

# Targeted Runoff Management Grant Application Instructions for Small-Scale Urban Total Maximum Daily Load Project



DNR Photo

Applications **MUST** be postmarked by

**April 15**

(April 16, if April 15 falls on a Sunday)

For consideration for award in the following calendar year!



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# Targeted Runoff Management

## Small-Scale Urban TMDL Grant Application Instructions

### General Information

Use the most current version of Form 8700-332, available in January of each calendar year, to apply for a Targeted Runoff Management **Small-Scale Urban Total Maximum Daily Load** Project. The application form and instructions are posted on the DNR web site in January of each calendar year. Completed applications are due to DNR postmarked no later than April 15 of the same calendar year, unless April 15 falls on a Sunday, in which case the postmark deadline is April 16. If a consultant prepares your application, be sure to check the completeness and accuracy of the information. Remember, the grant applicant is responsible for the accuracy of information provided on the application and fulfilling necessary requirements.

Project applications will be reviewed and grants awarded through a competitive process. Small-Scale Urban TMDL projects will compete directly with Small-Scale Agricultural TMDL projects, which use DNR Form 8700-300. The *Targeted Runoff Management Scoring System Flow Chart* (Figure 1) is included to help orient applicants to the evaluation process that will be used in scoring applications. Applicants will be notified of their project application status in the fall of the calendar year of application. The two-year grant period will typically start the following January. Delayed budget decisions may delay grant awards.

Small-scale project funding has certain limitations and opportunities that you should consider. These include:

- ✓ Small-Scale TMDL projects contribute to the removal of surface waters from the state's impaired waters list in a way that is consistent with TMDL reports and TMDL implementation plans. A list of Wisconsin's EPA-approved TMDLs is available at: [http://dnr.wi.gov/topic/impairedwaters/approved\\_tmdls.html](http://dnr.wi.gov/topic/impairedwaters/approved_tmdls.html). More details about TMDLs are provided in the "Project Information" section of the instructions.
- ✓ Projects should be completed in 2 years with a possible extension to a third year if warranted.
- ✓ Federal and state funding sources may be used for these projects. Projects funded with federal monies must request final reimbursement no later than September 20, in the second year of the grant period.
- ✓ The maximum amount of funding that a grantee may receive in multiple grant awards in any one year may not exceed 20% of the available grant funds for a particular project category.
- ✓ Funds from the Department of Agriculture, Trade and Consumer Protection (DATCP) may not be used to fulfill the local-share requirement.
- ✓ Small-scale projects must involve construction or implementation of best management practices (BMPs) to control nonpoint source pollution. This funding can also be used for engineering services such as design and construction inspection.
- ✓ BMPs eligible for cost sharing under the TRM Grant Program are identified in Part I. H. Best Management Practices (BMPs) for which DNR Funding is Requested. The state cost-share rate covers up to 70% (90% for economic hardship) of total eligible project costs. The total state share of the project costs cannot exceed \$150,000.
- ✓ DNR will not fund in-line storm water treatment practices located in a navigable water or wetland.
- ✓ Activities covered under a WPDES permit are not eligible for funding under TRM.
- ✓ The state provides cost sharing for the **water quality portion** of a BMP designed to control runoff from **existing urban development** (existing is defined as in existence on or prior to October 1, 2004). Cost-share allocations will be prorated for projects that combine eligible and ineligible components.
- ✓ An applicant may submit more than one small-scale project application. However, if more than one project is proposed on lands which are contiguous **and** under common ownership, the projects will be considered as a project group (as an application for multiple BMPs on a property) when evaluating the funding cap. Features

such as water bodies or roads which separate any part of a parcel from any other part do not render the parcel of land non-contiguous. Only ranked projects with a collective requested amount that is within the allowable funding limit will be considered for selection.

- ✓ Applicants are required to submit completed Governmental Responsibility Resolutions, citing which Responsible Government Official is responsible for submitting the application and subsequent required forms (See **Attachment I** ), as well as assuring that the local unit of government has budgeted (or will) a sum to complete the project. The signature on the application must be consistent with the Governmental Responsibility Resolution.
- ✓ The applicant must apply separately for any DNR permits (e. g., Chapter 30 or 31). DNR approvals issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as permits under chs. 30 or 31, Wis. Stats.
- ✓ Grantees are required to submit a Final Report with the final reimbursement request summarizing the results of the project (find DNR Final Report Form 3400-189 under resources at: <http://dnr.wi.gov/Aid/TargetedRunoff.html>). Further details will be provided in the grant agreement. Before and after pictures are required.
- ✓ Consult the local DNR Nonpoint Source Coordinator (NPSC) about the proposed project early. The Coordinators may be able to provide assistance in planning the project. Contact information is available at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.
- ✓ The application may also be used by the City of Racine to apply for urban BMPs in order to meet requirements of a Total Maximum Daily Load (TMDL) or storm water permit. The City of Racine must also complete the supplemental application (DNR Form 8700-332R) for non-TMDL projects.

**General Instructions:** Provide all applicable information required by this application. Under the authority granted by Wisconsin Administrative Code, DNR may deny consideration of submittals that are incomplete. This includes applications missing required information and projects that may be significantly delayed by DNR review to determine compliance of the project with other state laws, such as Chapter 30, Wis. Stats. *Unless otherwise noted, all citations refer to Wisconsin Administrative Code.*

**Completing the Form:** Save the form onto your hard drive. ("Save as" your chosen file name.) Fill the form in electronically. Use the TAB key to exit a field so that it will automatically update. Otherwise, "Enter" to update a field and click in the next fillable field.

### **Contents of the Application**

**Part I. Project Information:** The information you provide in this part of the application is used by DNR to determine if the project meets basic eligibility criteria for funding under ch. NR 153. Consult the Regional Nonpoint Source Coordinator (NPSC) for assistance in completing information for this step, if needed. Note that the NPSC must be contacted to discuss the project being proposed. If the project passes Part I, it will be reviewed and scored as outlined in the following sections.

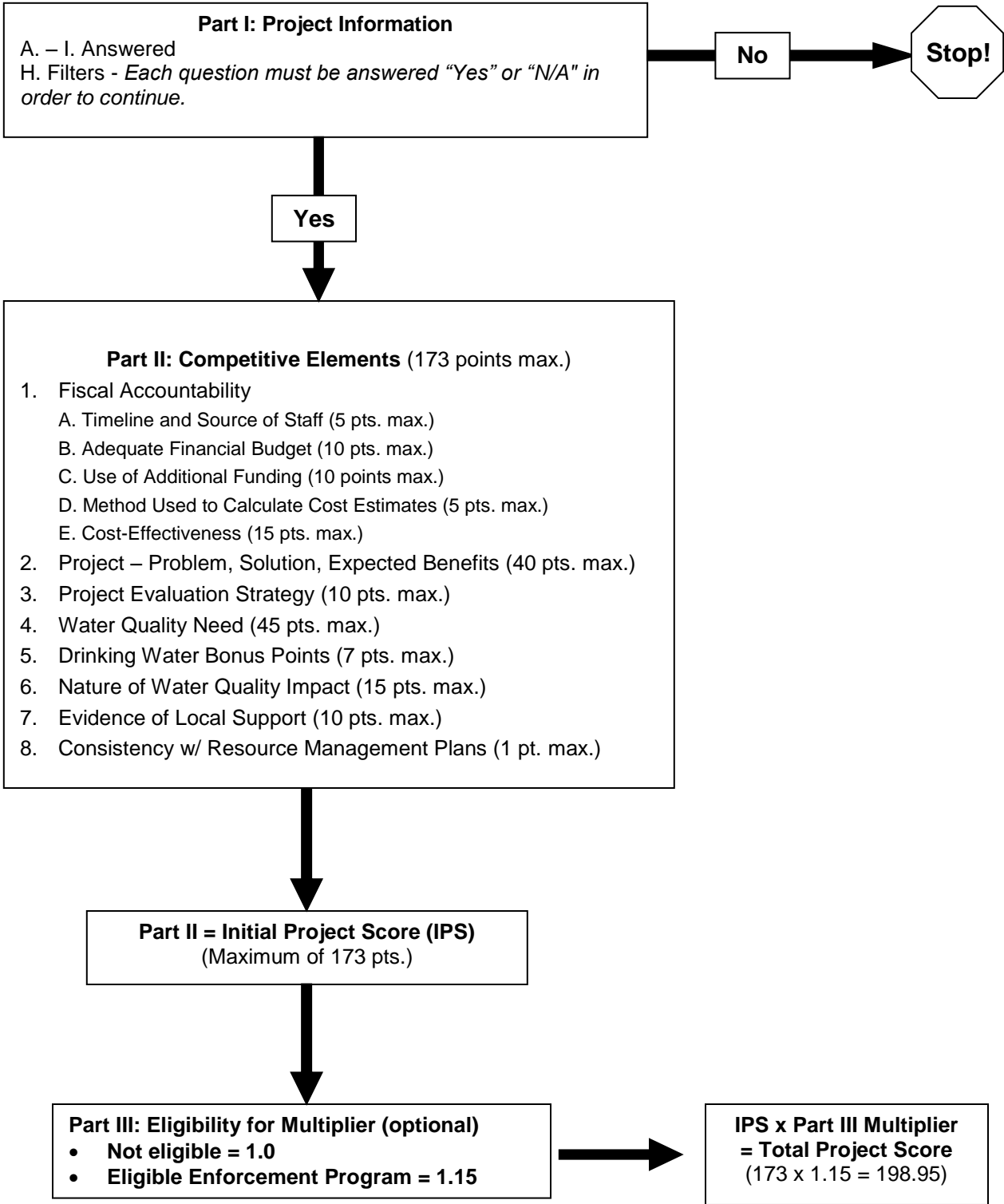
**Part II. Competitive Elements:** The answers in this section of the application are used to develop the initial project score. Scoring is summarized in Figure 1.

**Part III. Eligibility for Multipliers:** Providing answers to this question is optional. An applicant can increase the final score of the project if there is a local enforcement program within the designated project area. Claiming the multiplier establishes that existing local ordinances will be enforced as needed to assure that compliance with standards and prohibitions is achieved.

**Applicant Certification:** The grant application form must include the signature of the Responsible Government Official identified on the resolution accompanying the application as authorized to sign contracts on behalf of the governmental unit which is sponsoring the project.



**Figure 1: Targeted Runoff Management Scoring System Flow Chart for Form 8700-332**



## Instructions for Completing Form 8700-332 for TRM Urban TMDL

Contact the local DNR Nonpoint Source Coordinator (find at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>) to discuss the proposed project.

Save the form onto your hard drive. ("Save as" your chosen file name.) Fill the form in electronically. Use the TAB key to exit a field so that it will automatically update. Otherwise, "Enter" to update a field and click in the next fillable field.

### Applicant Information and Project Name

The grant start year is the calendar year following this application year.

The project name should be a unique identifier of this particular project.

The applicant must be a governmental unit. "Governmental unit" means any unit of government including, but not limited to, a county, city, village, town, tribe, metropolitan sewerage district created under ss. 200.01 to 200.15 or 200.21 to 200.65, Wis. Stats., town sanitary district, public inland lake protection and rehabilitation district, regional planning commission or drainage district operating under ch. 89, Wis. Stats., or ch. 88, Wis. Stats. Governmental units also include school districts.

The Governmental Unit's Official - Authorized Signatory is the Government Official that is authorized to sign the grant application on behalf of the governmental unit. It must be consistent with the Governmental Responsibility Resolution form submitted to the DNR (See **Attachment G**). The Grant Contact Person is the Government Official most directly involved in the implementation of this project. A consultant cannot be the Authorized Signatory or the Grant Contact Person. If the Grant Contact Person is the same as the applying Governmental Unit's Authorized Signatory, write in "same."

If this is a joint application with another governmental unit, a DRAFT Intergovernmental Agreement (IGA) that meets the requirements of **Attachment G** must be submitted with this application.

### Part I. Project Information

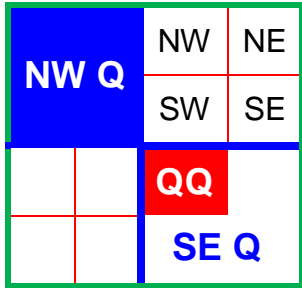
#### A. Location of Project Area

- Provide the county and minor civil division name(s) (example: Holland, Town of) where the project area is located.
- List the State Assembly and Senate district numbers.
- List the town(s), range(s) (including whether it is east or west), section(s), quarter(s), quarter/quarter(s), If all quarters or quarter/quarters are included in the project area, leave the Q or Q/Q answer cell blank.
- Provide the latitude (**North, 4 – 7 decimal places**) and longitude (**West, 4 – 7 decimal places**) for a single point located approximately in the center of the project area. Indicate the method used for determining this data point.

See **Attachment A** and Surface Water Data Viewer at <http://dnrmaps.wi.gov/SL/?Viewer=SWDV> for assistance in answering this question.

Double check: QQ, Q, Section, R (E or W), and Township all correct? Are the Lat and Long correct? Often, the QQ and Q are reversed on applications; it helps to read the entries backwards. For example, the red box below - [NW quarter of SE quarter] is the **NW QQ and SE Q**. The order of entries on the application is focusing from large to smaller size project area. A project may cover more area, such as a full quarter, full section or Township, so data entry is set up from large to small. Data entry sequence is Township **##** N, Range **##** E or W, **Section ##**, **Quarter followed by the Quarter-Quarter**.

**Section**



If all quarter-quarters for a quarter or all quarters of a section are included in the project area, leave the smaller units blank.

## B. Watershed, Waterbody, and Pollutants

A watershed is the geographic area draining to a specific portion of a surface or groundwater resource. It is the area of land where all of the water that is under it or drains off of it goes into the same place. The watershed for a “major river” may encompass a number of smaller watersheds that ultimately combine at a common point. The state has been divided into 334 watersheds.

If the project is in more than one watershed, submit a separate application for each watershed, unless this application is for a street sweeper. DNR understands that street sweepers may at times operate across watershed boundaries and a separate application is not necessary.

The nearest waterbody is the stream, river, or lake in closest proximity to the proposed project. The primary waterbody is the one for which credit is taken in Filter questions 2 and 3 and Competitive question 4 of this application. In some cases, the primary water body is also the nearest water body. In others, the primary water body is another downstream water body, such as a river on the section 303(d) List of Impaired Waters, which will benefit from the proposed project.

Watersheds in the United States were delineated by the U.S. Geological Survey using a national standard hierarchical system known as “hydrologic units.” A hydrologic unit pertains to a surface water drainage area of a particular scale. Each hydrologic unit is identified by a unique hydrologic unit code (HUC). Provide the 12-digit HUC, which represents subwatersheds.

If the watershed, watershed code, water body, and 12-digit HUC are unknown, see **Attachment A** and Surface Water Data Viewer at <http://dnrmapping.wi.gov/SL/?Viewer=SWDV> for assistance in retrieving this information.

Nonpoint source pollution or polluted runoff may consist of any number of natural or human-made pollutants, such as fertilizer, pesticides, oil, grease, salt, and bacteria. Nutrients and sediment are two nonpoint source pollutants commonly addressed in TRM grant projects.

## C. Environmental Hazards Assessment

If this project involves excavation for an urban BMP or purchase of land or an easement, DNR requires that the Environmental Hazards Assessment (EHA) Form be submitted with the application. The EHA Form, 1800-001, is available at: <http://dnr.wi.gov/files/pdf/forms/1800/1800-001.pdf>. You must also consult the Remediation & Redevelopment (R&R) sites map found at: <http://dnr.wi.gov/topic/Brownfields/rism.html> and answer whether or not there are open or closed R&R sites anywhere on the property where the excavation will occur or on an adjacent property. View the map at a scale of 1:8529 or larger so you can see adequate detail. This scale will show up below the map as you zoom in on the site map.

When filling out the EHA Form, use the information from the Bureau of Remediation and Redevelopment [RR Sites Map](#) review and answers to the application Project Information Environmental Hazards Assessment question on the grant application to answer the history of contamination on or adjacent to the project property questions on the EHA Form. Also see **Attachment F** for further information.



## D. Endangered and Threatened Resources, Historic Properties and Wetlands

Check the boxes if you already know that these conditions are present. DNR will evaluate applications selected for funding to determine compliance with the related state laws.

See **Attachment A** and <http://dnrm.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland> for assistance in determining if wetlands may be present in the project area. Use both the Wisconsin Wetland Inventory and Wetland Indicators layers. If wetlands are potentially present in the project area, the project must be reviewed by a DNR Water Management Specialist, as a wetland permit may be needed.

## E. Pro-Rating for Existing Versus New Development

A project must be in an area that is urban and in existence on October 1, 2004 to be funded. If the project will serve only **existing** development, check the box and the default percentage will be 100% since the entire project serves existing development. If the project includes “new development”, do not check the box. Enter the percent of the area served by the BMP project that does meet the definition of existing, and attach the land use information and flow data for the present and future conditions of the project area. See **Attachment B** for definitions.

To determine the percentage of the project that serves existing development:

1. Identify the number of acres in the drainage area, categorized by land use, and identify which acres are existing urban areas and which are not. Existing urban area is defined as development at the time of the grant application where the buildings are already constructed and the site stabilized. It does not refer to areas only zoned urban.
2. Urban land use should be further categorized by commercial, industrial, institutional and/or residential (high, medium or low density) usage. Calculate the runoff volume using one of the following methods:
  - If using a model like SLAMM (Source Loading and Management Model for Storm Water Management) or the urban catchment model, P8 (Predicting Polluting Particle Passage (through) Pits, Puddles & Ponds), calculate the volume on an average annual basis. or
  - If using the U.S. Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) model TR-55 (Urban Hydrology for Small Watersheds, 2nd Edition, release 55), calculate the volume for the 2-year, 24-hour design storm.
3. Compare the volume from the existing urban land uses to the volume in the design condition. The design volume is based on the total runoff coming to the practice in the full build-out condition, using the average annual or the 2-year, 24-hour event (depending on what method was used to estimate existing urban flows). Calculate a percentage and enter it into the application box.

*Note: The water quantity or flood control features of a BMP are not eligible for Cost Sharing. To the extent known at the time of the application, such features should be taken into account in the financial budget table of the application, by entering the project costs eligible for DNR Cost Sharing in Column C.*

## F. Alternative Funding Possibility

The project may be eligible for a subsidized rate loan from the Clean Water Fund Program (CWFP) or Small Loan Program (SLP), whether or not you apply for a TRM grant. If applying for the grant, the portion of the project not funded by the TRM grant (including the Local Share) may be eligible. This application can serve as a Notice of Intent (NOI) to apply for CWFP or SLP loans. Check the box if you are interested in pursuing this financing option (whether you receive a TRM grant or not). The DNR grant staff will submit a copy of this application to the Clean Water Fund Program (CWFP). This submittal serves to waive the deadline for submitting an “Intent to Apply” form for CWFP funding; it is not a substitute for a CWFP loan application or interest rate subsidy application. For more information, visit the website at: <http://dnr.wi.gov/aid/eif.html>.

## G. Maps and Photographs

Using a topographic map and aerial photograph obtained from DNR's WebView or Surface Water Data Viewer (<http://dnrmapping.wi.gov/SL/?Viewer=SWDV>), on 8.5" X 11" copies, show the project boundaries and the perimeter of the project drainage area and the hydrologic unit. Include a North arrow on the map. Also, show major roads, including road names, in the project area. Be sure to label the map with the project name. Failure to submit a map may result in removal of the application from further consideration. See **Attachment A** for more information about DNR's map viewers.

Submittal of an aerial photo and project area photos may enhance the reviewer's understanding of the project and its location.

## H. Filters

The filters help determine eligibility of the applicant and project for a Small-Scale Urban TMDL TRM grant. They are a means to measure whether an appropriate level of effort has been directed toward the success of the project. The applicant must be able to answer "Yes" to questions 1 through 8 and "Yes" or "N/A" (Not Applicable) to questions 9 through 12 to be eligible for a grant.

**Filter 1** requires that the proposed project will control urban runoff in an urban area, which is defined by 281.66, Wis. Stat., as: 1) an area with a population of 1000 or more per square mile (population is 1000 or more and density per square mile of urban area is not less than 1000/sq. mi.); 2) an area in which the land is used for industrial or commercial land uses; or 3) an area that is surrounded by an area described in 1 or 2.

**Filter 2:** The proposed project must be in a U.S. Environmental Protection Agency (EPA)-approved TMDL area. Section 303(d) of the federal Clean Water Act requires states to conduct water quality improvement analyses, called "Total Maximum Daily Loads" or TMDLs, for impaired waterbodies that are not meeting water quality standards. The goal of a TMDL is to set limits on pollutant levels to correct water quality impairments and achieve designated uses of waterbodies through attainment of water quality standards.

**Filter 3:** If the applicant is requesting funding for BMPs which will directly implement the goals (pollutant-specific) of an EPA-approved TMDL, a DNR approved TMDL implementation plan, or an equivalent, check the "Yes" box. A list of Wisconsin's approved TMDLs is available at: [http://dnr.wi.gov/topic/impairedwaters/approved\\_tmdls.html](http://dnr.wi.gov/topic/impairedwaters/approved_tmdls.html). If "Yes," provide the name of the applicable impaired water; the pollutant(s) that is causing the impairment and will be addressed by the project; and the title of the TMDL report and the page numbers of supporting information for this project.

**Filter 4:** The proposed project must be consistent with the LWRMP. Use the Project Description area of the application to identify the goals, objectives or activities from the LWRMP, plan amendment or work plan related to the resource(s) of concern being addressed by the project.

**Filters 5, 6 and 7** are self-explanatory

**Filter 8** requires the applicant to contact the local DNR NPS Coordinator prior to submitting the application. See: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html> for NPS Coordinators by DNR Region. Please include information about what was discussed along with identifying the means of contact (i.e., e-mail, telephone call, etc). Permit issues and other potential obstacles to approval or eligibility of the proposed project should be discussed at this time. The NPS Coordinator will help you determine if the proposed project is viable and eligible.

**Filter 9:** If this is an urban project which requires the applicant to control the project site, the governmental unit must indicate if it already owns or has control of the property through an easement or construction/maintenance agreement. Otherwise, the applicant must include documentation demonstrating a positive commitment from both buyer and seller to pass control of the property to the applicant prior to the award of the grant. If the evidence presented does not satisfactorily confirm successful property acquisition or control, the project is not eligible for grant funding. Cost sharing for property acquisition for a BMP installation may be reimbursed retroactively (see **Attachment B**).

**Filters 11, 12 and 13** are specifically for projects involving installation of an urban storm water treatment practice, ponds or other structural practices and confirm that the proposed project is not located in any intermittent or perennial navigable water or wetlands. The DNR will **not** fund any urban storm water practice located in a navigable water or wetland, regardless of whether the practice is being installed to meet a WPDES storm water permitting requirement. If you know that either of these situations exists, your application is ineligible for funding and you should not submit it. If the application is not for an urban storm water treatment practice, leave the box blank.

**Filter 11:** For intermittent or perennial waterways, please visit DNR's Surface Water Data Viewer Map, 24K Hydro Layer at: <http://dnrmaps.wi.gov/SL/?Viewer=SWDV>. If the information shows your urban storm water treatment practice will be located in a perennial stream, intermittent stream, or a wetland, your project is ineligible for funding and you should not submit this application.

**Filters 12 and 13:** For wetlands, visit the following to confirm that your storm water treatment practice will not be located in any wetlands: Wisconsin Wetland Inventory **and** Wetland Indicators at: <http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland>.

If the information shows your urban storm water treatment practice is **not** going to be located in a perennial stream, intermittent stream or a wetland, then you may proceed with the application unless you know that recently either:

- a wetland determination has been made for the site by DNR or the Army Corps of Engineers, or
- DNR has made a navigability determination that the waterway is navigable or issued a waterway permit for the site.

If either of these determinations has been made, please do not submit your application as your project is ineligible. DNR staff will be reviewing all grant applications to verify that wetlands and navigability criteria are met.

If there is a potential for wetland presence, and the applicant chooses to continue the application process, a wetland determination and/or delineation must be, or must have been, completed by a qualified person in accordance with the DNR "[Wetland Screening and Delineation Procedures Guidance](#)" **and** show that the BMP will not encroach upon a wetland. A copy of the wetland determination/delineation must be provided to DNR.

## I. Best Management Practices (BMPs) for Which DNR Funding is Requested

Check all of the BMPs for which DNR funding is requested. Determine that the specific project components are consistent with the cost-share eligibility provisions in **Attachment C**.

## Part II. Competitive Elements

The questions in this section will be scored to help determine the quality of the project compared to other projects.

### Question 1. Fiscal Accountability

35 Pts. Max.

#### A. Timeline and Source of Staff (Data for example only)

5 pts. max.

Applications which provide a well-defined project timeline demonstrate that the governmental unit has already planned the project extensively. This indicates that the project is ready to proceed and that it will be successfully completed within the grant period. See Example 1 for sample data to include. It is also preferred, although not required, for the application to identify additional milestones that reflect additional detail. **Attachment C** contains policies for eligible engineering services funding.

<b>Example 1.</b>		
For each applicable milestone listed below, fill in the appropriate data:		
Milestone	Target Completion Date (month/year)	Source of Staff
Completion of design	4/11	Municipal staff
Obtaining required permits	6/11	Municipal staff
Landowner contacts	2/11	Municipal staff
CSA signing	N/A	Not applicable
Bidding	3/11	Municipal staff
DNR approvals	5/11	Municipal staff
Contract signing	5/11	Municipal staff & Contractor
BMP construction	6-7/11	Contractor
Site inspection and certification	8/11	Municipal staff
Project evaluation	1/12	Municipal staff
Purchase street sweeper (urban only)		
Other (specify)		

### Scoring

Proposals which demonstrate a well-documented project-specific timeline and staffing plan will receive five points. Those projects with an incomplete or inadequate timeline or lack of staff will receive fewer points.

### B. Adequate Financial Budget: (Data for example only)

10 pts. max.

The maximum state cost-share rate for construction of TRM urban BMPs is 70% of eligible costs. For urban projects, easement and/or fee-title land acquisition, storm sewer re-routing and removal of structures are cost shared up to 50% of eligible costs.

Use the space available on the application form to provide a detailed list of the project's activities and sub-activities where cost separation is practicable. Applications with a more detailed budget demonstrate that the project planning by the governmental unit is more advanced and is virtually ready to bid. That project is more likely to be successfully completed within the grant period.

Please review the following instructions carefully. They will help you understand the principles of cost-sharing and funding caps as well as how the budget table is electronically populated based on some of your answers. We have provided an example of a completed Financial Budget table with illustrative data in Example 2 below. It is also preferred, although not required, for the application to identify additional detail where cost separation is practicable.

#### Cost-share Eligibility of Permeable Pavement Installation

Permeable Pavement costs can only be shared at 50% of the incremental difference between the cost of conventional pavements and the permeable pavement. See the budget example 1 in Table 1 below.

#### Cost sharing for high-efficiency street sweepers

Review the cost-sharing requirements for street sweepers in **Attachment D**. The amount eligible for cost sharing is the incremental difference between a new standard broom-type sweeper and the cost of the new regenerative air, or vacuum-assisted sweeper. Please also be aware that, in selecting the street sweeper BMP, additional non-cost-shareable measures to implement an accelerated sweeping program are required. *An additional Budget Table example for a street sweeper purchase (Example 3) is provided at the end of the instructions for this question.*

#### Engineering Services

If a BMP construction project is selected for funding, reasonable engineering services are eligible for cost sharing. Engineering services include design and construction management and inspection services. Refer to **Attachment C** for additional information regarding cost-share eligibility for engineering services. Additional conditions described in the attachment govern reimbursement for these engineering services when provided by municipal staff (force account work).

**Design**

Design costs can be incurred prior to submittal of the application, or receipt of the grant, but will only be reimbursed when submitting reimbursement requests for the construction of the project. Any design of urban BMPs must receive DNR approval as identified in s. NR 154.04(42). DNR approvals issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as chs. 30 or 31, Wis. Stats. permits.

**Land Acquisition and Easement**

If land acquisition or easements are a part of this project, they may be eligible for cost sharing. A property acquisition proposal, as identified in **Attachment F**, must be submitted for those costs to be considered.

<b>EXAMPLE 2. Financial Budget Table – Standard BMP</b>		
Provide a detailed budget in this table for each of the proposed BMPs and ancillary activities checked in Part I.C. Enter costs for associated Engineering Services (design, construction management, and inspections) and Land Acquisition under Project Subtotals.		
The state share may not exceed 50% of eligible costs. The grant amount is capped at \$150,000 for the installation of eligible BMPs and a maximum of \$50,000 for land acquisition.		
A	B	C
List the BMP and detailed construction components of the BMP for which DNR funding is requested. Also list ancillary activities and those construction components for which DNR funding is requested.	Estimated Total Cost (\$)	Amount from Column B Eligible for DNR Cost Sharing (\$)
<b>Wet detention pond</b>		
<b>Mobilization</b>	3,000	2,500
<b>Erosion Control Systems</b>	5,000	4,000
<b>Clearing &amp; Grubbing</b>	5,000	4,000
<b>Excavation</b>	60,000	40,000
<b>Liner</b>	12,000	8,000
<b>Outlet Control Device</b>	20,000	20,000
<b>Spillway</b>	2,000	2,000
<b>Embankment &amp; Freeboard Shaping</b>	5,000	3,000
<b>Permeable Pavement (add itemized list of costs)</b>	75,000	25,000
<b>Cost of Conventional Pavement Installation = \$50,000</b>		
	-	-
<b>Project Subtotals</b>		
1. Construction Subtotal	<b>\$187,000</b>	<b>\$108,500</b>
2. Private Engineering Services (including design)	<b>25,000</b>	<b>20,000</b>
3. Storm Sewer Reroute	<b>8,000</b>	<b>6,000</b>
4. Structure Removal		
5. Land Acquisition (Fee Title & Easement)	<b>\$70,000</b>	<b>\$70,000</b>
<b>6. Project Grand Totals (sum of rows 1 through 5)</b>	<b>\$290,000</b>	<b>\$204,500</b>

In the rows above “Construction Subtotal,” provide the BMP construction components for which DNR funding is requested. Enter the total cost of each BMP in Column B. Urban BMP construction project components could include activities such as mobilization, site clearing, excavation, landscaping, etc. In Column C, list the amounts from Column B that are eligible for DNR cost sharing. Column C may be less than Column B, if some or all of a component is ineligible. (In Example 2, some of the excavation and related costs are not eligible because the detention pond was over-sized to accommodate flood control capacity.) Enter only the eligible water quality treatment portion of the construction costs in Column C.

Some rows will fill automatically based on is entered in previous rows. For example, item 1. Construction Subtotal will automatically add the construction project components listed above. Row 7 “Grand Total” automatically sums rows 1 through 6

Construction and Engineering costs are cost-shared at a 70% cost-share rate. Land acquisition, storm sewer rerouting and structure removal are cost-share at 50%.

- **Row 1:** The “Construction Subtotal” automatically sums the construction project components listed.
- **Row 2:** Enter the estimated “Private Engineering Activities” costs. Engineering services could include design, construction management and inspection/certification services. Designs for which costs were incurred prior to submission of the grant application must conform to the requirements of ch. NR 154 to be considered for reimbursement. If the design is for an urban BMP, it must be submitted to the District Nonpoint Source Coordinator for approval by DNR in order to be eligible for reimbursement. Retroactive design costs must be included in the total project budget.
- **Row 3:** If storm sewer rerouting is required to construct/implement the BMP, enter the “Storm Sewer Reroute” amount.
- **Row 4:** If removal of structures is required to construct/implement the BMP, enter the “Structure Removal” amount.
- **Row 5:** Enter the “Land Acquisition” amount for all land acquisitions (fee title or easements) included in the proposed project. Land acquisition and easements are eligible for TRM funding when in support of a BMP construction project and can be reimbursed retroactively or during the grant period, in accordance with **Attachment B**. A land acquisition proposal, as identified in **Attachment B**, must be submitted with the TRM grant application materials. Also refer to **Attachment G** for information on Environmental Hazards Assessments, which are required for projects that include fee title or easement purchase.
- **Row 6:** The “**Grand Total**” row automatically sums rows 1 through 5.

**Cost-Sharing Worksheet**

The Cost-Sharing Worksheet automatically computes the applicable cost-sharing amounts based upon the TRM grant program’s cost-share rates and funding caps. The results of these calculations are also used to determine the scoring for question 7. “Use of Additional Funding.”

<b>Cost-Sharing Worksheet</b>			Prorate %	Cost-Share %	
<b>Eligible Costs:</b>					
7. Construction and private engineering	\$128,500	100%	70%	\$	<b>89,950</b>
8. Land Acquisition: Fee Title & Easement	\$70,000	100%	50%	\$	<b>35,000</b>
9. Storm Sewer Rerouting	\$ 6,000	100%	50%	\$	<b>3,000</b>
10. Structure Removal		100%	50%	\$	<b>0</b>
<b>Eligible Cost Share:</b>					
11. Total Eligible Costs [sum rows 7 through 10]				\$	<b>127,950</b>
<b>Cap Test:</b>					
12. Maximum State Share [row 11 or \$150,000, whichever is less]				\$	<b>127,950</b>
<b>State &amp; Local Share:</b>					
13. Requested State-Share Amount (Requested Grant Amount)				\$	<b>127,950</b>
14. Local-Share Amount [row 6, Column B less row 13]				\$	<b>162,050</b>

**Eligible Costs:**

- **Row 7:** Automatically creates cost-share calculations based upon the amounts in rows 1 and 2 from Column C, multiplying that sum by 70% and incorporating the proration % for existing development, entered into the box in the “Project Information” section, question E. **Do not use the cost-share percentage to ask for less than the allowable State Share. If you want to ask for less than the allowable state share in order to get extra points in part C of this question, do this on line 13, below.**
- **Row 8:** Provides an automatic calculation, multiplying row 5, column C (Land Acquisition: Fee Title and Easement) by 50% and by the applicable prorate percentage.
- **Row 9:** Automatically creates the same set of calculations based upon amounts listed for “Storm Sewer Rerouting.”
- **Row 10:** Automatically creates the same set of calculations based upon amounts listed for “Structure Removal.”
- **Row 11:** Automatically calculates: Sums rows 7 through 10. This is the INITIAL State-Share computation. The next steps will determine whether the project exceeds the grant program cap.

**Cap Test:**

- **Row 12:** Automatically calculates the grant program maximum State Share: [row 11 or \$150,000, whichever is less].

**State & Local Share:**

- **Row 13:** Enter the amount of state funding sought in this application. This is the requested State-Share amount. You may request a State Share equal to, or less than, the amount determined in row 12. If you choose to ask for less than the maximum state share from row 12, the project will score additional points under Question 1.C. below. For instance, if you requested less than \$127,950 in the above example, the project would be eligible for points under Question 1.C.
- **Row 14:** Shows the difference between the project's Total Cost and the State-Share amount [row 8, column B, less row 13] the amount the landowner or governmental unit must provide to complete the entire project.
- **NOTE:** Cost-sharing funds from the Department of Agriculture, Trade and Consumer Protection will be considered part of the state cost-sharing rate and not part of the local share. Applicants are encouraged to leverage other sources of funding for the local share.

See above and **Attachment D** for cost-sharing requirements for street sweepers.

<b>Example 3.</b> <i>Financial Budget – Street Sweeper Projects (Data for example only.)</i>		
A	B	C
Project Activity for Which DNR Funding is Requested	Estimated Total Cost (\$)	Amount from Column B Eligible for DNR Cost-Share
Construction Components:		
<b>Bid cost of new regenerative air street sweeper</b>	<b>220,000</b>	<b>120,000</b>
<b>Cost of new broom-style street sweeper</b> <b>\$100,000</b>		
1. Construction Subtotal		<b>120,000</b>
2. Private Engineering Activities		
3. Storm Sewer Reroute		
4. Structure Removal		
5. Land Acquisition: Fee Title and Easement		
6. Grand Total: [add rows 6 and 7]	<b>220,000</b>	<b>120,000</b>

**Cost-Sharing Worksheet**

<b>Eligible Costs:</b>	Prorate %	Cost-Share %	
7. Construction and private engineering	100%	70%	\$ 84,000
8. Land Acquisition: Fee Title & Easement	90%	50%	\$ -
9. Storm Sewer Rerouting	90%	50%	\$ -
10. Structure Removal	90%	50%	\$ -
11. Total Eligible Costs [sum rows 9 through 12]			\$ 84,000
<b>Cap Test:</b>			
12. Maximum State Share [row 13 or \$150,000, whichever is less]			\$ 84,000

<b>State &amp; Local Share:</b>				
13. Requested State-Share Amount (Requested Grant Amount)				\$ 84,000
14. Local-Share Amount [row 8, Column B less row 15]				\$ 136,000

**Scoring A. and B.**

The timeline and source of staff information will be reviewed on completeness and is eligible for up to 5 points.

Scores for the financial budget table will be based on a combination of two factors: a) the level of detail provided in column A (“Project Activity for Which DNR Funding is Requested”) of the Financial Budget Table; and b) the quality of the cost estimates used to prepared the Budget Table.

The level of project activity detail included in column A of the Financial Budget Table will be awarded a maximum of 10 points and scored as follows:

- Detailed list of activities and subactivities and detailed costs identified: 8-10 points;
- Only major project activity categories and costs listed: 4-7 points;
- Poor project activity detail and lump sums: 2 - 3 points.
- Lump sum amounts: 0-1 point

**C. Use of Additional Funding 10 pts. max.**

Applicants are encouraged to coordinate and leverage funds from a variety of sources (federal, state, local, etc.) for their projects. To this end, additional points can be earned by requesting TRM funding that is lower than the maximum allowable. Based on the Requested State-Share Amount the applicant entered in the Financial Budget Table “Cost-Sharing Worksheet”, the project may receive additional points proportional to the amount the applicant reduces the eligible state share requested.

If additional funding sources reduce the local share but do not decrease the state share, then the application will not receive extra points. Note that cost-sharing funds from the DNR’s Municipal Flood Control Program or Department of Agriculture, Trade and Consumer Protection are considered part of the State Share and not part of the local share.

Note: Choosing the option of decreasing the state share below the maximum allowable state share and less than a 50% cost-share rate results in a lower cost-share rate in the grant agreement.

**Scoring C.**

Applicants must reduce the state share to a level below the maximum possible funding level to receive extra points. Scores will be assigned proportionately based upon the degree to which state funding is reduced below the eligible, maximum cost-share rate and the cap. For every percentage-point reduction in the maximum state cost-share rate, a half point will be earned, up to a maximum of ten points.

An example to illustrate this:

1. If the project costs were below the grant cap, the calculation would be: total eligible project costs = \$100,000; @70% cost sharing yields a maximum of \$70,000. If the requested state share is for a lower amount, say \$60,000, that would mean cost sharing of 60%, or a reduction of ten percentage points from the maximum – which would provide five points for this question.

**D. Method(s) Used to Calculate Cost Estimates 5 pts. max.**

Check the appropriate box for the statement which describes how the cost estimates were derived. Provide the documentation that supports the method for the cost estimate attached to the application (design and bids/costs, information on similar projects, previous projects with cost adjustments based upon rate of inflation, etc.) for the scoring level checked. The supporting information must be attached for a score.



If the governmental unit has another cost estimate procedure that it believes will give a reasonable estimate for a cost-effective project, provide the information in an attachment.

### Scoring

*The evidence/documentation for the method checked must be provided to be awarded the score.*

- *Project costs are based on completed detailed design and lowest competitive bid on the project. Construction components and costs in budget table should be detailed. Documentation to support the cost-estimate is attached to this application. (5 points)*
- *Project costs are based on completed detailed design with materials and labor costs based on similar, recently bid projects. Construction components and costs in budget table should be detailed. Documentation to support the cost-estimate is attached to this application. (4 pts.)*
- *Project design is not complete; however, the proposed project and costs are based on similar and recent projects and costs. Provide as much construction and cost detail in budget table as possible. Documentation to support the cost-estimate is attached to this application. (3 pts.)*
- *Project design is not complete and the cost estimate is based on an average or a range of projects and costs. Provide as much construction and cost detail in the budget table as possible. Documentation to support the cost-estimate is attached to this application. (2 pts.)*
- *Project and costs are less specific than choices above. Explanation of cost estimates is attached to this application. (0 – 1 pts.)*

### E. Cost-Effectiveness

**15 pts. max.**

This question requires that the applicant justify that the proposed project is a reasonable approach to achieve the environmental benefits being sought.

Part 1. Justify why the project is a reasonable approach to achieving the project benefits being sought. The answer should address cost, effectiveness, site feasibility, available technical standards, and practicality. State the environmental benefits the project will provide. Primary benefits to consider include such things as pollutant reduction, habitat improvement, improvements to beneficial uses (recreation, fish, aquatic life, or water supply), reducing threats to public health, etc. One example, describe this project's contribution to the municipality achieving NR 151.13 or TMDL goals – what percent of total need? Secondary benefits may also be mentioned.

Provide drainage area size and a description of the land cover/land uses and respective area estimates within the drainage area to be served by the proposed project. Land use examples include: commercial downtown, shopping center, commercial strip mall, hospital, office park, light industrial, high rise, medium industrial, multi-family, mobile residential, high density residential-no alley, high density residential with alley, schools, medium density residential-no alley, medium density residential with alley, low density residential, cemetery, part, suburban, open space/undeveloped. Provide information regarding the percent of the drainage area that is impervious; the removal efficiency of the proposed project and the estimated cost-effectiveness of the project.

- Describe the drainage are land uses.
- Estimate project drainage area in acres.
- Estimate percent impervious within drainage area from aerial photos or other means.
- Estimate pollutant load from impervious area within drainage area. Assume each acre of imperviousness generates 600 lbs/acre/year pollutant load. Pollutant Load = B (acres) x C(as decimal) x 600 lbs/acre/year lbs/year.
- Estimate pollutant removal efficiency (%) of proposed project.
- Estimate construction cost of the project. (Cell C1 of Question 1.B.) \$
- Estimate cost-effectiveness of project (\$ per lb. of pollutant removed per year). Cost-effectiveness = F(\$)/ (E(as decimal) x D(lbs/yr)) = \$\_\_\_/lbs/year

### Scoring

*Part 1. forms the core of the question/answer and is worth up to a total of 10 points. Justify why the project is a reasonable approach to achieving the project benefits being sought.*

*Part 2. provides an opportunity to identify if any sort of alternatives evaluation was done and, if so, why the alternatives are not recommended. This section is worth up to 5 points.*

**Question 2. Project Description**

**40 Pts. Max.**

The project description should communicate the core elements of the project in a paragraph or two in each of the three topic areas, so the reviewer can immediately understand the fundamental nature of the project. Include nonpoint pollution sources this project will target and water quality need; the BMPs and how the project will function to improve water quality; and the environmental benefits, pollution control and compliance that is expected with the completed project. If you want to provide additional supporting information, refer to it in the narrative where relevant and include it as an attachment at the end of the application form.

**A. Pollutant, Pollution Source, Water Quality Problem & Severity**

**15 pts. max.**

This question looks at two factors: the severity of the pollution source and the impact of the pollution source on receiving waters.

The description of the severity of the pollution sources to be controlled by the project can be supplemented with photo-documentation and reference to data or reports. Photo documentation should be limited to: 1) source area, 2) conveyance, 3) point at which conveyed pollutants enter the resource. Quantitative data can include estimates of mass pollutant loading or other numeric indicators of relative significance. Monitoring samples taken of the discharge (not necessarily in-stream) may also be used. Other acceptable information would include description of state performance standards and prohibitions that the sites are failing to meet and the threat or degradation the sites pose based on delivery of pollutants. Information in TMDL reports, TMDL implementation plans and other documents can be used to justify targeting the proposed project sites. Points will be awarded based on the relative significance of the sources being addressed and the quality of information used to support your conclusion.

If this is a project to achieve compliance with one or more performance standards or prohibitions, express severity in relation to the standards. If this is a TMDL project, express severity in relation to the sources identified in the TMDL report. Applicants may include quantitative and qualitative information. Supplementing text with photos is encouraged (provided they are referred to in the text and attached).

**B. Solution to Improve Water Quality (describe the BMP project)**

**15 pts. max.**

Explain the proposed project: how will the pollution source(s) be addressed, what BMP(s) will be installed to correct the problem described in A. above.

**C. Extent of Pollution Control and Expected Environmental Benefits**

**10 pts. max.**

Describe the environmental benefits this project is expected to achieve and the expected compliance with performance standards.

Discuss the expected reduction in pollutant loading or pollution potential attributed to the project and the potential for achieving the desired water quality improvement in response to implementation of BMPs. Primary benefits to consider include such things as pollutant reduction, habitat improvement, improvements to beneficial uses (recreation, fish, aquatic life, or water supply), reducing threats to public health, etc. Secondary benefits may also be mentioned.

**Question 3. Project Evaluation Strategy**

**10 pts. max.**

Grantees are required to prepare and submit a final project report with modeled pollutant loading reduction results in order to close out the grant and receive final payment. **Pre- and post-project photographs are also required with the final report.**

Evaluation is an important part of a nonpoint source control project. At a minimum, you must identify, under part A, one or more non-agricultural performance standards and prohibitions and/or other priorities. By doing so, you are agreeing to track the pollutant loading changes or quantity of units managed by the project and to provide a description of these results in a final project report.

Applicants should consider including in their application, an estimate of the number of gallons of runoff that will be captured/retained in a typical year using EPA's National Stormwater Calculator and provide the specific data used to calculate the gallons of runoff (e.g. Location, Soil Type, Soil Drainage, Topography, Precipitation, Evaporation, Climate Change, Land Cover, impervious/pervious cover). Applicants should also plan to estimate the impact of the implementation of the project through a Spreadsheet Tool for Estimating Pollutant Load (STEPL), which employs algorithms to calculate the load reductions that would result from implementation of various urban best management practices, as part of their final report.

*Note:* For stream bank erosion projects, applicants may calculate the change in pollution loading by estimating the tons of soil loss based on the length, height, and lateral recession per year for the site as well as visual assessment of the severity of the erosion. Applicants with stream bank erosion projects may use the Natural Resource Conservation Service's formula, which can be found on the web at <https://efotg.sc.egov.usda.gov/treemenuFS.aspx>. Click on Wisconsin; click on any County. Enter "streambank erosion" in the Search box. Open the Erosion Prediction folder, then see the Erosion Calculator Excel file. See the "ReadMe" sheet and the Streambank sheet. Also refer to the Word documents under the Streambank and Shoreline Erosion folder titled "Bank Erosion Potential Index Evaluation" and "Streambank Erosion".

Although funding for monitoring under Part B is not available at this time, additional points may be earned by monitoring effectiveness of the BMP or changes in the condition of the water resource. In order to earn these additional points, you must submit a one-page summary of the monitoring strategy specific to the project and water resource impact, with this application. For projects that propose to do monitoring, a requirement will be included in the grant agreement stating so.

## Scoring

*If the appropriate performance standards or other priority measurements (Part A.) are checked, up to two points will be awarded. If the two points are awarded, up to eight points under Part B. can be earned. A one-page, project-specific monitoring strategy must be included to earn points in Part B.*

*Part A is worth up to 2 points.*

*Part B.1 is worth up to 2 points for completeness of the monitoring and evaluation strategy relative to the proposed project. A one-page, project-specific monitoring strategy must be included to earn points for B.2 or B.3.*

*B.2 and B.3 are each worth 3 points; therefore, up to 6 points can be earned for projects that will monitor BMP effectiveness, such as through inlet/outlet monitoring (3 pts.), **and** the physical habitat, fisheries, biological, or chemical conditions of the nearest water resource (3 pts.). The project-specific monitoring strategy must be included to earn points for B.2 or B.3. Any proposal to do monitoring will be included as a requirement in the grant agreement. Grant funding is not available for monitoring at this time.*

*No points are awarded for B.4, since it is for DNR informational use only.*

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## Question 4. Water Quality Need

45 pts. max.

This question deals with the water quality needs of the waterbody affected by the proposed project. Projects may address water quality needs associated with both rehabilitation and/or protection of surface water and groundwater. A project is considered "directly dealing" with a waterbody on the list if the location of the project is within the sub-watershed (HUC 12) and upstream of the listed waterbody, but not any farther upstream than the first impoundment for projects that manage sediment.

Information about surface water quality and pollutants of concern will be included in TMDL reports. (TMDL link: <http://dnr.wi.gov/topic/tmdls/tmdlreports.html>.)

## Surface Water Considerations:

### A. Clean Water Act section 303(d) List of Impaired Waters

A project with water quality goals directly dealing with a waterbody (lake or stream) on the latest Clean Water Act (CWA) section 303(d) List of Impaired Waters, where the cause of the water quality impairment is nonpoint source pollution, and this project will reduce the type of nonpoint source pollutant for which the water is listed. Generally, these waters are identified as being in the “nonpoint source dominated” or “point source/nonpoint source blend” categories. See **Attachment A** and Surface Water Data Viewer at <http://dnrmaps.wi.gov/SL/?Viewer=SWDV> for assistance in identifying waters on the section 303(d) List. Provide the name of the applicable impaired water and the pollutant causing the impairment.

### B. Outstanding or Exceptional Resource Waters or Other Areas of Special Natural Resource Interest (ASNRI)

A project directly preventing degradation of outstanding or exceptional resource waters or high quality, recreationally significant waters as listed in s. NR 102.10 and s. NR 102.11, due to nonpoint sources. Find NR 102 at: <http://www.legis.state.wi.us/rsb/code/nr/nr102.pdf> . To locate Areas of Special Natural Resource Interest (ASNRI) using DNR’s Surface Water Data Viewer, go to: <http://apwmad0d1600/SL/Viewer.html?Viewer=SWDV&runWorkflow=DesignatedWaters>. Provide the name of the applicable outstanding or exceptional resource water or ASNRI.

### C. Not Fully Supporting Uses

A project with water quality goals directly dealing with a water body (lake or stream) identified in a DNR Basin Plan or Watershed Plan update to a Basin Plan as not supporting designated uses due to nonpoint sources, but is not on the section 303(d) List. In newer plans, these waters are categorized as “supporting” (as opposed to “fully supporting”) designated uses; in plans prior to 2010 they were labeled as “partially meeting” designated uses.

### D. Surface Water Quality

A project with water quality goals directly dealing with prevention of surface water quality degradation due to nonpoint sources.

## Bonus Points: Federal NPS Program (Clean Water Act s. 319) Funding Eligibility

10 points

Some TMDL and Non-TMDL projects may access Section 319 funds. Projects that meet all of the following requirements may be eligible for the federal funds:

- The project addresses a nonpoint source impaired waterbody listed on the most current EPA-approved Section 303(d) list of impaired waters or a nonpoint source threatened unimpaired/high quality water.
- The project is located upstream of and in the same 12-digit hydrologic unit (sub-watershed) as the 303(d) listed water or the unimpaired/high quality water. (Refer to **Attachment A** and <http://dnrmaps.wi.gov/SL/?Viewer=SWDV> for assistance.)
- The project implements the goals and recommendations of an EPA-approved watershed-based “9 key element” plan.
- The project controls the same NPS pollutants which are impairing the 303(d) listed waterbody or threatening the unimpaired/high quality water.

Refer to <http://dnr.wi.gov/water/9kemp/> for a map and list of eligible plans. Provide the documentation requested.

## Groundwater Considerations:

For assistance with this section, consult the local DNR Drinking Water and Groundwater Specialist. Find the contact name at: <http://dnr.wi.gov/topic/drinkingwater/documents/countycontacts.pdf>.

### E. Exceeds Groundwater Enforcement Standard

A project with groundwater quality goals where representative information indicates there are levels for NPS contaminants that exceed groundwater enforcement standards. Representative information includes at least one sample per square mile, and of the samples taken, greater than 10% should exceed the enforcement standard (ES).

#### F. Exceeds Groundwater Preventive Action Limit

A project with groundwater quality goals where representative information indicates there are levels for NPS contaminants that exceed groundwater preventive action limits (PAL). Representative information includes at least one sample per square mile, and of the samples taken, greater than 10% exceed the preventive action limit.

#### G. Groundwater Quality

A project within a geological area defined in s. NR 151.015(18) as susceptible to groundwater contamination. See **Attachment F**.

Identify the water quality need category that best describes what the project will address by checking the box on the application form. Only one category should be selected for a project.

#### Scoring

Points will be awarded as follows:

- Category A: 35 points;
- Category B: 35 points;
- Category C: 25 points;
- Category D: 10 points;
  - 319 Eligible: 10 bonus points
- Category E: 35 points;
- Category F: 25 points;
- Category G: 10 points.

#### Question 5. Public Drinking Water Supply Bonus Points

7 pts. max.

In addition to the points awarded for the water quality need, a project with water quality goals relating to reducing nonpoint source contaminants in community and non-community public drinking water supplies may earn up to seven bonus points. This information will be verified by the DNR District NPS Coordinator.

If the project's water quality goal is indicated by the applicant checking E, F, or G in the main part of the question, then the project is considered to be a groundwater protection project. If this is the case, then the number of bonus points awarded is based on the type of water supply wells in the project area. Applicants should contact local DNR staff to determine the type and location of wells affected. Find the local Nonpoint Source Coordinator at <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html> or Water Supply Specialist at <http://dnr.wi.gov/topic/drinkingwater/contact.html>. The geographic location of the project will have to be provided to the DNR staff so they can make the determination based on maps which may not be available to the public.

If the project's water quality goal is indicated by the applicant checking A, B, C, or D in the main part of the question, then the project is considered to be a surface water protection project. If this is the case, then the number of bonus points awarded is based on the specific surface water drainage area where the project is located. **Attachment E** contains a map that shows drainage areas for which bonus points can be awarded and the number of bonus points corresponding to each area.

Bonus points may only be awarded in one category (ground water or surface water).

#### Scoring

*Groundwater protection projects: If the applicant checks box A (Municipal, Other-Than-Municipal (OTM) or Non-Transient water supply), then seven bonus points will be awarded. If the applicant checks B (transient water supply), then three bonus points will be awarded. If the applicant checks C, then no bonus points will be awarded.*

*Surface water protection projects. If the project will affect a surface water drinking water supply, then the bonus points will be awarded as defined in **Attachment E**.*

**Question 6. Nature of the Water Quality Impact**

**15 pts. max.**

This question looks at the impact of the pollution source on receiving waters.

Check the box adjacent to the statement that applies to the situation which this project is addressing. If part 2 is checked "Yes," then supporting information must be provided. If the information is missing, then points will be awarded as though 1 or 3 was checked. To earn points for 2 (Site Specific Degradation), documentation (photos and/or data) must be submitted that shows a measurable or observable impact on the beneficial uses of the receiving water. This may have already been submitted in support of Question 1. These are sites where the impacts are obvious and there is a clear cause and effect relationship between the pollution source and the water resource impact.

**Scoring**

*Each statement 1-3 is worth the following number of points:*

1. 5 points;
2. 15 points;
3. 5 points.

**Question 7. Evidence of Local Support**

**10 pts. max.**

This question assesses the willingness of partners (governmental units, landowners) to proceed with the project. If the Local share is already budgeted and if the community within the project area has already indicated its support, then it is more likely that the project will be successfully completed within the grant cycle. Include evidence of the budget and public outreach with the application for a score here.

Part A: DNR recognizes that this application is due prior to the adoption of most governmental unit budgets. DNR expects the applicant to assure that the local costs for this project are being proposed for immediate funding as part of the budget development process. If the project is selected for funding, DNR will require firm evidence that the local share is approved by the governmental unit before the grant document will be finalized.

**Scoring** *Evidence is required for a score.*

*For Part A: points will be awarded as follows:*

*Six points, if the Local-Share funds for this project's construction/installation expenses are already included specifically in the governmental unit's adopted budget;*

**Or**

*Four points, if the municipality or utility has included this project's anticipated costs, specifically, within its adopted Capital Improvement Plan;*

**Or**

*Two points, if the Local-Share funds for this project are or will be included in the governmental unit's proposed budget.*

*For Part B: points will be awarded as follows:*

*Four points, if Part B.1. is checked "Yes" (the governmental unit has already conducted public outreach activities about the proposed project with property owners in the immediate project area);*

**Or**

*Two points, if Part B.2. is checked "Yes" (the governmental unit has discussed the project at a governmental meeting open to the public).*

*Include evidence of the budget and public outreach with the application for a score here.*

*DNR recognizes that public input is not required for proposed requests for high-efficiency street sweepers as this is considered normal and usual governmental purchasing procedure. If this is a project to purchase a street sweeper, you may check Box B.1. "Yes."*

**Question 8. Consistency with Other Resource Management Plans**

**1 point**

Applicants following locally approved resource management plans are more likely to have a successfully implemented project. To earn points, projects must implement a water quality recommendation from a locally-approved resource management plan, other than a TMDL report, TMDL implementation plan, or County Land & Water Resource Management Plan. Other locally-approved plans could include, but are not limited to, Smart Growth plans, Green Tier Legacy Community plans, Water Star plans, local storm water management plans, wellhead protection, lake management, regional water quality plans, Remedial Action plans and other watershed-based nonpoint source control plans.

Provide the name and date of publication of the document. Attach pertinent pages to this application or note the page numbers here and provide a URL to the document. Summarize, in the space provided, which water quality recommendation in the approved resource management plan the proposed project will implement. This information must be provided to earn the point.

**Scoring**

*One point will be awarded for existing, locally approved resource management plans (other than TMDL reports, TMDL implementation plans, or County Land & Water Resource Management Plans) that directly support the proposed project in this application. The information requested must be provided to earn the point.*

**Part III. Eligibility for Local Enforcement Multiplier**

Completion of this part of the application is optional. However, an applicant can **increase the final project score** by qualifying for a project multiplier. The instructions for claiming the enforcement multiplier are provided in Part III of the application form.

**Scoring**

*The means of calculating the earned multiplier is provided in Part III of the application form.*

**Optional Additional Information**

There may be aspects of the project that do not fit neatly into the categories covered by this application, but will lead to a better understanding of the project by the grant application reviewers. Enter this information in the space provided.

**Applicant Certification**

A Government Official with Signatory Authority must sign and date the application form prior to submittal to the DNR.

The Government Official with Signatory Authority (who is authorized to sign contracts on behalf of the local unit of government) must sign as shown on the Governmental Responsibility Resolution (see **Attachment I**), and date the application form prior to submittal to the DNR. All four copies must be dated and include the Government Official's signature and the matching Governmental Responsibility Resolution (see **Attachment I**). In addition, an electronic version of the application form and all attachments must be submitted on CD.

Check the box on the application form if this is an application from the City of Racine and the supplemental application form is attached to the application and all copies.

## Attachment A: Geographic & Water Resources Information for Watersheds

You can look up the necessary geographic and water resources information on the DNR's website on the Surface Water Data Viewer (SWDV). The SWDV provides information about water resources; *i.e.*, watershed name, watershed code, impaired waters, areas of special natural resource interest (ASNRI), and NPS rankings. The following instructions will help you get the basic map layers set up so you can also find things, such as the township, range, section, or the name of your receiving water. If you need additional help, please contact your District NPS Coordinator listed at <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

Go to: <http://dnrmaps.wi.gov/sl/?Viewer=SWDV>

1. Use either the Find Location tab followed by the Find Location tool, or the Zoom In tool to go to the project area.
2. Once in the project area, click on the Show Layers tool to select the:
  - **Impaired Waters 303(d) layers**
  - **Assessment Data for NPS ranking and Wisconsin Buffer Initiative Watersheds**
  - **Designated Waters** <http://apwmad0d1600/SL/Viewer.html?Viewer=SWDV&runWorkflow=DesignatedWaters> (also find O/ERW at the CWA Standards & Uses layer)
  - **Permits & Ordinances for completed navigability determinations (not all streams have been assessed)**
  - **Wetlands & Soils for the Wetland Inventory and Wetland Indicators layers (use both)** <http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland>
  - **Water Resources for Watersheds**
  - **Federal Hydrologic Units for Subwatersheds and Watersheds**
  - **Map Indexes for USGS Quads**
  - **Base Maps for cities, roads & waterway, air photos and topo maps**
3. Click boxes within the above layers to get to greater detailed information about the location. For example, in **Assessment Data**, click the boxes for Nonpoint Source (NPS) Waterbody Rankings and Wisconsin Buffer Initiative Watersheds.
4. Use the Point Identify tool to get a list of information related to the site for each map layer open. Click on the Identify button and then on the map location you are interested in to view information about that point.
5. The results will appear on the left side. You can scroll to see all of the data or choose to print it. If you do not see the necessary information on the left of the screen, you probably need to zoom in more.
6. If you do not see Wisconsin Buffer Initiative Watersheds information, it is because you are not zoomed in or because your project is not located in a WBI watershed and consequently there is no information available. WBI watersheds are shaded and contain an alpha-numeric code, (e. g., 34-L). Areas outside WBI watersheds are white (not shaded) and carry no alpha-numeric code.
7. To find the associated latitude and longitude of a point, click on the map; to the far right on the tools bar the coordinates of the clicked location appear.



## Attachment B: Land Acquisition-Fee Title or Easement

*Disclaimer: This attachment contains a summary of the administrative rule requirements. Where discrepancies exist, the provisions of the rule will govern.*

Land acquisition is eligible for funding within the context of TRM Projects. The following information should be reviewed before you submit your application. **Please note that you need to submit an acquisition proposal as defined below if you are requesting funds for Fee Title or Easement purchase with your grant application.**

**Eligibility Requirements:** Land may be purchased in fee title or easement through a TRM project to support structural urban BMPs, including detention basins, wet basins, infiltration basins and trenches, and wetland basins. Land may also be purchased in fee title or easement for land which is contributing or will contribute nonpoint source pollution. This includes land acquisition to support BMPs such as critical area stabilization, riparian buffers, wetland restoration and the abandonment or relocation of livestock and livestock facilities.

**Ownership of Land in Fee Title or Easement:** A governmental unit which is sponsoring a TRM project will hold title to the property and assume all the implied responsibilities in perpetuity (permanently), once the property or easement is purchased through a TRM grant.

**Appraisal Requirements:** All properties must be valued in accordance with s. NR 153.25(6)(b) to be eligible for reimbursement. Appraisals are not required until after the grant has been awarded. All appraisals used for easement or fee title acquisition for a TRM project must be reviewed by DNR prior to any negotiations with the landowner. Contact the Regional NPS Coordinator to arrange for a review.

**Please note:** If you are applying for a grant to offset the cost of real estate purchased before January of the grant year and that purchase was based upon a valuation that does not comply with these requirements, then the property must be re-valued and the new appraisal must be approved by DNR before DNR will issue the reimbursement under the grant.

You may find additional information on DNR's website at: <http://dnr.wi.gov/files/pdf/pubs/cf/cf0015.pdf> .

### Cost-Share Rates

- Fee Title: Purchase of land will be funded at up to 50% of the appraised value.
- Easements: Urban easements purchased through a TRM project will be funded at up to 50% of the appraised value.

**Eligible acquisition costs** include the cost of appraisals, land surveys, relocation payments, title evidence, recording fees, historical and cultural assessments as required by DNR and environmental inspections and assessments.

**Grant timing:** If you are applying for funds to purchase land (fee title purchase), you may apply for funds to cover a purchase to be made during the project period or to cover a purchase made prior to the project period. In either case, funding will only be granted in the event that funding for BMP construction is also granted. Funding will not be granted solely for the acquisition of easements or fee title purchase of property.

**Acquisition Proposal Required:** If you are requesting funds for land acquisition (fee title or easement), you must submit a land acquisition proposal with your application materials. The acquisition proposal must include the following information:

- Maps showing the proposed acquisition:
  - ✓ County map;
  - ✓ Site map utilizing the DNR's Surface Water Data Viewer at: <http://dnrmaps.wi.gov/imf/imf.jsp?site=SurfaceWaterViewer> showing Township, Range, Section, quarter-section, quarter-quarter section;
  - ✓ Project or land use planning map.
- The Minor Civil Division name, parcel number and ownership;
- The purpose of the land acquisition and how it will help meet project goals. Identify the BMP that will be constructed on the property.
- General time frame for land acquisition:
  - ✓ Describe why you are reasonably sure that you will be offered an opportunity to acquire the property.

**Next Steps:** If the project is offered funding, you will receive guidance regarding the acquisition by governmental units of nonpoint source conservation easements and a land acquisition checklist for completing the real estate process, as required. Request the publication titled “Land Acquisition Guidelines for Local Governments (January, 2007)” at: <http://dnr.wi.gov/files/pdf/pubs/cf/cf0015.pdf> .

If you have any questions about this section of the TRM grant application, or about the procedures for the purchase of easements or land through the TRM Grant Program, contact the Regional NPS Coordinator for your part of the state as listed at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

## Attachment C: Additional Best Management Practice Information

*Disclaimer: This attachment contains a summary of the administrative rule requirements. Where discrepancies exist, the provisions of the rule will govern.*

### Eligible Urban BMPs

The urban BMPs and ancillary activities found on the application form are eligible for cost sharing in accordance with NR 153 and NR 154. The maximum state share of the project for engineering and construction is \$150,000. Designs must receive Departmental approval before construction begins.

Land acquisition, storm sewer rerouting and structure removal that are necessary for the construction of the BMP are eligible for 50% cost sharing. Land acquisition and easements will only be eligible if the project is installed.

Note: DNR will not provide cost sharing for a storm water treatment practice situated in a navigable water or wetland.

Eligible permeable pavement BMP costs are the permeable pavement-specific costs for engineering, materials and installation that are in excess of conventional pavement costs for the same project footprint. Provide the cost estimates for the project constructed as a conventional pavement project and as a permeable pavement project. The project costs can be shared at 70% of the incremental difference between the cost of the conventional pavement and the permeable pavement, up to the grant cap of \$150,000.

Nonproprietary storm water sedimentation devices, such as catch basins, settling tanks or vaults, are eligible for cost-sharing provided they have a minimum 3.0 foot sump and are modeled per Technical Standard 1006, "Proprietary Storm Water Sedimentation Devices". Deepening the sump will not increase the WinSLAMM modeled sediment removal efficiency; however, extensive research by the University of Alabama on catch basin sump pollutant removal determined that a sump of at least 3 feet deep should be used to provide additional sediment storage and scour protection.

### Pro-Rating for Urban BMPs

The State can only provide cost sharing for the water quality portion of a BMP designed to control runoff from existing development. Projects solely focused on new development, or to solve drainage and flooding problems, or for dredging, are not eligible for TRM funding. Cost-share allocations will be prorated for projects that combine eligible and ineligible components.

### High-Efficiency Street Sweeper

Purchase of a high-efficiency street sweeper as part of an accelerated program will be eligible for a TRM grant in accordance with the following:

- Street sweeping involves the removal of grit, debris, trash and fine particulate material from urban impervious areas such as streets, parking lots and sidewalks. For purposes of this grant program, street sweeping is intended to significantly reduce the pollutant load in the existing urban areas served by storm sewers with curb and gutter. The expectation is that this will be accomplished through the use of a high-efficiency/combination sweeper. Examples of high-efficiency sweepers are regenerative air sweepers or sweepers that are a combination of a broom and vacuum sweeper in a single unit. Even the newest mechanical brush/broom sweepers are not considered high-efficiency sweepers and would not be eligible for cost sharing.
- Limitations to Funding:
  - 1.) This grant program can only fund one high-efficiency sweeper per governmental unit.
  - 2.) The costs for a high-efficiency sweeper can only be shared at a rate of 70% of the incremental difference between the cost of a new mechanical broom sweeper and the high-efficiency sweeper.

- 3.) Cost sharing may not be provided for operation and maintenance costs of a street sweeper, including disposal of the material collected by the street sweeper (although it should be disposed of in a manner approved by DNR) or for staff to operate the street sweeper.
- Accelerated Program:  
For a governmental unit requesting cost sharing for a high-efficiency sweeper, the following activities should be adopted to maximize the effectiveness of the program:
    - 1) Alternate side parking policies to allow the street sweeper complete access to the full length of the curb, as with snow removal;
    - 2) Sweeping in the spring before spring rains wash the finer particles off the streets;
    - 3) Sweeping in the high-density residential, commercial and industrial areas designated in the grant application, from the period of spring thaw through fall leaf pick-up, on a weekly schedule;
    - 4) Continuation of the accelerated level of sweeping for a minimum period of ten (10) years; and
    - 5) Separate leaf and litter pick-up and proper disposal.

### State & Local Permit Fees

State and local permit fees are not reimbursable as part of the BMP construction cost.

### Projects Requiring Permits Under Chapters 30 and 31, Wis. Stats.

Projects Requiring Chapter 30 or Chapter 31 Permits. There are projects that will require a Chapter 30 permit, or a Chapter 31 permit or plan review, from the DNR. These include projects that may result in grading along navigable water, that may result in drainage to a non-navigable wetland or that may require construction of a dam. Although you may submit your application for these types of projects prior to obtaining your permit, DNR reserves the right to deny consideration or funding if it believes the permitting process might significantly delay your project beyond the allowable project period. If this is the case, DNR will request that you re-submit your application during a subsequent application cycle.

In order to avoid unanticipated problems during the grant award process, it is suggested that you contact the water management specialist for your area to discuss whether serious delays are likely to occur during the permitting or plan review process and whether changes to the project might make the process easier.

Information about permits and plan review requirements under chs. 30 and 31, Wis. Stats., can be found on DNR's web site at: <http://dnr.wi.gov/topic/Waterways/>.

The contacts for regional water management specialists are on the DNR web site at: <http://dnr.wi.gov/topic/waterways/contacts.html>.

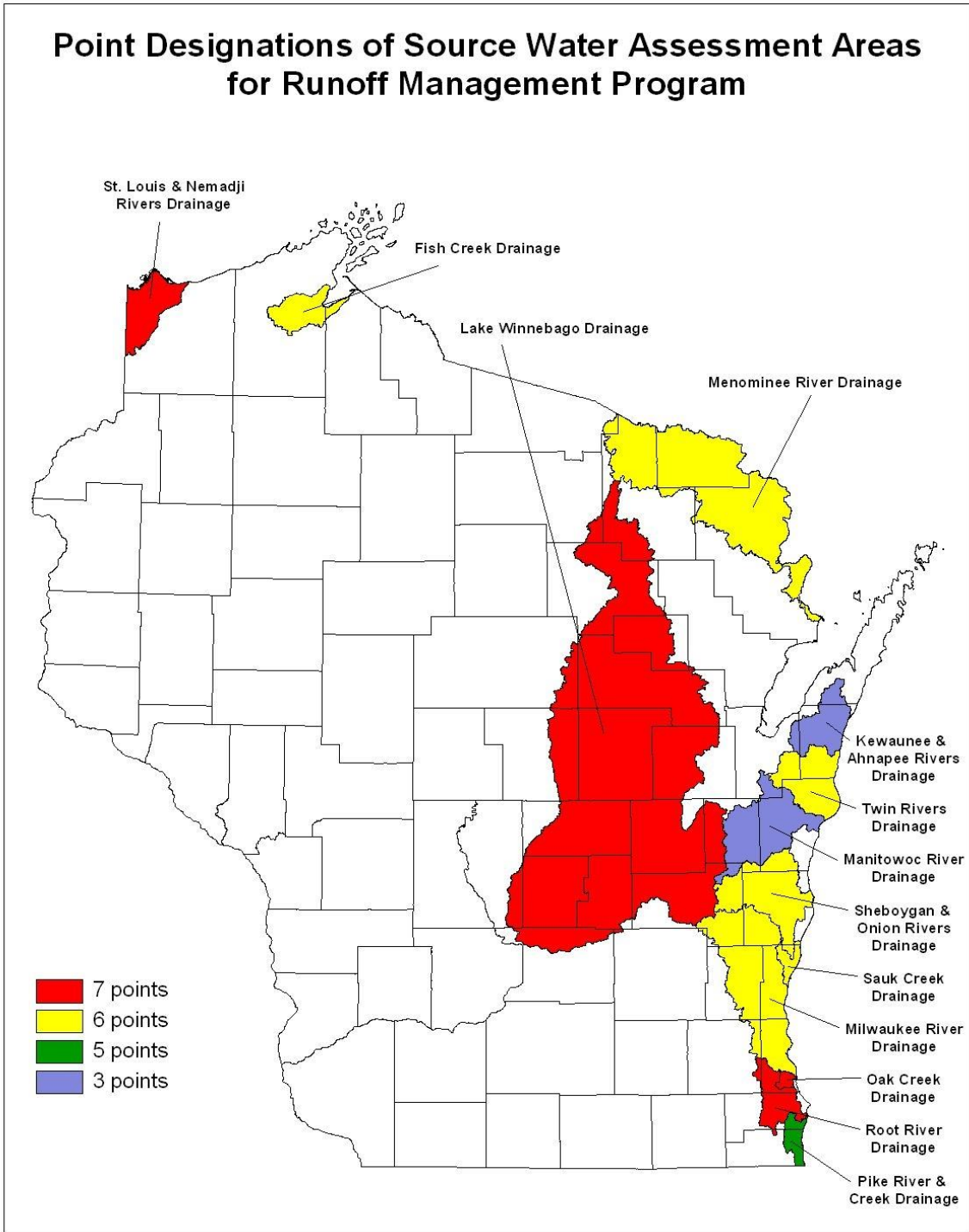
Water management contact-names are also available from the Regional NPS Coordinators found at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

### NR 216 Permitted Municipalities

Except for the City of Racine, a municipality required to obtain a permit for its municipal separate storm sewer system (MS4) discharges is **not** eligible for TRM grants to control activities that are required to comply with the provisions of ch. NR 216 and s. 283.33, Wis. Stats. Municipalities required to obtain WPDES storm water discharge permits are identified in s. NR 216.02 (1. through 4.) and s. 283.33(1), Wis. Stats. This includes the permitted portions of the following:

- federal Phase I and Phase II municipalities;
- municipalities in the Great Lakes Areas of Concern;
- municipalities in priority watersheds with a population of 50,000 or more; and
- any community receiving a letter of designation from DNR stating that discharges from its storm sewer system either contribute to a violation of a water quality standard or are a significant contributor of pollutants to waters of the state.

**Attachment D: Public Drinking Water Supply Bonus Points**



## Attachment E: Groundwater Susceptibility

Groundwater protection projects are those that reduce pollution to groundwater coming from storm water runoff. This includes projects designed to attenuate storm water flows into karst features or to reduce or eliminate storm water infiltration in areas with a high public health risk or in areas that contain inadequate soil profiles to properly attenuate pollutants.

According to s. NR 151.015(18), an agricultural “site that is susceptible to groundwater contamination” under s. 281.16(1)(g), Wis. Stats., means any one of the following:

- a) An area within 250 feet of a private well;
- b) An area within 1,000 feet of a municipal well;
- c) An area within 300 feet upslope or 100 feet downslope of karst features;
- d) A channel with a cross-sectional area equal to or greater than three square feet that flows to a karst feature;
- e) An area where the soil depth to groundwater or bedrock is less than two feet;
- f) An area where the soil does not exhibit one of the following soil characteristics:
  - 1. At least a two-foot soil layer with 40% fines or greater above groundwater and bedrock;
  - 2. At least a three-foot soil layer with 20% fines or greater above groundwater and bedrock;
  - 3. At least a five-foot soil layer with 10% fines, or greater above groundwater and bedrock.

Urban areas the DNR has identified where storm water infiltration poses an environmental threat to groundwater are listed in s. NR 151.12(5)(c)5. These include:

- a) Direct runoff to karst features;
- b) Storm water infiltration of runoff from tier 1 and tier 2 industrial facilities;
- c) Storm water infiltration of runoff from fueling and vehicle maintenance areas;
- d) Storm water infiltration in areas within 1,000 feet up-gradient of karst features or within 100 feet down-gradient from karst features;
- e) Storm water infiltration of general urban runoff into soils less than three feet deep to bedrock or seasonally high groundwater;
- f) Storm water infiltration of runoff from industrial, commercial and institutional parking lots and roads, and from residential arterial roads, into soils less than five feet deep over seasonally high ground water or bedrock;
- g) Storm water infiltration in areas within 100 feet of a private well or within 400 feet of a community well;
- h) Storm water Infiltration through soils that are laden with contaminants of concern as defined in s. NR 720.03(2);
- i) Storm water infiltration into soil that does not meet the following criteria:
  - 1. At least three feet in depth with 20% fines or greater;
  - 2. At least five feet in depth with 10% fines or greater.

**Karst feature:** an area or surficial geologic feature subject to bedrock dissolution so that it is likely to provide a conduit to groundwater, and may include caves, enlarged fractures, mine features, exposed bedrock surfaces, sinkholes, springs, seeps or swallets, rain, snow, ice melt or similar water that moves on the land surface via sheet or channelized flow.

**Sinkhole:** a topographic depression (unless filled) in which bedrock is dissolved or collapsed. Sinkholes may be open, covered, buried, or partially filled with soil, field stones, vegetation, weathered bedrock, water or other miscellaneous debris. Sinkholes are usually circular, funnel-shaped or elongated. Sinkhole dimensions vary by region. Wisconsin sinkholes generally range between 20 to 30 feet in diameter and four to ten feet deep, although some can be wider and/or deeper.

**Enlarged Fracture:** a solution-enlarged or -widened bedrock fracture that usually narrows with depth.

**Pavement:** extensive bare areas of exposed bedrock surfaces with many enlarged fractures or sinkhole features.

**Fracture Trace:** a linear feature, including stream segment, vegetative trend and soil tonal alignment.

**Spring/Seep:** an intermittent or permanent seepage of water from ground surface or bedrock outcrop or karst area.

**Cave:** a natural cavity, large enough to be entered, which is connected to subsurface passages in bedrock.

**Swallet:** a place where surface or stormwater drainage disappears underground.

**Karst Fen:** a marsh formed by plants overgrowing a karst lake or seepage area.

**Mine Feature:** a man-made shaft, tunnel, cave, hole, or other feature created for mining purposes.

## Attachment F: Environmental Hazards Assessment

The DNR Bureau of Remediation and Redevelopment (R&R) maintains an on-line registry of known contaminated sites in Wisconsin. Some of these sites have been cleaned-up and considered "closed". Others are still open. Additional information about each of these sites can be found by accessing the registry. See <http://dnr.wi.gov/topic/Brownfields/rasm.html> and <http://dnrmaps.wi.gov/imf/imf.jsp?site=brts2>.

If your application shows that contamination is present or likely on the property or on an adjacent property there may be delays in the issuance of your grant. If your project activities include land acquisition, be aware that contaminated properties may require more time and effort to purchase than other properties. DNR will review the information you submitted with this application to determine if there are significant concerns with issuing the grant. If there are, DNR reserves the right to require additional monitoring, place additional conditions in the grant award or withhold the award all together.

You should be aware of the lands of special concern (see sidebar box). The DNR is part of a multi-agency, statewide effort to encourage the clean up of contaminated properties – also called "brownfields" – through design and support, financial incentives, liability protections, and other tools for local governments and others. The DNR has Remediation & Redevelopment (R&R) staff in every district office who can discuss these topics as they relate to your project. Your DNR grant specialist can put you in touch with the proper DNR R&R staff.

### LANDS OF SPECIAL CONCERN

While no property should be assumed to be free of contamination, certain types of property are more likely to be contaminated than others. A Phase I Environmental Assessment should always be ordered for the following:

- Any site previously developed and now vacant;
- Any current or previous industrial or commercial site;
- Any site used for storage or warehousing of commercial or industrial materials;
- Any site where the following are visible: dumps, debris piles, discarded storage drums, monitoring wells, areas previously burned;
- Orchards;
- Railroads and railroad spurs;
- Suspected former landfills;
- Areas without vegetation;
- Areas with a history or likelihood of underground storage tanks;
- Any site adjacent to any of the above.



## Attachment G: Inter-Governmental (Inter-Municipal) Agreement Template

### INTER-GOVERNMENTAL AGREEMENT REQUIREMENTS FOR JOINT PROJECTS

**Background:** Chapters NR 153 and 155, Wis. Adm. Code, allow local units of government to jointly apply for grant funding through the DNR's Runoff Management Section's Targeted Runoff Management (TRM) and Urban Nonpoint Source Pollution & Storm Water Management Grant Programs. A joint application will not be considered unless the application includes a **draft** cooperative agreement amongst the participating local units of government. The purpose of the cooperative agreement is to clearly identify authorities, roles and responsibilities of each member for important things such as: entering into the grant agreement with DNR; fulfilling obligations under the grant for product development and product delivery; financial processing, including provision of local share requirements; record keeping; and reporting.

If the project is selected for funding, the draft agreement must be finalized, signed, dated, by an authorized representative of each participating governmental unit, and submitted to the DNR, before DNR will issue the grant award. If there is no end date to the agreement, then only a starting date needs to be mentioned. If there is an end date, the end date cannot conclude before the end of the grant agreement. Be sure that the printed name, signature, and title of representatives authorized under s. 66.0301, Wis. Stats., are included. Also show the date on which each signature was affixed. All signatures and dates must be on the same page to ensure a legally binding agreement. You do **not** have a legally valid cooperative agreement if only one party's authorized representative has signed the document.

### REQUIRED CONTENT OF A COOPERATIVE AGREEMENT

At a minimum, the agreement must address the elements listed below. Your city, town, village, or county may require you to include other provisions or terms in your cooperative agreement.

1. Agreement Title
2. Agreement Purpose *(Must include reference to the project name and grant application).*
3. Names of Participating Local Units of Government (LUG)
4. Assignment of the Following Responsibilities *(This list may be expanded as appropriate):*
  - a. Sign the Runoff Management Grant Agreement with DNR *(Only one LUG may be selected to enter into the grant agreement with DNR);*
  - b. Establish the grant account *(Only one LUG may be selected to establish the grant account to which DNR will issue reimbursements);*
  - c. Negotiate, sign, and oversee any professional services contracts;
  - d. Local development, approval and submittal to DNR of grant products, and final report;
  - e. Manage grant account including invoices, payments, and reimbursements. *(Must include responsibility for local share contribution by each partner, generation of funds for paying bills, bill payment procedures, procedures for submitting DNR reimbursement requests and for handling DNR reimbursement);*
  - f. Project records retention as required by sec. NR 153.29, Wis. Adm. Code.

**Attachment H: Governmental Responsibility Resolution**

**SAMPLE  
GOVERNMENTAL RESPONSIBILITY RESOLUTION  
FOR RUNOFF MANAGEMENT GRANTS**

WHEREAS, \_\_\_\_\_ is interested in acquiring a  
(governmental unit applicant)

Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban storm water runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOLVED, that \_\_\_\_\_  
(applicant)

HEREBY AUTHORIZES \_\_\_\_\_, \_\_\_\_\_ to act on  
(position title) (department)

behalf of \_\_\_\_\_ to:  
(applicant)

- Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit interim and final reports and other documentation as required by the grant agreement;
- Sign and submit an Environment Hazards Assessment Form, if required; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that \_\_\_\_\_ shall comply with all state  
(applicant)

and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

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

I hereby certify that the foregoing resolution was duly adopted by \_\_\_\_\_ at a legal meeting on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Signature of the governmental unit's executive officer, for example, Village President, City Mayor, County Board Chair, etc.)

**IMPORTANT NOTE:** The DNR expects the individual in the position authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, fulfilling the requirements of the grant agreement, carrying out acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting final report, grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance).