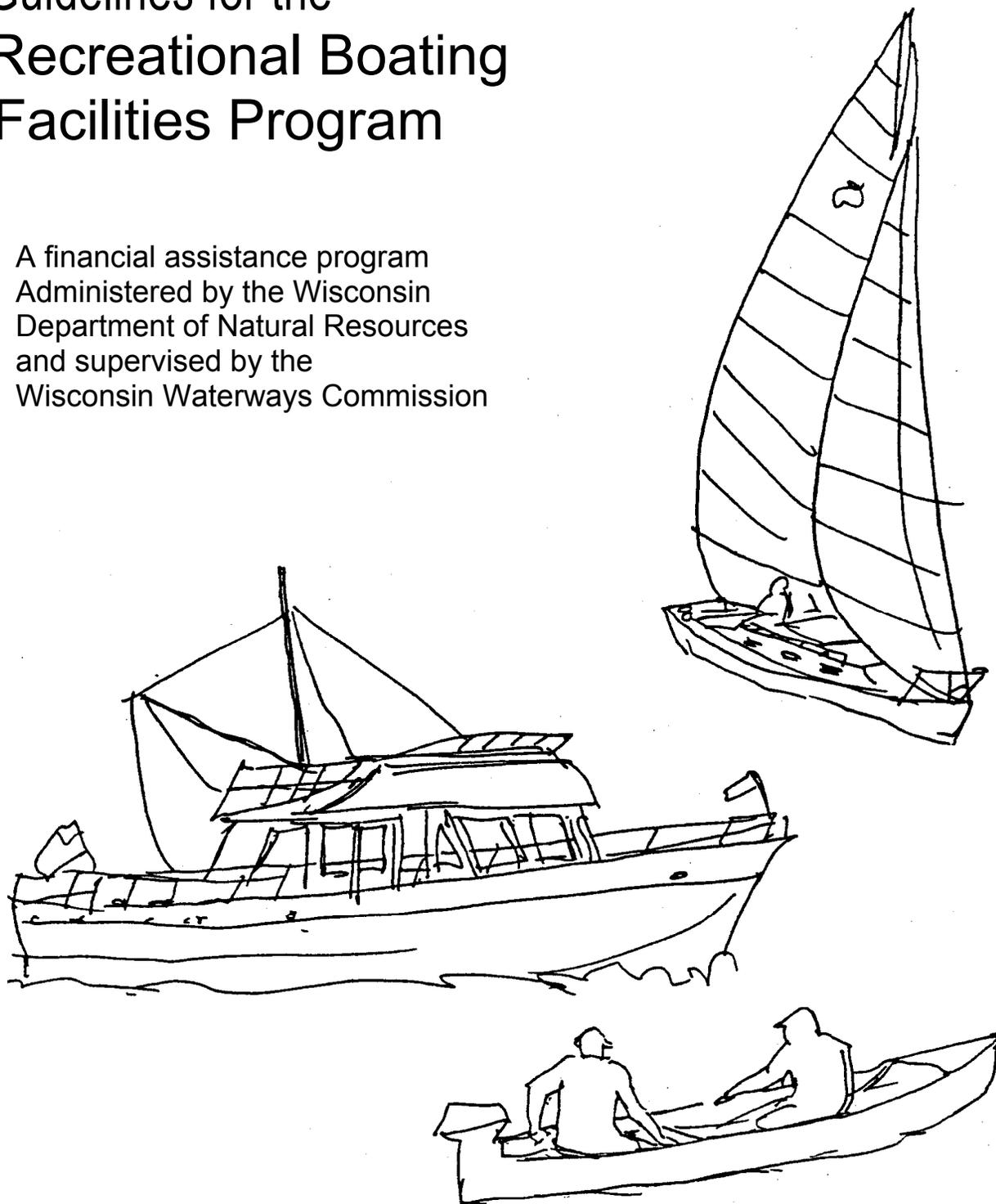


Guidelines for the Recreational Boating Facilities Program

A financial assistance program
Administered by the Wisconsin
Department of Natural Resources
and supervised by the
Wisconsin Waterways Commission



Keys to a Successful Project

Plan, Plan, Plan

Communication, Communication, Communication!

- Start ***planning*** your project early and communicate with your regional community services specialist often about your project goals.

Before rushing out and applying for a grant, spend some time discussing needs, goals and expectations with the boating and lake community. A little pre-planning will pay dividends down the road.

- If a consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on the application and fulfilling necessary requirements. If you are fortunate to have your project approved, make sure your consultant agrees with the project scope indicated on the grant before signing your grant award agreement.
- The ***financial responsibility*** for a grant can't be passed on to an ineligible sponsor by a resolution. Payments for activities approved in your grant award can only be made by the sponsor of the project. The sponsor indicated on the grant agreement can only make all eligible payments for the grant.
- All ***changes*** or amendments ***to your grant contract*** must be approved by your regional community services specialist. Your regional community services specialist needs to be notified if the person listed as the contact or the authorized representative for the grant changes.
- Finish your project before the expiration date. If you need an extension to this date, contact your regional community services specialist.
- **AND MOST IMPORTANT**, feel free to ask questions if you don't know how to proceed or need clarification on such topics as eligible costs or grant administration procedures.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240

This publication is available in alternative format (large print, Braille, audio tap, etc.) upon request. Please call the Bureau of Community Financial Assistance (608) 266-7555 for more information.



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Introduction

The recreational boating facilities program, authorized under section 30.92, Wisconsin Statutes, encourages the development of recreational boating facilities and related activities by providing state cost sharing assistance to governmental units and qualified lake associations. The source of the funds for this purpose is a portion of a formula driven transfer of excise tax on gasoline consumed for marine purposes.

The program is administered by the Department of Natural Resources and supervised by the Wisconsin Waterways Commission. The commission is composed of five members representing Lake Michigan, Lake Superior, the Mississippi River, the Lake Winnebago watershed and Wisconsin's inland waters. The Commission reviews the project applications, establishes project feasibility, determines the priority of projects, and determines the rate of cost sharing for projects.

Grants for financial assistance for recreational boating facilities are consistent with the Department's access code found in sections NR 1.90 and 1.91 and chapter NR 7, Wis. Adm. Code.

How to Use This Guide

Printed on White Paper

Printed on Blue Paper
Printed on White Paper
Printed on Blue Paper
Printed on White Paper

This guide is arranged into 5 major sections and is color-coded for easier use.

- General information on the recreational boating facilities program and who to contact
- Information on eligibility of sponsors and projects
- Important points on projects
- Information of financial responsibility of sponsor
- Information on applications

DNR CONTACTS

For recreational boating information, contact the appropriate community services specialist:



Northern Region

Spooner Office Counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn

Ed Slaminski Telephone: (715) 635-4130
810 W. Maple Street E-Mail: Edward.slaminski@wisconsin.gov
Spooner, WI 54801

Rhineland Office Counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas

Ann Loechler Telephone: (715) 822-2758
1341 2nd Avenue, Box 397 Ann.Loechler@wisconsin.gov
Cumberland, WI 54829

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DNR Contacts (continued)

West Central Region Counties: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon Wood

Bruce Neeb
1300 Clairemont Ave. Telephone: (715) 839-3713
P.O. Box 4001 Bruce.Neeb@wisconsin.gov
Eau Claire, 54702

Northeast Region Counties: Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago

Chris Halbur
2984 Shawano Ave. Telephone: (920) 662-5121
P.O. Box 104448 Christine.halbur@wisconsin.gov
Green Bay, 54307

South Central Region Counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk

Renee Sanford
3911 Fish Hatchery Rd Telephone: (608) 275-3213
Fitchburg WI 53711 E-Mail: renee.sanford@wisconsin.gov

Southeast Region Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha

Kathleen Wolski Telephone: (414) 263-8670
2300 N. Dr. Martin Luther Kathleen.Wolski@wisconsin.gov
King Jr. Dr.
Milwaukee WI 53212

ELIGIBILITY

Who is Eligible to Apply?

Governmental units and qualified lake associations are eligible to participate in the recreational boating facilities program. Chapter 30.92, Wisconsin Statutes, defines governmental units as; cities, towns, counties, a town sanitary district, a public inland lake protection and rehabilitation district organized under ch. 33. The Milwaukee River Revitalization Council, the Lower Wisconsin State Riverway Board, the Fox River Management Commission, or any other local governmental unit, as defined in s. 66.299(1), that is established for the purpose of lake management. Chapter 30.92 also sets up criteria for lake associations to be considered a qualified lake association. These criteria are found in the Appendix.

What are the Levels of Assistance?

Eligible sponsors may receive a grant for up to 50% of the total eligible cost for a recreational boating facility project. Sponsors are encouraged to match recreational boating facilities funds with other state, federal and local funds.

The Commission may increase the cost share rate from 50% to 80% if it determines that the project is of statewide or regional significance and the project meets all of the following criteria:

For projects on lakes and flowages:

- The project is located on an inland lake at least 1,000 surface acres in size or is located on Lake Superior or Lake Michigan
- The project site has, or will have as a result of the project, a boat launching facility protected by a breakwater structure
- The project is located on a lake or flowage that has the minimum number of car-trailer unit parking spaces required under s. NR 1.91, Wis. Adm. Code, or the project will bring the number of car-trailer unit parking spaces on a lake or flowage into compliance with the standards in NR 1.91.

For projects located on rivers:

- The project is located on the Mississippi River
- The project provides motorized boating access to a river at a site that is more than 10 miles from another motorized boating access site.
- The project provides or will provide a minimum of 30 car-trailer unit parking spaces at the site.

*Please Note
for Construction and
Dredging Projects*

The Commission may approve an additional 10% cost sharing for a construction or dredging project if:

- the sponsor is a municipality and it conducts a boating safety enforcement and education program approved by the department; or
- the sponsor provides financial support by written agreement to a municipality which conducts a boating safety enforcement and education program approved by the department on the waters in the immediate area of the proposed project.

ELIGIBILITY

- the sponsor provides financial support by written agreement to a municipality which conducts a boating safety enforcement and education program approved by the department on the waters in the immediate area of the proposed project.

The substantiated value of in-kind contributions or of donated money, materials, equipment use, services or labor may be used as all or part of a sponsor's share of the project cost subject to all of the following:

- all sources of sponsor match must be indicated when the application for a project is submitted.
- the maximum value of donated labor shall be \$6.00 per hour.
- the value of in-kind contributions is what the sponsor would have to pay for similar services, materials, equipment or labor based on existing contracts, schedules on the open market.
- the value of donated equipment use shall conform to the Wisconsin department of transportation county highway rates for equipment.
- The value of donated materials and services shall conform to market rates and be established by invoice.

If requested by the sponsor, 50% of the financial assistance grant may be advanced to the sponsor at the time of project approval.

What Type of Projects are Eligible?

- Feasibility Studies

Feasibility studies are an investigation of the environmental, economic, and engineering aspects of a recreational boating facility project to determine if the project may be successfully carried out. The desired product of this study is to learn if any physical or economic barriers exist which would prevent the project from being built.

Studies covering items such as the anticipated use of a facility, benefits to be derived from its operation, costs of development and maintenance, and investigation of other funding sources will aid in the assessment of the economics of a potential project.

Engineering studies may be conducted to select a site for a recreational boating facility project, to determine appropriate structures to provide safe water conditions, and to learn if The site is physically suited for development.

- Construction Projects

1. Facilities such as ramps and boarding docks required to gain access to water.
2. Structures such as bulkheads and breakwaters necessary to provide safe water conditions.

3. Activities such as dredging to provide safe water depths. Dredging of basins is an eligible activity only when it is associated with project development.
4. Support facilities include parking lots and signage, sanitary facilities, fencing and security lighting for the convenience of boaters.

Items eligible for construction funding include; site surveys, site planning, preparation of cost estimates, engineering studies, preparation of working drawings, construction plans and specifications, supervision and inspections. Expenditures for engineering or planning costs necessary to develop a proposal for Commission review made prior to entering a project agreement may be reimbursed by the department. Also eligible are the costs of site preparation, construction materials, construction equipment rental and demolition.

- Improvement and Repair of Locks

Funding is available for the cost of improvement and repair of locks and facilities that provide access between waterways for operators of recreational watercrafts.

- Rehabilitation

Funding is available for the rehabilitation of capital improvements that are related to recreational boating facilities.

- Navigation Aids

The cost of aids to navigation and regulatory markers, including the cost of appropriate ground tackle is eligible for cost sharing assistance.

Please Note

Because of the relationship of navigation aids to the health, safety and welfare of the boating public, expenditures for navigation aids and regulatory markers made prior to entering a project agreement may be reimbursed by the department.

- Weed Harvesting Equipment

Acquisition of capital equipment that is necessary to cut and remove aquatic plants that are aquatic nuisances or that are detrimental to fish habitat. Eligible capital equipment will be limited to cutting devices, barges with propelling motors, conveyors and trailering devices.

- Trash Skimming Equipment

Acquisition for capital equipment to collect and remove floating trash and debris from a waterway. Eligible capital equipment will be limited to collecting devices, barges with propelling motors, conveyors and trailering devices.

ELIGIBILITY

Please Note

Acquisition is eligible only when the sponsor has a Department approved management plan to cut and remove aquatic plants.

- Channel Dredging - Inland Sponsors Only

Dredging of a channel of a waterway to the degree necessary to accommodate recreational watercraft. Eligible costs of dredging a channel in a waterway include: engineering, including soil borings; dredging and mobilization; construction of a temporary holding area; and transportation of dredge spoils. The cost of constructing revetments to permanently contain spoils is eligible if the sponsor can demonstrate that the cost of creating a land mass is less than the cost of transportation of spoils to a disposal site or if a substantial benefit to the recreational boating public will accrue.

- Chemical Treatment for the Removal of Eurasian Water Milfoil.

The cost of chemicals and the application to chemically remove Eurasian Water Milfoil (EWM).

Please Note!

The Commission cannot consider a request for chemical treatment for the removal of EWM until the sponsor has obtained the necessary permit under s.281.17(2) Stats.

Are There Ineligible Costs?

Recreational boating facilities funds may **not** be used for any of the following:

- With the exception of expenditures for engineering or planning costs necessary to develop a construction project for Commission review or the acquisition of navigation aids, costs incurred prior to the signed contract approval by the department.
- Maintenance dredging of basins
- The costs of repairing, moving or removing aids to navigation or regulatory markers.
- The cost of acquiring land associated with the project and construction of facilities commonly used to berth boats, e.g., finger piers for seasonal dockage.
- Any costs related to planning, engineering, dredging, handling, processing, transporting or depositing of contaminated dredge spoils; the purchase of land rights for a spoils deposition area or the cost of landfill storage of spoils; costs of land treatment to cover up a spoils deposit; and the cost of testing or monitoring as a condition of a state or federal permit.
- The cost of operation and maintenance of a lock, launch ramp or harbor of refuge.
- Ceremonial and publicity expenses, bonus payments, charges in excess of the lowest bid, interest expense, charges incurred contrary to the policies and practices of the applicant, damage judgments arising out of the construction of a facility, costs of discounts not taken, and fees paid to legal counsel.

Pre-and post-treatment monitoring, information and education materials, preparation of aquatic plant management plans, spraying equipment or protection equipment.

Important Points About...

The Program in General

Facilities developed with assistance from the program must be operated and maintained in such a manner as to provide a safe and attractive environment for the user and open to the general public on a full and equal basis.

Fees charged to users of recreational boating facilities are to be reasonable and consistent with the provisions of Chapter NR 1.91, Wisconsin Administrative Code.

Sites to be developed with recreational boating facilities funds must be owned in fee simple by the sponsor or the sponsor must hold a lease or easement for the site. The length of lease or easement can not be less than 20 years and must include the right to construct, operate and maintain a recreational boating facility. The amount of assistance given to develop property under easement or lease must be commensurate with the control and tenure of the property.

Sites receiving assistance with recreational boating funds must have public access that is accessible or will become accessible as a result of the proposed project, i.e. launch ramp will be supported by an accessible boarding dock not less than 5 feet in width.

Facilities developed with assistance from the program are not to be converted to any other use without prior approval by the Department.

The total amount of assistance from the recreational boating facilities program and other state or federal funds for projects on lands owned by the department or for which the department has entered an agreement or lease with a governmental unit or qualified lake association to develop and maintain a recreational boating facility may not exceed 90% of the total eligible project costs.

Prior to project review by the Waterways Commission, the governmental unit or qualified lake association must have obtained all necessary Chapter 30 or 281, Wisconsin Statutes, or NR 5, Wis. Adm. Code, permits required by the department.

Proper bidding of construction projects is extremely important. A general bidding guide for both municipalities and non-profit organizations is available from your regional community services specialist. Detailed questions should be directed to a sponsor's legal counsel for reply.

IMPORTANT POINTS

Feasibility Studies

No more than one percent of the funds available through the recreational boating facilities program may be approved for any one feasibility study in one year.

Weed Harvesting Equipment

The waterbody for which the weed harvesting equipment is being purchase must have a minimum acreage of harvestable aquatic plants of at least 30 acres. For several small waterbodies for which the equipment is being purchased, the cumulative average shall be at least 50 but no more than 100 acres of harvestable aquatic plants for all lakes combined and the waterbodies need to be in close proximity to one another.

If the capital equipment acquired for weed harvesting is to be used on more than one lake, each lake must be covered by a department approved aquatic plant management plan.

If a sponsor purchases new equipment, the department may not provide funds for the purchase of individual pieces of weed harvesting equipment more than once every 10 years. If a sponsor purchases used equipment, the 10 year limitation may be shortened to match the remaining years of utility of the equipment. If a sponsor sells any or all of the equipment funded under the program prior to the end of the 10 year or adjusted period, the sponsor is required to repay the department 50% of the sale price.

Rehabilitation

The eligibility of costs for rehabilitation are subject to the following:

- The repair or renovation is the result of damage from natural events or faulty design but is not a result of inadequate maintenance or lack of care
- The total cost of the rehabilitation is greater than \$10,000
- The total amount of costs eligible for cost sharing assistance that a sponsor receives for rehabilitation will be reduced or refunded by any amount of damages recovered by the sponsor through either litigation or insurance settlement

Channel Dredging

A governmental unit or qualified lake association may not receive funds for dredging a channel of a waterway more than once every 10 years.

A channel that is dredged with cost sharing assistance must be defined by aids to navigation.

Cost sharing for dredging of a channel may be provided only for dredging the width of a channel to a distance of 25 feet on either side of the centerline of a river or 25 feet on either side of a center channel marker in a lake. The dredging of backslopes necessary to maintain a channel width of 50 feet for a minimum of 10 years is eligible and the design slope ration of the backslope dredging shall be commensurate with the nature of the lakebed materials

The depth of the channel dredging will be limited to the depth necessary to accommodate recreational watercraft commonly utilizing the water body. A project having greater design goals may be assisted, but the cost sharing assistance will be limited to that portion of the project related to recreational boating. This will apply to necessary survey and engineering expenses as well.

Chemical Treatment for Eurasian Water Milfoil

Currently there is a \$75,000 cap per year on cost sharing for **all** chemical treatment of EWM projects.

<p>Financial Administration</p>	
<p>Project Grant Awards</p>	<p>Upon approval of your project, you will receive a signed contract from the Department outlining the approved project scope, project period and project amount. Read your contract carefully. It contains conditions that govern your project. The individual authorized by resolution should sign one copy of this contract and return it to the appropriate Regional community services specialist. The remaining copy should be maintained in your project files.</p> <p><i>Caution!</i> Costs incurred prior to the date of the signed contract approval by the Department will not be eligible for reimbursement.</p>
<p>Changes to the Project Contract Amendments</p>	<p>Requests for changes in the project contract in either the scope of the work, project period, or approved project amount must be submitted in writing to the regional CSS before the project end date expires.</p> <p>Requests for additional time must indicate why the project cannot be completed by the end date and be accompanied by a status report.</p> <p>Requests for the addition or deletion of scope items to a project must justify the need for more or less scope and be accompanied by a revised cost estimate worksheet. Requests for changes in scope must be made prior to undertaking any changes in project activity.</p>
<p>Bidding</p>	<p>For activities that encompass public construction, local government sponsors must comply with state bidding and contracts. Examples of public construction could be the construction of a launching facility or a toilet building. Local governmental sponsors should check with their corporation counsel on current bidding thresholds and notice standards involving public construction activities.</p>
<p>Financial Administration During the Project Grantee's Responsibilities</p>	<p>The fiscal controls and accounting procedures used to record project costs and state grant receipts are based on generally accepted accounting standards and principles. You must:</p> <ul style="list-style-type: none"> ▪ Establish a separate account for project expenditures. ▪ Itemize all project expenditures in sufficient detail to the exact nature of the expenditure and provide evidence of that expenditure (e.g., a copy of a canceled check. If your bank does not return canceled checks, a copy of the bank statement will do).

FINANCIAL ADMINISTRATION

- Maintain payroll vouchers for force account salaries and wages. Payroll vouchers are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project item involved and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority. Actual fringe benefits paid as part of direct labor costs are eligible expenses for all governmental sponsors.
- Cross-reference each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, cash register slip, etc.
- Maintain daily records of force account equipment actually used on the project. These daily records must show the type of equipment used, actual hours of use and type of work for which the equipment was used. The time equipment at the job site but not in use (idle time) is not eligible.
- For equipment such as trailers, trucks, etc., allowable rates are established annually in the county's agreement on equipment rates with the Wisconsin Department of Transportation.
- For equipment not included above, the actual rate should be computed. The rate should include hourly depreciation and hourly operational costs. Any generally accepted method of computing depreciation which reflects acquisition costs, useful life and usage factors is acceptable.

PROTECTING YOUR PERSONAL INFORMATION

The Wisconsin Department of Natural Resources (DNR) takes seriously its responsibility to protect all confidential data that are collected as the DNR administers its programs. For DNR grant programs, "confidential data" typically includes:

- Personal – Social Security number, date of birth, driver's License number, signature
- Financial – Bank account numbers on cancelled checks and statements. Credit card numbers on submitted receipts. Account and credit balances or limits. Federal or Wisconsin tax returns.

If a grant is being issued to an individual, we need most of the personal data listed above before we can issue payments or reimbursements. This needed data comes to the DNR on completed W-9 forms. The DNR has a process to restrict access to and secure W-9 forms.

The DNR, however, is often sent *unnecessary* confidential data that are attached to proofs of payment, receipts, or other documents in support of a reimbursement request. Please protect confidential data by blackening out – also called “redacting”—bank account numbers, credit card account numbers, and other confidential data *before* proofs of payment are sent to the DNR. Please do not redact check numbers from bank statements.

With each of us doing our part, we can protect confidential data and minimize identity theft.

**Claims for Reimbursement
- Required Documentation
for all Claims**

Except for project advances and navigation aid projects, claims for payment will be on a reimbursement basis. To be eligible for reimbursement, all costs must be incurred within:

- the project time period shown on the contract
- the scope of activity defined in the contract
- the state aid project amount shown in the contract

Claims must be submitted within six months of the project termination date.

For county sponsors, the financial audit of claims will take place as a part of each county's year-end single audit. Counties are not required to submit financial documentation (invoices, cancelled checks, equipment or labor records) with their payment claim. After the single audit is completed, the Department may perform additional financial audits of these claims to supplement work done in the single audit.

For all non-county sponsored projects, the following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers.
2. Copy of the summary of bids, if applicable
3. Completed Department Reimbursement forms. Completion instructions are included on the forms.
 - Form 8700 - 001 *Reimbursement Claim*
 - Form 8700 - 002 *Reimbursement Claim Worksheet*
4. Copies of cancelled checks (front and back) which support the cost claimed. If the bank does not return cancelled checks, a copy of the bank statement is acceptable.
5. Invoices from the vendor which support eligible costs being claimed.

COMPLIANCE WITH CONTRACT

6. Machine usage records that substantiate the use of each equipment item for which costs were claimed. These records should be kept on a daily basis and show the hours, dates, and project function for which the equipment was used.
7. Labor records supporting the hours worked by individuals working on the project. These records should be kept on a daily basis and show the dates, hours, hourly rate and work activity of each individual claimed.

All claims for reimbursement should be sent to your regional community services specialist. A source of additional information titled the Financial Handbook is available from your community services specialist to further assist you in the reimbursement process.

How are Reimbursement Claims Processed?

Once received, the community services specialist reviews the reimbursement claim for completeness and compliance with the project contract. This reviews includes ensuring that the costs claimed were for items included in the scope of the project, within the grant agreement time period, and meet the eligibility requirements of the program. In addition, site inspections will be conducted on construction projects to insure that the items being claimed for reimbursement have been completed as expected from the project and application and grant agreement scope. Upon successful review of project expenditures. The payment is made.

The state has the right to audit or examine all books, papers, accounts, documents or other records of the sponsor as they relate to the project for which the program funds were granted.

All project records must be retained by the sponsor for a period of not less than 3 years after final payment or final disposition of audit findings.

When a Project is Not in Compliance with the Contract

If the department finds that a project has not been satisfactorily completed by the end of the grant period or the sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the sponsor.

Applications

The Process

Governmental units and qualified lake associations may submit applications for eligible projects at any time. The Waterways Commission meets an average of four times per year for the review of projects.

Lake associations may submit an organizational application at any time. The purpose of the organizational application is to establish that the lake association meets the qualifications under section 30.92(1)(br), Wisconsin Statutes. A copy of the *Lake Association Organizational Application*, Form 8700-226, is found in the appendix.

Application materials are available from the department Community Services Specialist in the appropriate regional office. The materials should be completed and forwarded to the CSS. Appropriate regional departmental staff will review the project and then forward it to the coordinator of the recreational boating facilities program. The application will then be presented to the Waterways Commission for consideration. In order for project requests to be brought before the Commission, completed applications must be in the hands of the Community Services Specialist 30 days prior to the meeting of the Commission.

Applicants will be expected to be present to discuss their project with Commissioners or make arrangements with the community services specialist to make the project presentation to the Commission. Applicants will be notified of the status of their application on the project priority list after review by the Commission.

All forms and additional information can be found at the RBF web site: <http://dnr.wi.gov/org/caer/cfa/Grants/recboat.html>

How to Prepare Your Application

The checklist below and the discussion that follows will take you through the necessary steps for preparing a successful application.

1. Contact Your Community Services Specialist
 - Discuss your eligibility and your project ideas and plans
2. Prepare Your Application
 - Complete Form 8700-121, *Waterways Commission Financial Assistance Application*. You should complete the form, provide a comprehensive statement of feasibility and project narrative, locator map, site plan, harvesting plan or construction plans as appropriate.

APPLICATION

- Attach a copy of the officially adopted resolution
- Complete Form 8700-14, *Cost Estimate Worksheet*
- For lake districts, attach a copy of Form 8700-226, *Lake Association Organizational Application* and all required attachments.
- Contact your community services specialist if you have any questions
- Forward your completed application and supporting materials to your community services specialist

Application Requirements

Official Resolution *See the sample resolution in the Appendix*

Applications from sponsoring governmental units and qualified lake associations for eligible projects must be accompanied by an adopted resolution. The resolution must:

- formally request financial assistance by the sponsor
- authorize a representative to act on behalf of the sponsor to sign documents and take necessary action to complete the proposed project
- resolve that the applicant will meet the financial obligations of the grant

Detailed Project **A Feasibility Study**

- A list of the study tasks to be accomplished and the cost of each. A feasibility study will contain each of the major categories for investigation as follows:
 - 1) Economic analysis. The purpose of this analysis is to describe the anticipated level of use of the facility and the economic benefits of such use. At a minimum, this analysis should address:
 - a) An assessment of the demand for the project including an estimate on the number of users on an annual and peak period basis.
 - b) An estimate of annual revenues to be derived from any launch or associated fees.
 - c) An estimate of the current number of users of other comparable safe recreational boating facilities within the general area of the proposed project.

CONSTRUCTION, REHABILITATION

- d) Past operation and maintenance costs where the project involves the improvement of an existing facility.
- e) Estimated annual operation and maintenance costs for a new project.

2) Environmental analysis.

Because each proposed recreational boating facilities site has certain unique characteristics, site specific environmental information must be collected and analyzed. The scope and detail of this information will be determined on a site by site basis in cooperating with the Department of Natural Resources. This is intended to avoid any later problems regarding the environmental acceptability of the site.

- 3) Engineering Analysis. The engineering analysis is to include general plans and specifications of all physical improvements including but not limited to: dredging, construction of ramps, piers and breakwaters and land alterations. The Commission may require that the engineering analysis be certified by a registered professional engineer.

A Construction, Rehabilitation or Lock Improvement Project

Construction, rehabilitation or lock improvement projects involves work associated with actual planning and construction or reconstruction of facilities such as boat launches, service piers, breakwaters, parking lots, sanitary facilities, and other structural facilities.

Important Reminder

All necessary water regulatory permits required for the construction of project work items must be obtained before the project is presented before the Commission.

The following information is to be made available either on or attached to the application form:

- A statement explaining the feasibility of the project. At a minimum, the statement is to include the following information: need for the project, estimated demand for the project (how much use will be made of the project), estimated annual operation and maintenance costs, completed environmental analysis (including a copy of necessary state and federal permits), and general engineering plans. This information will be used by the Commission to determine the feasibility of the project and compare the merits of the proposed project with other project proposals.

HARVESTING EQUIPMENT

- A detailed estimate of the cost of the project indicating the local share, the requested amount of state funding, and the extent of all other sources of funding. Specific work items and their cost are to be itemized on a recreation aid project cost estimate worksheet, Form 8700-14.
- Preliminary or final site plans of facilities or structures to be constructed. Projects involving launch ramps should indicate percentage slope of the ramp and the width of the existing or proposed boarding dock.

Acquisition of Weed Harvesting Equipment

The following information is to be made available either on or attached to the application form:

- Copy of the Department approved weed harvesting management plan.
- A statement of feasibility covering such items as method and manner of storage and maintenance of the equipment, source of funds to operate harvesting program, any potential use by other lake associations or municipalities, requirements of the operators of the equipment, method of weed disposal, etc.
- An estimate of cost of each piece of capital equipment itemized on a recreational cost estimate worksheet, Form 8700-14.

Acquisition of Trash Skimming Equipment

The following information is to be made available either on or attached to the application form:

- A statement supported by appropriate documents that the project is feasible from economic and environmental viewpoints.
- An estimate of cost of each piece of capital equipment itemized on a recreational cost estimate worksheet, Form 8700-14. This information should also highlight the requested amount and the extent of all other sources of funds.

Acquisition of Aids to Navigation and Regulatory Markers

The following information is to be made available either on or attached to the application form:

- Number, description and estimated cost of the aids to navigation or regulatory markers and appropriate ground tackle.

CHANNEL DREDGING

- If the aids to navigation or regulatory markers have been purchased prior to application, copies of vendor invoices for materials purchased.
- A schematic drawing of the location of the aids to navigation or regulatory markers. For aids and markers that will be placed for the first time, a copy of the placement permit, Form 8700-58, should accompany the application.

Channel Dredging of Waterways

Channel dredging projects involve the work associated with testing, engineering, dredging, transportation and deposition of spoils to achieve safe water depths in designated channels for recreational boating activity.

All necessary water regulatory permits required for removal and deposition of spoils materials must be obtained before the project is presented before the Commission.

- a. The following information is to be made either on or attached to the application form:
 - 1) A statement explaining the feasibility of the project from economic, environmental and engineering viewpoints. At a minimum this should include the following information: design goals, environmental analysis, including copies of necessary state or federal permits, estimated life of dredging activity, and general engineering plans. This information will be used by the Commission to determine the feasibility of the project and compare the merits of the proposed project with other comparable project proposals.
 - 2) A detailed cost of the project indicating local share, the requested amount of state funding, and the extent of all other sources of funding. Specific work items and their cost are to be itemized on a recreation aid project cost estimate worksheet, Form 8700-14.
 - 3) Preliminary or final site plans showing location of channels to be dredged.

Chemical Treatment of Eurasian Water Milfoil

The necessary chemical treatment permits must be obtained before the project is presented to the Commission.

- a. The following information is to be made either on or attached to the application:

PROJECT RANKING FACTORS

- 1) A statement supported by appropriate documents that the project is feasible from an economic and environmental viewpoint. This should include the following: number of acres of infestation and the history of occurrence and spread, what other strategies have been attempted, why is chemical control a desirable control option, is the project a stand alone or part of a larger plan or component of a like important project, how many acres are to be treated and their location, the cost per acre, anticipated duration of benefit, what water users are being precluded by EWM, what are public benefits from this project, and how will success of treatment be monitored.
- 2) A detailed estimate of cost indicating local share, the requested amount of state funding and the extent of all other sources of funds. Costs are to be summarized on a recreational aid project Cost Estimate Worksheet, Form 8700-14.

Project Ranking Factors

The enabling statute for the recreational boating facilities instructs the Waterways Commission to consider several factors in establishing priorities for competing projects. The factors differ for different types of projects. The factors for comparing feasibility studies are:

- 1) Estimated cost.
- 2) Available funds.
- 3) Support of governmental units.
- 4) Distance to other recreational boating facilities.
- 5) Work previously completed.

The factors for comparing all the other projects eligible for recreational boating facilities funds are:

- 1) Distance the proposed project is from other recreational boating facilities.
- 2) Demand for safe boating facilities.
- 3) Expression of municipality support.
- 4) Existing facilities.
- 5) Projects underway.

- 6) Commitment of funds.
- 7) Location of the proposed project within the region identified in sec. 25.29(7)(a), Wisconsin Statutes.

In addition to the factors listed above, the Commission will consider the following items in establishing a priority list:
projects located

Where a scarcity of safe recreational boating facilities exist, basic facilities over elaborate facilities, activities of the general boating public over those of a limited group, those which meet urban needs, and to such other factors, which in the opinion of the Commission, will allow the enhancement of recreational boating.

With respect to chemical treatment projects for EWM, the Commission will also consider the following items in establishing a priority. Projects that provide public boating benefits over projects that primarily benefit riparian landowners; projects that prevent expansion of or substantially eradicate EWM over projects that provide for annual nuisance relief.