

Frequently Asked Questions -- Surface Water Grants

(NOTE: These were compiled from applicant inquiries received thus far.)

Where do I find the surface water grant application form?

I'm having trouble opening the new Surface Water Grant application

What is deadline for completed grant applications?

How do I submit my grant application?

How will grants be scored and ranked?

When will I learn if I will receive a grant?

What happens if I don't have enough space to answer the question?

Budget Tips:

Authorizing Resolution Tips:

The application asks me to provide a map of public access to my project waterway. What kind of map is required? And what must it show?

Where do I find the surface water grant application form?

Go to the Surface Water Grants web page: <http://dnr.wi.gov/aid/surfacewater.html>

Click on the "How to Apply" tab.

I'm having trouble opening the new Surface Water Grant application

See if one of these suggestions works for you:

1. Download Adobe for free: <http://www.adobe.com/> (You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.)
2. Try opening the application in a different web browser. Some applicants have reported that Internet Explorer works best. If using Google Chrome, below is one way to trouble shoot.
 - a. Google Chrome has a built in "lite" pdf reader. You can disable this and use Adobe Reader instead by doing the following:
 - b. Go into: `chrome://plugins/`. Uncheck "chrome pdf viewer" to disable it. This will enable "Adobe PDF viewer".

What is the deadline for completed grants applications?

December 10th- Planning Grants:

- Lake Management Planning Grants- Small and Large Scale
- Lake Classification and Ordinance Development
- Aquatic Invasive Species
 - Education, Prevention and Planning
 - Clean Boats, Clean Water

- River Planning

February 1st- Management Grants

- Lake Protection
 - Land/Easement Acquisition
 - Wetland & Shoreline Habitat Restoration
 - Lake Management Plan Implementation
 - Healthy Lakes Project
- Aquatic Invasive Species Established Population Control
- River Protection
 - River Management
 - Land/Easement Acquisition

Year-Round

- Aquatic Invasive Species Early Detection and Response Grants
- Aquatic Invasive Species Maintenance and Containment Grants
- Research and Demonstration Grants

How do I submit my grant application?

- Email completed grant application to dnrsurfacewatergrants@wi.gov
- In the subject line of the e-mail, enter the type of grant you are applying for, the county where the project is located and the applicant's name (reference Section 1 of the application for grant name types).
Example: Large Scale Planning, Oneida Co., Eagle River Lake Association
- All application materials should be saved in PDF format and should not exceed 15 MB in size. If e-mail size (including attachments) exceeds 15 MB, send documents in multiple e-mails.
- All applications must be received on or before the application due date.

How will grants be scored and ranked?

- Ranking criteria for grants can be found in the Surface Water Grant Guidance Appendix.
- Go to the Surface Water Grants web page: <http://dnr.wi.gov/aid/surfacewater.html>
- Click on the "How to Apply" tab.
- Download the "Surface Water Grant Guidance" document.

When will I learn if I will receive a grant?

- Successful grant applications submitted by December 10th will be announced early February.
- Successful grant applications submitted by February 1st will be announced early April.

What happens if I don't have enough space to answer the question?

1. Consider using bullets instead of a full narrative.
2. If necessary, attach a separate page with the additional narrative. Keep the additional narrative brief. Remember to label the narrative with the appropriate question number so DNR staff correctly connects the narrative to the question.

Budget Tips:

The Surface Water grant application is designed so that applicants are efficient with their explanations. One exception is for the budget.

The budget has been designed so that the applicant can provide a greater level of detail. When creating your project budget, you have the option of choosing categories from the drop down list or typing a unique budget category into the application form. Next to the budget category, under activities, list all activities that are aligned with the category and estimated costs. There is no limit on the number of activities within a budget category. You can add as many lines as you need. The more detail, the easier it will be for the DNR staff to review and understand your application!

Time (hr.) – Not all activities will have time or hours associated with them. This field is intended to capture the estimated number of hours needed to complete an activity. This will help you provide as accurate an estimate as possible.

Below is a sample budget that provides an example of a category with multiply activities and costs:

| Project Budget | | | | | | |
|---|--------------------------------------|------------|-----------|------------|---------------|-------------|
| Costs for Each Category | Project Costs | | | | | Subtotal |
| | Activity | Time (hr.) | Cash Cost | Time (hr.) | Donated Value | |
| - Consulting Services | Project setup & administration | | 1,265.00 | | | \$1,265.00 |
| - | stakeholder participation | | 3,260.00 | | | \$3,260.00 |
| - | watershed assessment | | 1,690.00 | | | \$1,690.00 |
| - | water quality assessment | | 1,955.00 | | | \$1,955.00 |
| - | fishery data compilation/integration | | 570.00 | | | \$570.00 |
| - | shoreline assessment | | 1,180.00 | | | \$1,180.00 |
| - | aquatic plant survey | | 4,745.00 | | | \$4,745.00 |
| - | data analysis/final report prep | | 4,335.00 | | | \$4,335.00 |
| - | printing/shipping | | 500.00 | | | \$500.00 |
| - State Lab | water quality sample analysis | | 1,116.89 | | | \$1,116.89 |
| - Purchased Services | stakeholder survey printing/ mailing | | 500.00 | | | \$500.00 |
| - volunteer contribution | stakeholder survey | | | 24 | 288.00 | \$288.00 |
| - | planning commission plan development | | | 56 | 672.00 | \$672.00 |
| - | | | | | | |
| Subtotals | | | 21,116.89 | | 960.00 | \$22,076.89 |
| Total Project Cost Estimate (Cash + Donated Value) | | | | | | \$22,076.89 |
| State Share Requested | | | | | | \$14,791.52 |

Large Scale Lake Planning Project - maximum grant up to \$25,000 - up to 67% state share, cannot exceed cash cost.

Authorizing Resolution Tips:

The authorizing resolution has been expanded to cover a broader range of tasks. These tasks include who is authorized in your organization to do the following:

1. Sign and submit the grant application

2. Sign a grant agreement with the DNR
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request(s) to the DNR
5. Sign and submit other required documentation

The new authorizing resolution makes it possible for the DNR to accept your application via electronic submission. Once the Authorizing Resolution has been adopted by your governing body, you can scan and send to DNR via e-mail or mail a hard copy to the Department of Natural Resources, PO Box 7921, Madison, WI 53707-7921.

When developing your authorizing resolution, we strongly recommend that you list a responsible position rather than a responsible person for the various activities. Doing so increases the likelihood that you'll be able to use the same authorizing resolution in a future year. .

If you choose to identify a person in your authorizing resolution, also provide email address and phone number.

Public Access Tips:

The application asks me to provide a map of public access to my project waterway. What kind of map is required? And what must it show?

You can view and print a map showing current access sites on your project waterway by going to the *Wisconsin DNR Boat and Shorefishing Access* web page <http://dnr.wi.gov/topic/lands/boataccess/> and clicking on *Launch*. Print out a copy or copies of the map showing the full project waterway. Use the *Zoom In* tool to get a close enough view of your project waters to call up information on known sites using the *Point Identify* function.

Please verify existing information and make notes on the map correcting any errors and adding information such as road location, availability of restrooms, etc., so that this information may be incorporated into the web page. If you are aware of other public landings, carry-in sites, parks, road-ends on water, or platted access sites, please add these to the map as new dots with the best information you can provide. Scan and add pdf. files of your map(s) to your completed application.

Show the number of public access sites in the appropriate field of your grant application form, as well as the number of boat landings and your best approximation of the total number of vehicle-trailer parking spaces available at these landings. By documenting additional access sites on your waterway, you may improve the score of your application. The DNR fisheries manager serving your lake (river segment) may be familiar with these sites and can help you identify some of these non-DNR public access sites. He or she may also be willing to discuss your grant project proposal and provide a letter of support.

Parks, roads ending on water, and platted access parcels are identified on the original plat maps kept at your town hall and on tax parcel maps available at your county Land Records Office or on the county's web site. By law (Ch. 236, Wis. Stats.) subdivisions on water (those with more than five lots of 1.5 acres or less in size) are platted to include a 60 ft. public access corridor approximately every half mile. Your DNR fisheries manager may also be aware of these sites and may know if they are currently used by the public.

If you are unable to obtain and provide a map identifying the public access sites on your lake (river segment), please include an explanation of your efforts and the problems you encountered in completing this part of your application.