of the public access to, and public use of, the waterbody.
- A description of how the project is consistent with existing plans or management efforts for the water body.

**Application Deadline** February 1st or August 1st of each year.

**Funding Possibilities** Maximum amount of the state share is 75% of the total project costs up to \$150,000. Applications shall be separated into two classes. The two classes consist of those requesting less than \$50,000 in state share and those requesting \$50,000 to \$150,000 in state share. Watercraft inspection projects are limited to \$4,000 per public boat launch facility but, can be a component of a larger project.

**Payment Options** Sponsors may request an advance payment of 25%. Quarterly reimbursement requests may be submitted during the project and must be accompanied by progress reports detailing activities completed during the quarter covered by the request as well as documentation for the costs being claimed. All project expenses must be paid by the sponsor before the last 10% of the state cost share is paid.

**Early Detection and Response Projects**

**Eligible Projects** Identification and removal by approved methods, of small pioneer populations of aquatic invasive species in the early stages of colonization, or re-colonization. For rooted aquatic plants like Eurasian Watermilfoil, a pioneer infestation is 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 lake area which ever is greater. Control of a re-colonization following the completion of an established population control project is also eligible.

**Procedures** All projects must follow the same procedures. Project sponsors report a new infestation to the regional DNR 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.
2. Making a label that includes the date collected, the person who collected the specimen, the township, range and section, county, and waterbody name of where the specimen was collected. Include topographic map or plat map if possible.
4. Submitting the specimen to the department within 3 days.

The Department will confirm the species and determine the appropriate method of control. The sponsor will be authorized in writing to conduct the project that will include a permit, if needed and notification of eligibility for an AIS grant. The sponsor will then need to complete a grant application to receive 75% reimbursement. Pre and post treatment monitoring will be required and is an eligible cost.

**Application Deadline** Offered continuously on a first-come first-serve basis and funded in order of approval.

**Funding Possibilities** Maximum amount of the State share is 75% of the project costs of up to \$20,000.

**Payment Options** Eligible expenses can be incurred after receiving project approval from a AIS/Lake/River Coordinator. Sponsors may request an advance payment of 25%. Quarterly reimbursement requests may be submitted during the project and must be accompanied by progress reports detailing activities completed during the quarter covered by the request as well as documentation for the costs being claimed. All project expenses must be paid by the sponsor before the last 10% of the state cost share is paid.

### **Established Population Control Projects**

**Eligible Project Activities** Intended to provide for the eradication or substantial reduction and long term control of AIS with the goal to restore native species communities. Eligible projects include:

- Department approved control activities recommended in a control plan.
- Experimental or demonstration projects following a DNR approved plan.
- Purple Loosestrife bio-control projects (no plan approval required)

Activities **not** eligible for funding include:

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

**Note:** For projects on lakes, adequate public boating access, as defined in s. NR 1.91(4) or (6), is required

**Plan Approval** Plans must be developed and approved prior to the application deadline. They should be submitted to the Region a minimum of 60 days prior to the application period along with an explanation of the specific recommendations to be funded with grant funds.

Plans shall include:

1. An identification of the problems or threat to the aquatic ecosystem presented by the aquatic invasive species 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 aquatic invasive species.
2. A description of the historical control actions taken or that is in progress.
3. A thorough characterization of the waterbody's aquatic ecosystem's historical and current condition, including at least one year of current base line data quantifying the extent of the infestation.
4. An assessment of the fishery, wildlife and aquatic plant community.
5. An identification of the need for the protection and enhancement of fish and wildlife habitat, endangered resources, and other local natural resource concerns.
6. Identification of the management objectives needed to maintain or restore the beneficial uses of the aquatic ecosystem.
7. Identification of target levels of control needed to meet the objectives.

8. Identification and discussion of the alternative management actions considered for aquatic invasive species control including the expected results.
9. An analysis of the need for and a list of the proposed control actions that will be implemented to achieve the target level of control.
10. A discussion of the potential adverse impacts the project may have on non targeted species, drinking water or other beneficial waterbody uses.
11. A prevention strategy to reasonably assure that new introduction of aquatic invasive species will not re-infest the waterbody.
12. A contingency strategy for effectively monitoring and preventing the re-introduction of aquatic invasive species following initial control.
13. Sufficient information for determining the feasibility of alternative control measures, including: costs; the relative permanence of the control; the potential for long-term control of the causes of infestation as well as the baseline data required to measure subsequent change.

**Detailed Project Description** Once the DNR approves the plan, an application may be submitted. A completed application will contain:

1. A clear description of the project's goals and objectives including the problems or threats the species pose to the waterbody and how the results of the project will lead to its control. If the targeted species is a plant or plants, a site map clearly depicting the locations of all existing vegetation types and the area proposed for control.
2. Complete descriptions of the project methods including follow up activities necessary to maximize and extend the effectiveness of the project.
3. Identification of the threat the infestation poses to adjacent waters.
4. An itemized budget for the full costs of the project broken down by department's share and local share and a statement of the sponsor's capacity for financing its completion.
5. A general time line for project completion.
6. A signed and dated resolution from the sponsor authorizing the application and identifying a representative to act on its behalf.
7. Copies of all permits or pending permit applications needed for the project.
8. A description of the public access to, and public use of, the waterbody.
9. A description of how the project is consistent with existing plans or management efforts for the waterbody.

**Application Deadline** February 1st and August 1st of each year

**Funding Possibilities** Maximum amount of the state share is 75% of the total project costs up to \$200,000.

**Payment Options** Quarterly reimbursement requests may be submitted during the project and must be accompanied by progress reports detailing activities completed during the quarter covered by the request as well as documentation for the costs being claimed. All project expenses must be paid by the sponsor before the last 10% of the state cost share is paid.

## **Research and Demonstration Projects**

**Eligible Projects** Grants awarded under this subchapter are intended as a cooperative research or demonstration activity between sponsors and the DNR. Eligible projects shall be designed to increase scientific understanding of the ecological and economic implications of aquatic invasive species and their management. Projects will assess experimental and innovative techniques for their prevention, containment and control.

**Procedures** Proposals for research or demonstration projects may be submitted to the department at anytime and shall include the goals and objectives of the project, a brief description of the methods, estimated costs and a time line for completion. The Department will work with the Governor's Invasive Species Council and others to develop a list of AIS research priorities each biennium. The priority list will be the basis for soliciting sponsorship of a complete grant application. It may also issue a Request for Proposal.

**Application Deadline** Available funding is dependant upon AIS funding priorities established by NR 198.15, and are awarded with all other grants in either the Aug. 1 or Feb 1 funding cycle.

**Funding Possibilities** Maximum amount of the state share is 75% of the total project costs. Maximum amount funded will be \$500,000 per year.

**Payment Options** Quarterly reimbursement requests may be submitted during the project and must be accompanied by progress reports detailing activities completed during the quarter covered by the request as well as documentation for the costs being claimed. All project expenses must be paid by the sponsor before the last 10% of the state cost share is paid

## **Maintenance and Containment Projects**

**Eligible Projects** Grants awarded under this subchapter are intended for waters that are being managed under a Department-approved plan where management activity has achieved a desired level of aquatic invasive species control but complete eradication is not achievable. Ongoing maintenance is needed to contain these populations so they do not re-establish throughout the waterbody, spread to other waters, and impair navigation or other beneficial uses of the waterbody.  
**Reimbursement is limited to the full costs of an aquatic plant management permit, provided compliance activities such as monitoring and reporting are sufficient to meet the required 25% match.**

**Procedures** Reimbursement claim form 8700-323 will be provided to eligible sponsors with DNR-approved ch. NR 107 or 109 permit. Reimbursement claims may be submitted any time to the DNR after the permitted activities are completed and all necessary compliance reports are submitted and reviewed by the DNR.

**Application Deadline** Offered continuously on a first-come first-serve basis. Available funding is dependant upon AIS funding priorities established by s. NR 198.15.

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

**Payment Options** All activities must be completed and approved by the DNR prior to reimbursement request, not to exceed the cost of permit application fees.

**Appendix**

***Aquatic Invasive Species Control Grant Application – Form 8700-307***



## **Application Instructions-Aquatic Invasive Species (AIS) Control Grants**

### **BEFORE YOU START**

#### **How to Prepare**

Before completing your application, please thoroughly review the application guidelines, read the ranking criteria for your proposed project type (located in the appendix of the guidance booklet), and talk with your regional DNR AIS/Lake/River Coordinator and/or Environmental Grant Specialist for your area.

#### **Is your Organization Eligible for a Grant?**

Counties, towns, cities, villages, tribes, sanitary districts, protection and rehabilitation districts, and school districts working with another eligible sponsor are automatically eligible. If your organization is other than those listed above and you are a first-time applicant, you must complete and submit an *Organizational Application form* (#8700-226 for Lake Management Organizations or #8700-287 for River Management Organizations), preferably well ahead of the grant application deadline. Applications from organizations not eligible for funding at the time of application deadline will not be considered for funding.

#### **Postmark Deadlines**

No Deadline --	<ul style="list-style-type: none"><li>• Early Detection and Response Projects</li><li>• Research and Demonstration Projects</li><li>• Maintenance and Containment Projects</li></ul>
February 1 and August 1 –	<ul style="list-style-type: none"><li>• Education, Prevention and Planning Projects</li><li>• Established Population Control Projects</li></ul>

#### **Send completed application to your regional DNR AIS/Lake/River Coordinator**

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

### **INSTRUCTIONS BY SECTION**

#### **Section I: Application Type**

Check the box next to the project type that most closely describes the project you are proposing.

#### **Section II: Applicant Information**

Applicant: The applicant must be a county, town, city, village, town sanitary district, public inland lake protection and rehabilitation district, school districts, other local governmental unit as defined in s. 66.299, Wis. Stats., tribal unit of government, qualified lake association, or qualified nonprofit conservation organization. Name the applicant and check the box that describes the applicant.

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

- signs the application and all grant-related documents
- receive grant payments on behalf of the applicant
- takes necessary action to complete the proposed project.

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

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

### **Section III: Project information**

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

Proposed Ending Date: The project ending date must be either June 30 or December 31 of the year you plan to complete your project. All expenditures must be completed by the project ending date. Final reports and payment requests with supporting documentation must be submitted within six months of the project ending date.

Other Management Units around Waterbody: List other management units, including municipalities and organizations that are in or adjacent to the project area. Check the corresponding box for each management unit from which you have included a letter of support for your project.

### **Section IV: Public Access:**

AIS Grants are available only for waterbodies that have public access per NR 1.91, Wis. Admin. Code. Provide a map with updated public access information in your application. This is grant eligible.

#### How to Generate a Map Showing Currently Known Public Access to Your Project Waterway(s):

(1) Go to the DNR web site ([www.dnr.wi.gov](http://www.dnr.wi.gov)), lick on *Maps*, and then on *Boat and Developed Shore Fishing Access Sites*. (2) Click the green, *Launch DNR Boat Access...* bar, and use the roller button on your computer mouse or the Zoom scale on the left-hand side of the map to zoom in on your project waters. (3) Click the *More* tab to eliminate unwanted map layers, and the *Identify* function under the *Tools* tab to get information regarding the site. (4) Print a copy of the map.

#### Information Needed:

Do a good faith effort to update the map with:

- Names of boat landings and access sites newly identified or lost, and the roads that lead to access sites
- Add new markings and information for other public access points
- Private boat landings
- Vehicle-trailer parking spaces available at these sites if none provided (Best estimate). (Included on Section IV of your grant application).
- Public parks
- Roads ending on water or at the water's edge
- Platted access parcels

**Note:** Platted public access: Subdivisions on navigable waters in Wisconsin include platted public access sites. These access points are found on original subdivision plat maps kept at town halls or on tax parcel maps available from your county Lands Record Office. If you are unable to obtain access to these maps, please explain your good faith efforts to obtain them, and the problems you encountered.

Town or County-wide Grant Applications: Applicants pursuing funding for town- or county-wide projects need not identify all accesses on water within the project area. Begin your good faith efforts in your application with those lakes you deem most important to provide access information for or most likely to be the subject of future grant applications.

Other Help: The DNR fisheries manager serving your county may be able to help you identify commonly used access sites associated with your project.

## Section V: Cost Estimate and Grant Request

The cost estimate is divided into two columns for each cost category, Cash Costs and Donated Value. This section must be completed or the application will be returned. Details in support of Section V are welcome.

Column 1, Cash Costs, are those costs the applicant expects to incur specifically for the project and will pay in cash, either out-of-pocket or with grant funds.

Column 2, Donated Value, includes the value of donated labor, services, and goods that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means.

Enter your projected costs for each applicable cost category 1 through 11 listed in Section V, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value. Most projects won't have costs in all categories. Refer to the instructions below for descriptive notes for certain cost categories that may not be self-explanatory or which have special requirements.

1. Salaries, Wages and Employee Benefits: Column 1, Cash Costs, includes salaries, wages and employee benefits paid by the applicant to its own employees for work directly allocable to the grant project and documented by Force Account Worksheets and Summaries. Column 2, Donated Value, includes the value of labor donated to the project. The value of such labor is limited to a maximum value of \$12.00 per hour and must be documented on Donated Labor and Services Worksheets and Summaries provided with the grant agreement.
2. Consulting Services: Column 1, Cash Costs, include the full cost of the consulting contract(s) for the project. Column 2, Donated Value, includes the value of donated professional consulting services valued at the rate the professional person actually receives for similar work performed for pay.
3. Purchased Services -- Printing and Mailing:
4. Other Purchased Services (specify):
5. Plant Material: Plant, seed, mulch and erosion control materials. Rock riprap for erosion control shall have prior approval from the DNR.
6. Supplies (specify): Supplies are consumable items.
7. Depreciation on Equipment: If you are purchasing equipment for the project, using equipment owned by the applicant, or accepting donations of equipment use, please consult with your regional DNR Environmental Grant Specialist for information on the waterbodies grant equipment depreciation and hourly use policy.
8. **HOURLY EQUIPMENT USE CHARGES: YOU CAN FIND THE DOT HIGHWAY RATES FOR EQUIPMENT RENTAL BY GOING TO:**  
[HTTPS://TRUST.DOT.STATE.WI.US/EXTNTGTWY/DTID\\_BHO/EXTRANET](https://trust.dot.state.wi.us/extntgtwy/dtid_bho/extranet)  
**BEFORE YOU CAN GAIN ACCESS TO THIS SITE, YOU MUST CREATE AN ACCOUNT AND PASSWORD, THEN REGISTER ON-LINE.**
9. State Lab of Hygiene (SLOH) Costs: If your project includes the collection of water chemistry samples and analysis at the State Lab of Hygiene, you must get a completed projected SLOH costs spreadsheet from your regional DNR AIS/Lake/River Coordinator and submit it with your application. Enter the total cost for testing from that form on Line 9 in Column 1. Do not enter anything in Column 2 of Line 9.
10. Non-SLOH Laboratory Costs: Enter on this line the costs of laboratory work at non-SLOH laboratories. You must have prior approval from the DNR to use a lab other than the State Lab of Hygiene. If you put costs on this line, include in your project description information on which lab you plan to use and how many samples you plan to submit.
11. Other: List costs that are needed to implement the project but are not captured in Lines 1 through 12, above, and enter the sum of these costs.

12. **Subtotals:** Sum the values in Column 1, Cash Costs, and enter the total in Column 1 on Line 12. Add the values in Column 2, Donated Value, and enter the total in Column 2 on Line 12.

13. **Total Project Cost Estimate:** Add Column 1, Line 12, and Column 2, Line 12. Enter the sum in the box for Line 13. This is your total project cost estimate, including costs the applicant will pay with cash and the value of donated labor, services and goods.

14. **State Share Requested:** The state share requested is 75% of the total project cost estimate from Line 13 up to the maximum grant amount for your project type, and not exceeding the total cash costs from Line 12, Column 1. You may use the worksheet below to calculate the state share requested.

- a) Total project cost estimate from Line 13 \_\_\_\_\_
- b) Figure on a) times .75 \_\_\_\_\_
- c) Maximum grant amount for project type \_\_\_\_\_
- d) The lesser of b) or c), above \_\_\_\_\_
- e) Cash costs from Line 12, Column 1 \_\_\_\_\_
- f) The lesser of or d) or e), above \_\_\_\_\_

Enter the amount from f), above, in the box for Line 14. This is the maximum state share you may request.

## Section VI: Attachments

*To complete your application, you must submit all attachments indicated on the checklist as required for your project type. As applicable, submit the attachments listed in Section A. Please review the headings for Sections B through E to identify those sections that apply to your organization and/or project type. Check the box next to each listed attachment that you are including with your application.*

Refer to the instructions below for descriptive notes for certain attachments that may not be self-explanatory.

### A. For all applicants:

A.1. **Authorizing resolution:** A sample authorizing resolution for AIS Control Projects (as well as a separate sample resolution for school districts) are located in the guidance in the Appendix. Select the sample resolution that matches your project type and use it as a model for your own. The resolution must be passed by the applicant's governing body, and properly signed and dated. (Remember that you may not designate a contracted consultant as your authorized representative.) Early Detection and Response projects need a resolution before grant award but not for the application.

A.2. **Letters of support:** The DNR's objective in requesting these letters is to ensure that other management units that may be affected by the project are aware that it will be carried out, and have the opportunity to indicate whether or not they support the project. Early Detection and Response projects do not need letters of support.

A.3: **Map of project location and water access sites:** Please provide a photocopy of a plat map or portion of a county or state highway map to show the location of the lake or river segment involved in your project. The department now requires that you also submit a map showing all sites at which the public may access the waterbody including public and private boat landings, parks, beaches, platted access sites, road ends and other places in which the water's edge falls within a public road right-of-way. See page 20 of the AIS Grant Guidelines and Instructions booklet for details on how to print a map and identify these sites.

A.4: **Itemized expenses:** For each cost category for which you estimated costs in Section V, provide a brief explanation of what the cost will cover and how you calculated the amounts you entered on Lines 1 through 13 in Schedule V.

A.5: State Lab of Hygiene (SLOH) Projected Cost Form: This is required only for those applicants who will send samples to the SLOH for testing. This form is not included in this application packet and must be obtained from the AIS/Lake/River Coordinator.

A.6: Project scope/description: This is the heart of your grant application, and should provide the grant reviewer with a narrative that gives a full picture of your project. Write your project description commensurate with the size and complexity of your project. Be sure to thoroughly address every element on the checklist for project description, a. through k.

**B. First-time applicants that are Lake Management Organizations (LMOs), River Management Organizations (RMOs) or Non-profit Conservation Organizations (NCOs), and Qualified Non-profit Conservation Organizations.**

B.1 For LMOs/RMOs only: Include a completed Form #8700-226 (Lake Association Organizational application) or #8700-287 (River Management Organization). This form is available in the appendix of the lake or river grant application guidance package. See the table of contents for page number.

B.2. Non-profit Conservation Organizations (NCO) and Qualified Non-profit Conservation Organizations (ONCO): contact the regional Environmental Grants Specialist to complete form 8700-290 (NCO).

B.3. Documentation of Financial Status: Either a copy of the most recent audited financial statement or the most recent IRS 990 filing will usually suffice. You may also include additional information that evidences your organization's financial capability to provide the "local share" and complete the proposed project.

**Attachments C. through E:** Please refer to the section in the guidance booklet that pertains to your project type for more detailed descriptions of the required attachments.

**Section VII: Certification:** Be sure that the person named on the authorizing resolution is the one who signs and dates the application!

**Lake Association Organization Application - Form 8700-226**

***River Management Organization Application - Form 8700-287***

**Aquatic Invasive Species Control Grants  
Sample Resolution**

Resolution # \_\_\_\_\_

RESOLUTION OF \_\_\_\_\_ (*insert management unit 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 infestation 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 an aquatic invasive species control project.

NOW, THEREFORE, BE IT RESOLVED THAT the \_\_\_\_\_ (*insert management unit 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 management unit’s representative*) \_\_\_\_\_ to act on behalf of \_\_\_\_\_ (*insert management unit 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 management unit name*) \_\_\_\_\_ will meet the obligations of the aquatic invasive species control project including timely publication of the results and meet the financial obligations of an aquatic invasive species grant, including the prompt payment of our 25% commitment to aquatic invasive species control project costs.

Adopted this day \_\_\_ of \_\_\_\_\_, 20\_\_\_

By a vote of: \_\_\_ in favor \_\_\_ against \_\_\_ abstain

BY: \_\_\_\_\_ Secretary/Clerk of  
\_\_\_\_\_

**NOTE: Management Unit** as defined in s. 281.68, Wisconsin Statutes, or defined in s. 281.70, Wisconsin Statutes, are counties, cities, towns, villages, town sanitary districts, public inland lake protection and rehabilitation districts, qualified lake associations, qualified river management organizations, nonprofit conservation organizations, or other local governmental units established for the purpose of lake management or river management.

*The management unit’s representative must be indicated by naming a position or a person who is either an official or employee of the management unit. 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.*

**Aquatic Invasive Species Control Grants  
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 infestation 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.**

**Aquatic Invasive Species Control Grants**  
**Project Ranking for Subchapter II – Education, Prevention and Planning Projects**  
2012

Score all criteria cumulatively unless otherwise instructed. No partial points unless specified.

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

(8 points possible)

- 1) The project includes funding for a well described, community-focused, educational outreach effort on aquatic invasive species and prevention methods that implements a statewide education strategy or priority. This does not include routine passive outreach activities such as newsletters and press releases, websites or CBCW or CLMN training & monitoring activities.  
**1- 2 points** (One point per activity)
  - Participate in media campaign using a "Protect WI Waters/It's the Law"
  - Implement the Bait Dealer Initiative utilizing the Bait Dealer Toolkit. Participation in Landing Blitz -July 4th weekend
  - Installing new State AIS signs (rev. 2010) at boat landings
  - Establishing enforcement partnerships with local law enforcement
- 2) The project will train volunteers to identify AIS and conduct water body surveillance monitoring for early detection using accepted WDNR or citizen-based monitoring (CLMN/Project RED, etc) protocols where data is being entered into SWIMS.  
**1 point**
- 3) The project will deliver a professional level monitoring report and map about the presence or absence of aquatic invasive and native species. [e.g. a point/intercept aquatic plant survey(s) or other DNR approved protocols appropriate for the target species. Not protocols in #2]  
**1 point**
- 4) The project includes (or the sponsor is already conducting) 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)
  - a) **1 point** - if project waters are AIS free
  - b) **2 points** – if project waters have AIS
  - c) **3 points** – if the project is county or town wide involving multiple waters
    - more than 3 hydrologically separate boatable waters with public access
    - Countywide AIS Coordinator projects must show 200 hours of CBCW activities
- 5) The project will conduct other complimentary source containment activities that go above and beyond minimum level of boat landing inspection; e.g. boat washing or cleaning stations, augmented enforcement.  
**1 point**

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

(7 points possible – note 1a – 1d are not cumulative).

- 1a) The majority (50%) of project activity will take place on a Statewide AIS Source Water listed on the following table.  
**5 points**  
or

1b) The majority (50%) of the project will take place on a major AIS source water with high public use (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.

**4 points**

or

1c) The majority (50%) of the project activity takes place on a significant AIS source water with high public use (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).

**3 points**

or

1d) The majority (50%) of the project activity will take place on a minor AIS source water (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) OR any water determined to be a High Vulnerability Water as determined by Smart Prevention Analysis (for spiny water flea and zebra mussels only)

**2 points**

and

2) 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).

**2 points**

**Statewide AIS  
Source Water  
Lakes List**

**07/01/2011**

<i>LAKE</i>	<i>REG</i>	<i>COUNTY</i>
<i>Beaver Dam</i>	<i>SC</i>	<i>Dodge</i>
<i>Castle Rock</i>	<i>WC</i>	<i>Adams</i>
<i>Chippewa</i>		
<i>Flowage</i>	<i>NOR</i>	<i>Sawyer</i>
<i>Eagle Chain</i>	<i>NOR</i>	<i>Vilas</i>
<i>Geneva</i>	<i>SE</i>	<i>Walworth</i>
<i>Green</i>	<i>NE</i>	<i>Green Lake</i>
<i>Koshgonong</i>	<i>SCR</i>	<i>Rock</i>
<i>Madison</i>		
<i>Chain</i>	<i>SCR</i>	<i>Dane</i>
<i>Mendota</i>	<i>SC</i>	<i>Dane</i>
<i>Michigan</i>	<i>NE, SE</i>	<i>All counties</i>
<i>Minocqua</i>		
<i>Chain</i>	<i>NOR</i>	<i>Vilas</i>
<i>Onalaska</i>	<i>WC</i>	<i>La Crosse</i>
<i>Petenwell</i>		
<i>Lake</i>	<i>WC</i>	<i>Adams</i>
<i>Puckaway</i>	<i>NER</i>	<i>Marquette</i>
<i>Shawano</i>		
<i>Lake</i>	<i>NE</i>	<i>Shawano</i>
<i>Superior</i>	<i>NO</i>	<i>All counties</i>

Winnebago & up river pools	NE	Calumet
Wisconsin	SC	Columbia
Wissota	WC	Chippewa
<b>RIVERS</b>		
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, 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 (e.g Hydrilla pond, yellow floating heart, spiny water flea lakes, etc)
- Lakes or impoundments that meet all 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)

*\*Regions may recommend other lakes for inclusion that meet the criteria, but do not show up on the list due to incomplete or new information.*

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

(3 points possible)

1a) Project will produce a management plan(s) that meets the specifications of s. NR 198.43(1) or a regional (county or town-wide) strategic plan if not water body-specific. (See your AIS coordinator for an example)

**2 points**

or

1b) Project implements a Department-approved AIS plan.

**1 point**

and

2) Project area has 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).

**1 point**

**D) The stage of the AIS population in the water body. (2 points possible)**

1) Project addresses a pioneer population (as defined by s.198.12 (8)), or has previously been an early response project.

**2 points**

**E) The degree to which the project will be likely to result in successful long-term prevention or control.** (2 points possible)

- 1) Sponsor has demonstrated by previous actions that they are capable of managing projects successfully. Either they have a previous project history e.g. reports completed, on budget, on schedule, objectives achieved or they have been conducting the project activities without state financial assistance.

**1 point**

- 2) The sponsor has had a pre-application grant scoping consultation with the Department and the application is consistent with the results of those discussions.

**1 point**

**F) The availability of public access to, and public use of, the waterbody.** [If regional scale, consider relative degree of public access for significant water bodies] (2 points possible)

- 1) 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.

**1 point**

- 2) 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 the application.

**1 point**

**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 aquatic invasive species or resist future colonization.** (2 points possible)

- 1) Project is 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, runoff and nonpoint source pollution management plans)

**1 point**

- 2) Applicant 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.

**1 point**

**H) Community support and commitment, including past efforts to control aquatic invasive species.** (5 points possible)

- 1) This is demonstrated by requesting less than the maximum state share cost rate (cash costs) for the total project costs. No more than 25% of the project match can be in-kind or donated labor. The sponsor is requesting:

65% State share

Projects < \$50K = **1 point**

Projects > \$50K = **2 points**



**Aquatic Invasive Species Control Grants**  
**Project Ranking for Subchapter IV – Established Population Control Projects**  
2012

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

(6 points possible)

- 1) 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).  
**2 points**
- 2) The project will conduct other complimentary source containment activities that go above and beyond minimum level of boat landing inspection e.g. boat washing or cleaning stations, augmented enforcement.  
**2 points**
- 3) The water being controlled has, or the project will train, volunteers to identify AIS and conduct water body surveillance monitoring for early detection using accepted WDNR or citizen-based monitoring (CLMN/Project RED, etc) protocols where data is being entered into SWIMS.  
**2 point**

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

(7 points possible)

- 1a) The control activity will take place on a Statewide AIS Source Water listed on the following table.  
**5 points**  
or
- 1b) The control activity will take place on a major AIS source water with high public use (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.  
**4 points**  
or
- 1c) The control activity takes place on a significant AIS source water with high public use (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).  
**3 points**  
or
- 1d) The control activity takes place on an a minor AIS source water (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).  
**2 points**

and

- 2) The project will control a NR40 prohibited species; e.g Hydrilla, yellow floating heart, spiny water flea, red swamp crayfish, etc.

**2 points**

**Statewide AIS**

**Source Water**

**Lakes List**

**07/01/2011**

<b>LAKE</b>	<b>REG</b>	<b>COUNTY</b>
<i>Beaver Dam</i>	<i>SC</i>	<i>Dodge</i>
<i>Castle Rock</i>	<i>WC</i>	<i>Adams</i>
<i>Chippewa</i>		
<i>Flowage</i>	<i>NOR</i>	<i>Sawyer</i>
<i>Eagle Chain</i>	<i>NOR</i>	<i>Vilas</i>
<i>Geneva</i>	<i>SE</i>	<i>Walworth</i>
<i>Green</i>	<i>NE</i>	<i>Green Lake</i>
<i>Koshgonong</i>	<i>SCR</i>	<i>Rock</i>
<i>Madison</i>		
<i>Chain</i>	<i>SCR</i>	<i>Dane</i>
<i>Mendota</i>	<i>SC</i>	<i>Dane</i>
<i>Michigan</i>	<i>NE, SE</i>	<i>All counties</i>
<i>Minocqua</i>		
<i>Chain</i>	<i>NOR</i>	<i>Vilas</i>
<i>Onalaska</i>	<i>WC</i>	<i>La Crosse</i>
<i>Petenwell</i>		
<i>Lake</i>	<i>WC</i>	<i>Adams</i>
<i>Puckaway</i>	<i>NER</i>	<i>Marquette</i>
<i>Shawano</i>		
<i>Lake</i>	<i>NE</i>	<i>Shawano</i>
<i>Superior</i>	<i>NO</i>	<i>All counties</i>
<i>Winnebago &amp; up river pools</i>	<i>NE</i>	<i>Calumet</i>
<i>Wisconsin</i>	<i>SC</i>	<i>Columbia</i>
<i>Wisota</i>	<i>WC</i>	<i>Chippewa</i>
<b>RIVERS</b>		
<i>St. Croix,</i>		
<i>Mississippi,</i>		
<i>Menominee</i>	<i>WCR,SCR,NOR</i>	

**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, 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 (e.g Hydrilla pond, yellow floating heart, spiny water flea lakes, etc)
- Lakes or impoundments that meet all 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)

*\*Regions may recommend other lakes for inclusion that meet the criteria, but do not show up on the list due to incomplete or new information.*

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

(3 points possible)

- 1) 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 to native species beyond herbicide treatments alone.

**2 point**

- 2) Project area has 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).

**1 point**

**D) The stage of the infestation in the water body.** (4 points possible)

- 1) Project addresses a pioneer population (as defined by s.198.12 (8)), or was a past early response project.

**2 point**

- 2) The target species is low in density and still at a controllable level as determined by being found in 25%, or less, of the colonizable area of the project water body (e.g. only the littoral zone of a lake can be colonized by EWM).

**1 point**

- 3) It is well documented (P/I surveys or GIS mapping, verified) that the target species is a rapidly expanding population (doubling annual increase in areal coverage or FOO). Population is still under 25% threshold above.

**1 point**

**E) The degree to which the project will be likely to result in successful long-term control.**

(4 points possible)

- 1) As also included in the approved management plan, the project employs multiple strategies (for the same species) to achieve and maintain control objectives. [e.g. hand pulling in combination with chemical treatment and biocontrol, draw downs, etc.]

**2 points**

- 2) The sponsor has had a pre-application grant scoping consultation with the Department and the application is consistent with the results of those discussions.

**1 point**

- 3) There is a low risk of reestablishment and spread after control activity occurs. All of the following apply: the project site is not impounded; is not tributary to or connected to any other AIS populated water and; the entire AIS population is being targeted for control.

**1 point**

**F) The availability of public access to, and public use of, the water body.**

- 1) 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.

**1 point**

- 2) 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.

**1 point**

**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 aquatic invasive species or resist future colonization. (2 points possible)**

- 1) 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, provide documentation).

**2 points**

**H) Community support and commitment, including past efforts to control aquatic invasive species. (2 points possible)**

- 1) This is demonstrated by requesting less than the maximum state share cost rate (cash costs) for the total project costs. No more than 25% of the project match can be in-kind or donated labor. The sponsor is requesting:

65% State share                      **1 point**

OR

50% State share                      **2 points**

*In order to get points for reducing state funds, any match over and above the standard 25% of total project cost, must be cash. Donated and volunteer labor is limited to 25% of the total project costs.*

<i>Project cash cost (75%)</i>	<i>\$33,000</i>
<i>Donated match (25%)</i>	<i>\$11,000</i>
<i><u>Total project cost (100%)</u></i>	<i><u>\$44,000 (for ranking criteria evaluation)</u></i>
<i>State share requested (50%)</i>	<i>\$22,000</i>
<i>Match</i>	<i>\$22,000</i>
<i>cash match (50%)</i>	<i>\$11,000</i>
<i>donated match (50%)</i>	<i><u>\$11,000</u></i>
	<i>\$22,000</i>

*(The donated amount is 50% of the match but it is only 25% of the total project cost.)*

- 2) The project has financial support from additional management units, interest groups or organizations committing > 10% of the hard cash local match.

**1 point**

- 3) 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.

**1 point**

**I) Whether the sponsor has previously received a grant for a similar project for the same water body. (2 points)**

- 1) There has not been an AIS Established Population Control grant for the same species in the same waterbody in the last five years.

**2 point**

**J) The degree to which the project will advance the knowledge and understanding of the prevention and control of aquatic invasive species. (1 point possible)**

- 1) 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. (The list projects is available from your AIS coordinator)

**1 point**

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