WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

WT-19-0043-C

DOCUMENT TITLE

Targeted Runoff Management Grant Application Instructions for Small-Scale Agricultural Projects

PROGRAM/BUREAU

Nonpoint Source Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section 281.65, Wisconsin Statutes, Chapters NR 153 and 154, Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

10/14/2019

DATE FINALIZED

11/18/2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

11/12/2019

Signature Date

Targeted Runoff Management (TRM) Grant Application Instructions for Small-Scale Agricultural Projects

Last Revised
October 8, 2018

Applications must be postmarked and mailed by
★ April 15 ★
(or April 16/17, if April 15 falls on a Sunday/Saturday)

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

Contents

List of Acronyms and Abbreviations **1**

Glossary of Terms and Definitions **3**

General Information **6**

Grant Administration Requirements & Project Permit 7

Instructions for Completing Form 8700-300 ..... **10**

Completing Your TRM Application 10

Assembling & Submitting Your TRM Application 11

Part I. Applicant Information **12**

Part II. Project Information **13**

A. Project Category 13

B. Project Location 15

C. Watershed and Waterbody 16

D. Endangered and Threatened Resources 17

E. Maps and Photographs 18

F. Assessment of Performance Standards and Prohibitions (PS&Ps) 19

G. PS&Ps to be addressed & BMPs for which DNR funding is requested 20

H. PS&P and BMP Specific Questions 21

Part III. Eligibility Filters **22**

A. Filters for All Projects 22

B. Filters for Livestock Facilities 27

C. Filters for Joint Units of Government 30

Part IV. Competitive Elements **31**

A. Financial Budget Table 31

A1. Detailed Financial Budget Table 31

A2&3. State Share Request & Use of Additional Funding 34

B. Method Used to Calculate Cost Estimates 36

C. Timeline and Source of Staff 37

D. Water quality Need 38

E. Nature of Water Quality Impact 40

F. Federal NPS Program Watershed Project Funding Eligibility 41

G. Drinking water bonus 42

H. Project 44
H1. Describe the Pollution Problem 44
H2. Proposed Project (Solution to Improve Water Quality) 47
H3. Describe the expected environmental improvements 48
H4. Facility Performance Standards and Prohibitions (PS&Ps) Status 50
I. Cost-Effectiveness 51
J. Modeling and Measures of Change 52
J1. Project Evaluation Strategy 52
J2. Water Quality Monitoring 53
K. Evidence of Local Support That Currently Exists for the Proposed Project 54
L. Consistency with Other Resource Management Plan 56
Part V. Local Enforcement Multiplier 57
Optional Additional Information 59
Applicant Certification 59
Attachment A: Geographic & Water Resource Information for Watersheds 60
Attachment B: Land Acquisition-Fee Title or Easement 61
Attachment C: Water Quality Need Categories 63
Attachment D: Additional Best Management Practice (BMP) Information 67
Attachment E: Public Drinking Water Supply Bonus Points 71
Attachment F: Groundwater Susceptibility 72
Attachment G: Environmental Hazards Assessment 73
Attachment H: Inter-Governmental (Inter-Municipal) Agreement Template 74
Attachment I: Governmental Responsibility Resolution (GRR) 75
Figure 1 TRM cost-share reimbursement process 7
Figure 2 Small Scale TRM Screening & Scoring Process 9

List of Acronyms and Abbreviations

303(d) List	List of Impaired Waters
ASNRI	Area of Special Natural Resource Interest
AUs	Animal Units
BMPs	Best Management Practices
CAFO	Concentrated Animal Feeding Operation
CREP	Conservation Reserve Enhancement Program
DATCP	Department of Agriculture, Trade, and Consumer Protection
ES	(Groundwater) Enforcement Standard
FPP	Farmland Preservation Program
GRR	Governmental Responsibility Resolution
HUC	Hydrologic Unit Code
IGA	Inter-Governmental Agreement
LCD	Land Conservation Department
LUG	Local Unit of Government
LWRMP	Land and Water Resources Management Plan
NOD	Notice of Discharge
NPS	Nonpoint Source
NRCS	Natural Resources Conservation Service
OTM	Other-Than Municipal (water supplies)
PAL	(Groundwater) Preventative Action Limit
PI	Phosphorus Index
PS&Ps	(NR 151 Agricultural) Performance Standards and Prohibitions
PSorP	(NR 151 Agricultural) Performance Standard or Prohibition
SWDV	Surface Water Data Viewer
R&R	Remediation and Redevelopment

TMDL	Total Maximum Daily Load
TP	Total Phosphorus
TRM	Targeted Runoff Management
TSS	Total Suspended Solids
USEPA	United States Environmental Protection Agency
USGS	United States Geological Survey
WDNR	Wisconsin Department of Natural Resources
WPDES	Wisconsin Pollutant Discharge Elimination System

Glossary of Terms and Definitions

As referred to herein, the following words and phrases are defined as follows.

The grantee's **Authorized Responsible Government Official** is the government official authorized by the applicant's government responsibility resolution (GRR) to do all of the following:

- sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- enter into cost-share agreements with landowner/operator to install best management practices;
- make cost-share payment to landowner/operator after payment is requested, evidence of contractor payment by landowner/operator has been received, and grantee has verified proper BMP installation;
- 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. 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).

Base Animal Units (AUs) [**or base livestock population**] are [is] the number of AUs present at a facility on the effective date of the Performance Standard or Prohibition (PSorP) addressed by a proposed project. If more than one PSorP is addressed by a project, the base AUs for each proposed BMP is the number of AUs present at the facility on the effective date of the PSorP being addressed by that BMP.

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

Direct conduit to groundwater means wells, sinkholes, swallets, fractured bedrock at the surface, mine shafts, non−metallic mines, tile inlets discharging to groundwater, quarries, or depressional groundwater recharge areas over shallow fractured bedrock.

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**.**

Karst feature is 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.

A **mine feature is** a man-made shaft, tunnel, cave, hole, or other feature created for mining purposes.

The following situations are classified as a **new operation** or a **new facility**, as per NR 151.095(5)(b).

- An operation or facility that was established or installed after the effective PSorP date, including the placement of livestock structures on a site that did not previously have structures or the placement of animals on lands that did not have animals as of effective PSorP date, unless the placement of animals is part of a rotational grazing operation.
- A livestock facility that is in existence and in compliance with a livestock performance standard or prohibition on or after the effective date of the livestock performance standard or prohibition and that undergoes a change in the livestock facility that results in noncompliance with the livestock performance standard or prohibition.
- On a livestock operation that is in existence as of the effective date of the livestock performance standard or prohibition that establishes or constructs or substantially alters a facility after the effective date of the livestock performance standard or prohibition, the facilities constructed, established or substantially altered after the effective date of the livestock performance standard or prohibition are considered new.

Non-significant expansion of livestock operations is defined as described below.

1. For operations with a base livestock population of less than 250 animal units, a non-significant expansion is one where the livestock population size is less than or equal to 300 animal units.
2. For operations with a base livestock population greater than 250 animal units but less than that required to apply for a WPDES permit, a non-significant expansion is one where livestock population does not exceed 20% of the base livestock population.

Location where the primary water quality benefit (of the proposed project) **originates** - is the location where the most significant water quality benefit of the project originates from. For example, the location where the primary water quality benefit originates from a project that installs barnyard practices that prevent the direct discharge of polluted runoff from the barnyard, is the location of the barnyard itself. Alternatively, the primary water quality benefit of a manure storage facility constructed to achieve compliance with a nutrient management plan (NMP) originates from the fields where NMP compliance is achieved, rather than the location of the manure storage facility. Some projects will have multiple areas where water quality benefit originates, for example, a project that includes both barnyard practices and manure storage to achieve NMP compliance. In such cases, the primary location where water quality benefit will originate, is the location where pollution sources contributing to polluted runoff are most reduced, based on the best professional judgement of the applicant.

Offer of cost sharing means an offer of cost sharing as part of a NR 151 notice or county notice that meets requirements of NR 151.09 or NR 151.095.

Sinkhole is 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.

Significant expansion of livestock operations is defined as described below.

1. For operations with a base livestock population of less than 250 animal units, a significant expansion is an expansion where the livestock population size exceeds 300 animal units.
2. For operations with a base livestock population greater than 250 animal units but less than that required to apply for a WPDES permit, a significant expansion is an where the livestock population exceeds 120% of the base livestock population.

Substantially altered means a change initiated by an owner or operator that results in a relocation of a structure or facility or significant changes to the size, depth or configuration of a structure or facility including:

1. replacement of a liner in a manure storage structure;
2. an increase in the volumetric capacity or area of a structure or facility by greater than 20%; or
3. a change in a structure or facility related to a change in livestock management from one species of livestock to another such as cattle to poultry [NR 151.015(20)].

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

Swallet is a place where surface or storm water drainage disappears underground.

Waters of the state includes the portions of Lake Michigan and Lake Superior within the boundaries of Wisconsin, all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, water courses, drainage systems, and other surface or groundwater, natural or artificial, public or private within the State or under its jurisdiction except those waters which are entirely confined and retained completely upon the property of a person.

Targeted Runoff Management Grant
Small-Scale Agricultural Grant Application Instructions

General Information

The Targeted Runoff Management (TRM) Grant Program is a cost-share **reimbursement** grant program. The maximum cost-share rate is up to 70% of eligible expenses (up to 90% for economic hardship), up to a maximum award of $225,000. Under the TRM grant program, cost-share reimbursement of eligible expenses follows the process illustrated in Figure 1, on the next page.

Grant applications are reviewed and ranked via a competitive process. Figure 2, Small-Scale Agricultural *Targeted Runoff Management Scoring System Flow Chart* illustrates the evaluation process used in evaluating and ranking applications.

Small-Scale TMDL projects are ranked separately from Small-Scale Non-TMDL projects. Applicants are notified of their application's rank and funding status in the fall of the calendar year that the application was submitted. The two-year grant period typically starts in January of the following year, although a delay in the adoption of state or federal budgets can delay this timetable.

Small-scale TRM project funding has certain sideboards and limitations that potential applicants should consider when deciding whether to apply. These include:

- Projects must be completed in 2 years, with a possible extension to a third year if warranted.
- The maximum amount of funding that a grantee may receive in multiple grant awards in any one year generally cannot exceed 20% of the available grant funds for a particular project category. Projects on the ranked list whose selection for funding would exceed 20% of available funds for a particular category are moved to the bottom of the list and funded only if funding remains after all other eligible projects have been funded.
- 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 the application in Attachment D. The state cost-share rate covers up to 70% (up to 90% for economic hardship) of total eligible project costs. The total state share of the project costs cannot exceed $225,000.
- 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 taken as a group when considering the monetary 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 funding cap will be considered for initial selection.
- Funds from the Department of Agriculture, Trade and Consumer Protection (DATCP) may ***not*** be used to fulfill the local-share requirement.
- Federal and state funding sources are used for these projects. All projects are eligible to access the state funds. Some projects are eligible to access the federal funds. This includes projects that implement the goals and recommendations of an EPA-approved watershed-based "9 key element" plan.
- **Small-Scale Non-TMDL Projects** must improve degraded surface and ground waters or protect threatened surface and ground waters from degradation, by addressing noncompliance with Wisconsin's agricultural performance standards and prohibitions.

- **Small-Scale TMDL Projects** must 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. Details about TMDLs are provided in Part II-A of the instructions.

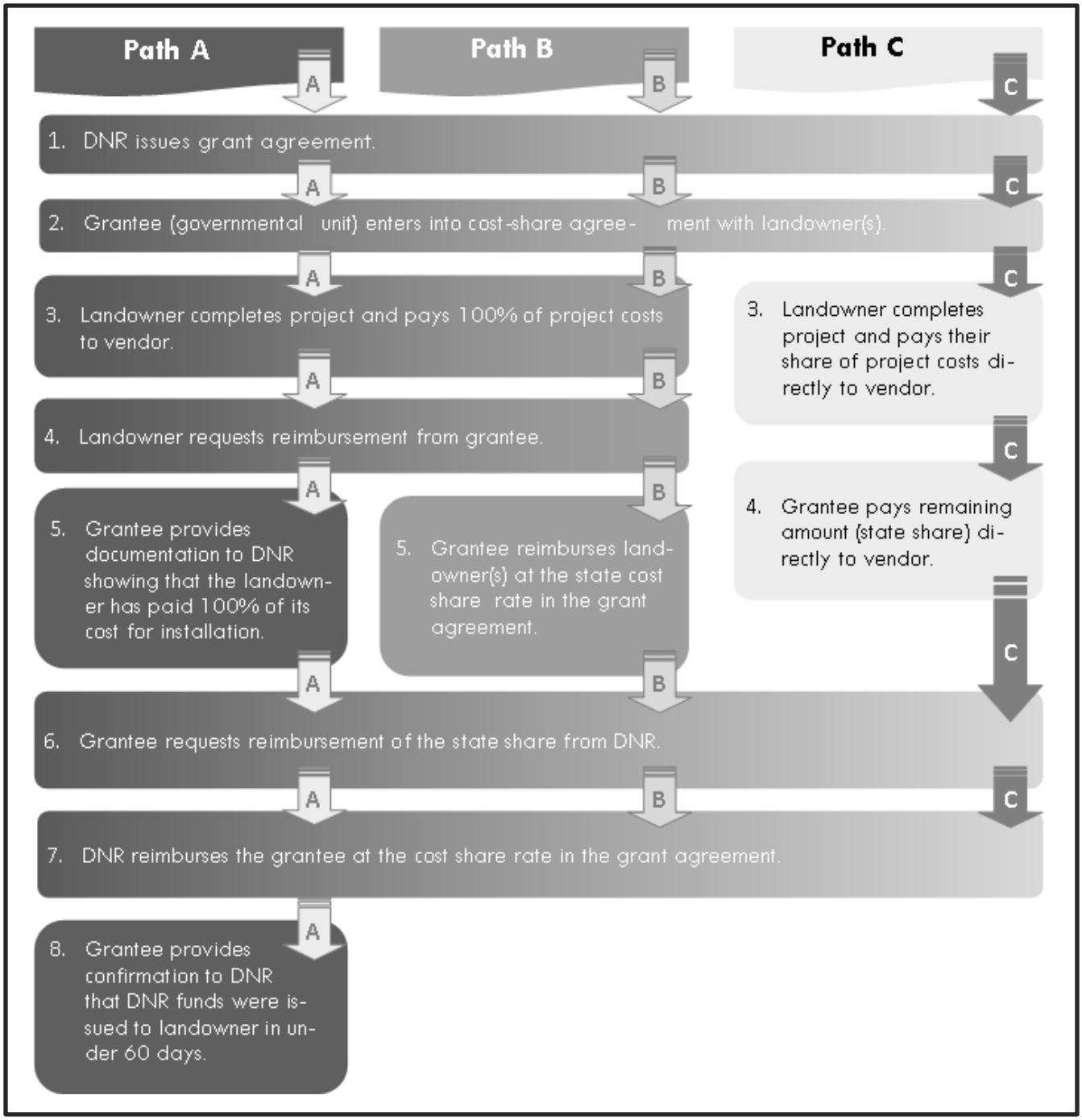


Figure 1 TRM Cost-Share Reimbursement Process

Grantee Responsibilities

- Grantees must request final reimbursement no later than 60 days after the end of the grant period.
- 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 chs. 30 or 31, Wis. Stats., permit(s).
- Grantees will be required to submit a Final Report (DNR Form 3400-189) summarizing the results of the project, including before and after photos. Further details about the Final Report are provided in the grant agreement.

Special Information about DNR Funding for Nutrient Management Plans (NMPs)

With recent approval of the Bond Counsel (Dec 2017), the DNR will now be able to reimburse grantees for NMPs using bond revenue **if** those NMPs are prepared in conjunction with manure storage or barnyard runoff control projects also funded with a DNR grant. Such NMPs will be used to demonstrate that acreage for manure spreading is insufficient and so manure storage is needed. Manure storage or barnyard runoff control projects are the only two best management practices where use of bond revenue for NMP reimbursement is possible. Amount of bond revenue that can be used for NMP reimbursement cannot exceed 20% of the total grant amount awarded by the DNR for structural practices. The DNR is required to reimburse all other NMPs using other, non-bond revenue, funding sources.

Special Information for Grantees Seeking Reimbursement from the DNR

With recent approval of the Bond Counsel (Dec 2017), grantees may now request reimbursement of bond-eligible practices from the DNR even if the grantee has not first reimbursed the landowner. It had been a long-established practice of this program that grantees must first reimburse a landowner the appropriate cost-share percentage before requesting reimbursement from the DNR. With this change in grant administration, the DNR will reimburse grantees so long as the grantee can show that the landowner has paid 100% of its costs for practice installation AND the grantee can confirm that funds received from the DNR have been issued to the landowner in under 60 days. The DNR understands that grantees have processes in place that often require Committee approval before payment to a landowner can be made by the grantee AND some local governments only issue payment checks two times per month. As a result, it is understood that grantees will likely deposit funds received from the DNR before payment is issued to the landowner. Funds received from the DNR must be placed in a separate account; grantees may not co-mingle funds received from the DNR with other grantee funds. Further, funds received from the DNR must be kept in a separate account that does not earn interest. Failure to comply with these requirements will harm the relationship the State of WI has with the Internal Revenue Service related to the use of bond revenue and may result in this funding flexibility being withdrawn by the Bond Counsel.

Call your DNR Regional Nonpoint Source (NPS) Coordinator early.
Coordinators can provide assistance in planning your project.
Pre-application contact with your DNR Regional NPS Coordinator is also a grant eligibility requirement.
Go to http://dnr.wi.gov/topic/nonpoint/NPScontacts.html for contact information.

Figure 2 Small-Scale TRM Screening & Scoring Process

Part I
Applicant Information

Part II
Project Information

Part III
Eligibility Filters

Part IV
Competitive Elements

	Max Points
A. Financial Budget	20
B. Method to Calculate Cost Estimates	5
C. Timeline and Source of Staff	5
D. Water Quality Need	30
E. Nature of the Water Quality Impact	15
F. Federal NPS Program Project Funding Eligibility	10
G. Drinking Water Bonus Points	7
H. Project Problem, Solution & Expected Benefits	40
I. Cost-Effectiveness	15
J. Project Evaluation Strategy	10
K. Evidence of Local Support	10
L. Consistency w/ Resource Management Plans	1
TOTAL	**168**

Part V
Local Enforcement Multiplier (maximum points 25.2)

Maximum points available = 193.2

Instructions for Completing Form 8700-300

Completing Your TRM Application

Directions	Explanation
1. Contact your local DNR Nonpoint Source Coordinator to discuss the proposed project, including each of the following: • Project eligibility • Proposed BMP selection/sizing • Required permits and other feasibility issues • Water quality need	Applicants are **required** to contact their local NPS coordinator prior to application submittal, in order for their application to be eligible for funding consideration. Find your local Nonpoint Source Coordinator at: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html.
2. Draft a Governmental Responsibility Resolution (GRR) that identifies and authorizes a responsible Governmental Representative(s) to submit the application and subsequent required forms on behalf of the applicant/local unit of government. 3. Get approval/execution of the draft GRR on the agenda of the next local government board/committee meeting.	Applicants are required to attach to an executed GRR to their application that identifies and authorizes a Responsible Governmental Representative(s) authorized (or authorized government official position title) to submit the application and subsequent required forms on behalf of applicant/local unit of government. The signature on the application must be consistent with the Governmental Responsibility Resolution. A GRR template is included in Attachment I. Plan ahead and get the GRR approval on the agenda of the appropriate local board, council or committee before the application due date. Depending on the schedule and frequency of local meetings, and timing of agenda postings, this often requires significant lead time– e.g. agenda posted in February for March meeting.
4. Save the current version of Form 8700-300 Targeted Runoff Management (TRM) Grant Program Small-Scale Agricultural Application onto your hard drive. ("Save as" your chosen file name.) 5. Fill the form in electronically. Use the TAB key to exit a field so that it will automatically update and move to the next field or link. Otherwise, use "Enter" to update a field and click in the next fillable field. Provide all applicable information required by the application.	The small scale TRM application form and instructions are posted on the DNR web site http://dnr.wi.gov/Aid/ TargetedRunoff.html in January of each calendar year. 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.)

ASSEMBLING & SUBMITTING YOUR TRM APPLICATION

1. Assemble one original copy of your completed application (current version of DNR Form 8700-300) including all attachments, with an original signature in ***blue ink*** by the Responsible Government Official authorized to sign contracts on behalf of the governmental unit by the GRR attached to your application.
2. The assembled application must conform to the following:
   - All pages in the application, including maps**,** must be 8.5 x 11 inches in size.
   - All application pages containing text must be printed double-sided.
   - Maps and photos must be printed single-sided.
   - Each page must be **numbered** and contain an identifying project name that matches the name listed in the required "Project Name" field on the first page of the application.
   - If you attach narrative responses on a separate sheet(s), each page must be numbered, include the project name, be labeled with the respective question description and number, and the question's page number.

4. Copy and assemble three additional copies of the completed, signed application form and all attachments.
5. Save an electronic copy of the application and all attachments on CD or flash drive.
6. Assemble and your grant application submittal package, including:
   - Four (4) copies of the application(s) plus all attachments– one (1) original signed in blue ink, plus three (3) signed copies.
   - Electronic copy of application(s) and all attachments on CD or flash drive
6. Postmark and mail your grant application submittal package no later than April 15 (April 16/17, if the 15th falls on a Sunday or Saturday) to:

USPS
Department of Natural Resources
Attn: Runoff Management Grant Coordinator - WT/3
P.O. Box 7921
Madison, WI 53707-7921

Other delivery service
Department of Natural Resources
Attn: Runoff Management Grant Coordinator - WT/3
101 South Webster Street
Madison, WI 53703

Completed **applications must be postmarked and mailed no later than April 15** of the same calendar year, unless April 15 falls on a Sunday or Saturday, in which case the postmark deadline is April 16 or 17. Applications postmarked after this date are not eligible and will not be scored or ranked

Applications postmarked on April 15 (or April 16/17, if the 15th falls on a Sunday or Saturday) but mailed on a later date, are not eligible and will not be scored or ranked.

Part I. Applicant Information

DIRECTIONS	EXPLANATION
1. Enter the current calendar year that the grant application is being submitted. 2. Enter the calendar year that the grant award will start. The grant award year is the calendar year following this application year. 3. Enter the project name. The project name should be a unique identifier of this particular project. 4. Enter the name of the governmental unit applying and the applicant's web address. 5. 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. 200.01-200.15 or 200.21-200.65, 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; and • school districts.
6. Enter the name and contact information of the applicant's "Responsible Government Official/Authorized Signatory". The Responsible Governmental Unit's Official / Authorized Signatory is the Government Official authorized to sign the grant application on behalf of the governmental unit.	The Governmental Unit's Official / Authorized Signatory must be consistent with the name or job title of the individual authorized by the Governmental Responsibility Resolution form attached to this application (See Attachment G). The Authorized Signatory cannot be a consultant.
7. Enter the name and contact information of the applicant's "Contact Person". The Grant Contact Person is the Government Official or staff person most directly involved in the implementation of this project. 8. If the Grant Contact Person is the same as the Governmental Unit's Authorized Signatory, write same in the Contact Person box and leave the remaining fields on the right half of Part I blank.	The Grant Contact Person cannot be a consultant.

Part II. Project Information

A. Project Category

Directions	Explanation
1. Identify the project category. • Select A.1 - Non-TMDL Project if the proposed project is not located in an area covered by an EPA-approved TMDL, AND if the project will achieve compliance with one or more currently noncompliant NR 151 agricultural performance standards and prohibitions. • Select A.2 - TMDL Project if the proposed project addresses nonpoint pollution in location(s) covered by an EPA-approved TMDL, and the project addresses the most critical agricultural nonpoint pollutants and sources identified in the TMDL document. 2. If A.2 -TMDL Project - is selected, complete 2(a) and 2(b). • Provide the title of the TMDL report that the project implements and a link to the report, if available. • Identify the critical TMDL pollutants the project will address. • Cite the specific page number(s) that identify the TMDL pollutants and sources addressed by the proposed project.	There are two types of small-scale agricultural TRM project categories, TMDL and non-TMDL. 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 water bodies that are not meeting water quality standards. The goal of a TMDL is to identify pollutant reduction levels to correct water quality impairments and achieve designated uses of water bodies through attainment of water quality standards. The U.S. Environmental Protection Agency (EPA) must approve each TMDL. The State is charged with ensuring the necessary actions are taken so that the loading of the pollutant of concern does not exceed the TMDL and associated load allocations. To ensure the reduction goals in the TMDLs are attained, BMPs should be implemented and maintained. A list of Wisconsin's approved TMDL(s) is available on the DNR's website at: http://dnr.wi.gov/topic/impairedwaters/approved_tmdls.html

DIRECTIONS	EXPLANATION
3. If A.2 -TMDL Project - is selected, identify the TMDL project type by selecting the statement or statements in part 2(c) that describe the purpose of the proposed TMDL project. Applicants must select at least one and should select all that apply (more than one, if applicable). • If the proposed project will achieve compliance with one or more currently noncompliant NR 151 agricultural performance standards and prohibitions, check box (c)(i). • If the proposed project will address critical nonpoint pollution source(s) which are currently in compliance with NR 151 agricultural PS&Ps, but which need to exceed compliance to meet TMDL goals, check box (c)(ii). If box (c)(ii) is checked complete the table by selecting the performance standards and/or prohibitions that will be exceeded by the project and the best management practices that will be installed to exceed each of the selected PS&Ps. • If the proposed project will address critical nonpoint pollution sources of agricultural NPS identified in the TMDL document for which there is no performance standard, check box (c)(iii) and describe the pollutant sources that will be addressed for which there is no performance standard. If box (c)(ii) is checked complete the table by selecting the BMPs that will be installed to address these pollutant sources.	

B. Project Location

Directions	Explanation
1. Enter the project location. • Enter the latitude (4-7 decimal places), and longitude (negative, West of the Prime Meridian and 4-7 decimals places) of the project area. • Enter the county name, state senate district number and state assembly district number where the project is located. • Specify the method used to determine latitude & longitude. • If the project area is comprised of multiple counties, or multiple noncontiguous areas, enter the latitude/longitude, county and senate/assembly district of each part of the project area in individual rows.	Use the Surface Water Data Viewer (SWDV) found at: http://dnrmaps.wi.gov/sl/?Viewer=SWDV as needed, to assist you in completing the project location information. See Attachment A for assistance in using the Surface Water Data Viewer.
2. Identify the location where the project's water quality benefit will originate. • Select option 2(a), if the primary water quality benefit of the project will originate from the project location. • Select option 2(b) if the primary water quality benefit will originate from a location other than the project location. • If option (b) is selected, enter location information for each non-contiguous area where water quality benefit will originate, including latitude/longitude, county and senate/assembly district for each part of the project area. • If multiple locations are listed in the table, identify the **primary** location where water benefit will originate by listing it in the first row of the table.	The location where the project's water quality benefit originates is/are the pollution source area(s) where pollution sources are reduced by the project, thereby reducing the pollutant load carried in runoff to waterways. For example, the location where water quality benefit originates from a project that installs barnyard practices to prevent the direct discharge of polluted runoff from the barnyard will be the barnyard/project location itself. Alternatively, the water quality benefit of a manure storage facility constructed to achieve compliance with a nutrient management plan (NMP) will originate from the fields where NMP compliance is achieved, rather than the location of the manure storage facility because the project is reducing the amount of pollution carried by runoff from the fields. For projects with multiple non-contiguous areas where water quality benefit originates, enter the midpoint of each non-contiguous area. An example of this situation is a project that includes both barnyard practices and manure storage. In such cases, the **primary** location where water quality benefit originates is the location where pollution sources contributing to polluted runoff are most reduced, based on the applicant's best professional judgement.

C. Watershed and Waterbody

Directions	Explanation
1. Enter the name of the nearest surface water resource that will be impacted by the project. • If option 2(a) was selected in Part II-B, enter the name of the waterbody in closest proximity to, and downstream of the project site. • If option 2(b) was selected in Part II-B, enter the name of the waterbody in closest proximity to, and downstream of, the primary location where water quality benefit will originate.	The nearest waterbody is the stream, river, or lake, including intermittent streams (dashed blue lines on SWDV) in closest proximity to the primary location where water quality benefit originates. For projects that propose to construct manure storage to achieve compliance with a NMP, the nearest waterbody is the waterbody downstream of the majority fields where NMP compliance is achieved by the project.
2. Identify the HUC 12 of the primary location where water quality benefit originates using the HUC 12 layer in the surface water data viewer at http://dnrmaps.wi.gov/sl/?Viewer=SWDV. 3. Open the watershed lookup spreadsheet. On line C.2(a) of the spreadsheet, select the 12-digit hydrologic code (HUC 12) of the project's primary water quality location. • The name of the primary HUC 12 will automatically populate line 2(b) of the spreadsheet. • The HUC 12 immediately downstream of the project's primary water quality location will automatically populate line 2(c) of the spreadsheet. • If the downstream HUC 12 is located in Wisconsin then the name of the downstream HUC 12 will automatically populate 2(d) of the spreadsheet.	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. 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). If the project's primary watershed is covered by a TMDL, EPA-approved 9-key element plan, is located in public drinking water supply source water assessment area, or a top watershed for phosphorus or groundwater nitrates in Wisconsin's Statewide Nutrient reduction strategy, or contains highlight vulnerable healthy watershed catchments, this information will also automatically populate the spreadsheet. The applicant will be able use this information to help fill out Part-IV of the application.
4. Copy and paste lines C.2(a), (b), (c) and (d) from the watershed lookup spreadsheet onto these same numbered lines in the application.	

PART D. ENDANGERED AND THREATENED RESOURCES

DIRECTIONS	EXPLANATION
1. Check D.1 if you are already aware that endangered or threatened resources are present in the project area. 2. Check D.2 if you already aware that archaeological sites, historical structures, burial sites, or other historic places identified in s. 44.45, Wis. Stats., in the project area.	The DNR will evaluate applications selected for funding to determine compliance with the related state laws.
3. Use both the Wisconsin Wetland Inventory and Wetland Indicators layers to determine if wetlands or wetland indicators are present. Refer to Attachment A and http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland for assistance in determining if wetlands may be present in the project area. 4. Check D.3 if wetlands or wetland indicators are present in the project area.	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. Maps and Photographs

Directions	Explanation
1. Create a topographic map and an aerial photo map (8.5" X 11" copies) of the project area. Both maps must show all of the following: • project boundaries; • perimeter of the project drainage area and 12-digit HUC • major roads, including road names, in the project area; and • the primary location where the water quality benefit of the project originates, if located at or near the project area. 2. If the primary water quality location is not located at or near the project area [i.e. if Part II-B.2(b)], attach separate map(s) delineating the location(s) of the(se) area(s) and check box E.3. 3. Label all maps with the project name and include a north arrow.	Maps can be created using obtained from DNR's Surface Water Data Viewer, http://dnrmaps.wi.gov/sl/?Viewer=SWDV/ See Attachment A for more information about DNR's surface water data viewer. Submittal of an aerial photo and on-site photos is required because it enhances the reviewer's understanding of the project and its location. Aerial photos are available through DNR's Surface Water Data Viewer. Failure to submit the requested maps will result in removal of the application from further consideration.

F. Assessment of Performance Standards and Prohibitions (PS&Ps)

Directions	Explanation
1. In column (a) of Table F1, enter the compliance status of each NR 151 Agricultural Performance Standard at the facility, by selecting from the following options: compliant, noncompliant, not applicable, or don't know. "Not applicable" means the PS&P does not apply to the facility and therefore does not need to be addressed.	This assessment of PS&Ps at the facility is needed to establish grant eligibility of proposed BMPs for non-TMDL projects. Small-scale non-TMDL TRM projects must achieve compliance with one or more currently noncompliant PS&P(s) to be eligible for a TRM grant. Small-scale TMDL TRM projects may also achieve compliance with one or more PS&Ps as part of TMDL implementation (Part II-A).
2. For each noncompliant PS&P, enter date since when the cropland or livestock facility has been continuously noncompliant In column (b) of Table F1. 3. If the exact date is unknown, enter the earliest known date. 4. Leave column (c) For each PS&P with a compliant status of compliant, not applicable, or don't know in column (a).	To be eligible for TRM funds to address a noncompliant PS&P, a cropland or livestock facility must have been in existence and out of compliance with that PS&P continuously since the time the PS&P became effective. The purpose of this section is to determine how long the cropland or livestock facility has been continuously noncompliant and if that coincides with the effective date of the PS&P. A livestock facility that is in compliance with a livestock performance standard or prohibition on or after the effective date of that performance standard or prohibition, and subsequently undergoes an expansion that results in noncompliance with the livestock performance standard or prohibition, has not been continuously noncompliant since the effective date of the PS&P. This includes manure storage facilities that fail to meet the requirements of s. NR 151.05 (3) Manure System Closure and were either: constructed on or after October 1, 2002; or were constructed prior to October 1, 2002, and subject through October 1, 2002, to the operation and maintenance provisions of a cost-share agreement.
5. Answer F.2(a) and any subsequent questions that appear based on the answer to F.2(a). 6. If a facility has been deemed compliant with a PS&Ps for the purposes of FPP. Revise column (a) of Table F1 to be consistent with FPP compliance assessments, if applicable.	Facilities that participate in the Farmland Preservation Program (FPP) are assessed for compliance with NR 151 agricultural PS&Ps. If a facility is deemed compliant with a PS&Ps for the purposes of FPP, it should be entered as compliant on the TRM application form.

G. PS&Ps to be Addressed & BMPs for which DNR funding is requested

Directions	Explanation
1. Column 1 Table G will automatically populate itself with a list of PS&Ps in the project area eligible to address with a TRM grant, based on the information entered in table F1 - i.e. those that have been continuously noncompliant since their effective date(s). 2. In column 2 of each row of Table G, enter yes or no to indicate whether the PS&P listed in that row will be addressed by the proposed project.	This step identifies which PS&Ps will be addressed by the TRM project TRM projects are not required to address all noncompliant PS&Ps at a facility. Applicants will have the opportunity to explain how and when noncompliant PS&Ps at the facility not addressed by the proposed TRM project will be addressed in Part IV-H.
3. For each PS&P that will be addressed by the project, select the BMP proposed to address the PS&P in column 3. If more than one BMP is proposed to address a single PS&P, click on the + on the right end of that row to add additional rows for that PS&P. 4. If the same BMP is proposed to address more than one PS&P, enter the proposed BMP for each PS&P that it will address.	This step identifies the BMPs proposed to bring the noncompliant PS&Ps addressed by the TRM project into full compliance. The BMPs selected here will automatically populate the detailed budget table in Part II-A.1 of the application.
5. In column 4, answer the question "Has there ever been a previous offer of cost sharing for this BMP at the facility?" by selecting yes or no.	Within this document offer of cost sharing means an offer of cost sharing as part of a NR 151 notice or county notice that meets requirements of NR 151.09 or NR 151.095. If the applicant enters yes in column 4, the BMP is ineligible for TRM funding.

H. PS&P AND BMP SPECIFIC QUESTIONS

Some PS&Ps require additional supporting information from the applicant to establish noncompliance. In Part II-H additional questions appear, depending on the specific PS&Ps to be addressed by the project and/or the BMPs proposed to address them. Answer questions that appear in Part II-H and attach the required supporting information. If no questions appear, proceed to Part III of the application.

DIRECTIONS	EXPLANATION
1. If the proposed project addresses noncompliance with a nutrient management plan (NMP) through construction of a manure storage facility, H.1 will appear. Answer H.1 by selecting the reason manure storage is needed to address NMP noncompliance. The applicant must be able to select option (a) or (b) for manure storage to be an eligible BMP. 2. Explain why manure storage is needed to achieve NMP compliance. • If option 1(a) is selected, explain why manure storage is needed at the facility to meet an existing nutrient management plan. • If option 1(b) is selected, explain why manure storage will be needed at the facility to meet a soon-to-be developed nutrient management plan, based on the applicant's best professional judgement. 2. If option 1(b) is selected, the applicant must select "nutrient management" BMP in column (a) of Table II-G. Revise Table II-G if nutrient management BMP was not selected.	If option 1(b) is selected, the applicant and landowner understand that grant funding for construction of manure storage BMP will only be provided if a NMP demonstrates the need for manure storage at the facility. In such instances, the DNR will first award a one year grant for the NMP. Subsequently, upon successful completion of an NMP demonstrating a need for manure storage and submission to the DNR, the DNR will issue a separate, second two-year grant agreement for construction of the manure storage BMP.
3. If the proposed project addresses NMP compliance through construction of manure storage, attach spreading restriction maps for all fields included in the NMP 4. If the proposed project addresses noncompliance with NR 151.08(3), (4) and/or (5)(a), attach the required additional information as directed by H. 3, to support the(se) noncompliance determination(s).	**NR 151.08 (3)** A livestock operation shall have no unconfined manure pile in a water quality management area. **(4)** A livestock operation shall have no direct runoff from a feedlot or stored manure into the waters of the state. **(5)(a)** A livestock operation may not allow unlimited access by livestock to waters of the state in a location where high concentrations of animals prevent the maintenance of adequate sod or self-sustaining vegetative cover.

Part III. Eligibility Filters

A. Filters for All Projects

Applications must be able to meet all filters in Part III-A to be eligible for a TRM grant.

Directions	Explanation
1. Check yes to A.1 through A.4 if the proposed project meets these filters.	
2. Check yes to 5 if the applicant certifies that funding from this grant will ***only*** be used for BMPs that bring existing cropland, existing livestock facilities and/or non-significant expansions of livestock operations into compliance with NR 151 performance standards or prohibitions. 3. Attach aerial photos of the facility under the following conditions: • current conditions – attach most recent available high-resolution photo(s); and • effective date(s) of PS&Ps addressed by the proposed project - attach high-resolution photo(s) closest to effective date(s) of PS&Ps addressed by project. Each PS&P has its own effective date, so aerial photos of more than one effective date may be required, depending on details of the proposed project. 4. Check yes to 6 only if the applicant can certify that funding from this grant will **not** be used for best management practices to bring a livestock facility or cropland back into compliance with a performance standard or prohibition in NR 151 when such compliance had previously been achieved after the effective date of the standard or prohibition.	A livestock operation that is in existence and in compliance with a livestock performance standard or prohibition on or after the effective date of the livestock performance standard or prohibition and that undergoes an expansion that results in noncompliance with the livestock performance standard or prohibition is not eligible for cost sharing. Aerial photos of the facility attached to the application need not come from the DNR Surface Water Data Viewer. Check out google maps, county photos, and other sources to find the highest resolution aerial photos nearest in time to current conditions and effective date(s) of PS&Ps addressed by the proposed project. Manure storage facilities that fail to meet the requirements of s. NR 151.05 (3) Manure System Closure, and were either: constructed on or after October 1, 2002; or were constructed prior to October 1, 2002, and subject through October 1, 2002, to the operation and maintenance provisions of a cost-share agreement are ineligible for state cost sharing.

DIRECTIONS	**EXPLANATION**
5. Check yes to 7 if the applicant certifies that funding from this grant will not be used for best management practices for which the DNR or local unit of government included a previous offer of cost sharing as part of a NR 151 notice or county notice that meets requirements of NR 151.09 or NR 151.095.	BMPs for which there has been a previous offer of cost sharing as part of a NR 151 notice or county notice that meets requirements of NR 151.09 or NR 151.095 are not eligible for TRM funding.
6. Check Yes to 8 if the applicant certifies that the project is consistent with an approved LWRMP, plan amendment, or work plan. 7. To demonstrate consistency with the LWRMP, 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; provide page numbers and a web link or attach hard copy of the pages.	Eligible TRM projects are consistent with an approved county LWRMP, plan amendment, or workplan.

Note: The following situations fall under the definition of "new" [NR 151.095(5)(b)] and are therefore not eligible for TRM funding. The following situations are classified as "new".

- An operation or facility that was established or installed after the effective PSorP date, including the placement of livestock structures on a site that did not previously have structures or the placement of animals on lands that did not have animals as of effective PSorP date, unless the placement of animals is part of a rotational grazing operation.
- A livestock facility that is in existence and in compliance with a livestock performance standard or prohibition on or after the effective date of the livestock performance standard or prohibition and that undergoes a change in the livestock facility that results in noncompliance with the livestock performance standard or prohibition.
- On a livestock operation that is in existence as of the effective date of the livestock performance standard or prohibition that establishes or constructs or substantially alters a facility after the effective date of the livestock performance standard or prohibition**,** the facilities constructed, established or substantially altered after the effective date of the livestock performance standard or prohibition are considered new.

However, if the department or a municipality directs an owner or operator of an existing livestock facility to construct a facility as a corrective measure to comply with a performance standard or prohibition on or after the effective date of the livestock performance standard or prohibition, or directs the owner or operator to reconstruct the existing facility as a corrective measure on or after the effective date of the livestock performance standard or prohibition, the constructed facilities are not considered new for purposes of installing or implementing the corrective measure.

Furthermore, facilities in existence as of and continuously noncompliant since the effective date of applicable livestock PS&Ps are eligible for TRM funding for that portion of the facility (base AUs) in existence as of the PS&Ps effective date, plus non-significant expansion. If non-significant expansion has occurred since the PS&Ps effective date, eligible TRM costs are total projects costs pro-rated according to the formula in Part II-B of the application.

DIRECTIONS	EXPLANATION
8. Check yes to 9 if the county has a qualifying strategy to implement state agricultural performance standards and prohibitions contained in subch. II of NR 151, either in their approved LWRMP document, or in an Inter-Governmental Agreement with. 9. Provide documentation of the qualifying NR 151 implementation strategy, either by providing page numbers and a web link, or attaching a hard copy of the pages to the application.	A qualifying strategy to implement state agricultural performance standards and prohibitions must include **all** the activities listed below. • Inform and educate landowners/operators required to comply with performance standards and prohibitions. • Conduct compliance status inventories based on records reviews and on-site visits. • Document inventory results and maintain compliance status records. • Report inventory results and continuing compliance requirements to landowners/operators. • Identify best management practices to achieve compliance. • Apply for grants from the Department of Natural Resources or work to secure grants from other state, federal, or local sources to provide cost sharing to landowners/operators to achieve compliance with PS&Ps. • Develop cost-share agreements and provide for technical assistance to landowners/operators to achieve compliance with PS&Ps. • Assist the Department of Natural Resources at its request in drafting NR 151 notices to landowners/operators. • Fulfill annual program reporting requirements.

9. Check yes to 10 if you have contacted the local DNR NPS Coordinator. Fill in the table with the name of each NPS Coordinator contacted and date of each contact. Do not check yes for leaving the NPS Coordinator a voicemail or sending then an email. 10. Fill in the table with the name of each NPS Coordinator contacted and date of each contact. Do not check yes for leaving have left a voicemail 11. Check the boxes to indicate the topics discussed with the coordinator. The subjects discussed should include the following: project eligibility, proposed BMPs, water have left a voicemail 12. Check the boxes to indicate the topics discussed with the coordinator. The subjects discussed should include the following: project eligibility, proposed BMPs, water quality need, required permits and feasibility issues. 13. In the box below the table, provide a summary of the relevant discussion(s) about of each of the recommended topics and other relevant topics discussed.	Item 10 requires the applicant to contact the local DNR NPS Coordinator and discuss the topics listed prior to submitting the application. Sending an email to a NPS Coordinator or leaving a voicemail does **not** qualify as discussing project. See: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html for NPS Coordinators by county.

B. Filters for Livestock Facilities

The filters in this section must be met if the application is for a livestock facility.

Directions	Explanation
1. Answer B.1 - "Is this application for a livestock facility?" by selecting the yes or no option button. • If no is selected, go to Part III-C • If yes is selected, B.1(a)-(d), B.2, and B.3 will appear.	
2. If yes is selected for B.1, answer B.1(a)-(d). • Fill out and attach an Animal Units (AU) Calculation Worksheet (Form 3400-25a) based on current livestock numbers. Check yes for 1(a) to indicate the current AU worksheet is attached. • Enter the number of animal units currently at the facility on line 1(b). • Complete and attach an Animal Units Calculation Worksheet for future livestock numbers anticipated over the next 5 years. Check yes for 1(c) to indicate the future AU worksheet is attached. • Enter the number of anticipated future AUs at the facility on line 1(d). 3. Enter the number of AUs the facility will be sized/designed to accommodate on line 1(e).	Operations with a livestock population currently greater than 1,000 animal units or that will exceed 1,000 AUs within a year of completion of the proposed project are ineligible for state cost-share funds and must apply for a WPDES permit in accordance with NR 243. If the facility will be sized to accommodate more AUs than the number of base AUs plus non-significant expansion, then eligible project costs are prorated based on the number of base AUs plus non-significant expansion relative to design AUs (see formula below). $$Eligible\ project\ costs\ = Total\ projects\ costs\ \times \frac{Base\ AUs\ \&\ non\text{-}significant\ expansion}{Design\ AUs}$$
4. If yes is selected for 1, then answer B.2, by selecting the yes or no to indicate whether there has been an increase in the number of AUs, addition of new livestock facilities, or any other expansion or substantial alteration of the livestock facility, since the effective date of the PS&Ps addressed by this project. 10. Make sure aerial photos of the facility under current conditions and near the effective date(s) of PS&Ps addressed by the proposed project are attached to the application, as directed in Part III-A.	Substantially altered means a change initiated by an owner or operator that results in a relocation of a structure or facility or significant changes to the size, depth or configuration of a structure or facility including: • replacement of a liner in a manure storage structure; • an increase in the volumetric capacity or area of a structure or facility by greater than 20%; or • a change in a structure or facility related to a change in livestock management from one species of livestock to another, such as cattle to poultry [NR 151.015(20)].

DIRECTIONS	**EXPLANATION**
5. If "yes" is selected for B.2, enter the base number of AUs at the facility on line 2(a). 6. The application will automatically calculate the number of animal units associated with non-significant expansion at the site, based on the information entered by the applicant, regarding the number of current or base AUs at the site.	Base AUs are the number of AUs present at the facility on the effective date of the applicable PSorP. At facilities that have been not been expanded or substantially altered since the effective PS&P date, the number of base AUs is equal to the number of current AUs.
7. If yes is selected for B.1, answer B.3 –to indicate whether the application request includes cost-share funding for construction or expansion of a manure storage facility. 8. If yes is selected for B.3 enter the number of days of storage the facility will be sized to accommodate on line 3(a).	For manure storage facilities, six months of liquid manure storage is a good starting point for sizing a manure storage facility to assure the operation has enough storage to address the winter months.
9. If 3(a) is greater than 180 days, indicate whether: • eligible costs associated with manure storage above 180 have been pro-rated [3(b)]; or • whether the applicant has received prior approval from the department to construct more than 180 days of storage [3(c)].	If a landowner wishes to construct more than six months of manure storage, the additional storage is covered at the owner's expense, unless the additional storage is required to achieve compliance with a NMP, or the applicant has demonstrated a water quality need for the additional days. The applicant must receive prior approval for additional days from the Regional NPS Coordinator.
10. If 3(c) is selected, attach documentation of prior approval for more than 180 days of storage, then • check box 3(d) to indicate that documentation is attached; and • enter the number of days of storage approved on line 3(e).	In certain parts of the state, depending on climate and the number of acres available to winter spread, additional storage may be necessary to properly apply manure and minimize risks to surface waters and groundwater.

DIRECTIONS	**EXPLANATION**
11. The application will automatically calculate the percent of total project costs eligible for cost-sharing, based on information entered by the applicant in this section pertaining to the number of base AUs and design AUs at the facility, and the number of days of manure storage, if applicable. 12. If the application calculation shows that less than 100% of total project costs are eligible for cost-sharing, attach documentation showing that the eligible project costs entered in Part IV-A.1 – Financial Budget table, have been appropriately pro-rated.	The percentage of total projects costs that are eligible for cost-share reimbursement is NOT the same as the percent reimbursement (see example next page). When pro-rating total project costs to determine eligible project costs, incremental costs must be pro-rated whereas fixed costs do not need to be pro-rated. For example, in the case of manure storage construction, fixed costs include items such as pumps and pipes, because they are required regardless of pit capacity, whereas volume excavation and volume of concrete is incremental depending on pit size.

Example: Total project costs vs: Eligible costs

If a landowner wishes to construct manure storage beyond six months of storage capacity, that portion of the storage is be covered at the owner's expense. Consider the example of a facility where the base AUs, waste generation, and nutrient management needs requires 7 months of storage to properly manage the manure and process wastewater and the DNR approved 7 months of storage for this TRM application. However, the landowner wishes to construct 9 months of storage to provide even greater flexibility for land application practices. In this example, the costs associated with the additional two months of storage would be at the owner's expense.

Plug the numbers into the formula below and you will find that 78% of the total project expenses would be eligible for **78%** cost-share reimbursement (210 ÷ 270 = 78%). So if, for example, the total project cost were $100,000, there would be $78,000 of eligible projec50%t costs.

If in addition to the extra days of storage, the facility has undergone significant expansion, eligible expenses are further prorated. If for example, there are 350 base AUs at a site, then a non-significant expansion is up to 420 AUs. If the proposed facility will be designed for 840 AUs, then 50% of total costs are eligible costs based on AU expansion (420 ÷ 7=840 =). If we refer back to the previous example – a project with a total cost of $100,000, of with $78,000 in eligible costs based on storage capacity, this amount would be reduced again by 50%, making the total eligible costs of $78,000 x 50% = **$39,000**.

$$\boldsymbol{Eligible\ project\ costs} = Total\ projects\ costs \times \frac{Base\ AUs\ wih\ non{-}significant\ expansion}{Design\ AUs} \times \frac{180\ or\ \#\ of\ approved\ days\ of\ storage}{Design\ design\ days\ of\ storage}$$

$$\boldsymbol{Maximum\ state\ share\ reimbursement} = Eligible\ project\ costs \times up\ to\ 70\%\ (up\ to\ 90\%\ in\ cases\ of\ economic\ hardship)$$

Example: Eligible costs vs: percent cost share reimbursement

The maximum cost-share reimbursement rate is 70% of eligible costs, except in cases of economic hardship. Based on the numbers above, the landowner would be eligible to receive cost-share reimbursement of 70% x $39,000 = **$27,300**.

C. Filters for Joint Applications

The filters in this section must be met if the application is a joint application among local units of government.

Directions	Explanation
1. Answer C.1 - "Is this a joint application among local units of government?" - by selecting the yes or no option button. • If no is selected, proceed to Part IV-A. • If yes is selected, filter 1(a) will appear. Attach a draft Intergovernmental Agreement (IGA) to the application and answer yes to C.1(a).	If the application is a joint application among local units of government, the applicant is required to attach at draft Intergovernmental Agreement (IGA) to the application (see Appendix H).

Part IV. Competitive Elements

A. Financial Budget Table — 20 points

The Financial Budget Table will automatically populate itself with each BMP selected by the applicant to address nonpoint source pollution in Part I of the application.

A1. Detailed Financial Budget Table — 10 points

Directions	Explanation
1. In column (a) of Table IV-A1, provide a detailed list of sub-activities or construction components in the rows under each BMP. To add additional sub-activities or construction components for a BMP, click the "+" button to the right of that BMP to add additional rows under that BMP. 2. In column (b) enter the eligible costs for each BMP subcomponent. The table will automatically calculate the total eligible costs for each BMP. If eligible project costs are less than total project costs, attach an additional table showing total project constructions costs and how they were pro-rated. **3.** In row (i) column (b) enter the estimated eligible expenses for private (contracted) engineering services, if applicable.	An application presenting a more detailed budget demonstrates that the planning of the project by the governmental unit is more advanced compared to a general "guesstimate." If a project's budgetary projections are more solid, and it is virtually ready to bid, then the project is more likely to be successfully completed within the grant period. Presenting more detailed components and subcomponents with applicable size and/or other appropriate descriptive information and the associated costs of each in the budget demonstrates that the planning of the project by the governmental unit is more advanced. Engineering services can include design, construction management and inspection/certification services.
4. Answer yes to A1(ii) if the applicant wishes to request force account reimbursement for work done by the governmental unit's own employees or equipment for project planning, design, construction, construction related activities, inspection, repair, or improvement to a best management practice. The maximum eligible force account expenses will be calculated by the table. 5. If yes to A1(ii), complete and attach a force account proposal to the application.	Applicants requesting force account should review the full list of eligibility provisions for governmental unit employee hours cost sharing reimbursement, before requesting force account reimbursement on their applications. Applications requesting force account reimbursement must have both of the following: • Governmental unit employees with the qualifications required to accomplish the work; and • the employees and resources to accomplish the work more economically by the use of the force account method. Approval for force account will be included in the grant agreement as a line item in the budget section. Actual eligible amounts for force account work will be calculated at reimbursement – at the 70% cost-share rate (or other applicable cost-share rate), up to a maximum of 5% of the state share reimbursement amount for structural BMPs.

DIRECTIONS	EXPLANATION
6. If available at time of application, provide attachments of project plans or drawings and dimensions of BMPs to supplement the list with more details.	Providing detail such as project plans or drawings demonstrate that the planning of the project by the governmental unit is more advanced, the project's budgetary projections are more solid, and it is virtually ready to bid.

SCORING

Scoring is based on the level of detail **provided in columns (a) and (b) of Table IV-A.1**. Additional budget detail may be attached, but the score for this question will be based only on the information entered in the table. Table IV-A1 can earn a maximum of 10 points as follows:

At least three subcomponents and associated budget details are listed for each BMP	7-10 points
Two subcomponents for each BMP are listed and detailed	4-6 points
One subcomponent for each BMP is listed and detailed	2-3 points
Budget table not complete for all BMPs	0-1 points

EXAMPLE

A. Financial Budget Table

1. Detailed Budget for each BMP selected in Part II-G and/or Part II-A.2(c)

The grant amount is capped at $150,000.

Detailed list of project BMPs and subactivities/construction components eligible for DNR cost sharing (*use + to add additional rows under each BMP*)	**Amount Eligible for DNR Cost Sharing ($)**
Manure Storage Systems	**81,494**
Earthwork/Site Prep	2,100
Reinforced Concrete Slab - 2,500 Square Feet (50x50)	11,941
4' Reinforced Concrete Wall - 40 Lineal Feet	3,590
4' - 6' Tapered Reinforced Concrete Wall - 159 Lineal Feet	21,875
Engineered Roof - 3,600 Square Feet (60x60)	41,988
Milking Center Waste Control Systems	**134,500**
Pump	15,000
Pipe	4,500
Settling area and floor for leachate	115,000
Roof Runoff Systems	**12,200**
6" Roof Gutters with Downspouts - 120 Lineal Feet	1,200
Constructed Vegetatred Waterways - 2,500 Lineal Feet	11,000
Private Engineering Activities	
(i) Construction Subtotal	**228,194**

Application automatically calculates the total cost of each proposed BMP

Application automatically populates budget table header rows with BMPs selected in Part II-A and/or Part II-G.3

Applicant enters sub-activities/ construction components, and eligible cost data for each proposed BMP.

EXAMPLE

Application automatically calculates construction subtotal from applicant data entered in A.1(b)

Applicant enters amount, if applicable

Private Engineering Activities	
(i) Construction Subtotal	**228,194**
(ii) Will the applicant be requesting local force account reimbursement? If yes, the maximum allowable amount is automatically calculated in 5D.	**No**

Applicant selects “yes” or “no from dropdown box.

A2&3. State Share Request & Use of Additional Funding — 10 points

DIRECTIONS	EXPLANATION
1. Most cells in table A.2 will automatically populate based on the information entered in A.1. Review this information and ensure it is it correct before proceeding. 2. In cell (iv)(b) enter the total costs associated with property acquisition, if applicable. 3. Enter the requested state-share amount in cell (viii)(d).	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 [cell (vii)(d) of the financial budget table].
4. Check boxes 3(a) and (b) if applicable, if the requested state share [(viii)(d)] is: • below the $225,000 cap [3(a)]; and • less than the maximum cost-share rate[3(b)]. 5. If both 3(a) and (b) are checked, the form will automatically calculate the number of points earned for additional funding. Review this calculation and if points earned for this question are higher or lower than you intended, adjust you state share request accordingly.	Funds to meet the required local share included in the proposed grant application are not considered for additional points. Funding sources that reduce the local share, but do not decrease the state share, do not earn extra points. Cost-share funds from the Department of Agriculture, Trade and Consumer Protection are considered part of the state share and not part of the local share.

EXAMPLE

Automatically populated based on Part IV-A.1

Applicant enters data, if applicable

2. State Share Request:

(a)	(b) Eligible Project Totals	(c) Cost-Share %	(d) Eligible Cost Share
(iii) Construction-related Subtotal: [add Rows i and ii]	$ 228,194	70 %	$ 159,736
(iv) Property Acquisition: Fee Title & Easement	$	70 %	$
(v) Force Account work	$	70 %	$

Automatically Calculated if applicant selected "yes" to A.1(b)(ii)

Automatically calculated [(b) x (c)]

(vi) Project Grand Totals: [add Rows 3 and 4]	$ 228,194		$ 159,736

Automatically calculated – sum of column (b)

Automatically calculated – sum of column (d)

EXAMPLE

Cap Test

(vii) Maximum State Share [row 5, column D or $225,000 whichever is less]	$ 159.736

Automatically calculated (d)(vi) or $225,000, whichever is less]

Applicant enters requested state share amount must be less than or equal to (d)(vi)

State and Local Share

(viii) Requested State-Share Amount (Enter Requested Grant Amount)	$ 130.071
(ix) Local-Share Amount: [row vi, column (b) less row viii]	$ 98.123
(x) Requested State Cost-Share Percentage (based on the value in (b)(vi) OR $214,286, if the value of (b)(vi) is greater than this amount)	57.0%

Automatically calculated (b)(vi) - (d)(viii)

Automatically calculated: if (b)(vi) < $321,429, then (d)(viii) ÷ (b)(vi);
if (b)(vi)> $321,429, then (d)(viii) ÷ $321,429

3. Use of Additional Funding

Check the boxes below if these conditions are met:

☒ (a) The requested state-share amount in row 7 is less than the $150,000 grant cap.

☒ (b) The requested state cost-share rate in row 9 is less than 70%.

(c) Points for Additional Funding (max 10 points can be earned for 50% in row 9) 6.5

Applicant checks "yes" if true

Automatically calculated if 3(a) and 3(b) are checked

SCORING

Applicants earn one-half point for each percentage point less than the maximum state cost-share rate (calculated in cell (x)(d) of the Financial Budget Table), up to a maximum of 10 points.

- If total eligible project costs are $321,429 or less ($321,429 x 70% = $225,000), the percent cost-share rate is calculated as follows: state share request ÷ total eligible project costs.
- If total eligible project costs are greater than $321,429, the percent cost-share rate is calculated as follows: state share request ÷ $321,429.
- Points earned for this question are calculated as follows: (70% - percent cost-share rate) ÷ 2

B. Method Used to Calculate Cost Estimates — 5 points

Directions	Explanation
1. Select the option that most closely describes how project cost estimates were derived. 2. Attach required documentation as directed and check the box(es) that appear below your selected option indicate that required supporting documentation is attached.	Project costs calculated based on detailed design are likely to be more accurate than those based on concept level plans. Project costs based on detailed design and that have been competitively bid are likely to be the most accurate and cost-effective.

Scoring

	Method Used to Calculate Cost Estimates	Points
a	Project costs are based on completed design and competitive bid on the project; and construction components and costs are detailed.	5 points
b	Project costs are based on completed design with materials and labor costs based on similar, recently bid projects. Construction components are detailed.	4 points
c	Project design is not complete. However, the proposed project and costs are based on similar and recent projects and costs. As much construction detail as possible is provided.	3 points
d	Project design is not complete and the cost estimate is based on an average or a range of projects and costs. As much construction detail as possible is provided.	2 points
e	Project and costs are less specific than choices above.	0-1 points

C. Timeline and Source of Staff — 5 points

Directions	Explanation
1. For each applicable milestone listed in the table C, fill in the target completion date in column 1 and the source of staff in column 3. 2. Add additional project-specific milestones in the blank rows at the bottom of the table and fill the target completion date and source of staff for each. See example below.	Applications which provide a well-defined and detailed project timeline demonstrate that the governmental unit has planned the project extensively. Such planning indicates that project is likely to be successfully completed within the grant period.

Example

Milestone	Target Completion Date (month/year)	Source of Staff
Completion of design	4/19	County engineer, DATCP engineer
Obtaining required permits	6/19	County LCD staff & Landowner
Landowner contacts	2/19	County LCD staff & Landowner
DNR CSA approval	5/19	County LCD staff & DNR staff
CSA signing	2/19	County LCD staff & Landowner
Bidding	3/19	County LCD staff & DNR staff
Contract signing	5/19	County LCD staff & Contractor
BMP construction	6/19 - 7/19	Contractor
Site inspection and certification	8/19	County LCD staff
NR 151 letter of satisfaction	9/19	County LCD staff
Project evaluation	1/20	County LCD & DNR staff
Other (specify) Follow up notification with offer of cost sharing	3/19	County LCD staff
Water Quality Monitoring	1/20-1/22	County planning staff, UW-students, USGS staff

Scoring

Timeline & Source of Staff Table	Points
Well-documented timeline and staffing plan, including a target completion date and source of staff for all basic milestones, plus additional "other" milestones, if applicable.	4-5 points
Well-documented timeline and staffing plan, including a target completion date and source of staff for all basic milestones.	2-5 points
Incomplete or inadequate timeline or failure to identify staff.	0-1 points

D. WATER QUALITY NEED	**30 points**
DIRECTIONS	**EXPLANATION**
1. Answer D.1 by identifying whether the primary water resource that will be addressed by the project is groundwater or surface water.	Projects may address water quality needs associated with restoration and/or protection of surface water or ground water.
2. Answer D.2, by selecting the category which best identifies the water quality need addressed by the project. Water quality need categories are defined in Attachment C. 3. The answer options for question D.2 are populated based on the applicant's answer to question 1, therefore question 1 must be answered before answering this question. Only one category can be selected for each project.	This question deals with consistency of the project with DNR priorities and the water quality needs of the surface or ground water resource affected by the proposed project
4. Answer D.3 by selecting the primary pollutant(s) that must be controlled to address the water quality need selected in D.2. The answer options for this question are populated based on the applicant's answer to D.1 and D.2, therefore D.1 and D.2 must be answered before answering D.3. If "other" pollutant is selected for this question, enter the name of the pollutant.	
5. Answer question D.4, by selecting the primary pollutant(s) that will be addressed by the project. The answer options for this question are populated based on the applicant's answer to D.3 therefore D.3 must be answered before this question.	The proposed project must control one or more of the NPS pollutants identified as needing to be controlled to address water quality priority selected in D.2.

6. If the water quality need category identified by the applicant in D.2 is among those listed below, the applicant will be prompted to identify the primary water body addressed by the project. • Clean Water Act Section 303(d) List of Impaired Waters; • Outstanding or Exceptional Resource Waters (ORW/ERW); or • Area of Special Natural Resource Interest (ASNRI). 7. If prompted to do so, select the primary water body addressed by the project. 8. Specify the name of the water body if option (b) or (c) is selected.	The answer options for D.5 are populated based on information entered by the applicant in Part II-C. Specifically, option (a) will be the name of the nearest water resource, and options (b) and (c) respectively, allow the applicant to identify a water body other than the nearest water resource located either in the primary HUC 12, or the HUC 12 immediately downstream of the primary HUC 12.

SCORING

Surface Water Categories	**Points**
EPA-Approved TMDL or DNR approved and submitted to EPA	30 points
Wisconsin Statewide Nutrient Reduction strategy - Top Watershed for Phosphorus	
Vulnerable Healthy Watersheds	
TMDL in Development	25 points
303(d)/Impaired water listed for TSS or TP, caused by nonpoint sources	
Outstanding & Exceptional Water Resources (ORW/ERW)	
303(d)/Impaired water listed for pollutant other than TSS/TP, caused by nonpoint source	20 points
Other Areas of Special Natural Resource Interest (ASNRI)	
Surface Water Quality	10 points
Groundwater Categories	**Points**
Exceeds Groundwater Enforcement Standard (ES)	30 points
Statewide Nutrient Reduction Strategy - Top Watershed for Nitrates	
Exceeds Groundwater Preventative Action Limit (PAL)	25 points
Groundwater Susceptible to Contamination by Ag NPS Pollutants	10 points

E. NATURE OF WATER QUALITY IMPACT	**15 points**
DIRECTIONS	**EXPLANATION**
1. Select the statement that applies to receiving waters affected by the project site, or in the case of manure storage, the waterbody affected by manure spread on NMP approved fields.	This question looks at the impact of the pollution source on receiving waters and is worth up to 15 points
2. If ORW/ERW, ASNRI or Groundwater Susceptible to Contamination was selected as the water quality need (Part IV-D.1)– the applicant will select E.3, "Threatened"	
3. If any water quality need category was selected besides those listed in the previous line of instruction, the applicant will have the option to select "General water quality impacts" or "Site Specific Degradation". • Select E.1 "Site-specific degradation" if the impact of the project site on receiving waters are observable or measurable such that a cause and effect relationship is clearly evident. Attach supporting documentation (photos and/or data) that shows a measurable or observable impact on the beneficial uses of the receiving water, and check yes to F.1(a) to indicate such information is attached. • Select E.2. "General water quality impacts", if site specific degradation is not clearly evident based on supporting information.	If "site-specific degradation" is selected and supporting information is missing, then points will be awarded as though "general water quality impacts" was checked. 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

Selected Statement		**Points**
1	General water quality impacts.	5 points
2	Site-specific degradation, required supporting documentation (photos and/or data) that shows a measurable or observable impact on the beneficial uses of the receiving water is attached.	15 points
2	Site-specific degradation, required supporting documentation not attached.	5 points
3	Threatened	5 points

F. Federal NPS Program Watershed Project Funding Eligibility — 10 points

Some TMDL and Non-TMDL projects may access Section 319 funds as part of the TRM grant. Projects that meet all of the requirements listed below may be eligible for the federal funds.

Directions	Explanation
1. Check F.1 if the project implements the goals and recommendations of an EPA-approved watershed-based "9 key element" plan.	Link to eligible 9 Key Element Plans and map at: http://dnr.wi.gov/water/9kemp/.
2. If F.1 is checked, the applicant will be prompted to select the title and expiration date of the applicable 9-key element plan. 3. Use the watershed lookup table to identify the name and expiration date of the 9-key element plan in your area, if applicable.	Nine Key Element plans cannot export before end of the proposed grant award, in order for the project to be eligible to access Section 319 funds and receive the associated bonus points.

G. Drinking Water Bonus — 7 points

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.

Directions	Explanation
1. Check yes to G.1 if the project's water quality goals relate to the reduction of nonpoint source contaminants in community or non-community public drinking water supplies.	Community and non-community public drinking water supplies include: Municipal water supplies (chs. NR 809 and 811); Other-Than-Municipal (OTM) water supplies (NR 809 and 811); Non-Transient water supplies (NR 809 and 812); and Transient water supplies (NR 809 and 812).
2. If G.1 is checked, and surface water is the primary water resource addressed by the proposed project (as identified in Part IV-D), the applicant will be prompted to enter the name of the public drinking water supply source water assessment area the project is located on line G.2. (refer to Part G of the watershed lookup spreadsheet and/or Attachment E to determine if the project's primary HUC 12 is located in a public drinking water supply source water assessment are).	If the project's water quality goal is surface water protection, 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.
3. If box G1 is checked, and groundwater is the primary water resource addressed by the proposed project (as identified in Part IV-D), the applicant will be prompted to select which of the following statements is true. The project is located within: • the wellhead protection area of a municipal well • 1,200 feet of a municipal well for which a wellhead protection area is not delineated. • 1,200 feet of an "Other-Than-Municipal" water supply well. • 1,200 feet of a non-transient water supply well. • 200 feet of transient water supply well. • none of these.	If the project's water quality goal is groundwater protection, then the number of bonus points awarded is based on the type of water supply wells in the project area. Applicants should contact DNR Regional Drinking Water & Groundwater staff to determine the type and location of wells affected. This information will be verified by the DNR Regional NPS Coordinator. 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.

SCORING	
Drinking Water Bonus - Groundwater	**Points**
Wellhead protection area of a municipal well	7 points
Within 1,200 feet of a municipal well for which a wellhead protection area is not delineated	
Within 1,200 feet of an "Other-Than-Municipal" water supply well	
Within 1,200 feet of a non-transient water supply well.	
Transient water supply	3 points
None of the above	0 points
Drinking Water Bonus – Public Drinking Water Supply Source Water Assessment Areas	
Lake Winnebago	7 points
Oak Creek	
Root River	
Sauk Creek	
St. Louis and Nemadji Rivers	
Fish Creek	6 points
Menominee River	
Milwaukee River	
Sauk Creek	
Sheboygan and Onion Rivers	
Twin Rivers	
Pike River and Pike Creek	5 points
Kewaunee and Ahnapee Rivers; and Manitowoc River	3 points

H. PROJECT — 40 Total Points Possible

The four components of Part IV-H comprise the project description and communicate the core elements of the project so the reviewer can understand the fundamental nature of the of the problem, the project, and expected improvements.

H1. Describe the Pollution Problem — 15 points

DIRECTIONS	EXPLANATION
1. Answer part (a) by describing the pollution problem(s) at the site. In your answer, address observable or measurable nonpoint pollution sources in the project area, such as noncompliance with the following performance standards: • soil erosion rates (T); • tillage setbacks; • phosphorus index; • existing manure storage facilities; • process wastewater discharges to waters of the state; • clean water diversions; • nutrient management plan implementation; and/or the following manure management prohibitions: • overflows of manure storage facilities, • unconfined manure piles in WQMAs, • direct runoff from feedlots or stored manure into waters of the state, and • livestock access to waters of the state. 2. Answer part (b)(i) identifying the receiving waters and/or groundwater sources impacted by the site, and (ii) explaining how the site impacts the quality of receiving water resources. The answer must include the nature and extent of the site's impact on the(se) water resource(s). The answer must address observable or measurable nonpoint source pollution impacts on waters of the state and/or susceptibility of groundwater to contamination, and describe the condition of the impacted resource(s), e.g. physical, chemical, biological and/or bacteriological.	H.1 looks at two factors - the severity of the pollution source and the impact of the pollution source on receiving waters. 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 pollutant load allocations set forth in the TMDL report. Applicants may include quantitative and qualitative information. 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.

DIRECTIONS	**EXPLANATION**
3. Answer part (c) by describing how pollutants are conveyed to waters of the state. Include in your answer: • volume, frequency and magnitude of discharges; • locations of each of source relative to receiving waters, and the distance between source and receiving waters; and • direct and/or indirect conveyances of pollutants from sources to waters of the state, including slopes, vegetation, rainfall, and other factors affecting likelihood and frequency of discharges to waters of the state.	Label pollution sources and receiving waters on an attached aerial photo/map and refer to the figure number in the narrative answer for this question.
4. Check boxes in part (d) to indicate whether photos of pollution source areas, pollution conveyance to waters of the state, and/or affected receiving waters are attached to the application. If attaching photos, refer to the photos in the narrative, label and describe photos, and explain the story the photo is telling.	Applicants are encouraged to supplement their application with photo-documentation. Photo documentation must be referred to and described in the text, labeled, and attached to the application. Photos should be limited to: source area(s), conveyance, location(s) where conveyed pollutants enter the resource, and/or water resource impacts.

SCORING – H1(a)	
Points will be awarded based on the **relative significance of the pollution sources being addressed**, the quality of information used to support conclusions, and the completeness of answers. Applicants that do not clearly and completely identify critical pollutant sources and/or pollutants.	0-2 points
SCORING – H1(b)	
Applicant answers all parts of the question, and answers **demonstrate a clear link between pollution sources that will be addressed by the project and impacts to waters of the state**.	3-6 points
Applicant does not answer all parts of the question, and/or answers do not demonstrate a link between pollution sources addressed by the project and impacts to waters of the state.	0-2 points

SCORING – H.1(c)	
Applicant describes **how pollutants are conveyed to waters of the state**, including the distance(s) between source(s) and discharge points or areas to surface or ground water, and the frequency, magnitude and duration of discharge. Answer shows a connection between pollution sources addressed by the project and waters of the state.	2-4 points
Applicant does not address all parts of G.1(c).	0-1 points
SCORING – H.1(d)	
Applicant supplements site description with labeled photo documentation that is referred to in the narrative.	1-3 points
Site photos are not attached and/or photos are not labeled or referred to in the narrative.	0 points

EXAMPLE LANGUAGE – H.1(a)

- The concrete feed lane drains directly into the _____ Creek, where communities of the state-listed endangered species _____ have been recorded within a mile of the discharge site.
- Significant (define/describe significant) discharge coming from the lot with ____ animal units and a leaking parlor waste collection tank. Manure runoff was traced to a full settling basin which could cause significant discharge through overland flow during a large rain event.
- A lot with ____ animal units is a contributor of groundwater contamination in private wells north of the farm. Though the farm has a nutrient management plan in place, they do not have a long-term waste storage facility needed to meet the nutrient management plan.
- The ____ acre earthen lot has no cover and is extremely susceptible to runoff from rain events.

EXAMPLE LANGUAGE – H.1(d)

- Runoff from the buildings and adjacent feedlot of a property with ___ animal units drains into a ditch leading into _____Creek. Significant discharges were also traced to name, a navigable water, via overland flow and to non-navigable surface waters.
- On a property with ____ animal units, discharge was traced from the barnyard, to a culvert, over an embankment and discharging into ____Creek about ___ feet from the edge of the barnyard. The discharge off the lot was primarily via overland flow during spring or other wet times of the year. (Include travel distances, frequency, and duration of discharges, if applicable.)
- A lot with ___ animal units in the _____ watershed periodically (what periodicity, frequency, duration?) discharges offsite and flows into the _____River. Discharge from the lot drains to a ditch and continues ____ feet to the river.

H2. Proposed Project (Solution to Improve Water Quality)	**10 points**
DIRECTIONS	**EXPLANATION**
1. Explain the proposed project, including: • What is the project - what BMP(s) will be installed? • How will the proposed BMPs address the pollution source(s) and correct the problem(s) described in G1? • How will the proposed BMPs address noncompliant PS&Ps? 2. If the project is a manure storage facility, describe the proposed size and storage capacity in relation to manure and process wastewater generation, current and proposed animal units, and nutrient management needs.	Do not repeat the answer from H1. H.1 is about the pollution problem, whereas H.2 is about the proposed solution to the problem.

SCORING – H.2(a)	
Applicant clearly and completely explains the project.	3-5 points
Applicant does not clearly and completely explain the project.	0-2 points

SCORING – H.2(b)	
Applicant clearly and completely answers the question, and the answer demonstrates the proposed BMPs are well suited to address the pollution source areas, noncompliant PS&Ps and impacts on waters of the state.	3-5 points
Applicant does not clearly and/or completely address each part of the question, and/or answers do not demonstrate the proposed BMPs will adequately address the pollution problems, PS&P noncompliance and/or impacts on waters of the state.	0-2 points

H3. Describe the expected environmental improvements	**10 points**
DIRECTIONS	**EXPLANATION**
1. Discuss the expected percent reduction in pollutant loading and mass pollutant load reduction attributable to the project [3(a)].	Cite what method is used for estimating pollutant loading and mass pollution load reduction.
2. Describe the environmental benefits the project is expected to achieve, in addition to the direct effects of the pollutant load reductions discussed in part (a), if any.	Water quality benefits to discuss include such things as 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. The answer to this question should <u>not</u> include general information about the impacts of nonpoint source pollution, but rather cite environmental benefits to the specific water resource(s) impacted by the proposed project, if any.
3. Complete the right-most column of table (c) by indicating that the proposed project will achieve full compliance with each PS&P addressed by the project. 4. If this is TMDL project that includes exceeding one or PS&P [Part-II (2)(c)(ii) selected) explain how and the extent to which the PS&Ps will be exceeded.	Table H3(c) will self-populate based on information entered in Part II- G, with a list of the currently noncompliant PS&Ps at the site that will be addressed by the project. At a minimum, the project must fully achieve compliance with PS&Ps addressed by this project. The application may not request TRM funding for BMPs that only partially address PS&Ps.

SCORING – H.3(a)	
Applicant provides quantitative data regarding the expected percent reduction in pollutant load and mass load reduction, and these quantitative data demonstrate the proposed project will result in a significant reduction in pollutant loading/potential.	2-3 points
Applicant provides no information or qualitative information regarding the expected reduction in pollutant loading and/or the information provided does not demonstrate the proposed project will result in a significant reduction in pollutant loading.	0-1 points
SCORING – H.3(b)	
Applicant clearly and completely answers the question, and environmental improvements in addition to pollution load reduction are anticipated to result from the project.	2-3 points
Applicant does not clearly and completely answer the question, and/or the answer does not demonstrate the proposed project will result in environmental improvements other than the pollution reduction identified in part (a).	0-1 points
SCORING – H.3(c)	
Applicant answers that project will achieve full compliance with PS&Ps addressed by the project.	1-2 points
Applicant does not answer that the project will achieve full compliance with PS&Ps addressed by the project.	Ineligible
SCORING – H3(d)	
Applicant will exceed compliance for one or more PS&Ps addressed by the project and an explanation is provided, or this question does not apply.	1-2 points
Applicant will exceed compliance with PS&Ps but no explanation is provided.	0 point

H4. Facility Performance Standards and Prohibitions (PS&Ps) Status	**5 points**
DIRECTIONS	**EXPLANATION**
1. Tables (a), (b) and (c) will automatically populate based on the information entered in Part II-F. Review each of these tables to confirm that all of the automatically populated information is correct. If any information is not correct, revise your answers in Part II-F so that the information in these tables is correct. 2. In the columns (i) and (ii) of Table IV-G(c) indicate if, when, and how noncompliant PS&P not addressed by the proposed project will be addressed.	

SCORING – H.4(c)	
Applicant shows an intent to bring all noncompliant PS&Ps at the site into compliance, either concurrently with, or within a few years of, the TRM project.	**4-5 points**
Applicant shows an intent to bring one or more noncompliant PS&Ps at the site into compliance, either concurrently with, or within a few years of, the TRM project.	**1-3 points**
No intention to bring noncompliant PS&Ps at the site into compliance is indicated, or the applicant has indicated they "don't know" the status of all applicable PS&Ps at the site not addressed by the project.	**0 point**

I. Cost-Effectiveness — 15 Total Points Possible

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

Directions	Explanation
1. For I.1, explain why the project is a reasonable approach to cost-effectively achieving the project benefits being sought. The answer must address site feasibility, available technical standards, practicality, and BMP selection, sizing and materials. 2. For I.2 indicate whether other alternatives were evaluated by selecting (a) or (b). 3. If (a) is selected, explain the other alternatives evaluated and why they were not recommended. (For example, if manure storage is proposed, explain why manure storage is proposed, rather than nutrient management only and whether the cost-effectiveness of earthen versus concrete evaluated.) 4. If (b) is selected, explain why no other alternatives were evaluated. For example, if there were no other feasible alternatives, explain why.	To ensure proper utilization of state cost-share funds, DNR needs to verify projects meet certain criteria for cost-effectiveness. Cost-share funding will be provided to BMP(s) sized to meet water quality standards for current and insignificant growth in AUs (cost-share eligibility requirement) – unless the application is for a TMDL project that will exceed compliance with PS&Ps to meet TMDL goals. The applicant must provide supporting information or documentation for the size of the proposed BMPs (e.g., barnyards, roofs, feed storage pads, manure storage, heavy use area protection, etc.) to assure proper utilization of state cost-share funds to achieve water quality goals. For example, if manure storage is requested, was the cost-effectiveness of earthen versus concrete evaluated? Why is manure storage needed, rather than nutrient management only? Provide supporting information and documentation in attachments, if needed.

Scoring – I.1

Selected Statement	Points
Applicant makes a strong case that their project is cost-effective by addressing each of the four factors (site feasibility, available technical standards, practicality, and BMP selection/sizing /materials).	6-10 points
Applicant does not make a strong case that the proposed project is cost-effective, and/or does not address all four factors, and/or not enough information is provided to determine whether the proposed project is cost-effective.	0-5 points

Scoring – I.2

2(a)	Applicant selects option (a) and explains other less cost-effective management measures that were evaluated.	3-5 points
2(b)	Applicant selects option (b) and explains why other alternative management measures were not evaluated.	1-2 points
2(a)	Applicant selects option (a) and does not explain evaluated alternatives.	0 points
2(b)	Applicant selects option (b) and does not explain why alternatives were not evaluated.	0 points

J. MODELING AND MEASURES OF CHANGE	**10 points**
J1. Project Evaluation Strategy	**4 points**

DIRECTIONS	**EXPLANATION**
1. Identify the model(s) that will be used to quantify the pre- and post-project pollution potential and pollutant loading data that is required for the final project report. 2. Describe how pre- and post- project evaluation pollution potential and pollutant loading will be evaluated using the identified models. 3. At a minimum, describe the pre- and post-project evaluation modeling methods and measures that the applicant will use to measure success in achieving the NR 151 PS&Ps or TMDL project goals in your answer. This must include modeling changes in pollution potential and pollutant loading. It may also include modeling receiving water response after project implementation.	Evaluation is an important part of a nonpoint source control project. 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. The project evaluation strategy must be based on comparing pre- and post-project changes in pollutant loading as modeled in STEPL (EPA's Spreadsheet Tool for Estimating Pollutant Load at: http://it.tetratech-ffx.com/steplweb/) or other applicable model, and report the quantity of units managed. The project evaluation strategy can also include the project's modeled impact on water resources and receiving water response. Other measurement methods that may be used for evaluation and reporting, include RUSLE-2 or wind erosion model, BARNY model, and/or CREP formula.
4. Projects addressing stream bank erosion 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".

SCORING

	Points
Evaluation strategy is detailed, comprehensive, and appropriate for proposed project.	3-4 points
Evaluation strategy lacks sufficient detail and/or is not appropriate for proposed project.	0-2 points

J2. Water Quality Monitoring — 6 points

DIRECTIONS	**EXPLANATION**
1. If the project evaluation strategy includes monitoring, select the statement (a), (b) or (c), that describes the intended monitoring strategy. 2. If (a), (b), or (c) is selected, indicate whether the supporting documentation is attached by checking yes to statements (f) and (g). 3. Select option (d) if the applicant is willing to participate with the Department to do monitoring in the project area should funding become available. 4. Select option (e) if the applicant is not willing to conduct monitoring in the project area.	Additional points may be earned by monitoring the effectiveness of this project's BMP(s) and/or the pre- and post-project condition of the surface or ground water resource. However, funding for monitoring under J.2. is not available from the Department at this time. In order to earn points for project monitoring, the applicant must submit a summary of the project-specific supplemental monitoring strategy with their application. Applicants that earn points for their proposal to do monitoring [option (a) (b) or (c)] will have a requirement to do so included in their grant agreement.

SCORING

Selected Statement		**Points**
(a)	Project will monitor BMP pollution reduction effectiveness.	3 points
(b)	Project will monitor the in-stream physical habitat, fisheries, biological, or chemical conditions.	3 points
(c)	Project will monitor both (a) and (b).	6 points
(d)	Applicant willing to participate with the Department to do monitoring in the project area should funding become available.	0 points
(e)	None of the above.	0 points

K. EVIDENCE OF LOCAL SUPPORT THAT *CURRENTLY* EXISTS FOR THE PROPOSED PROJECT	**10 points**
DIRECTIONS	**EXPLANATION**
1. Select K.1 if the total project cost is attributable to the resolution of a Notice of Discharge (NOD) or a Notice of Intent to Issue an NOD (NOI) under NR 243 or non-compliance with agricultural performance standards and prohibitions under subch. II of NR 151 or a local regulation. 2. If K.1 is selected, check the box(es) (a) (b) and/or (c) that describe the status of the regulatory situation and go to Part IV-L.	An existing, local commitment to this proposed project by the governmental unit, landowners, and/or partners makes it more likely that this project will be completed within the grant cycle. Part 1. addresses regulatory situations where a Notice of Discharge (NOD) under NR 243, Notice of Intent (NOI) to Issue an NOD, or an NR 151 Notice has been issued or will be issued if necessary. If you answer "Yes" to part 1., check the box that describes the status of the regulatory situation.
3. Select K.2 if the project cost is not attributed to resolution or an NOI, NOD, or non-compliance with agricultural performance standards and prohibitions of NR 151 or local regulation. 4. If K.2 is selected, select the option among (a), (b) or (c) that best describes the existing local support for the project.	For non-regulatory situation, K.2. measures the level of prior pollution control planning; the extent to which landowners have already been contacted about the project; and landowner willingness to become involved in the project.
5. K.3 will appear if option 2 was selected. Check yes to K.3, if, in addition to local support from the unit of government (applicant) and landowner, other local support currently exists for the project in the form of committed resources - such as materials, equipment, staff financial resources – towards the BMP installation, maintenance, or evaluation of the project. If checked, list the project partner(s). 6. If such support exists, attach letters from the project partner(s) indicating the resources they committed to support the project and check box 3(a).	K.3 determines partners' commitments to provide resources (materials, equipment, staff, or financial resources) to the project. Letters from the project partner(s), indicating the resources they committed to support the project, are required to earn points for this question.

SCORING – REGULATORY SITUATIONS (OPTION 1)		
Selected Statement		**Points**
1a	K.1(a) is selected AND signed and dated copy of the NOI or NOD issued under NR 243 is attached.	10 points
1a	K.1(a) is selected AND required documents are not attached.	0 points
1b	K.1(b) is selected AND signed and dated copy of letter from authorized DNR representative stating that DNR will issue a notice under NR 151 or NR 243 is attached.	10 points
1b	K.1(b) is selected AND required documents are not attached.	0 points
1c	K.1(c) is selected AND signed and dated copy of letter from the authorized county representative that the local regulation will be enforced at the project site is attached.	10 points
1c	K.1(c) is selected AND required documents are not attached.	0 points
SCORING – NON-REGULATORY SITUATIONS (OPTION 2)		
Selected Statement		**Points**
2a	K.2(a) is selected, required details are provided, AND letters of support attached.	8 points
2a	K.2(a) is selected and the required details are provided.	5 points
2a	K.2(a) is selected and required details are not provided.	0 points
2b	K.2(b) is selected, required details are provided, AND letters of support attached.	6 points
2b	K.2(b) is selected and the required details are provided.	3 points
2b	K.2(b) is selected and required details are not provided.	0 points
2c	K.1(c) is selected and the required details are provided.	1 point
2c	K.1(c) is selected and required details are not provided.	0 points
3	Partners other than the applicant and/or landowners have committed resources to the project, AND letters describing the committed resources are attached, AND K.2(a), (b) or (c) is selected.	2 **additional** points

L. Consistency with Other Resource Management Plan — 1 point

Directions	Explanation
1. Check L.1 if the proposed project implements a water quality recommendation from a current locally approved resource management plan - i.e. one that has been adopted or updated within the past 10 years, other than a TMDL report, TMDL implementation plan, or County Land and Water Resource Management Plan. 2. If L.1 is checked, check the box next to the type(s) of locally approved plans that includes water quality recommendation(s) that the proposed project will implement. 3. Provide the name and publication date of the locally approved resource management plan(s). 4. Attach pertinent pages of the local plan to the to the application, OR provide a URL to the document and note pertinent page numbers. 5. Summarize, in the space provided, the water quality recommendation(s) in the approved resource management plan the proposed project will implement. This information must be provided to earn the 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.

Scoring

	Points
Existing, locally approved resource management plans (other than TMDL report, TMDL implementation plan, or County Land & Water Resource Management Plan) that directly support the proposed project in this application exists, and all information requested on the application is provided.	1 point
Existing, locally approved resource management plans that directly support the proposed project in this application exists, but not all information requested on the application is provided.	0 points
No locally approved resource management plans that directly support the proposed project in this application.	0 points

Part V. Local Enforcement Multiplier

DIRECTIONS	EXPLANATION
1. Select option A if both of the following are true: • The proposed project addresses an enforceable agricultural performance standard or prohibition on a site where the applicant has local enforcement jurisdiction; and • the applicant wishes to submit their local ordinance(s) which establish this authority to DNR staff for review to determine eligibility for local enforcement multiplier. 2. Select option B if the applicant does not have, and/or does not wish to submit, an ordinance that gives the applicant local authority to enforce some or all state agricultural performance standards for review by DNR staff to determine eligibility for local enforcement multiplier. 3. If option A is selected, the applicant must check box (a), (b) or (c) and attach or provide a link to the applicable ordinance(s).	Completion of this part of the application is optional. However, an applicant can increase their final project score by qualifying for a project multiplier. The applicant agrees to use its local enforcement authority to require that the livestock facility or cropland practice being funded by this TRM grant come into compliance with the standard or prohibition in the event the farmer does not fix the problem for which funds are offered. The state performance standards and prohibitions are listed in Part II-F of the application (Form 8700-300).

	SCORING		
		Multiply Part IV Score By	**Maximum Possible Points**
A	The Department finds that the applicant has local authority to enforce all 13 state agricultural performance standards and prohibitions at all sites within the local jurisdiction where such state agricultural performance standards and prohibitions apply.	1.15	25.2
A	The Department finds that the project addresses a performance standard or prohibition that local regulations give the local authority to enforce, at all sites within the local jurisdiction where such state agricultural performance standard(s) apply; AND the applicant has local regulations to enforce most, but not all, other state agricultural performance standards and prohibitions at all sites within the local jurisdiction where such state agricultural performance standards apply.	1.10	16.8
A	The Department finds that the project addresses a performance standard or prohibition on a site where the applicant has local enforcement jurisdiction; AND the applicant has local regulations to partially enforce some other state agricultural performance standards and prohibitions at some, but not all, sites within the local jurisdiction.	1.05	8.4
A	The Department finds that the applicant has no local authority to enforce state agricultural performance standards and prohibitions within the local jurisdiction for this proposed project; that is, the applying unit of government does not have ordinances to enforce state performance standards or prohibitions, or the local ordinance does not apply to the work proposed under the application, or the local authority does not have jurisdiction over the site of the project proposed under this application;	1.0	0
B	The applicant did not submit any local ordinances to DNR staff to determine eligibility for the local enforcement multiplier.	1.0	0

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 Governmental Representative'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 electronically, on a CD or flash drive.

Attachment A: Geographic & Water Resource Information for Watersheds

Applicants may look up geographic and water resources information required to complete this application on the DNR's Surface Water Data Viewer (SWDV). The SWDV provides information about water resources; *i.e.*, watershed name, watershed code, impaired waters, and areas of special natural resource interest (ASNRI). The following instructions will help you identify the map layers needed to fill out your application. If you need additional help, please contact your Regional 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 and select the following layers as needed to complete your application:
   a. Base Maps > cities, roads & boundaries; surface water; air photos; and digital topographic maps
   b. Surface Water > 24K Hydrography
   c. Watershed Boundaries > Hydrologic Units > 12 digit HUCs
   d. Assessments & Impairments > 303(d) listed Impaired waters
   e. Priority Navigable Waterways > Areas of Special Natural Resource Interest
   f. Clean Water Act Standards & Uses > O/ERW Waters
   g. Permits & Determinations > Navigability determinations (not all streams have been assessed)
   h. Wetlands & Soils > Wetland Inventory; Wetland Indicators (use both)
3. Use the Point Identify tool to get attribute 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.
4. 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.
5. 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.

Applicability

Property acquisition is eligible for funding within the context of TRM Projects. However, applicants requesting funds for Fee Title or Easement purchase with their grant application must submit an acquisition proposal as defined in this attachment. The information in this attachment and steps must be reviewed and followed before you submit your 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 property 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 land 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 the DNR, prior to any negotiations with the landowner. Contact the Regional NPS Coordinator to arrange for a review.

Important 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 the DNR before the DNR will issue the reimbursement under the grant.

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

Eligible Acquisition Costs and Cost Share Rates

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

Eligible cost share rates are as listed below.

1. Fee Title: Purchase of land in agricultural TRM projects will be funded at up to 70% of the appraised value.
2. Easements: Agricultural easements purchased through a TRM project will be funded at up to 70% of the appraised value.

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:

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

More Information & Next Steps

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.

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.

Attachment C: Water Quality Need Categories

Category Descriptions

Surface Water Category Descriptions

1. **EPA Approved TMDL or Draft DNR Approved TMDL**
   The project (or the location where primary water quality benefit originates) is within the area covered by an EPA-Approved TMDL, or a draft TMDL that has been approved by DNR and forwarded to the USEPA for review, and the proposed project will reduce the nonpoint source pollutant(s) addressed by the TMDL.

2. **TMDL In Development**
   The project (or the location where primary water quality benefit originates) is within the area that will be covered by a TMDL that is actively in development by DNR or an independent third-party, and the proposed project will reduce the nonpoint source pollutant(s) addressed by the TMDL. Sufficient resources are available for TMDL development to complete the TMDL within the next 2-3 years.

3. **Clean Water Act Section 303(d) List of Impaired Waters**
   The project (or the location where primary water quality benefit originates) is upstream and in the same HUC12, or in the immediately upstream HUC 12 of a water body (lake or stream) on the latest Clean Water Act (CWA) Section 303(d) List of Impaired Waters, and 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.

4. **Wisconsin's Nutrient Reduction Strategy – Top Watershed for Phosphorus**
   The project (or the location where primary water quality benefit originates) is within a watershed identified as a "Top Watershed for Phosphorus" in Wisconsin's Nutrient Reduction Strategy, and the water quality goals of the project deal directly with reducing the amount of nonpoint sources of phosphorus carried in runoff to surface waters. For more information about Wisconsin's Nutrient Reduction Strategy see http://dnr.wi.gov/topic/surfacewater/nutrientstrategy.html.

5. **Vulnerable Healthy Watersheds**
   The project (or the location where primary water quality benefit originates) is located within, or upstream and in the same HUC 12 as, a surface water catchment identified as both very healthy and highly vulnerable to degradation in Wisconsin's Healthy Watersheds Assessment. Specifically, for the purposes of this grant application, such catchments are those that are simultaneously within the top 25% of rank-normalized catchments for both health and vulnerability. To learn more about Wisconsin's Healthy Watersheds Assessment see http://dnr.wi.gov/topic/watersheds/hwa.html.

6. **Outstanding or Exceptional Resource Waters**
   A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of outstanding resource waters (ORW) (per s. NR 102.10) or exceptional resource waters (ERW)(per s. NR 102.12), and that is located (or the location where primary water quality benefit originates is) upstream in the same HUC12, or in the HUC 12 immediately upstream of, the ORW/ERW water body (lake or stream).

   For more information about ORW/ERW, see http://dnr.wi.gov/topic/surfacewater/orwerw.html.

7. **Other Areas of Special Natural Resource Interest (ASNRI)**
   A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of pollution in areas of special natural resource interest (ASNRI), and that is located (or the location where primary water quality benefit originates is) upstream in the same HUC12, or in the HUC 12 immediately upstream of, the ASNRI water body (lake or stream).

   For more information about ASNRI waters, see http://dnr.wi.gov/topic/surfacewater/orwerw.html and

8. **Surface Water Quality**
   A project with water quality goals directly dealing with prevention of surface water quality degradation due to nonpoint source pollution.

Groundwater Category Descriptions

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

10. **Wisconsin's Nutrient Reduction Strategy – Top Watershed for Nitrates**
    The project (or the location where water quality need originates) is within a watershed identified as a "Top Watershed for Nitrates" in Wisconsin's Nutrient Reduction Strategy, and the water quality goals of the project directly deal with reducing nonpoint sources of nitrates to groundwater. For more information about Wisconsin's Nutrient Reduction Strategy see http://dnr.wi.gov/topic/surfacewater/nutrientstrategy.html.

11. **Exceeds Groundwater Preventive Action Limit (PAL)**
    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 PAL.

12. **Groundwater Quality**
    A project within a geological area defined in s. NR 151.015(18) as susceptible to groundwater contamination, as described in Attachment F.

Where to Look Up Information

Watershed Based Water Quality Need Categories

The following water quality need categories are watershed based. Applicants can determine whether their project's is eligible for water quality need points in the categories, by determining whether the location where primary water quality benefit originates (of their project) is within one of these watersheds.

Applications can look up their watershed(s) in the DNR's Watershed Restoration Viewer or watershed lookup table to determine whether their project's watershed falls into one of these categories.

Water Quality Need Category	Restoration Viewer Theme	Layer Group > Layer Name
EPA Approved TMDL or Draft DNR Approved TMDL	Statewide TMDL Status Map	TMDL Basins
TMDL In Development	Statewide TMDL Status Map	TMDL Basins
Wisconsin's Nutrient Reduction Strategy – Top Watershed for Phosphorus	Healthy Watersheds Assessment	Nonpoint Source Planning > Nutrient Reduction Strategy Priorities
Wisconsin's Nutrient Reduction Strategy – Top Watershed for Nitrates	Healthy Watersheds Assessment	Nonpoint Source Planning > Nutrient Reduction Strategy Priorities
Vulnerable Healthy Watersheds	Healthy Watersheds Assessment	Nonpoint Source Planning > Healthy Watershed Applications

Surface Water Resource Based Water Quality Need Categories

The following water quality need categories are water resource based. Applicants can determine whether their project's is eligible for water quality need points in the categories, by determining whether the location where primary water quality benefit originates (of their project) is upstream of one of these water resources in the same HUC 12, or in the HUC 12 immediately upstream of the primary HUC 12.

Applications can look use the DNR's Surface Water Data Viewer to determine whether their project is upstream of a surface water resource in one of these categories. See Attachment A for information on how to use the surface water data viewer.

Water Quality Need Category	Layer Group	Layer Name
Clean Water Act Section 303(d) List of Impaired Waters	Assessments & Impairments	303(d) listed Impaired waters
Outstanding or Exceptional Resource Waters	Clean Water Act Standards & Uses	O/ERW Waters
Other Areas of Special Natural Resource Interest	Priority Navigable Waterways	Areas of Special Natural Resource Interest

Groundwater Water Resource Based Water Quality Need Categories

The categories listed below are groundwater resource based. Applicants can determine whether their project's is eligible for water quality need points in the categories using local groundwater monitoring data and/or by contacting their DNR Regional Drinking Water & Groundwater staff.

Water Quality Need Category
Exceeds Groundwater Enforcement Standard (ES)
Exceeds Groundwater Preventive Action Limit (PAL)
Groundwater Susceptible to Contamination by NPS Pollutants

Groundwater Susceptible to Contamination by NPS Pollutants means a project within a geological area defined in s. NR 151.015(18) as susceptible to groundwater contamination, as described in Attachment F

Attachment D: Additional Best Management Practice (BMP) Information

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

Agricultural Cropping BMPs Eligible for Small Scale TRM Grants

The following BMPs are eligible for cost sharing under the Small-Scale Agricultural TRM grant project categories:

BMP Code	BMP Name	NR Code Reference
R1	Access Roads & Cattle Crossings	NR 154.04(6)
R2	Animal Trails and Walkways	NR 154.04(7)
R3	Barnyard Runoff Control Systems	NR 154.04(5)
R6	Critical Area Stabilization	NR 154.04(10)
R7	Diversions	NR 154.04(11)
R8	Field Windbreaks	NR 154.04(12)
R9	Filter Strips	NR 154.04(13)
R10	Grade Stabilization	NR 154.04(14)
R11	Heavy Use Area Protection	NR 154.04(15)
R13	Livestock Fencing	NR 154.04(17)
R14	Livestock Watering Facilities	NR 154.04(18)
R15	Manure Storage System Closure	NR 154.04(4)
R16	Manure Storage Systems	NR 154.04(3)
R17	Milking Center Waste Control Systems	NR 154.04(19) & NRCS 629
	Other Process Wastewater	NR 154.04(19) & NRCS 629
R18	Nutrient Management	NR 154.04(20)
R20	Prescribed Grazing	NR 154.04(22)
R21	Relocate or Abandon Animal Feeding Ops.	NR 154.04(23)
R23	Riparian Buffers	NR 154.04(25)
R24	Roof Runoff Systems	NR 154.04(27)
R25	Roofs	NR 154.04(26)
R26	Sediment Basins	NR 154.04(28)
R28	Sinkhole Treatment	NR 154.04(30)
R30	Subsurface Drains	NR 154.04(33)
R31	Terrace Systems	NR 154.04(34)
R32	Underground Outlets	NR 154.04(35)
R33	Waste Transfer Systems	NR 154.04(36)
R34	Wastewater Treatment Strips	NR 154.04(37)
R35	Water and Sediment Control Basins	NR 154.04(38)

list continued on next page

Agricultural Cropping BMPs Eligible for Small Scale TRM Grants (continued)

R36	Waterway Systems	NR 154.04(39)
R37	Well Decommissioning	NR 154.04(40)
R38	Wetland Development or Restoration	NR 154.04(41)
R39C	Stream Crossing	NR 154.03(31)
R39S	Shaping & Seeding	NR 154.03(31)
R39F	Fencing	NR 154.03(31)
R39O	Other Stream/Shoreline Protection	NR 154.03(31)
R39R	Rip-rapping	NR 154.03(31)
R52	Feed Storage Runoff Control System	ATCP 50.705

Agricultural Cropping BMPs Not Eligible for Small Scale TRM Grants

The following BMPs are not eligible for cost sharing under the Small-Scale Agricultural TRM grant project categories because of limitations on how Small Scale TRM funding can be spent:

- Contour farming;
- Cover and green manure crop;
- Pesticide management;
- Residue management; and
- Strip cropping.

Reimbursement of Engineering Services Performed by Governmental Unit Staff (Force Account)

Engineering services provided by governmental unit staff -- such as project planning, design, construction, construction-related activities, inspection, repair, or improvement to a BMP -- required for the installation of agricultural or urban BMPs are eligible for cost sharing under TRM grants. These services, however, may only be cost shared following practice installation. (Services that do not result in the installation of a cost-shared BMP are not eligible for reimbursement). Subject to the limitations and restrictions below, the cost-share rate for these services is up to 70%, and funds provided for these activities count toward the $225,000 project cap. Because these activities are funded by tax-exempt state bonds, additional conditions govern reimbursement for force account work.

[Note: Technical services performed by a private contractor are eligible for cost sharing and are not subject to these restrictions.]

The following provisions apply when determining the eligibility of governmental unit employee hours for cost sharing:

1. Provision of Services by Governmental Unit Staff on Private Land:
    a. Engineering services by the governmental unit must lead to the direct installation or implementation of a BMP listed on a signed cost-share agreement or a Runoff Management grant. The services can only be reimbursed once the BMP is installed and certified as constructed according to engineering specifications.
    b. The governmental unit must have a written contract with the landowner or operator for the provision of engineering services. This written agreement must indicate services to be provided, a deadline for the product, and the cost of those services. Both parties must sign. The written agreement must be separate from the cost-share agreement, but reference the cost-share agreement by number.
    c. The governmental unit and technician must have local authority to perform the work.

d. The governmental unit must comply with cost-containment procedures to assure that the design costs charged by the local government are reasonable and competitive. In some cases, this may mean that the governmental unit must submit a bid to the landowner.

e. DNR reimbursement may not exceed 70% of actual total design and construction costs paid by the landowner (unless the CSA establishes hardship cost-sharing). Force account costs will be limited to the actual number of hours documented as spent on the cost-shared practice times the hourly rate (salary plus applicable benefits) of the technician directly working on the project.

f. If the governmental unit is a county, and the county is also receiving funds from Wis. Dept. of Agriculture, Trade and Consumer Protection (DATCP) under s. 92.14, Wis. Stats., and ch. ATCP 50, the county must demonstrate through staff time reimbursement requests submitted to DATCP that the same staff time is not being repaid by both the DNR and the DATCP.

g. As part of its reimbursement request, the governmental unit will also submit to the DNR the *Force Account Certification* request. This documentation will be provided with the final reimbursement request for that practice.

h. The DNR reimbursement must be structured so that the amount calculated for engineering services does not exceed five percent of the total state reimbursement for that practice.

2. Provision of Services by Governmental Unit Staff on Public Land:

   All of the provisions listed above will apply with one modification. A TRM Grant Agreement between the DNR and the governmental unit will take the place of a cost-share agreement. Additional provisions of s. NR 153.27(4), Force Account Work, also apply.

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.

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 a 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 DNR 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 the 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/about_us/county_contacts.html.

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

Sizing BMPs for TRM Grants

In order to ensure proper utilization of state cost-share funds, DNR needs to verify projects meet certain criteria for cost-effectiveness.

Proposing manure storage facilities

It has generally been assumed that six months of liquid manure storage is a good starting point for sizing a manure storage facility in order to assure the operation has enough storage to address the winter months. However, in certain parts of the state, depending on the number of acres the landowner operates, additional storage may be necessary in order to properly apply manure and minimize risks to surface waters and groundwater. When evaluating the proposed size of manure storage for cost-effectiveness, information including the current and proposed animal units at the facility, volume of manure and process wastewater to be collected, and nutrient management planning should be reviewed to accurately determine the size and months of storage needed to properly address the farm's manure management issues. This information should be included in the application materials and narratives to support proposed storage volumes greater than six months. If a landowner wishes to construct manure storage beyond what is needed to address their animal units, waste generation and nutrient management needs, that portion of the storage would be covered at the owner's expense.

Significant Expansions of Livestock Operations and TRM Grants

Significant expansions of livestock operations are ineligible for cost-share funds through the TRM program. Calculate animal units according to the worksheet available at: http://dnr.wi.gov/topic/AgBusiness/documents/Form_3400-025A_WT.doc.)

- For operations with a base livestock population of less than 250 animal units, a significant expansion would be that portion of a proposed expansion where the livestock population size exceeds 300 animal units.
- For operations with a base livestock population greater than 250 animal units but less than that required to apply for a WPDES permit, a significant expansion would be that portion of the expansion that exceeds 20% of the base livestock population.
- If a proposed expansion causes the operation to exceed 1,000 animal units at any time, the entire project is ineligible for state cost-share funds and should apply for a WPDES permit in accordance with NR 243.
- For operations with a base livestock population greater than 1,000 animal units at any time, the operation is ineligible for state cost-share funds and should apply for a WPDES permit in accordance with NR 243.

If a landowner wishes to construct a BMP beyond what is needed to address current and insignificant growth in AUs, that portion of the construction beyond the eligible expansion would be at the landowner's expense.

WPDES Permits and TRM Grants

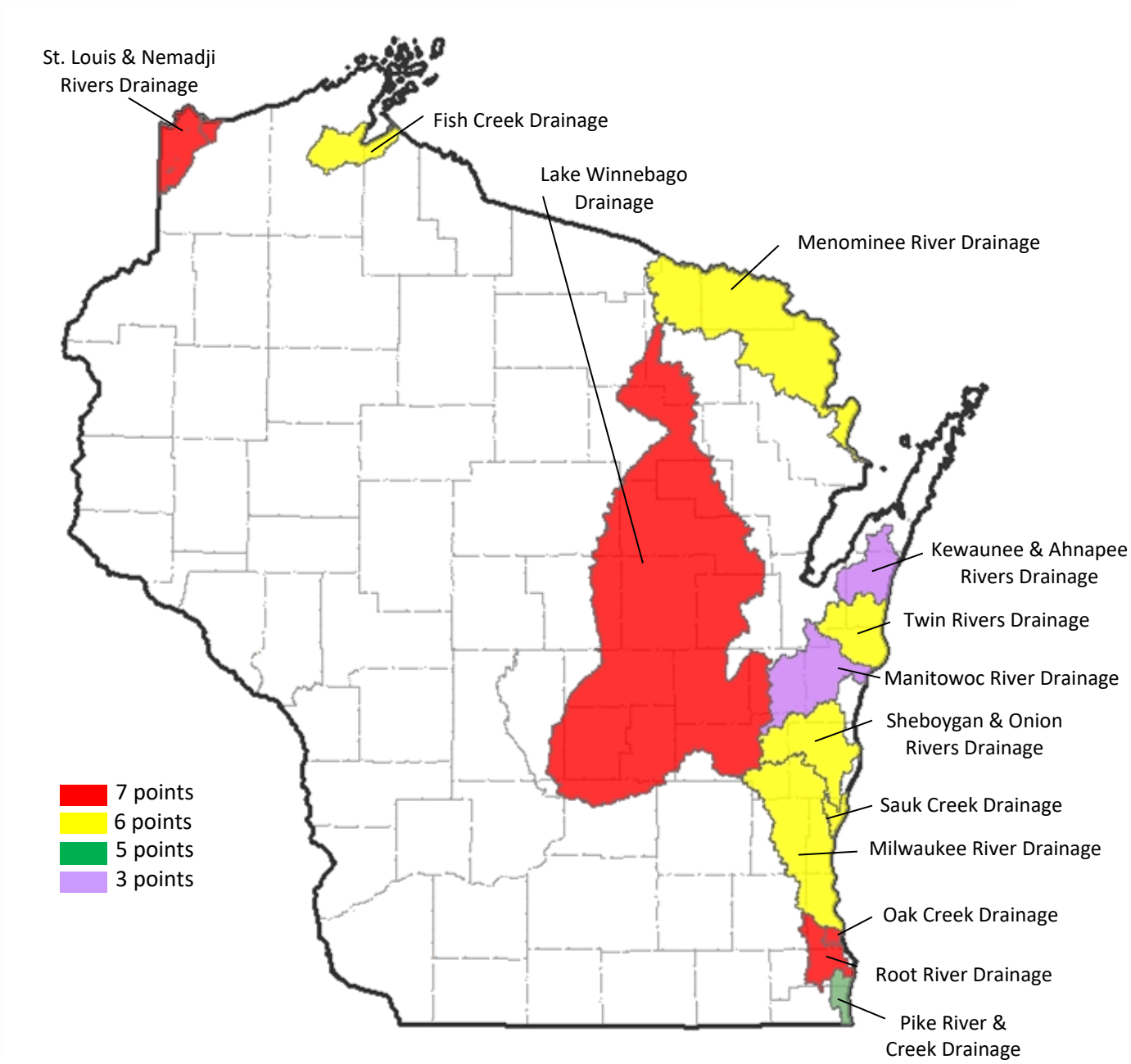
All WPDES activities are ineligible. Livestock operations that exceed 1,000 animal units at any time are required to obtain a WPDES permit under NR 243. These operations are ineligible for state cost-share funds.

Livestock operations with less than 1,000 animal units that have been issued a WPDES permit are ineligible for state cost-share funds.

Livestock operations that have or will have within 12 months at least 1,000 animal units are required to apply for a WPDES permit and are ineligible for state cost-share funds. If an operation receives funds and then expands within this 12-month time frame, the operation is required to repay all state cost-share funds received for the project.

Attachment E: Public Drinking Water Supply Bonus Points

Point Designations of Source Water Assessment Areas for Public Drinking Water Supplies



Attachment F: 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.

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

2. An area within 250 feet of a private well;
3. An area within 1,000 feet of a municipal well;
4. An area within 300 feet upslope or 100 feet downslope of a direct conduit to groundwater;
5. A channel that flows to a direct conduit to groundwater;
6. An area where the soil depth to groundwater or bedrock is less than two feet;
7. An area where the soil does not exhibit one of the following soil characteristics:
   a. At least a two-foot soil layer with 40% fines or greater above groundwater and bedrock;
   b. At least a three-foot soil layer with 20% fines or greater above groundwater and bedrock;
   c. At least a five-foot soil layer with 10% fines, or greater above groundwater and bedrock.

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

1. areas associated with tier 1 industrial facilities identified in s. NR 216.21 (2) (a), including storage, loading, rooftop and parking;
2. storage and loading areas of tier 2 industrial facilities identified in s. NR 216.21 (2) (b), except that runoff from tier 2 parking and rooftop areas can be infiltrated but may require pretreatment;
3. fueling and vehicle maintenance areas;
4. infiltration in areas within 1000 feet upgradient or within 100 feet down- gradient of karst features;
5. areas with less than 3 feet separation distance from the bottom of the infiltration system to the elevation of seasonal high groundwater or the top of bedrock, except roof runoff;
6. areas of industrial, commercial and institutional parking lots and roads and residential arterial roads into soils with less than 5 feet separation distance from the bottom of the infiltration system to the elevation of seasonal high groundwater or the top of bedrock;
7. areas within 400 feet of a community water system well as specified in s. NR 811.16 (4) or within 100 feet of a private well as specified in s. NR 812.08 (4) for runoff infiltrated from commercial, industrial and institutional land uses or regional devices for residential development;
8. areas where contaminants of concern, as defined in s. NR (2), are present in the soil through which infiltration will occur; and
9. areas where the soil does not exhibit one of the following characteristics between the bottom of the infiltration system and the seasonal high groundwater and top of bedrock: at least a 3–foot soil layer with 20% fines or greater; or at least a 5–foot soil layer with 10% fines or greater. (Note: This does not apply where the soil medium within the infiltration system provides an equivalent level of protection and does not include infiltration of roof runoff).

Attachment G: 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/rrsm.html and http://dnrmaps.wi.gov/imf/imf.jsp?site=brrts2 .

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 box below). 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 Regional NPS Coordinator 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 H: Inter-Governmental (Inter-Municipal) Agreement Template

INTERGOVERNMENTAL 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 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 (1) 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 I: Governmental Responsibility Resolution (GRR)

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;
- Enter into cost-share agreements with landowner/operator to install best management practices;
- Make cost-share payment to landowner/operator after payment is requested, evidence of contractor payment by landowner/operator has been received, and grantee has verified proper BMP installation;
- 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).