



WALLEYE PRODUCTION GRANT APPLICATION GUIDANCE

(Version 28-DEC-2013)

Disclaimer: This guide is published by the Wisconsin Department of Natural Resources and can be downloaded from <http://dnr.wi.gov/topic/fishing/outreach/walleyeinitiative.html>. Look for the **Production Grant** tab on the web page.

This Guidance¹ is provided for information purposes and easing cooperation. It outlines the information and procedures to be used for the granting process. The information contained in this Guidance does not replace legal sources, but is meant to assist participants in preparing a successful grant application.

¹ Neither the Wisconsin Department of Natural Resources nor any person acting on its behalf can be held responsible for the use made of this Guidance.

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Walleye Production Grant Application Checklist

<http://dnr.wi.gov/topic/fishing/outreach/walleyeinitiative.html>

- [Form 8700-344 Walleye Production Grant Application](#) : Complete and sign.
- Fish Provision Portion of the Walleye Production Application:** Complete, sign and seal in a separate envelope that is labeled with the name of the fish farm or hatchery.
- [W9 Form:](#) Complete, sign and include with Walleye Production Application.
- Resolution:**
 - **For Municipal Applicants:** Complete and sign.
 - **For Tribal Applicants:** Complete and sign.
 - **For Private Fish Farmer Applicants:** Private fish farmers must have application signed by a financially responsible applicant but do not need a resolution.

Please print all forms and make sure they are all complete and signed by an authorized representative of the applicant. Include the completed fish provision form in a separate sealed and labeled envelope with the name of the fish farm/ hatchery on the outside of the sealed envelope.

General Guidelines

The competitive walleye production grants are just one part of the much more comprehensive Wisconsin Walleye Initiative (WWI) being instituted by the State to expand production of large walleye fingerlings at state, private, and tribal fish hatcheries for stocking in State waters. The purpose of the competitive walleye production grants is to enhance opportunities for municipalities, private fish farms, and federally recognized tribes or bands located in the state to work cooperatively to increase walleye populations across Wisconsin for all users; and to provide each with the opportunity to work closely with the Wisconsin Department of Natural Resources, Bureau of Fisheries Management to coordinate efforts to rear walleye of the genetic strains and quality needed to maximize the probability of successful walleye fishery development and maintenance.

In the 2013-15 State biennium budget, the State legislature signed into law Wisconsin Act 20 which directed the Wisconsin Department of Natural Resources (Department) to establish rules and procedures for the implementation and administration of a competitive grant program that provides financial assistance to eligible applicants for the purpose of increasing the capacity to raise walleye fingerlings for stocking in State waters (Section 29.739, Wis. Stats.) and provided \$2 million to fund this competitive walleye production program. The Natural Resources Board approved emergency rules that govern the program (Chapter NR 85, Wis. Admin Code). Under these rules, an individual grantee is limited to a total grant amount of \$500,000. The Department intends to award all \$2 million of funding to grants received during the application period that closes on January 31, 2014. All grant applications will be evaluated for general cost effectiveness and feasibility of the proposed infrastructure improvements to increase walleye production capacity, level of coolwater fish production experience, and geographic location relative to the stocking needs of the Department. All proposals will be evaluated competitively on their own individual merits.

Grant applications must also include a provision sheet which specifies the number and price of fish that the grantee is offering to sell back to the Department for up to three years after completion of the project work. Grant contracts for successful applicants will come with a three year obligation to produce and sell fish to the Department as proposed in the provision sheet – though this obligation will be contingent on available State funding. Please note that there is a separate funding source for future purchases of fish, so the full \$2 million will be awarded for the eligible infrastructure and equipment items in the grants.

No project work may begin before a grant award is made and a grant agreement is signed. Reimbursement payments for infrastructure project work will be made quarterly. Final reimbursement for infrastructure project work will be made following the approved completion of the project work.

Walleye Production Grant Application Packets can be downloaded from the Department of Natural Resources website (<http://dnr.wi.gov/topic/fishing/outreach/walleyeinitiative.html>). Only complete **Walleye Production Grant Application Packets** postmarked on or before the grant application deadline of **31 January 2014** will be considered for review by the Department.

The contact person for questions concerning the **Walleye Production Grant Application** and the granting process is Brian Goodman. Please do not hesitate to contact Brian Goodman in the Department's Bureau of Community Financial Assistance at any time before, during, or after the grant application process with any questions or points of clarification. Brian Goodman can be reached at his office during normal business hours, Monday through Friday by **Phone: 608-267-0848**, by **Email: brian.goodman@wisconsin.gov**, or by mail sent to the following address:

**Brian Goodman-CF/2
Financial Assistance Specialist-Senior
Wisconsin Department of Natural Resources
Bureau of Community Financial Assistance
P.O. Box 7921
101 S. Webster Street
Madison, WI 53707-7921**

Who May Apply for a Grant?

Eligible applicants include all Wisconsin cities, villages, towns and counties; federally recognized Indian tribes or bands located in Wisconsin; and private fish farms with project proposals that will increase their capacity to raise walleye fingerlings for stocking in State waters by improving the infrastructure of their facilities. Examples of such project proposals may include building, improving or repairing

- Buildings and structures used as fish hatcheries or for fish farming
- Fish rearing ponds
- Wells or water recirculation systems
- Biosecurity systems to ensure fish health
- Holding facilities and equipment used for fish brood stock
- Equipment used for the distribution of fish or for collection of fish spawns

How Do You Apply for a Grant?

A **Walleye Production Grant Application Packet** can be downloaded from the Department of Natural Resources website (<http://dnr.wi.gov/topic/fishing/outreach/walleyeinitiative.html>). The packet contains copies of the four form documents required by the Department to be completed, signed and sealed for submitting a complete **Walleye Production Grant Application Packet**. The four required form documents include a **Walleye Production Grant Application** form; a **Fish Provision Sheet**; a **W-9** form; and a **Resolution** form. The Resolution form only needs to be filled out for Municipal or Tribal entity applications. Private fish farms must ensure that their application is signed by the person who is financially responsible for the farm. A copy of the **Walleye Grant Application Guidance** document is also included in the packet. A **Walleye Grant Application Check List** is provided on Page 3 of the **Guidance** document for the applicant's convenience.

The **Walleye Production Grant Application** will be the principal source of information reviewed by the Department when selecting grantees and determining award amounts. It is therefore to the Applicant's advantage to ensure that all information listed on the application is complete and accurate. In general, the required information will include, but not be limited to

- A description of the grant project, its expected results, and how the project will increase the capacity to raise walleye for stocking in State waters
- The amount of funding requested
- A work plan with specific project tasks and a timetable for completing each task
- A budget containing line item project costs
- A description of the applicant's experience producing walleye or other coolwater species
- The expected number, size and condition of walleye fingerlings that will be produced for purchase by the Department or by other customers as a result of the proposed building, improvement, or repair projects
- The purchase price the applicant shall charge the Department for walleye fingerlings to be sold to the Department for stocking in State waters
- Any additional information as deemed necessary by the Department to appropriately evaluate the "cost-effectiveness" of a grant application

We strongly encourage all applicants to collect and compile all required information and documentation before filling-in the application form. This significantly eases the process of completing the application.

Only complete, signed, dated and sealed paper copies of the **Walleye Production Grant Application Packet** provided by the Department will be accepted by the Department. These may be submitted via the U.S. Postal Service, or other delivery service, or hand-delivered in person directly to Brian Goodman. Faxed or electronically sent copies will **not** be accepted. This is done to ensure the security of the information included on the W-9 form and the Fish Provision Sheet of the application. Applicants must seal their Fish Provision Sheet in a separate envelope before submitting it with their completed **Walleye Production Grant Application**.

Complete **Walleye Production Grant Application Packets** must be postmarked on or before the grant application deadline of **31 January 2014** and sent to the following address:

Brian Goodman-CF/2
Financial Assistance Specialist-Senior
Wisconsin Department of Natural Resources
Bureau of Community Financial Assistance
P.O. Box 7921
101 S. Webster Street
Madison, WI 53707-7921

Upon receipt, the Department will verify all **Walleye Production Grant Application** submissions for completeness and compliance with the requirements of Chapter NR85, Wis. Admin Code. The

Department may require the applicant to provide additional or missing information regarding the application. Failure of the applicant to provide the requested information will result in removal of the applicant's grant application from further consideration.

What Expenses Might Be Eligible for a Grant?

Eligible Costs include those costs associated with projects that will improve a facility's infrastructure through building, improving, or repair work projects that will increase a facility's capacity to raise walleye fingerlings for stocking in State waters. Some examples of eligible costs are listed below:

- Buildings and structures used as fish hatcheries or for fish rearing
- Fish rearing ponds
- Wells or water recirculation
- Biosecurity systems to ensure fish health
- Holding facilities and equipment used for fish brood stock
- Equipment used for the distribution of fish or for the collection of fish spawn

What Expenses Might Be Ineligible for a Grant?

Ineligible costs include all costs not directly associated with, or necessary for, increasing a facility's capacity to raise walleye fingerlings for stocking in State waters. Some other examples of ineligible costs are listed below:

- Costs incurred prior to grant approval
- Land acquisition
- Permit and application fees associated with required approvals for grant project development
- Ordinary operating expenses of local government
- Temporary loss of revenue
- Interest or finance charges
- Fines and penalties due to violations of, or failure to comply with, federal, state and local laws

What Level of Grant Award Can You Apply For?

The total grant amount awarded to an individual grantee may not exceed \$500,000 out of a total \$2 million, which is available for the current application period. Leveraging the grant award to obtain additional or matching funds from other federal or state granting agencies is **not** required. However, it could be to an applicant's advantage to leverage their grant award to secure additional funding. Outside funding, depending on how focused it is on increasing walleye production capacity, could potentially improve the cost effectiveness of their grant award. The cost effectiveness of an applicant's increased production capacity for the amount of the grant award they are requesting is an important factor in the grant review process. The source of funding for the walleye production grant awards is separate from the source of funding that the State Legislature has made available for subsequent contract purchases of large walleye fingerling.

What Happens After You Apply for a Grant?

Upon receipt of a grant application, Department staff will verify the submitted application materials for completeness, compliance with the requirements of Chapter NR85, Wis. Admin. Code and that the application materials were postmarked on or before the grant application submission deadline of 31 January 2014. During the verification process, information may be found to be missing, or may not be clearly understood by Department staff. If this occurs, Department staff will attempt to obtain additional information by contacting the applicant by telephone or email. If the request for additional information is too complex to be resolved by a telephone or email conversation, then a written inquiry will be sent to the applicant's contact information documenting this part of the review process and requesting the applicant to provide whatever additional or missing information has been deemed necessary by the Department staff to consider an application to be complete and accurate.

The Department will only review submitted applications that have been verified as complete, accurate and received on or before the grant application deadline. Incomplete or late grant applications, following the grant application deadline, will be returned to the applicant.

Accepted grant applications are then forwarded to the review committee for a technical assessment of the feasibility and cost effectiveness of the applicant's proposal. During the technical review process, additional information may be required for a proper, thorough, and complete assessment of an applicant's grant application. Department staff will attempt to resolve any issues during the technical review process by contacting the applicant for additional information. Failure to comply with an oral or written inquiry for additional information in a timely manner will result in a determination that the grant application is incomplete and disqualify the application from further consideration for grant funding.

The technical review panel will consist of Department staff with expertise in walleye and coolwater species hatchery production and management, in addition to a US Fish and Wildlife Service fisheries expert and a University of Wisconsin – Extension fisheries expert. The technical review process will rank each grant application according to the technical, logistical and fiscal feasibility of the proposed infrastructure improvements. The relative and total increase in the number of large walleye fingerlings projected to be produced will also be taken into account in the selection of grantees and determination of award amounts.

The sealed **Fish Provision Sheet** that contains the number, stock, stocking zone, size and cost of fish you are willing to provide to the Department under contract will be opened for grant applications that are deemed by the technical review committee to be high-ranking, and the cost per fish committed will be factored into the final recommendation to the Department Secretary's office. The number of green eggs necessary for the Department to produce a predefined number of large walleye fingerlings has historically averaged 3.4 times the number of predefined large walleye fingerlings. Requests above 3.4 green eggs per number of large walleye fingerlings sold to the Department will be competitively evaluated with respect to the applicant's entire proposal. The number of small walleye fingerlings necessary for the Department to produce a predefined number of large walleye fingerlings has historically averaged 1.3 times the number of predefined large walleye fingerlings. Requests above 1.3

small walleye fingerlings per number of large walleye fingerlings sold to the Department will be competitively evaluated with respect to the applicant's entire proposal.

The information required to complete the grant application is directly related to the criteria by which an applicant's **Walleye Production Grant Application Packet** will be assessed and ranked. These criteria will be assessed and ranked solely based on the information provided in an applicant's Walleye Production Grant Application Packet, and on the receipt of any additional information deemed necessary by the technical review panel. It is thus to each applicants' advantage to ensure that their Walleye Production Grant Application Packet is as complete and accurate as possible. In general, this information includes, but is not limited to

- the proposed grant project work and its expected results
- how the proposed grant project work will increase a facility's capacity to raise large walleye fingerlings for stocking in State waters
- the amount of funding requested
- the work plan with specific project tasks identified and a timetable for completing each of these tasks
- a budget containing line item project costs
- the applicant's experience producing walleye or other coolwater species
- the expected number, size and condition of large walleye fingerlings that will be produced for purchase by the Department, as well as, for purchase by other customers as a result of the proposed project work
- the purchase price the applicant shall charge the Department for large walleye fingerlings to be stocked in State waters
- Geographic location (range, township, section, quarter, quarter-quarter) of the applicant's fish production facilities in relation to stocking needs determined by the Department (i.e. how far would the fish need to travel from their facility to an assigned stocking location)
- Distribution of grants to a variety of eligible applicants that submit high-quality grant project applications
- any additional information as deemed necessary by the Department to appropriately evaluate the cost-effectiveness of a grant application

When completed, the technical review panel rankings and assessments of all completed **Walleye Production Grant Application Packets** will be provided to the Department Secretary's office with a list of recommendations for grantee selections and award amounts. The Secretary's office makes all final decisions on grantee selection and award amounts to establish a reasonable balance between economic and fisheries management benefits and to maintain a robust geographic distribution of stocking sites. Once final funding decisions are completed all applicants will be notified of their application status. Official award letters and two copies of a **Grant Agreement** document will be sent to all successful applicants. Unsuccessful applicants will also be notified.

What Happens After You Are Awarded a Walleye Production Grant?

Grant Agreements between the Department and the selected grantees must be signed before grant project work activities may begin and before any grant money is distributed. The **Grant Agreement** will specifically include language that clearly outlines the responsibilities and expectations of the grantee and of the State, and details from the application including

- The number of large walleye fingerlings that will be reared as a result of the increased production capacity and the purchase price the grantee will charge the Department for these fingerlings when the building, improvement or repairs are completed
- A work plan that identifies grant project tasks and a timetable for completing the tasks, including start and end dates of the grant agreement, requirements that the grantee obtain all applicable permits before starting any grant project work. Grantees must also obtain a "Fish Health Certificate" form AH-AQ-2803 or a "Fish Health Inspection Report" from the U.S. Fish & Wildlife Service of the Department of the Interior in compliance with s. ATCP 10.63, Wis. Admin. Code for all fish that will be stocked in State waters.
- A condition that grantees can obtain a specified number of walleye eggs from the Department at no cost for instances where specific genetic strains are required to meet fisheries management stocking goals. Department stocking goals are based on requests for numbers of fish for distribution at different geographical locations across the state. Designated genetic strains of small walleye fingerlings can also be obtained **at cost** from the Department - **total cost per small walleye fingerling is \$0.157/fish**. If a grantee chooses to provide their own eggs (from brood or wild stock), then they may be required to verify that their fish are of the proper genetic strains requested by the Department. Otherwise, their fish can only be purchased back by the Department to fill requests for an unspecified stock.
- A requirement that the grantee make available for purchase by the Department the number of large walleye fingerlings proposed in the grantee's application and the option for the Department to purchase from the grantee, contingent on Department funding, large walleye fingerlings that meet the size and condition specifications of the Department, based on available funding in the subsequent three calendar years. Details on large walleye fingerling size and condition requirements are provided later in the **Fish Contract Specifications** section of this document on Page 22-25.
- Ability of the Department to inspect grant project work site at any time with 24-hour advanced notice
- Grant project accountability and completion requirements, including that the grantee will submit a summary of the work completed, at least 3 pictures (from different vantage points, preferably with an easily identifiable fixed landmark included in the picture frame) of the completed project, and all invoices and proof of items for which reimbursement is being requested. If a project will not be completed within a year, an interim status report will also be due on April 1, 2015.

- Disbursement details for when and in what manner the grantee will receive reimbursement payments for documented eligible costs, including the manner in which the Department will conduct a review of the grantee's project completion materials and that it may conduct an inspection of the grant project area, if it deems necessary, to finalize grant reimbursements. All reimbursements will be based on documented, inspected and completed grant project work. No advance payments are available. Partial payments may be paid on a quarterly calendar basis. Follow all directions on the **Walleye Production Grant Reimbursement and Worksheet** forms and attach copies of all invoices. The Department will withhold 25 percent of the total grant award as a final reimbursement payment to the grantee made after the Department determines that the grantee has met all grant project completion requirements. Reimbursements will be paid within 30 days after the Department determines that the grantee has met all reimbursement requirements.

All grantees are subject to audit, and will be required to retain all records pertaining to their grant project work for 3 years after the end of the year in which they received their grant award. It is highly recommended that the grantee maintain effective systems for records-keeping management and accounting procedures for tracking receipts and invoices of all eligible and ineligible grant project work expenses and purchases. It is also strongly recommended that the grantee keep a daily journal of grant project work, such as describing worked performed, labor time and attendance records, eligible grant project hours worked by day, computations showing hourly pay rates and allocations of fringe benefits, etc. It will be very useful to be able to document significant points along the grant project work timeline by including photos of these grant project work events.

Can I Change a Project After Signing a Grant Agreement?

Due to unforeseen circumstances during the actual grant project work, changes or adjustments to the original **Grant Agreement** may become necessary to consider. No changes or adjustments to the original **Grant Agreement** can be made without prior approval from the Department. When a change or adjustment need arises, the grantee should contact Department staff as soon as possible. Department staff will then work closely with the grantee to determine all appropriate and reasonable changes or adjustments necessary to resolve a situation in a mutually acceptable manner.

The Department may terminate a grant agreement, in whole or in part, and seek any and all remedies under equity and law for failure by the grantee to perform his or her obligations under the grant agreement. The Department can initiate termination with a minimum of a 30-day advance written notice to the grantee. Notice of termination will be served on the grantee personally or by mail. Grounds for termination, as determined by the Department, may include: 1) there has been no substantial performance under the terms of the grant agreement by the grantee without good cause; 2) there is clear and convincing evidence that the grant award was obtained by fraud; 3) there is clear and convincing evidence of gross abuse or corrupt practices in the administration of the grant award or grant project work; or 4) the grantee has violated the law in the course of pursuing actions under this grant.

COMPLETING YOUR APPLICATION FORM

Contact Information and Hatchery Location

- **Applicant Contact Information**
 - The Applicant should be the person authorized to enter into financial arrangements and fiscal commitments with respect to the fish farm/hatchery associated with the proposed grant application project work.
 - This will typically be an owner for a private business, a tribal council member for Native American tribes or bands, or a designated administrator/official for local municipalities. The official position description of the Applicant should be identified in the “Position Title” box (e.g. Owner, Tribal Elder, Village Administrator, Town Clerk ...).
 - Tribal and Municipal entities will need to submit a **Grant Resolution** statement as part of this section. A sample statement has been included with the **Walleye Production Grant Application packet** for reference.
- **Project Manager Contact Information**
 - The Project Manger should be the person responsible for the day-to-day operations of the fish farm/hatchery associated with the proposed grant application project work.
 - This section only needs to be completed, if the Project Manager is a different person from the Applicant. The official position description of the Project Manager should be identified in the “Position Title” box.
- **Hatchery Location Information**
 - This location information should refer to the fish farm/hatchery that the Applicant and Project Manager are associated with and to which the grant-funded improvements will be applied.
 - All operating fish farms/hatcheries should have a **Fish Farm Registration Number** from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). Tribal hatcheries that do not have this number should leave it blank on the form.
 - The “Physical Address” box should identify the actual street address of the fish farm/hatchery, which is not necessarily the same as the fish farm/hatchery business mailing address. This is not a P.O. Box number.
 - If the fish farm/hatchery is located within a municipality’s boundaries, then enter the name of the municipality into the “City/Village/Town” box, and leave the “Civil Township Name” box blank. If the fish farm/hatchery is located outside of a municipality’s boundaries, then leave the “City/Village/Town” box blank, and enter the name of the Township into the “Civil Township Name” box.
 - The “Phone Number”, “Fax Number” and “Email Address” boxes should refer to the office of the fish farm/hatchery associated with the grant application.

- The legal definition of the property occupied by the fish farm/hatchery location should be entered into their respective “Township”, “Range”, “Section”, “¼” and “¼ ¼” boxes. The legal definition of a property can be found on the property deed and on the annual local/county tax statement. It also can be identified from a county Plat map, which can typically be found at the local library.
- **Location of Project**
 - Completing this section is only necessary if a new hatchery or additional rearing facilities are to be constructed at a location different from the **Hatchery Location Information**.

Walleye Production Information

1. Personal Experience / Fish Rearing Experience

- A brief description summarizing and highlighting all of an applicant’s aquaculture experience producing walleye, muskellunge, northern pike or similar coolwater species, at the fish farm/hatchery associated with the grant application and elsewhere. The technical review panel will consider specific species, strains and age classes that the applicant has production experience with; including number of years, general description of facility where production occurred, production tasks responsible for at the facility where the production occurred, and level of authority at the facility where the production occurred. The applicant should also include all additional information about their personal aquaculture experience that they feel would further enhance their application. Attach extra sheets if additional space is necessary.
- A brief description summarizing and highlighting the history of walleye, muskellunge, northern pike or similar coolwater species production at the specific fish farm/hatchery associated with the grant application. The technical review panel will be considering specific species, strains and age classes produced, number of years the facility has been in operation, and a detailed description of the fish farm/hatchery facilities (e.g. incubators, tanks, ponds, raceways, their corresponding numbers and dimensions, water source, existing spawning, rearing and stocking equipment, etc.). The applicant should also include all additional information about the fish farm/hatchery facilities that they feel would further enhance their application. Attach extra sheets if additional space is necessary.

2. Past Production Levels

- Describe your total walleye production levels for the past seven years (2007-2013). If no walleye were produced in a given year, then describe production levels for those coolwater fish species that were produced. If no walleye or coolwater fish species were produced in a given year, then leave that line blank.
- The technical review panel will be considering for each year of walleye or coolwater fish species production total number of fish produced, species produced, average length (measured) in inches, and number of fish per pound at that length.

3. Anticipated Production

- Specifically describe your total projected large walleye fingerling fish production capacity for the next five years following the completion of the proposed grant project work. Remember the State is interested in increasing walleye production capacity not just for the duration of the grant, but also maintaining increased capacities into the future.
- The technical review panel will be considering for each cohort year of walleye or coolwater fish species production total number of fish produced, species produced, average length (measured) in inches, and number of fish per pound at that length.

Project Description, Timeline, Permitting and Context

4. Project Description

- Describe the work you are proposing to do with this grant funding. Clearly outline the different components of your project to be completed and the expected results as they pertain to increasing your large walleye fingerling production capacity. This section should be as detailed as possible, as reviewers will use this information to evaluate your project in relation to other applications. Attach extra sheets if additional space is necessary.
- All major equipment purchases, building projects, repair projects, and improvement projects being proposed in the grant application should be individually summarized and justified with a brief explanation of why the work is needed, how the project will address the need or problem, and an estimate of how much the work will increase long-term walleye production capacity. For example: *My production capacity is limited by spikes in mortality rates due water chemistry not being regularly monitored; solution - purchase of remote water monitoring equipment to more closely track water chemistry; result - decreased mortality rates and increased overall density-carrying capacity of existing ponds; production impact – estimate a 25%-35% increase in production and in fish condition factors*. The same type of response could be applied to purchasing an aeration system to stabilize dissolved oxygen content; or expanding an existing pond; or digging new ponds; building additions to expand production capacity; pest control measures; etc.

5. Project Plans

- If you have any plans (such as blueprints, engineering schematics, landscaping drawings, or something less formal) that will help reviewers understand and envision your proposed project, please attach them as part of your application and check the YES box.

6. Overall Project Context

- If the grant funding requested in this application will be applied towards a component of a larger project, then please describe how the proposed grant project work fits into the

larger project, and how the completion of the larger project impacts the completion of the proposed grant project work and how it impacts increasing future large walleye fingerling production capacity.

- Information should also be provided describing where the additional funding for the larger project will be secured, if the grant award amount is being used to leverage the additional funding, and the timeline of the larger project.

7. Long Range Project Outlook

- The overall intent of the **Wisconsin Walleye Initiative** is to increase Wisconsin's capacity for raising and stocking walleye into State waters over the long-term. In this section, briefly explain how your proposed grant application project fits into your long-range business plan; describe how it may influence your potential for increased production after the initial grant investment, and what plans you have for maintaining increased production capacity following completion of the initial grant investment. The Department is interested in applications that propose infrastructure improvements that will result in sustainable increases in walleye production from the State's investment.

8. Project Schedule

- List the anticipated start date and completion dates for your infrastructure improvements (Please note that these are the dates that will be used in the Grant Agreement).
- List the first year that you expect to produce at an increased capacity as a result of your infrastructure improvement projects.
- Note that grant funded projects **CANNOT BEGIN BEFORE** a formal Grant Agreement is signed (anticipated to be on or before the end of March of 2014), and all projects should be completed within two years of the Grant Agreement signing date with the possibility of a time extension. The request for a time extension should be made to the Department as far ahead of the Grant Agreement deadline as possible to allow sufficient time for assessment of the request by the Department. Note that only expenses incurred during the timeframe specified in the Grant Agreement will be eligible for reimbursement.

9. Permitting

The Grant Applicant is responsible for determining which permits are required for the proposed work, and for obtaining all required permits **PRIOR** to starting the project under the grant.

- List all permits that are required for your proposed work, as well as the status of each (i.e. "applied for", "obtained", or "needed"). This will help reviewers determine how ready you are to begin work on your project.

- There are numerous State, Federal, and Local permits that may be required for work related to this grant program. Below is a list of some that *may* be applicable, but there may be others that are not listed but still required. The applicant is responsible for checking with State Federal, and Local agencies to determine what permits they will need.

Several examples of environmental permits and approvals that may apply to fish farms that the **Wisconsin Department of Natural Resources** is responsible for implementing as required by Wisconsin State Statutes are listed below. These may include, but are not limited to

- NR 19 Natural Water Body Permits
- Chapter 30 Waterway Permits
- Water Quality Wetland Permits
- WPDES Discharge Permits
- Water Use Registration and Permits
- High Capacity Well Approvals
- More detailed information can be found in *WDNR PUB-FH-059 2013*, "[Environmental Permits for Wisconsin Fish Farms](#)".
- The types of environmental permits required are determined on a case-by-case basis depending on the location, design and operation of the specific fish farm facility. Please check with your [WDNR Regional Fish Farm Environmental Permit Coordinator](#) to verify which permits apply to your facility.
- Fish farms in Wisconsin need to be registered with the [Department of Agriculture, Trade and Consumer Protection](#), and registration must be renewed annually. Since January 2002, a **Fish Health Certificate** has been required for all fish stocked in state water bodies, including private ponds (*Wis. Stat. Chapter 29.736*).
- Additional water use, wastewater disposal and construction (*e.g. building, electrical, plumbing*) permits may be required by individual municipal government entities (*e.g. city, village, town or county*) where the fish farm facility is located. Please contact all local government officials to verify that you are in compliance with all of their regulations. Depending on the specific location of the fish farm facility, there could also possibly be [Army Corps of Engineers \(ACOE\)](#) issues of compliance and restrictions.

10. Contractors/Estimates

- If you have worked with any contractors and received cost estimates from them in preparation of your project plans and development of your project budget estimate, then please list the pertinent contact, description of contracted work and cost information in this section. Attach extra sheets if additional space is necessary.
- If a bid sheet was provided by a contractor, then please attach a copy to this application.

11. Photos / Maps

- Attach at least 3 current, pre-improvement pictures of the proposed grant project work site that include at least one fixed identifying landmark in each frame. These pre-improvement photos will be compared to post-improvement photos (ideally taken from the same perspective as the pre-improvement photos and including the same fixed identifying landmarks in the frames) when a final grant review is done.
- Attach aerial photos, Google maps, or Plat maps of the area around the fish farm/hatchery property where the proposed grant project work will be performed. Please include sufficient information with the materials you submit for the technical review panel to be able to properly identify the geographical locations of the project sites. Here it may be useful to provide different map scales of the same area. Labels indicating the general location of the fish farm/hatchery facility property on larger-scale maps, and on smaller-scale maps the specific sites for new building or pond construction; fish farm/hatchery building or pond sites where repairs, upgrades or additions will be performed; and the location of major equipment installations or landscaping projects. In this regard, more information is better than less.

12. Project Work Timeline

- Briefly describe and outline the proposed grant work project implementation timelines with regards to each element of your project design.
- Identify the timing of significant work events or benchmarks along your project work timeline for reference.
- Particularly, identify at what point along your project timeline when the first cohort of walleye production will begin.
- Attach extra sheets if additional space is necessary.

Project Budget

- Enter the total amount of grant funding being requested on the first line of this section.
- Will you accept partial funding? Check the appropriate YES or NO box.
- In filling out the budget table, be sure to specify each major expense item with its relation to your proposed grant project work in column 1. If you are receiving funding from other sources, then identify the amount of funds originating from this Walleye Production Grant in column 2 and the amount of funds that will be provided by other funding sources in column 3. Identify the other funding source or sources in column 4. If there are no other funding sources, then enter the total amount in column 2, and leave column 3 and column 4 blank.
- Complete the table by calculating the totals for columns 2 and 3, and then add these two column subtotals together to calculate a total project cost. Enter these numbers into the appropriate boxes at the bottom of the table.

- The total for column 2 (DNR FUNDS) should equal the total grant funding requested that was entered on the first line of this section. If they do not, please attach an explanation to the grant application.
- Below are two screen captures of examples of how to complete the budget table for a simple single funding source request and for a multiple funding source request

sample application.pdf (SECURED) - Adobe Reader

Please fill out the following form. You can save data typed into this form.

grant project

Project Budget
An example of a budget is included in the Application Guidance. Total project request may not exceed \$500,000 for any applicant or hatchery.

Total Grant Funding Requested: \$ 6,500

Will you accept partial funding? No Yes

Specify Item with Relation to Work Plan	Project Costs		
	DNR Funds	Other Funds	(specify source)
<input checked="" type="checkbox"/> aeration equipment	\$ 5,850	\$	
<input checked="" type="checkbox"/> shipping costs	\$ 650	\$	
<input checked="" type="checkbox"/>	\$	\$	
<input checked="" type="checkbox"/>	\$	\$	
<input checked="" type="checkbox"/>	\$	\$	
<input checked="" type="checkbox"/>	\$	\$	
Subtotals (sum each column)	\$ 6,500	\$	
Total Project Cost Estimate (sum of subtotals for column 1 and column 2)	\$ 6,500		

Contractors/Estimates: Have you worked with any contractors to develop the project budget estimate? If so, please list (or attach a bid sheet if applicable):
This is a one time winter deal on this equipment that normally sells for \$7,850.00!

Applicant Certification - Attach additional signatures if necessary.
By signing this application, I hereby certify under penalty of law that all information provided in this application and attachments are true, accurate, and complete.

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sample application.pdf (SECURED) - Adobe Reader

Please fill out the following form. You can save data typed into this form.

grant project

Project Budget
An example of a budget is included in the Application Guidance. Total project request may not exceed \$500,000 for any applicant or hatchery.

Total Grant Funding Requested: \$ 500,000

Will you accept partial funding? No Yes

Specify Item with Relation to Work Plan	Project Costs		
	DNR Funds	Other Funds	(specify source)
<input checked="" type="checkbox"/> 5 new ponds at \$25,000 each	\$ 125,000	\$	
<input checked="" type="checkbox"/> 2 new trucks at 90,000 each	\$ 90,000	\$ 90,000	Federal grant
<input checked="" type="checkbox"/> new fencing around complete facility	\$ 250,000	\$ 50,000	Federal grant
<input checked="" type="checkbox"/> aeration system for facility - \$75000	\$ 35,000	\$ 40,000	Federal grant
<input checked="" type="checkbox"/>	\$	\$	
<input checked="" type="checkbox"/>	\$	\$	
Subtotals (sum each column)	\$ 500,000	\$ 180,000	
Total Project Cost Estimate (sum of subtotals for column 1 and column 2)	\$ 680,000		

Contractors/Estimates: Have you worked with any contractors to develop the project budget estimate? If so, please list (or attach a bid sheet if applicable):
see attached sheet

Applicant Certification - Attach additional signatures if necessary.
By signing this application, I hereby certify under penalty of law that all information provided in this application and attachments are true, accurate, and complete. I understand that any information found to be inaccurate, misleading, or falsified may result in disqualification from consideration for this grant funding. I further certify that the hatchery is in compliance with all applicable state and federal environmental laws and all applicable state and federal laws related to fish health. I understand that violation of these state or federal laws may result in the Department invalidating this grant application.

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Applicant Certification

This is the signature section of the grant application. Both the applicant and the project manager, if different, need to sign and date the application. By signing this application, I hereby certify that all information provided in this application and attachments are accurate and complete under penalty of law. I understand that any information found to be inaccurate, misleading, or falsified may result in disqualification of this grant application. I further certify that the hatchery is in good legal standing with the state with regards to all state and federal pertaining to environmental, financial, and facility operation laws. I understand that violation of state or federal laws may result in the Department invalidating this grant application for consideration.

Fish Provision Sheet

The information in this section of the Walleye Production Grant Application is required and must be submitted at the same time as your grant application in order to consider your submission complete. Fill out all information for this section, bearing in mind the specific requirements contained below. This section of the Application should be sealed in an envelope and submitted at the same time as the rest of the Application Packet.

Applicant Contact Information

This should be the same individual listed as the Applicant on the first page of the Grant Application. If you are filling the application out electronically, this section will auto-fill with the same information you provided earlier.

Number of Fish/Year

Fill out the **total** number of fish you will commit to selling to the Department for each of the 3 years after completion of your infrastructure improvements outlined in the grant application. In the following sections, you will be asked to indicate the price you will charge based on genetic stock(s) and delivery area(s).

Genetic Strain and Geographic Delivery Area:

In filling out this section, refer to the map and descriptions on Page 20 of this document.

Delivered Purchase Price

Refer to the **Fish Contract Specifications** listed on Pages 22-25 of this document **PRIOR** to filling out these sections. It describes the minimum size, condition, and other requirements that must be met in order for the Department to accept the purchase of fish. You may decide to provide a larger sized fish for stocking as part of your grant application. Applicant's proposing to provide fish that are larger than the minimum standard will be competitively evaluated on the merits of their entire proposal.

List your delivered purchase price for any combination of genetic stocks and zones that you have specified in the above sections, not to exceed the total number of fish / year that you have committed above.

WDNR Walleye Stocking Zones

Mississippi Headwaters Basin

Uses Mississippi Headwaters or Unspecified stocks

Zone **MH1**-All of these counties in central and southern Wisconsin; Clark, Jackson, Wood, La Crosse, Monroe, Juneau, Vernon, Sauk, Crawford, Richland, Grant, and the portions of Marathon, Portage, Waushara, Adams, Marquette, Columbia, Dane, Iowa, and Lafayette within the Mississippi Headwaters Basin.

Zone **MH2**-All of these counties in western Wisconsin; Polk, Barron, Rusk, St. Croix, Dunn, Chippewa, Pierce, Pepin, Eau Claire, Buffalo, and Trempealeau.

Zone **MH3**-All of these counties in north central Wisconsin; Iron, Price, Taylor, Lincoln, and the portions of Vilas, Oneida, Forest and Langlade Counties within the Mississippi Headwaters Basin.

Zone **MH4**-All of these counties in northwest Wisconsin; Douglas, Bayfield, Ashland, Burnett, Washburn, and Sawyer.

Lake Michigan Basin

Uses Lake Michigan or Unspecified Stock

Zone **LM1**-Milwaukee and Ozaukee County and the portions of Kenosha, Racine, Waukesha and Washington Counties within the Lake Michigan Basin.

Zone **LM2**-Waupaca Outagamie Brown, Kewaunee, Winnebago, Calumet, Manitowoc, Green Lake, Sheboygan Counties and the portions of Portage, Waushara, Columbia, Marquette, and Fond du Lac Counties within the Lake Michigan Basin.

Zone **LM3**-Menominee, Door, Oconto, Marinette, Florence and the portions of Forest, Langlade, Shawano, and Marathon Counties within the Lake Michigan Basin.

Rock-Fox Basin

Uses Rock-Fox or Unspecified Stock

Zone **RF1**-Green, Rock, Walworth, Jefferson and the portions of Lafayette, Racine, Kenosha, Waukesha, Washington, Fond du Lac, Dodge, Columbia, Dane and Iowa Counties within the Rock-Fox Basin.

Fish Contract Specifications

1. Fish Health Requirements

- a. Walleye must have a valid fish health certificate, form AH-AQ-2803, or a Health Certificate that meets ATCP Chapter 10 requirements. This form must be received by David Giehtbrock, Statewide Fish Production Manager, Wisconsin DNR, 101 S. Webster St. Madison, WI.
Email: David.Giehtbrock@Wisconsin.gov, Phone 608-266-8229 or Fax: 608-266-2244 at least 7 business days prior to stocking to verify the health of the fish intended for stocking.
- b. The fish stocked under this contract will be free of active disease and mortality. If the Department representative observes signs of active disease or mortality during delivery, the Department will reject the load. If any fish is found with clinical signs of Viral Hemorrhagic Septicemia (VHS) including (skin and internal hemorrhage, pale or swollen internal organs, swollen eyes, pop-eye, and swimming disorientation) the delivery will be rejected. If clinical signs of VHS are found the Department reserves the right to test a sample of the fish from the delivery truck or rearing location and if one of the samples tests positive for VHS, terminate any contracts that have been issued to the vendor.
- c. The Department reserves the right to collect a small sample of fish to test for Viral Hemorrhagic Septicemia and Infectious Pancreatic Necrosis at the cost of the Department.
- d. Best management practices during harvest, transportation and stocking will be used by the fish farmer as described in "Best Management Practices for Aquaculture in Wisconsin and the Great Lakes Region" August 2005, edited by Jeffrey A. Malison and Christopher F. Hartleb. Sea Grant Institute, Board of Regents, University of Wisconsin System.
- e. Any lot of fish provided will meet the following requirements. WDNR will refuse shipments that do not meet these requirements.
 - i. Less than 10% of the fish will have blackspot (neascus sp.)
 - ii. Less than 1% incidence of eye flukes (Diplostomulum sp)
 - iii. Less than 1% incidence of Ich (ichthyophthirius multifiliis)
 - iv. Less than 1% incidence of caudal peduncle disease
 - v. Less than 10% incidence of yellow grub (Clinostomum sp.)
 - vi. Less than 1% of the fish will have any fungus, (fungal infections)
 - vii. Less than 1% of the fish will have severely eroded fins or skin abrasions.

2. Fish Size Requirements

- a. The minimum acceptable fish will be **at least 6 inches in length.**
- b. The minimum acceptable weight count of a sample of the fish being provided **will not be more than 16.5 fish per pound.**
- c. Verification of the length and weight count made at the stocking location(s).
 - i. A Department representative will meet the delivery truck at the stocking location and randomly select fifty fish from all compartments on the truck. The Department representative will measure and record the lengths of these fish as well as the total weight

of the fish sampled. If a sample of fish has a weight count greater than 16.5 fish per pound the load will be rejected. Lots may have up to twenty percent of the fish at less than six inches; however no lots with fish that are less than five inches will be accepted.

- ii. Proposals to stock fish greater than 6 inches in size will be assessed per the terms of their specific contracts. The department representative will randomly select 50 fish from all compartments on the truck. The Department representative will measure and record the lengths of these fish as well as the total weight of the fish sampled. If a sample of fish has a weight count greater than the fish per pound specified in the contract, the load will be rejected. No more than twenty percent of the fish can be smaller than the minimum size specified in the contract or the load will be rejected. No fish can be one inch smaller than the minimum size specified in the contract or the load will be rejected.
- d. Verification of the length and weight count made at the vendor's fish rearing facility.
 - i. A Department representative can meet a vendor at the vendor's facility to verify the inventory, size and average fish per pound at the time of loading. The department representative will randomly select 50 fish from all rearing units donating fish for delivery prior to loading. The Department representative will measure and record the lengths of these fish as well as the total weight of the fish sampled. If a sample of fish has a weight count greater than 16.5 fish per pound the load will be rejected. Lots may have up to twenty percent of the fish at less than six inches; however no lots with fish that are less than five inches will be accepted.
 - ii. Proposals to stock fish greater than 6 inches in size will be assessed per the terms of their specific contracts. The department representative will randomly select 50 fish from all rearing units donating fish for delivery prior to loading. The Department representative will measure and record the lengths of these fish as well as the total weight of the fish sampled. If a sample of fish has a weight count greater than the fish per pound specified in the contract, the load will be rejected. No more than twenty percent (20%) of the fish can be smaller than the minimum size specified in the contract or the load will be rejected. No fish can be one inch smaller than the minimum size specified in the contract or the load will be rejected.
- e. We may collect a sample of fish for a visual examination of internal organs during the size and weight verification process. This sample will be preserved and processed by WDNR staff. Any fish collected for a visual examination will be paid for as part of the contract.

3. Fish Genetics

- a. Genetic requirements and sampling-If the Department has requested one of the three Wisconsin stocks of fish for stocking then the Department may take fin clips or scales to verify that the fish is the stock of fish requested. These samples can be taken at the stocking location, at the vendor's facility during verification of size and average fish per pound measurements and/or at the rearing location prior to the stocking delivery date to confirm that the fish are of the correct genetic stock. Collection at the rearing location will be done at a time mutually agreeable to the Department and the vendor. If it is determined that the fish tested are not the stock they are reported to be, the contract will be canceled.
- b. Stocks (strains) used for stocking- the Department uses three genetic stocks for stocking throughout

Wisconsin - Mississippi Headwaters, Lake Michigan, and Rock-Fox.

- i. The Department will make green eggs available at no cost from these stocks to growers that are under contract to sell fish to the Department. When a contractor requests green eggs for rearing, the Department will notify the receiving fish farms that the walleye stock has begun to spawn and set a tentative date and time for spawning and transfer to occur. When it becomes clear that the Department will meet its egg needs the farm will be notified and a time will be arranged to transfer green eggs to the fish farmer. Eggs will be provided to the fish farmer at a pre-arranged location, usually the launch sites on the water bodies where gametes are collected. The Department, in discussions with a contractor, will modify the number of green eggs provided to a contractor based on the quality and quantity of green eggs collected by the Department from the wild broodstock. The Department will transfer green eggs that have been disinfected with iodine and rinsed with well water per WDNR established protocols to the fish farmer for further rearing. The eggs provided are from wild stocks and do not come with a Fish Health Certificate, form AH-AQ-2803. The transportation of these fish eggs is only permitted to a Wisconsin Type 3 Fish Farm (ATCP CH 10.611(3) c) and will invalidate any current Fish Health Certificates on fish already at the contractor's facility. It will be the responsibility of the vendor to obtain a valid Fish Health Certificate, form AH-AQ-2803, and prior to stocking any fish under contract with the department.
- ii. The Department will also make a limited number of small fingerling walleye available for further rearing by contractors. **These fish will be provided at a cost of \$0.157/fish** and must be picked up by the contractor at a facility designated by the Department. The Department reserves the right to cancel the contract because of fish rearing failures at Department facilities. In cases where the Department is unable to provide small fingerlings due to rearing failures, the contractor is not responsible for fulfilling the contract. Small fingerling walleye are defined as fish that are between 1.5 and 2.5 inches long. All fish provided will have a valid Fish Health Certificate, form AH-AQ-2803, at the time of transfer to the contractor. Contractors that wish to purchase small fingerling walleyes for further rearing will be required to pick fish up at designated locations. Contractor vehicles that transport fish must be disinfected by WDNR staff using WDNR protocols prior to fish loading. Water for fish transport will be provided by the Department.
- iii. Unspecified stock- Some requests for stocking can be stocked with any stock of walleye available. These types of quotas can be filled with any of the stocks provided by the department or from any other stock the contractor can produce.

4. Stocking

- a. Stocking may occur anywhere in the State of Wisconsin.
- b. No attempt to stock fish should occur until the target size of six inches and a weight count of 16.5 fish per pound is reached.
- c. The rearing unit and water body being stocked will be **65 degrees or less** at the time of stocking. The rearing unit and receiving waters will be within five degrees of each other at the time of stocking.
- d. Every effort should be made to stock out fish by the end of October of each year.
- e. Allowances for extreme weather conditions will be made during the stocking seasons that do not allow stocking to be completed by October 31st.

- f. Hauling waters must be well water or surface water that has been treated for aquatic invasive species prior to being used. The presence of species listed as restricted or prohibited under NR 40 if the Fish Farmer cannot show that he has used reasonable precautions (NR 40.02 (44)) to keep restricted or prohibited species out of load of fish being purchased is a reason to reject the delivery.
- g. Loading rates should not exceed 1lb of fish per gallon of water.
- h. Salt will be added to the water in tanks at the rate of 0.5% by weight of the water for all transportation of fish.
- i. Due to differences in water temperature and/or water chemistry between the receiving waters and delivery truck, tempering the water maybe required at each delivery location. The vendor must provide equipment to temper the water.
- j. The contractor will provide the manpower and equipment to stock all fish.
- k. The contractor and Department will observe fish remaining in the stocking area for up to ½ hour after release if the fish have not dispersed from the stocking site. Mortalities that occur at the time of stocking shall be removed and properly disposed of. Fish that remain at the stocking site for ½ hour, appear lethargic or moribund shall be removed from the stocking site and be properly disposed of. Fish removed shall be subtracted from the number reported as stocked.
- l. The department reserves the right to weigh or count all fish coming of the delivery truck to verify the number of fish being delivered.

5. Default

If the state signs a contract for purchase of walleyes it is considered a binding contract and no substitutions or cancelations are permitted without written approval of the State. Failure to meet delivery requirements or specifications in the contract authorizes the Department to cancel the contract and purchase the product from other vendors if possible and charge the contractor the full increase in cost to the Department including administrative fees. A contractor may be removed from the approved vendors list and not allowed to compete for similar contracts in the future for failing to pay the State for the cost incurred on a defaulted Contract.

The contractor shall not be responsible if its performance of this Agreement is interrupted or delayed by contingencies beyond its control, including, without limitation, acts of God, war, blockades, riots, explosion, strikes, lockouts or other labor or industrial disturbances, fires, accidents to equipment, injunctions or compliance with laws, regulations, guidelines or orders of any governmental body or instrumentality thereof (whether now existing or hereafter created).