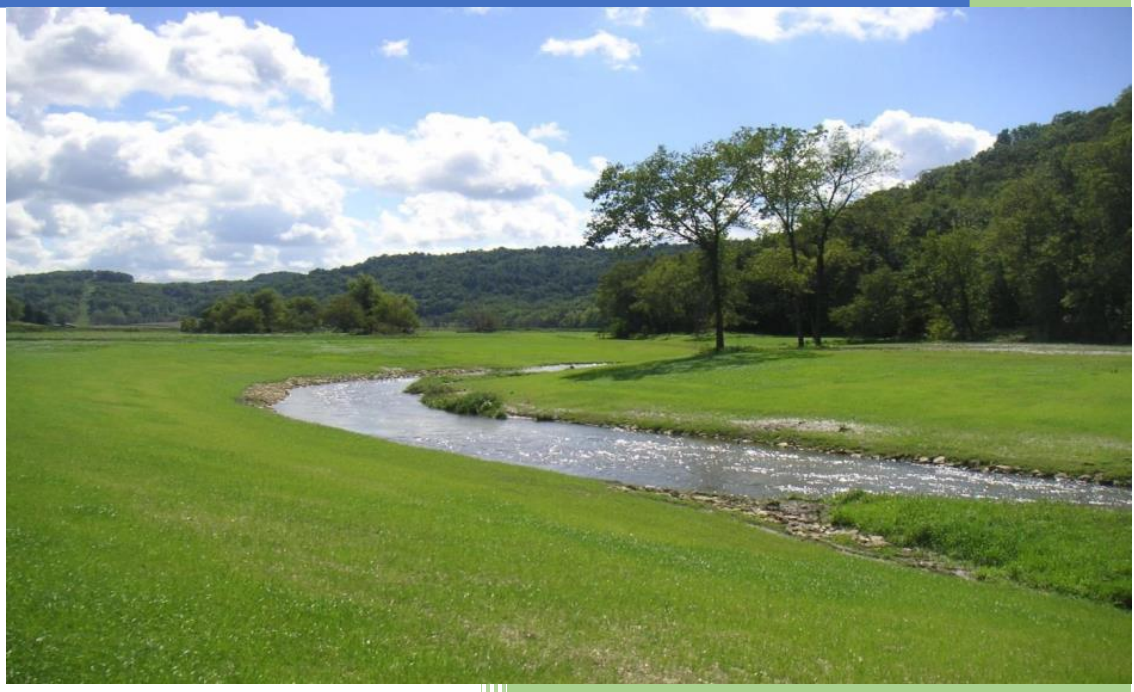
2020

Surface Water Grant Program Applicant Guide and Program Guidance



Bureau of Water Quality
Bureau of Community Financial Assistance
Wisconsin Department of Natural Resources
8/26/2020

Contents

SURFACE WATER GRANT PROGRAM GUIDANCE

SECTION 1: OVERVIEW

Purpose

The Surface Water Grant Program supports surface water management from start to finish. Whether your organization is looking for help with outreach, assessments and surveys, planning, project design, or management, there is probably a grant program that can help you. Funds can be used for a wide variety of projects related to surface water, under one of two general categories:

(1) **Education & Planning projects** help communities understand surface water conditions, determine management goals, and develop strategic management plans

(2) **Management projects** protect and improve water quality and aquatic habitat and prevent and control aquatic invasive species (AIS). Some projects require an approved recommendation in a management plan to be eligible for funding.

For more details on the different kinds of projects the Surface Water Grant Program supports, see Section 3. Grant Project Types.

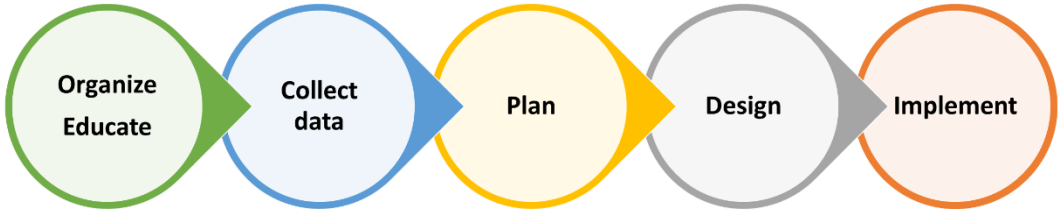


Figure 1. Take strategic steps to planning and executing surface water management projects.

Who can apply?

Automatically eligible (no organizational eligibility application required):

Counties	Natural resource agencies
Municipalities	Tribal governing bodies
Other local units of government	Accredited colleges, universities and technical schools
Lake districts	Town sanitary districts

Must apply to be an eligible organization (refer to Appendix K for qualifications):

Qualified lake associations	Qualified surface water management organizations
Qualified river management organizations	Nonprofit conservation organizations
Qualified school districts	

The department can help you determine whether your organization is eligible, see "Steps to securing a grant award" in this section. Confirm your organization's eligibility six months prior to the deadline

Funding

The Surface Water Grant Program provides over $6 million annually to eligible applicants. Funding comes from the Water Resources Account of the Conservation Fund which is funded by motor boat gas tax revenues.

Most grants are required by state statute to be cost-shared, that is, grantees must contribute a percentage of the project's total costs. The portion paid by the grantee is called **grantee match**, while the department's contribution is called the **DNR cost share**. All planning grants provide a 67% cost share, while all management grants are shared at a rate of 75%.

Table 1. Surface water grants and project types, showing funding caps, cost share rates, public access requirements and application deadlines, organized by "Planning" versus "Management" category.

Grant Category	Project Type	Funding Cap	DNR Cost Share	Public Access Required	Application Deadline
Education & Planning	Surface Water Education	$5,000	67%	No	Nov 1
	Lake, River & AIS Planning	$10,000	67%	No	Nov 1
	Comprehensive Management Planning for Lakes & Watersheds	$25,000	67%	No	Nov 1
	County Lake Grants	$50,000	67%	No	Nov 1
Management	Healthy Lakes & Rivers	$25,000	75%	No	Nov 1
	Surface Water Restoration (Lakes)	$50,000	75%	Project-specific	Nov 1
	Surface Water Restoration (Rivers)	$25,000	75%	No	Nov 1
	Lake & Watershed Management Plan Implementation	$200,000	75%	Project-specific	Nov 1
	River Management Plan Implementation	$50,000	75%	No	Nov 1
	Ordinance Development	$50,000	75%	No	Nov 1
	AIS Prevention & Clean Boats, Clean Waters (CBCW)	$24,000	75%	Yes	Nov 1
	AIS Early Detection & Response	$25,000	75%	Project-specific	Year-round
	AIS Large-scale Population Management	$150,000	75%	Yes	Nov 1
	AIS Small-scale Population Management	$50,000	75%	Yes	Nov 1
	AIS Research & Demonstration (annually)	$500,000	75%	No	Nov 1
	Lake Fee Simple or Conservation Easement Land Acquisition	$200,000	75%	No	Nov 1
	River Fee Simple or Conservation Easement Land Acquisition	$50,000	75%	No	Nov 1
	Wetland Restoration Incentives	$10,000	100%	No	Nov 1
	Lake Monitoring & Protection Network	Section 4	100%	No	Nov 1

Table 2. Surface water grants and project types with funding caps, but this time the projects are organized by ecosystem (lakes, rivers, or wetlands). This is the same information as found in Table 1.

Projects benefitting lakes, or holistic projects benefitting lakes, rivers, wetlands and watersheds	**Funding cap**
Surface Water Education	$5,000
Lake, River & AIS Planning	$10,000
AIS Prevention	$24,000
Comprehensive Management Planning for Lakes & Watersheds	$25,000
Healthy Lakes & Rivers	$25,000
AIS Early Detection and Response	$25,000
Surface Water Restoration	$50,000
AIS Small-scale Population Management	$50,000
Ordinance Development	$50,000
County Lake Grants	$50,000
AIS Large-scale Population Management	$150,000
Management Plan Implementation	$200,000
Fee Simple or Conservation Easement Land Acquisition	$200,000
AIS Research & Demonstration (annually)	$500,000
Projects benefitting rivers	**Funding Cap**
Surface Water Education	$5,000
Lake, River & AIS Planning	$10,000
AIS Prevention	$24,000
Healthy Lakes & Rivers	$25,000
Surface Water Restoration	$25,000
AIS Small-scale Population Management	$50,000
Management Plan Implementation	$50,000
Surface Water Restoration	$50,000
AIS Large-scale Population Management	$150,000
Fee Simple or Conservation Easement Land Acquisition	$50,000
Projects benefitting wetlands	**Funding Cap**
Surface Water Education	$5,000
Lake, River & AIS Planning	$10,000
Wetland Restoration Incentive	$10,000
AIS Prevention	$24,000
AIS Early Detection and Response	$25,000
Surface Water Restoration	$50,000
AIS Small-scale Population Management	$50,000
AIS Large-scale Population Management	$150,000
Management Plan Implementation	$200,000

Steps to securing a grant award

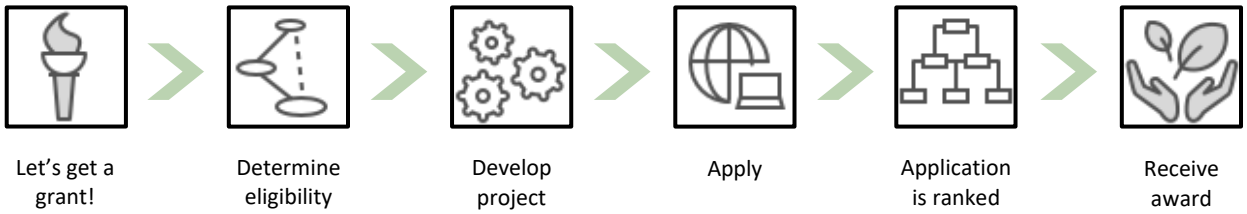


Figure 2. The grant award process, in a nutshell.

Step 1: Let's get a grant!

Collaboration is key to many good projects. You should familiarize yourself with the surface water grant program and begin discussing your ideas with other stakeholders to gather ideas. Often, the best projects are group efforts; it pays to begin building relationships early. When you are sure you want to proceed and think you have the support of some key partners, its time to take the next step!

Step 2: Determine whether you are an eligible applicant

At least 6 months before the Nov 1 grant application deadline, you should establish your organization's eligibility for grant funding. To request a determination of eligibility, submit the Grant Eligibility Application (Form 8700-380) and supporting documentation listed on the form to your local environmental grants specialist.

> Forms linked in this document will launch if your default browser is Internet Explorer. If not, right-click the link, select "Save link as" or "Save target as". Note the file name and location, then navigate to open the form. You may also copy/paste the hyperlink's address directly into Internet Explorer.

If you are a county or county-designated agent intending to participate in the Lake Monitoring & Protection Network, the steps to receiving funding are a bit different, please refer to Section 4: Lake Monitoring & Protection Network.

Lakes with public access will receive funding priority over those that do not, and some projects require public access. See Section 3: Grant Project Types for more information.

Step 3: Notify local biologist and develop your project

Competitive projects will make important contributions to our natural legacy. Projects that receive funding have a strong justification, are thoroughly conceived, and likely to make substantial contributions to protecting and restoring surface waters and aquatic ecosystems. If you are looking for more direction or for technical assistance, contact your local lake, streams, or AIS biologist. All applicants must notify their intent to apply for a grant and submit their pre-proposal by September 2. See Section 5: Developing a Project, for more information on what a pre-proposal entails.

Grant programs are available to support a wide range of projects, for more information, see Section 2: Which Grant is Right for Me? Targeting the right program can help you develop a good project, but don't worry too much about identifying the right program—grant reviewers and your local biologist can help!

Step 4: Apply

The next step is to apply. First prepare your budget: consider cost containment, how you will match to meet the cost-share requirements, and whether you will contract with a professional service provider. Details may be found in Section 6: Developing a budget. Next, fill out the application by completing Form 8700-284 (or, for Clean Boats, Clean Waters grants, Form 8700-337). If you are a county or a county-designated agent seeking to participate in the Lake Protection and Monitoring Network, refer to instructions in Section 4: Lake Monitoring & Protection Network. If you are a researcher seeking to apply for an AIS Research and Demonstration Grant or an Applied Implementation Grant, refer to the information in Section 3: Grant Project Types.

Submit your application by 11:59pm on November 1. The department will review each application for completeness and eligibility. Eligible applications will move on to be evaluated for funding merit. Projects that align with the program's funding priorities are likely to receive funding See Section 7: Preparing Your Application for more information.

Step 5: Application ranking

Your application will be reviewed and scored by an independent and anonymous group of experts. Three different people will review your application, note its strengths and weaknesses, and score the project's value using criteria established by grant type. See Section 8: Application Review & Ranking for more information. The scoring criteria used to determine funding priority vary by project and can be found in Appendix A: Application Ranking Sheets.

Step 6: Receive award, administer grant

If your project secures funding, your organization will enter into an agreement with the department. Your local biologist will develop a statement of scope and the agreement will reference the activities and deliverables from your application. Conditions on the grant award may be added at this time. You'll begin to manage your project and administer your grant. Effective grant administration includes keeping good records, maintaining good communication with the department regarding project status and changes, managing payments and fulfilling reporting requirements. See Section 9: Grant award process and project management.

Partnership

A key component of the surface water grant program is cooperation and partnership among grant recipients, the department, and other conservation and management entities. Each plays an important role in meeting the conservation needs of Wisconsin. All partners and funding sources should be identified in final project products—let's build and strengthen our collaborative management network!

SECTION 2: WHICH GRANT IS RIGHT FOR ME?

Best for first-time applicants

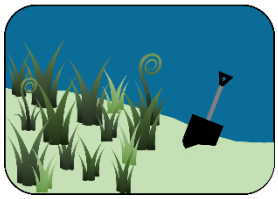
Greater knowledge and understanding is the first step toward effective surface water management. Education grants are available for education projects, up to $5,000 per project. Education grants may be used to communicate information about surface water and biological populations. These grants can also be used for training, skill development, or to enhance your organization's capacity to carry out management projects.

Best for general lake protection

If you want to take action but are not sure where to start, Healthy Lakes & Rivers might be the program for you. These projects protect habitat and reduce runoff and are a good fit for most waterbodies. Choose from a menu of five simple best practices and receive up to $1,000 per installation. Landowners can ask their lake association or county staff to sponsor an application. Recruit more participants to make healthy lakes and rivers!

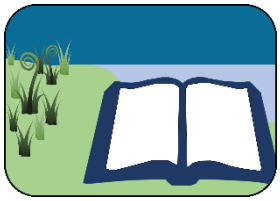
Best for those who want to jump right into implementation

When you've decided you want to take action, Surface Water Restoration grants are a shortcut to implementation: they are limited to a list of shoreland, wetland, and in-water practices and require a project design plan. Projects must follow standards established by the Natural Resources Conservation Service (NRCS) and the department. $50K per project is available for lakes, and $25K for rivers.



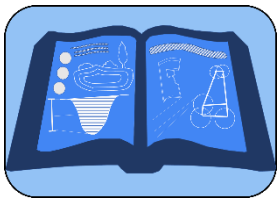
Best for collecting preliminary information or project design

Surface water planning grants can be used to support data collection, ecological assessments, and focused planning efforts. An education and planning grant for up to $10K per project can help you collect basic information on a waterbody when it is needed. These grants can also help you write focused management plans when a comprehensive plan is not necessary. Alternatively, if you have an idea for an implementation project but need to fill in the design or construction details before you begin, this program can help too.



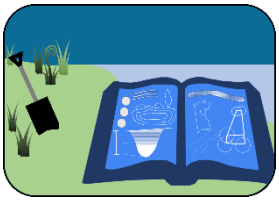
Best for those who need a comprehensive plan

When management challenges are complex, a strategic plan can help. A Comprehensive Management Planning project will take a hard look at a waterbody or watershed and assess the ecological condition and threats. The plan will assess your community and its goals and determine how best to accomplish them. $25K is available per project, and particularly large or complex challenges may be completed in phases.



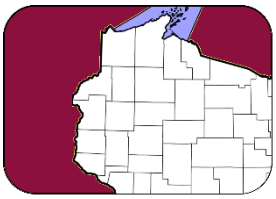
Best for those who already have a comprehensive plan

If you already have a management plan, then it's time to put it into practice. A Management Plan Implementation grant can help you fund shovel-ready restoration and protection projects. $200K per project is available for projects that benefit lakes, while $50K per project is available for rivers. These grants can also be used to develop protective ordinances.



Best for permanent surface water protection

Acquiring land and putting it into permanent conservation status is a good way to protect surface water quality and maintain critical habitat for biological communities. A Land Easement & Acquisition grant can help purchase land that will protect the water quality and integrity of surface water ecosystems. $200K is available lakes, and $50K is available for rivers.

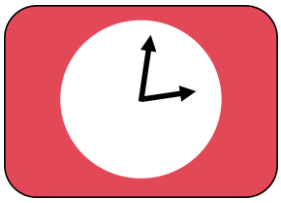


Best for counties who want to plan and implement a lake protection program

County Lake grants support the collection of data and classification of lakes by physical characteristics and other factors. Projects propose and implement protection activities for the classified lakes. $50K is available per project. In addition, county governments or their designated agents can also participate in the Lake Monitoring & Protection Network, which provides funding with no cost share required to support coordinating services for AIS prevention and lake monitoring.

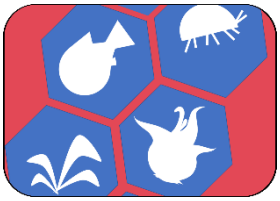
Best for aquatic invasive species prevention

Education is key to preventing the spread of aquatic invasive species. Almost anyone can volunteer or be paid to serve as a Clean Boats, Clean Waters educator. $24K per project is available for prevention funding. Participants will receive training on how to organize and conduct a boater education program in their community. Supplemental prevention activities may be eligible for funding under this program as approved by the department.



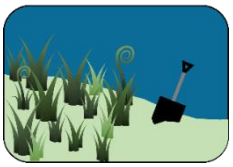
Best for early response to a newly discovered aquatic invasive species

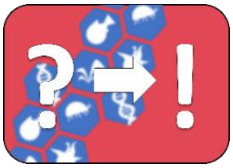
When invasive species are newly introduced, it's a good idea to learn more about the population and consider planning a response. One Early Detection & Response grant is available for pioneering populations of ch. NR40 classified restricted invasive species. Multiple grants in succession are available for a classified prohibited species. Funding is capped at $20K per project.



Best for aquatic invasive species control

If established populations of aquatic invasive species are having adverse effects on a lake, river or wetland, funding is available for control. $50K is available for AIS Small-Scale Population Management projects and $150K for AIS Large-Scale Population Management. Managing aquatic invasive species while protecting non-target species to our best abilities can be challenging, but integrated pest management can help. Grants require an approved recommendation in an aquatic plant management plan.





Best for generating knowledge to improve management

A knowledge-generating approach to natural resources management can improve management outcomes. There are two separate knowledge-based programs: one for applied management and restoration, and one for controlling aquatic invasive species. Up to $200K per project is available for Applied Management Studies. Projects should have the goals of increasing knowledge while implementing an approved recommendation in a management plan, often in collaboration with community groups. For AIS Research & Demonstration projects, $500K is available per year to support research related to controlling AIS.

SECTION 3: GRANT PROJECT TYPES

This section highlights each grant program in more detail and outlines some typical projects. You'll also find some helpful tips on project eligibility, conditions and requirements.

Surface Water Education Grants

Education projects reach people with information about how surface waters work, their importance, and how we can protect them. Eligible projects might focus on the quality of aquatic ecosystems, their beneficial uses, ecological condition, and the threats or challenges they face. Projects often contribute data and other products to planning efforts. Funding is available for lakes, rivers, wetlands and watersheds. In addition, funding is available to support the formation and development of river management organizations.

Prerequisites

Eligible organization
Applicants must submit their pre-proposal by September 2, applications are due November 1.

Funding

Grants may be awarded for up to 67% of total project costs, up to $5,000.
The maximum combined annual amount of all education and planning grants per waterbody is $50,000.

Reimbursements

One grant advance is available for up to 75% of the total grant award.
25% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Surface Water Information & Education projects collect data to better understand waterbody condition and disseminate that information to broaden public understanding. Projects may also focus on surface water condition, quality, protection and restoration.

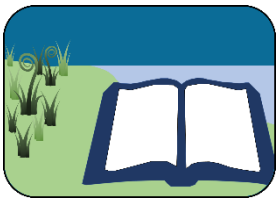
Aquatic Invasive Species Information & Education projects often collect data on AIS populations, focus on AIS identification, communicate information about threats and effects, and how to prevent spread or control existing populations.

Training & Skill Development projects can help a grantee fund workshops or other training programs for volunteers or other participants involved in another lake or river planning or management project.

Organization Development projects help an organization develop the capacity to carry out planning or management work. An organization may build capacity by growing its membership, enhancing relationships with partners and building skills and resources. Projects may also assist an organization to formulate goals and objectives for other surface water planning or management projects.

River Management Organization Formation projects can be used to provide programs and materials to assist in forming a river management organization. Eligible activities include training, facilitated planning programs and workshops, development, printing and dissemination of information, surveys or other materials designed to understand or attract members.

Surface Water Planning Grants



Surface water planning grants can be used to asses surface water quality or to create a plan outlining future management actions for the benefit of surface water. Planning projects must lay the groundwork to protect or improve surface water, prevent pollution, prevent aquatic invasive species, or protect or improve aquatic ecosystems, including biological populations and habitat. For more details, see Appendix B: Management Planning.

Prerequisites

Eligible organization
Applicants must submit their pre-proposal by September 2, applications are due November 1.

Funding

Grants may be awarded for up to 67% of total project costs, up to $10,000.
No more than 20% of the funding for a planning project may support education and outreach activities.
The maximum combined annual amount of all education and planning grants per waterbody is $50,000.

Reimbursements

One grant advance is available for up to 75% of the total grant award.
25% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Preparing to Plan projects take the first steps toward a comprehensive management plan. Eligible projects inventory and identify data gaps, collect new data, conduct condition assessments following the Wisconsin Consolidated Assessment and Listing Methodology (WisCALM), identify management problems, inventory historical management, or assess planning needs to scope and scale a project.

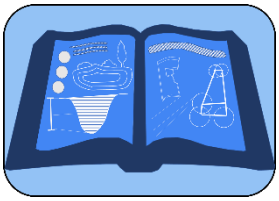
Management Plans & Plan Update projects will write a focused management plan to address a particular management challenge or will update a focused or comprehensive management plan when necessary. Updates to management plans that have been implemented will have priority over those that have not. See the list of required elements for management plans in Appendix B: Management Planning.

Organization & Community Assessment projects focus on the social dimensions of collaborative planning projects. See Appendix C: Social Science Tools. Projects may identify stakeholders, determine a community's capacity to carry out a project, identify values or define management goals or objectives.

Water Quality, Watershed, or Aquatic Life Assessment projects attempt to understand ecological condition and contribute to planning and management. These projects often collect or assemble and analyze data on waterbodies, biological populations, or watersheds. Eligible projects might conduct WisCALM assessments, conduct field surveys, inventory stressors, or predict (model) the outcome of management actions.

Pre-Implementation projects provide a transition between planning and implementation. Design work may be required before a project is 'shovel-ready'. A pre-implementation project might result in engineering plans, site assessments, modelling or design plans. Projects should contribute to the implementation of projects that will benefit surface water. Projects related to dredging feasibility must focus on evaluating alternatives, determining sources, and finding long-term water quality solutions.

Comprehensive Management Planning for Lakes & Watersheds



A strategic plan can lay the foundation for good management decisions for years to come. A comprehensive management planning project will take a hard look at a waterbody or watershed to determine condition and quality. It will identify threats, problems and causes, while providing strategic direction and timeline for implementation of management objectives. The plan will strive to understand your community, its goals, and suggest actions to accomplish them. Funding is available for writing new plans and updating existing plans. For more details, see Appendix B: Management Planning.

Prerequisites

Eligible organization
Applicants must submit their pre-proposal by September 2, applications are due November 1.

Funding

Grants may be awarded for up to 67% of total project costs, up to $25,000.
Phased projects may be undertaken simultaneously or in succession.
The maximum combined annual amount of all education and planning grants per waterbody is $50,000.

Reimbursements

One grant advance is available for up to 75% of the total grant award.
25% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Comprehensive Management Planning projects will result in a new or updated comprehensive management plan. A management plan is a dynamic document that presents baseline information, explores management challenges, defines management goals and objectives, and provides strategic direction for selecting management actions and planning activities to accomplish plan objectives. The plan should present a set of recommended management actions, and include a plan for implementation, progress assessment, and future updates. Comprehensive plans will address in-water, shoreline, and watershed conditions. See Appendix B: Management Planning.

Conditions

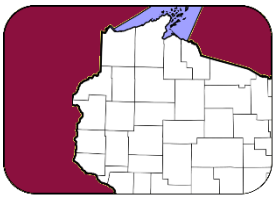
A description of the public review process, a summary of comments, and the steps the grantee will take to adopt the plan must be submitted along with the plan at the same time the grantee requests final payment for the planning project.

Plans must contain the core elements identified in Appendix B: Management Planning.

The department will review submitted plans and may require modifications prior to final payment.

Plan recommendations must be approved in order to be eligible for implementation under the surface water management grant program. A grantee may request a determination of eligibility of one or more recommendations for a management grant at the time the grantee requests final payment on the planning grant.

County Lake Grants



Lakes are complex and working to prevent degradation in the first place is easier than restoration. County lake grants help counties and tribes carry out a lake protection planning and implementation program. Counties should first apply for a grant to design a lake protection strategy. Subsequent grants can be used to implement the protection plan.

Prerequisites

Applicants limited to county governments and tribes
Applicants must submit their pre-proposal by September 2, applications are due November 1.

Funding

Grants may be awarded for up to 67% of total project costs, up to $50,000.

Reimbursements

One grant advance is available for up to 75% of the total grant award.
25% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Funds support developing a **county lake protection plan**, which includes the following elements:

☐ Accurate and up-to-date basic lake information, including: size, depth, morphometry, watershed size, water quality, WISCALM assessments, public access description, AIS presence. Data need not be recollected if conditions have not changed.

☐ A list of priority protection lakes (e.g. those that attain state eutrophication water quality standards).

☐ The subset of priority protection lakes that are vulnerable to degradation, considering

- Use and potential for overuse.
- Current or projected future land use and development.
- Emerging or future nonpoint source pollution.
- Condition of biological communities and the extent and quality of habitat.
- Presence or risk of aquatic invasive species.

☐ A list of proposed protection activities and strategy for their implementation

Funds can also be used to **implement** the county lake protection plan. Activities eligible for funding are those that were identified in the county lake protection plan, limited to activities that are consistent with the goals of the surface water grant program. Planning and management actions that are fundable under any of the other surface water grant categories would likely be fundable as a county lake grant if the action is included in the protection plan.

Surface Water Management Grants – Healthy Lakes & Rivers

Healthy Lakes & Rivers is a subprogram of the Surface Water Management grant program that focuses on shoreland landowners that want to install practices on their property to improve habitat and water quality. Healthy Lakes & Rivers grants support five simple and inexpensive best practices that may be installed in the littoral, transition/buffer, and upland zones of shoreland properties. Practices must follow department guidelines published in the Healthy Lakes and Rivers Action Plan and supporting technical guidance. See Appendix D: Healthy Lakes & Rivers. Detailed information is available on the Healthy Lakes & Rivers website: https://healthylakeswi.com/

Prerequisites

Eligible organization
Applicants must submit their pre-proposal by September 2, applications are due November 1.
First-time applicants must provide design plans for approval before implementation
Projects must occur within 1,000 feet of the ordinary high-water mark of a lake, or within 300 feet of the landward side of the floodplain.

Funding

Grants may be awarded for up to 75% of total project costs, up to $25,000. $1,000 in state cost-share is available per practice. At least 90% of the DNR cost share of a project must be spent on implementation. Tangential costs like project management or technical assistance may make up no more than 10% of the DNR cost share, calculated on a per project basis.

Reimbursements

One grant advance is available for up to 25% of the total grant award.
A grantee may request up to 2 partial payments overall, no more frequently than one per year.
10% of the grant award is retained until approval of deliverables and reimbursement documentation.

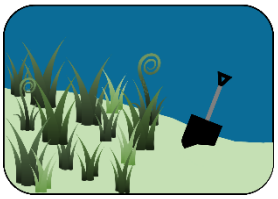
Eligible projects

Best practices include fish sticks, native plantings, diversion practices, rain gardens and rock infiltration. Fish sticks are not eligible for rivers.

Conditions

Operation and maintenance requirements are prescribed by the department and must be followed. A signed conservation contract indicating a commitment to operate and maintain the practices' function for at least 10 years must be obtained for all participating landowners.

Surface Water Management Grants – Surface Water Restoration



Surface water restoration grants help you implement protection and restoration actions. Choose from a set of best practices to make a difference right away. Unlike plan implementation grants, these projects *don't* require a management plan, however, projects shall follow the appropriate NRCS standards published in Appendix E: Surface Water Restoration. Applications shall be submitted with a project design plan.

Prerequisites

Eligible organization
Applicants must submit their pre-proposal by September 2, applications are due November 1.
Applications shall be submitted with a project design plan
Public access required for projects that enhance in-water habitat (e.g., aeration, biomanipulation)

Funding

Grants cover up to 75% of total project costs, $50,000 for lakes and wetlands, $25,000 for rivers.
Wetland incentives are also available: these are not cost-shared; each incentive grant is $10,000.

Reimbursements

One grant advance is available for up to 25% of the total grant award.
A grantee may request up to 4 partial payments overall, no more frequently than one per year.
10% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Shoreland protection projects must follow the standards of s. ATCP 50, as published in the NRCS Field Office Technical Guide for Wisconsin, Section IV: Practice Standards and Specifications. We included direct links for each practice in Appendix E: Surface Water Restoration Practice Standards.

- Critical area stabilization
- Diversions
- Filter strips
- Grade stabilization structures on artificial or non-navigable watercourses
- Riparian buffers
- Water bars
- Sediment and water basins
- Pervious pavement
- Rain gardens
- Vegetation planting
- Urban pollution and runoff control
- Streambank or shoreline protection
- Impervious area removal within 35 feet of the ordinary high-water mark

In-Water Management projects protect or improve in-water conditions. Eligible activities include the installation of department-approved habitat structures, culvert or road crossing removal or modification and aquatic re-vegetation. For connectivity projects, see Appendix F: Surface Water Connectivity. Aeration projects are eligible if dissolved oxygen levels are below water quality standards and the project will provide adequate supply. Aeration for sediment translocation is not eligible. Other projects are subject to department approval.

Wetland Restoration projects will help restore or enhance a prior converted or existing wetland. Projects must occur on hydric soils and implement the best practices for wetland restoration or enhancement.

Projects must follow the NRCS standards for either Wetland Restoration (657) or Wetland Enhancement (659). Eligible activities included drainage tile disablement, ditch plugs and fills, water level manipulation or vegetation enhancement, but cannot be necessary to achieve mitigation standards.

Wetland Incentives are available for grantees that have completed a comprehensive land use plan that includes a recommendation for wetland enhancement or restoration. Incentive grants are $10,000 each with no cost-sharing required. Activities are the same as those for Wetland Restoration projects, above.

Ordinance Development projects help a grantee develop local regulations to support water quality, aquatic life, and habitat. Ordinances include lake use, boating, conservancy, wetland, shoreland, floodplain, construction erosion control and others. Eligible activities include development, legal fees, facility rental, training for compliance and enforcement, and presentation for adoption as well as an assessment of the administrative and enforcement capacity and implementation costs.
Note: Comprehensive land use plans are defined by Wisconsin state statute, s. 66.1001 (1) (a)

Conditions

Projects must occur within 1,000 feet of the ordinary high-water mark (OHWM) of a lake, within a wetland that is part of an aquatic ecosystem, or within 300 feet of the OHWM of a river, or to the landward side of a flood plain, whichever is greater.

Unless state-owned, a grantee shall have control over the restored property and ensure its conservation value is maintained for at least 20 years with easements, deed restrictions or recorded contracts.

Streambank or shoreline protection projects may contain structural practices (e.g. rip rap) where the site assessment determines bioengineering and vegetation management will not control erosion. Structural practices must include shoreland habitat restoration following the NRCS shoreland habitat standard 643A. Planting dimensions shall be a minimum of 35 feet deep with an exception for principal structures, extending the entire length of the project or property, save an optional viewing and access corridor, and shall include structurally diverse plantings. Refer to the technical standard for more detail.

Project design plan

Although surface water restoration projects do not require a comprehensive management plan, they still must be well-planned and appropriate for the site**. A project design plan includes the following elements:**

Project implementation timeline
: Establish goals and objectives for the project and outline tasks to accomplish them. Organize the tasks on a schedule, include a timeline that indicates when each phase of the step will start and end, and who will accomplish the task.

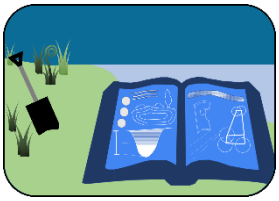
Maintenance plan
: Describe how the project will be managed or maintained to maintain its conservation value.

Site map
: Clearly indicate the location and bounds of the project

Additional supporting documents (if applicable)
: Many of the projects fundable under this section require design; some of them require engineering. You may include additional materials that will help biologists understand what the project will

accomplish. Consider including schematics, site plans, a monitoring plan and schedule, landscape designs or vegetation planting lists as appropriate for the project.

Surface Water Management Grants – Management Plan Implementation



Management plan implementation projects will always implement an approved recommendation found in a surface water management plan. Projects will improve or protect surface water or aquatic ecosystems. Eligible activities include the actions necessary to implement the recommendation. Detailed instructions related to management plans and their required elements, and how to go about getting recommendation and implementation projects approved can be found in Appendix B: Management Planning.

Prerequisites

Eligible organization
Applicants must submit their pre-proposal by September 2, applications are due November 1.
Applicants must request a determination of project eligibility by September 2 (see *Conditions,* below).
Public access, for projects that enhance in-water habitat (e.g., aeration, biomanipulation, habitat work).

Funding

Grants cover up to 75% of total project costs, $200,000 for lakes and wetlands, $50,000 for rivers and ordinance development.

Reimbursements

One grant advance is available for up to 25% of the total grant award, not to exceed $25,000.
A grantee may request up to 4 partial payments overall, no more frequently than one per year.
10% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Management plan implementation grants support a broad range of projects, some examples are below:

Nonpoint Source Pollution Control projects reduce the loading of nutrients and sediment into the waterbody. A wide range of best management practices are available depending on the pollution source and location. For additional examples, see the list of practices outlined under s. NR 154.04. Applications should be specific as to the BMPs proposed and their location.

Habitat Restoration projects improve the shoreline, nearshore or upland habitat in a way that will significantly improve the ecological condition of surface water or aquatic life.

Water Quality projects address problems related to water quality that remain after best management practices have controlled nonpoint source pollution. Activities include alum treatments or other solutions that support a return to the natural characteristics of a lake, wetland or river.

Management Staffing grants provide funding for implementation and support. The project must result in the implementation of one or more approved recommendations in one or more management plans. Applications must be submitted with a position description, including goals, objectives and tasks, and the percentage of time assigned to each activity. For grants of over 1,000 hours, the department may require semi-annual performance reviews.

Applied Management studies employ a research-based approach to increase understanding of surface water management. Projects must implement an approved recommendation from a management plan;

some will involve close collaboration with community groups. Projects will employ innovative approaches, experiments, or otherwise increase understanding waterbody protection and restoration.

Landowner Incentives encourage the implementation of an approved management plan recommendation. Payments may provide incentive for installing conservation best practices, participating in program-approved initiatives, or taking agricultural land out of production. Landowner incentive costs do not include the cost of implementation of the best management practice. Applications must include a justification, a description of the payment and documentation process, and expected outcomes. Incentive payments may make up no more than 10% of total project cost of a grant. One-time or annual incentive payments should include compensation for a period no greater than 3 years or the duration of the grant period.

Conditions

It is better to treat the ultimate cause of a problem rather than repeatedly treating the symptoms. External sources or causative factors that create adverse conditions must be controlled to the best practical extent possible before a project is eligible under this section. Eligible projects must be likely to meet the management objectives or achieve state water quality standards.

It is important that state dollars are invested in projects that will maintain their conservation value over time. Unless the property is owned by the state, the grantee shall have control over the property through ownership, easements, deed restrictions or recorded contracts such that the sites being restored with grant funds maintain their conservation value for at least 20 years.

Implementation projects must be consistent with an approved recommendation in a management plan. A grantee must request a determination of eligibility for one or more recommendations in a current management plan at least 60 days prior to the application deadline. The request must include 1) a cover letter with a brief description of the activities proposed for grant funding, 2) The citation of the supporting recommendation(s) in the plan, 3) a complete copy of the management plan, and 4) a summary of any public comments received.

Management plans establish project eligibility. Plans must supply enough information for a biologist to evaluate the recommendation. Biologists will consider ecological condition, management goals, recommendations and alternatives, management history, and stakeholder views. A plan funded with a Surface Water Planning Grant will provide this information. Other plans (e.g. Nine Key Element Plans, Total Maximum Daily Load implementation plans, county land and water plans, aquatic plant management plans) may also provide the necessary information to establish project eligibility. For more information, see the section on eligibility determinations at the end of Appendix B: Management Planning.

Eligible plans have a completion date of no more than 10 years prior to the year in which an implementation grant application is submitted. The department may determine a longer lifespan is appropriate if the applicant can demonstrate a plan has been actively implemented and updated during its lifespan.

Aquatic Invasive Species Prevention

Aquatic invasive species are not all equally damaging, but most are impossible to eradicate once they are established. Prevention is key. Clean Boats, Clean Waters (CBCW) is Wisconsin's flagship prevention program. Additional details on the CBCW program appear in Appendix G: Clean Boats, Clean Waters.

Prerequisites

Eligible organization
Applicants must submit their pre-proposal by September 2, applications are due November 1.

Funding

Grants cover up to 75% of total project costs.
Up to $24,000 is available per Clean Boats, Clean Waters project ($4,000 per landing or pair of landings).
Up to $24,000 is available for supplemental prevention projects approved by the department.

Reimbursements

A 25% advance on the total grant award is available, with one partial payment allowed per year.
10% of the grant award is retained until approval of final deliverables and reimbursement documents.

Eligible projects

Clean Boats, Clean Waters projects focus on boater education and AIS prevention.

Supplemental Prevention projects further reduce the spread or risk of introduction of AIS. Up to $4,000 is available per landing for supplemental prevention activities. Applicants must have successfully completed a CBCW project the prior year and plan to continue their CBCW program.

Larger prevention grants of up to $24,000 are available for department-approved prevention projects when one or more of the following conditions are met (listed in order of decreasing priority):

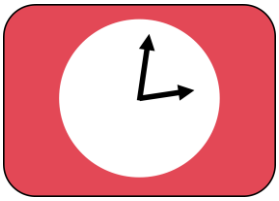
- Proposes statewide coordination of prevention programs approved by the department.
- Contains the spread of a verified NR40 prohibited species or sheilds a waterbody within 15 miles of an NR40 prohibited population.
- Addresses one of the top 300 waterbodies for AIS Prevention (list in Appendix H)
- Contains the spread of an isolated AIS population with low prevalence in the geographic region
- Prevents introduction to on a waterbody within 15 miles of a verified AIS population.

Unless approved by the department, supplemental prevention projects must be conducted in conjunction with Clean Boats, Clean Waters. See Appendix H: Aquatic Invasive Species Prevention.

Conditions

CBCW inspectors must attend an approved training workshop prior to conducting inspections. Trained inspectors conduct inspections at waterbody access points, collect data, educate users, collect or report aquatic invasive species, and upload data to the Surface Water Integrated Monitoring System (SWIMS) database. Inspectors must accumulate a minimum of 200 inspection hours per landing or pair of landings. Hours may be spent at one waterbody access point or spread across two access points. Grantees must prioritize high-use events such as holidays, weekends and fishing tournaments.

Aquatic Invasive Species Control Grants – Early Detection & Response



When invasive species are newly introduced, it's a good idea to learn more about the population and start planning; some applicants may not want to wait for the next annual grant cycle to secure funding. Early detection and response grants can give eligible applicants a jump-start into planning and management. Because projects occur without the guidance of a management plan, projects must be conducted in coordination with the department.

Prerequisites

Eligible organization. Individual land holders may apply for grants for prohibited species.
Populations of restricted species must be *pioneering* populations

Funding

Grants may cover up to 75% of total project costs.
Up to $25,000 is available per project.

Reimbursements

One grant advance is available for up to 25% of the total grant award.
One partial payment is available per year.
10% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Early Detection & Response projects should focus on education, population monitoring and early planning steps for any population of ch. NR40 classified prohibited species, or pioneering populations of ch. NR40 restricted species. Control actions may be appropriate when they are likely to result in population removal or limitation of a population to small size. Control actions must be developed in coordination with the department and are subject to department approval.

Conditions

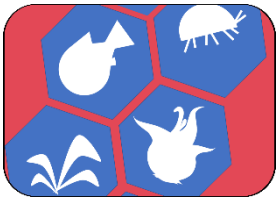
One grant is available for *pioneering* populations of restricted invasive species. Multiple grants sought in succession are available for prohibited species.

Pioneering populations are in the early stages of colonization. The department may use best professional judgement, considering the population extent, abundance, and spatial distribution to determine whether the population may be qualified as a pioneer population.

For rooted aquatic plant species, a pioneering population covers a small area, is typically sparse, and will have been verified during the preceding 5 years. A pioneering population will cover an area that is less than 3 acres in size or has colonized less than 3% of the habitable area of the lake, stream reach, or wetland, whichever is greater.

The department may specify control measures and require monitoring and reporting activities for projects funded in part with early detection and response dollars.

Aquatic Invasive Species Control Grants – Large- or Small-Scale Population Management



When an established population of aquatic invasive species is having adverse effects on a waterbody or wetland, funding is available for control activities. Managing aquatic invasive species can be challenging, but adaptive and integrated pest management can help. For more information, see Appendix I: Integrated Pest Management. Participation in the large- or small-scale control program requires an approved recommendation in an aquatic plant or aquatic invasive species management plan. Eligible projects will implement one or more of the resulting recommendations.

Prerequisites

Eligible organization. For control of prohibited species only, individual land holders may also apply.
Applicants must submit their pre-proposal by September 2, applications are due November 1.
Applicants must request a determination of project eligibility by September 2 (see *Conditions,* below).
Public access, unless controlling a population of ch. NR40 prohibited species

Funding

Grants may cover up to 75% of total project costs.
Up to $50,000 is available for small-scale projects and $150,000 is available for large-scale projects.

Reimbursements

One grant advance is available for up to 25% of the total grant award.
One partial payment is available per year.
10% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

Large-Scale Population Management projects will result in long-term, multi-season suppression of one or more established populations of aquatic invasive species. Projects are large in scale, affecting a substantial portion of a lake, stream reach, or wetland.

Projects that address multiple populations across a region should employ a strategic approach to managing multiple populations, prioritizing control actions in a way that ensures wise spending of grant funds. For example, a regional wetland control project might focus on populations that threaten high-functioning natural wetlands or focus on small, more easily controlled populations.

Small-Scale Population Management projects will maintain a low abundance of one or more aquatic invasive species populations or further reduce their size. Projects should implement management activities with the goal of continued suppression of the target species where the actions are unlikely to affect the entire lake, stream reach or wetland. Projects should be designed to result in long-term, multi-season suppression of one or more established populations of the target species.

Conditions

All projects must employ an integrated pest management approach, focusing on long-term suppression of pests or their damage, considering all the available pest control practices. Integrated pest management projects will be informed by current, comprehensive information on pest life cycles and

the interactions among pests and the environment. Integrated pest management will include more than one management practice. See Appendix I: Integrated pest management.

Practices eligible for inclusion in an integrated pest management strategy include:

- Prevention
- Biological control
- Biomanipulation
- Nutrient management
- Habitat manipulation
- Modification of cultural practices
- Pesticide application
- Water level manipulation
- Mechanical removal
- Population monitoring
- Other approved methods

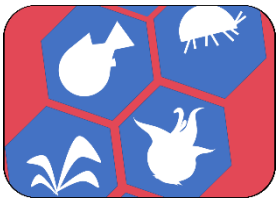
Most control actions will have non-target impacts. Pesticide applications may be approved when other pest control methods are considered, and when pesticide applications are conducted with the goal of removing only the target species.

AIS control projects must be consistent with an approved recommendation in a management plan. An applicant must request a determination of eligibility for one or more recommendations in a current management plan at least 60 days prior to the application deadline. The request must include 1) a cover letter with a brief description of the activities proposed for grant funding, 2) The citation of the supporting recommendation(s) in the plan, 3) a complete copy of the management plan, and 4) a summary of any public comments received. For more information, see the section on eligibility determinations at the end of Appendix B: Management Planning.

For AIS control projects, a current plan has a completion date of no more than 5 years prior to submittal of the recommendation for approval. The department may determine that a longer lifespan is appropriate for a given management plan if the applicant can demonstrate it has been actively implemented and updated during its lifespan. However, a point-intercept survey of the aquatic plant community conducted within 5 years of the year an applicant applies for a grant is required. The department may also determine a survey more recent than 5 years is necessary.

Monitoring and assessment are an integral part of adaptive management and critical for making good decisions. All AIS Control projects must include monitoring and evaluation, employing department-approved methods where they exist. Projects that include prevention activities are likely to fare better during application review and ranking. For more information, see Section 6: Developing a Budget, which contains cost containment measures and a list of department-approved methods.

Aquatic Invasive Species Control Grants – Research & Demonstration



It is often helpful to take a knowledge-generating approach to natural resources management. Aquatic invasive species research and development projects should have the goal of increasing scientific understanding of the ecological and economic implications of AIS and management, and to assess innovative techniques for prevention, containment and control. Projects should be cooperative activities between a grantee and the department.

Prerequisites

Eligible organization
Submission of a pre-proposal
Invitation to submit a formal application

Funding

Grants may cover up to 75% of total project costs.
Up to $500,000 is available annually.

Reimbursements

One grant advance is available for up to 25% of the total grant award.
One partial payment is available per year.
10% of the grant award is retained until approval of deliverables and reimbursement documentation.

Eligible projects

AIS Research & Demonstration projects should focus on increasing scientific understanding of the ecological and economic implications of AIS, AIS control and management, and prevention and control within a socio-ecological context. Projects may assess experimental and innovative techniques for the prevention, containment and control of AIS.

Pre-proposal

Pre-proposals must be submitted to the department by June 1 each year to be considered for funding. Send pre-proposal to DNRSurfaceWaterGrants@wisconsin.gov. Pre-proposals shall include:

- Research question
- Project goals and objectives
- Research methods
- Estimated costs
- Project timeline

Pre-proposals received will undergo an internal review in order to identify high priority projects based on current scientific needs. Successful pre-proposals will be invited to submit a full final grant proposal application, which must be received by no later than November 1 of each year.

Land Acquisition Grants

Grants under this subprogram provide funding for permanent protection of land associated with lakes and rivers. Grants may be used for the acquisition of property or some property rights (also called easements) to protect lakes, rivers, and their ecosystems in perpetuity. Land acquisition projects are reviewed and processed by environmental grants specialists.

Prerequisites

Eligible organization

Pre-application meeting with your local environmental grants specialist and the DNR Appraisal Reviewer

Eligible projects

Fee simple acquisition

Purchase of perpetual conservation easement

Ineligible projects

- Land acquisition of any property that is subject to reversionary rights or has restrictions or covenants that would prevent the property from being managed for purposes consistent with the grant program
- Land acquisition through condemnation
- Land acquisition where negotiations were not conducted on a willing seller, willing buyer basis
- Acquisition of land on which a dam is located
- Land acquired more than one year before a land acquisition application was submitted to the department
- Projects that do not provide public access to the property, unless the department determines restricting public access is necessary to protect wild animals, plants, or other natural features

Funding

Grants may cover 75% of eligible project costs

Up to $200,000 available per project that will help protect a lake, $50,000 available for land on rivers.

Eligible costs

- Fair market value of property documented by an appraisal prepared to Uniform Standards of Professional Appraisal Practice (USPAP) and DNR Standards, and accepted for grant purposes
- Appraisal costs
- Building demolition (except lead paint and asbestos remediation)
- Legal fees associated with closing, up to a maximum cost-share of $1,000
- Land survey fees
- Title insurance and gap insurance
- Title company closing costs
- Recording fees
- Historical and cultural assessments (if required by the department)
- Environmental inspections and audits
- Baseline documentation required for conservation easements

Ineligible costs

- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- Relocation payments
- Any other cost not identified as eligible above

Required application documents

1. Application (Form 8700-284)
2. Appraisal
3. Title commitment
4. Property management plan (draft) for fee simple or conservation easement land acquisition projects
5. Environmental Hazards Assessment (Form 1800-001)
6. Conservation easement projects require draft DNR model easement http://dnr.wi.gov/Aid/easements.html
7. Other documents may be required depending on the nature of the project. Discuss the project with your local environmental grants specialist to determine any additional document needs

Reimbursements

No advance available

Up to 100% of the land purchase price may be deposited to a non-interest-bearing escrow account

Use of an escrow account

The grantee may request that the department disburse 100% of the land purchase price, up to the entire grant award amount, for fee simple or conservation easement land acquisition to a private firm that maintains a non-interest-bearing escrow account for such purposes, subject to a department - approved title insurance commitment for each property. Funds in an escrow account will be released to the seller upon completion of an insured closing and conveyance of the property to the buyer. If the property closing has not occurred within 15 days from the time the funds are disbursed to the escrow account, the DNR may request that the funds in the escrow account to be returned to the department.

Land with a mortgage or land contract

The DNR will only award a grant for property on which a mortgage or land contract exists if the holder of the mortgage or land contact will subordinate their rights to the DNR's interests. This is required because the department is not able to subordinate the state's interests to the prior interests of a mortgage holder. Discuss this situation with your local environmental grants specialist as early in the process as possible.

Appraisal and title commitment requirement

Your application will not be considered complete unless it includes a real estate appraisal for the subject property. The appraisal must have been ordered by the applicant, not by the seller, and must be less than 12 months old. DNR's Appraisal Reviewer will review the appraisal to ensure it adheres to industry standards.

Grants will be calculated on value of an acceptable appraisal. If two appraisals are needed, the DNR will order the second appraisal, and the DNR will base the grant award on the lower of the two acceptable appraisals.

The DNR will require a title commitment with copies of any recorded encumbrances (easements, restrictive covenants, judgements, etc.) before the appraisal reviewer will evaluate the appraisal. The DNR Appraisal Reviewer must evaluate and accept the appraisal and establish value for the parcel before the DNR may issue a grant contract. Contact your local environmental grants specialist for appraisal guidelines.

Property management plan

All applications for fee simple or conservation easement land acquisition must include a draft land management plan that describes the site, how the project will protect the lake and its ecosystem, and how the property will be managed and maintained over the long term. The level of detail in the plan will depend upon the size and condition of the property. Application review decisions are based, in part, on information in the plan. The plan also serves as a long-range planning tool for the project.

Please submit the plan as a separate "stand alone" document. The DNR may recommend revisions to the draft plan before final adoption; the final plan will become part of the grant contract should the project receive funding. Attach project site maps as an appendix.

Property management plan checklist

The following topics should be addressed in your narrative and property management plan:

- Description of existing conditions. Describe and/or show on a map or good quality low altitude aerial photograph of appropriate scale:
    - Land cover conditions, vegetation, wetlands, farm fields, etc.
    - Structures such as roads, buildings, etc.
    - Drainage patterns, general topography, etc.
    - Adjacent land uses
    - Problem sites, e.g. dumping areas, active erosion, barnyards, etc.
    - Site photos
- Description of proposed conditions. Describe and/or show on a map how the site will change and be maintained.
    - Include how the site will be used and who will use it, and any plans to restrict public access.
    - Include plans to transfer, gift, or sell the property rights to any other organization.
    - Include who will manage and maintain the site.
    - Include how the property will be maintained, e.g. trees planted, mowed
    - Note: An undisturbed vegetated buffer extending a minimum of 35 feet from the ordinary high-water mark of the lake and any streams or wetlands is required on all plans.
    - Specify and attach any third-party management agreements.
    - Include as attachments other documents or previously prepared management plans.

- Use active and binding terms, such as will and shall, rather than passive terms such as may and should.
- If the site is "natural" and no development or land-altering management activities are planned, then a map or current aerial photo and a short descriptive narrative will suffice.
- If development (soil stabilization, vegetation restoration, or the installation of public improvements such as trails or parking lots) is being proposed, the plan will need to be more detailed and include:
  - A map showing proposed conditions and any interim construction phases.
  - A description and schedule or sequence of activities (How/when buildings will be removed, plantings done, rip-rap installed, paths located, etc.)
  - If roads, piers or grading are contemplated, a topographic survey and specific locations and design cross-sections are required.

Environmental hazards assessment

No grant for fee simple or conservation easement land acquisition may be awarded prior to receipt of an environmental hazards assessment (Form 1800-001) showing the property contains no undesirable environmental conditions or liabilities or potential liability or hazards that are unacceptable to the DNR. The environmental hazards assessment report must be approved by the DNR.

Archaeological sites and historic buildings

The DNR will check resource inventories for known archaeological sites and/or historic buildings on the property proposed for fee simple or conservation easement land acquisition. If any are present, the DNR will advise the applicant what, if any, additional steps must be taken for compliance with state historic preservation laws before a grant award can be made.

Land acquisition conditions

When an applicant signs a grant contract accepting surface water grant funds, the applicant accepts responsibility for complying with all program requirements. These requirements are spelled out in the grant contract and in ch. NR 193, Wis. Admin. Code. All obligations, terms, conditions, and restrictions of the grant contract are limitations on the use of the property in perpetuity. Your local environmental grants specialist is available to review the program's grant conditions with you.

Grant contracts

All projects for fee simple or conservation easement land acquisition require creation of a grant contract before the applicant will receive grant payment. The grant contract, between the grantee and the DNR, details how lands acquired with grant funds will be managed. The contract will contain, but is not limited to, provisions which:

- Provide for long-term management of the property.
- Prohibit using the property as security for any debt unless the DNR previously approves in writing the incurring of the debt.
- Prohibit closing the purchased property to the public except where the DNR has determined that closure is necessary to protect wild animals, plants, or other natural features.
- Prohibit the conversion of property to any use other than that specified in the land management plan or easement.

- Require that any subsequent sale or transfer of the property to a third party is subject to prior written approval by the DNR and that the new owner is subject to all requirements contained in the initial grant contract.
- Require that the instrument conveying the property to any subsequent owner state the interest of the State of Wisconsin and be recorded together with the grant contract in the office of register of deeds of each county in which the property is located.
- Require that, should the recipient violate any essential provision of the grant contract, interest in or title to the acquired property shall vest in the State of Wisconsin, without necessity of re-entry.

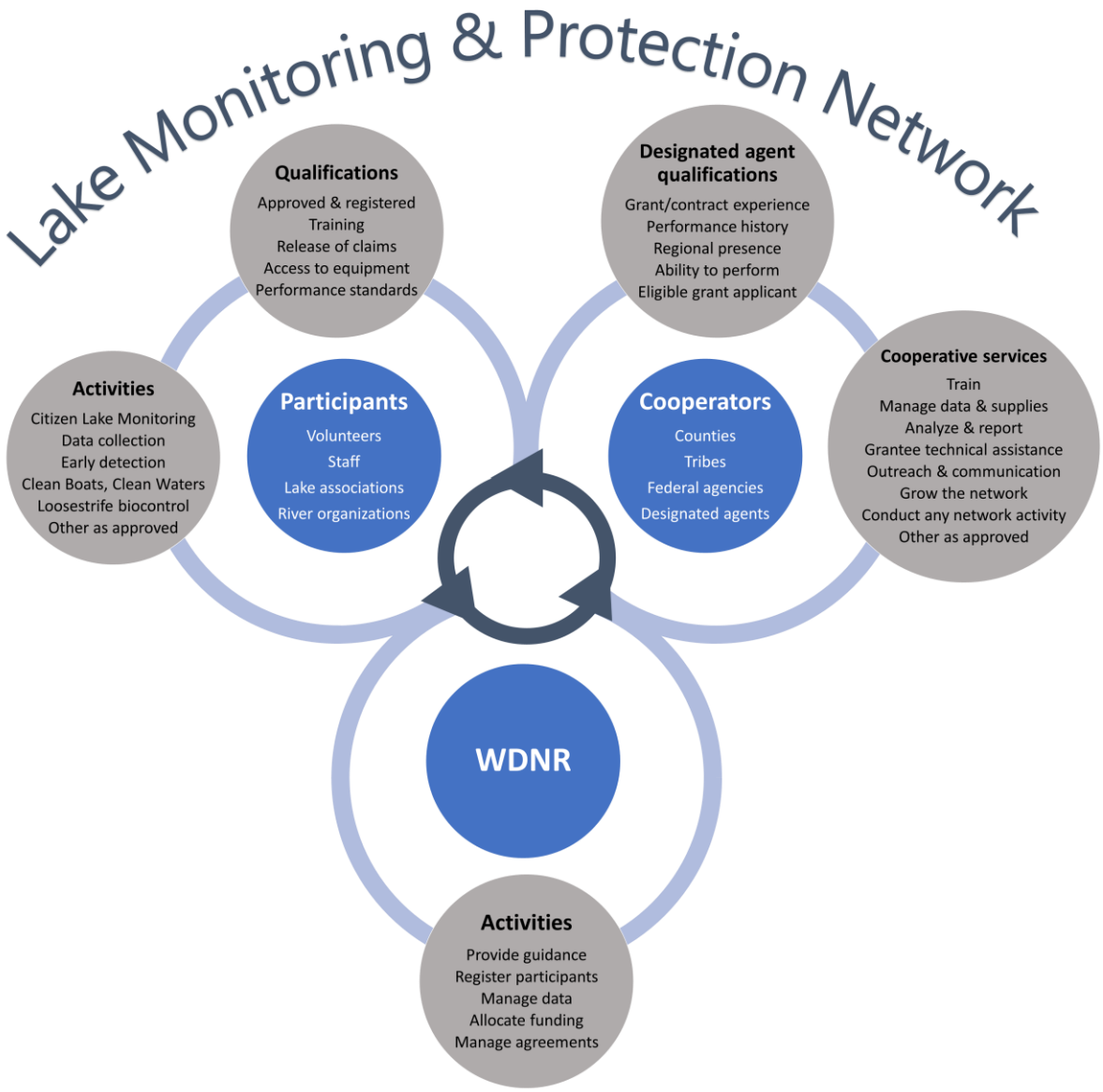
Conversions

A conversion is when the grantee converts property acquired with grant funds to a use that is not approved by the department. When this occurs, the grantee has six months from written department notification to return the property to a use consistent with the grant contract. Alternatively, the grantee may replace the property with land of at least equal value, acreage, and benefit consistent with the Surface Water Grant Program for which funding was originally approved. Contact your local environmental grants specialist for detailed procedures before acquiring replacement land.

SECTION 4: LAKE MONITORING & PROTECTION NETWORK

Purpose

The Lake Monitoring & Protection Network provides annual support to **network cooperators** for lake monitoring and AIS prevention activities. The info graphic below displays who participates in the network and what their roles are. Essentially: **Network cooperators** perform **network cooperative services** to assist **network participants** to accomplish **network activities**. Eligible network cooperators include counties, federal agencies, tribal governing bodies and cooperative agents designated by a county.



Section 4, Fig. 1. The entities, their qualifications and activities of the lake monitoring & protection network.

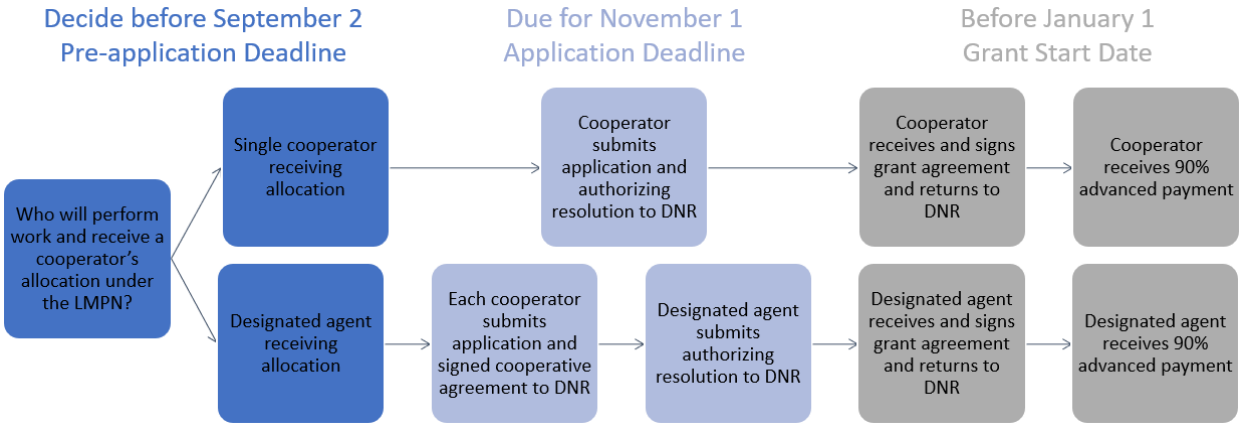
Network entities and activities

DNR coordinators

Program staff are available to coordinate the establishment and support of the Lake Monitoring & Protection Network.

Network cooperators

Cooperators (e.g. counties, tribes) must notify program staff they intend to participate in the network by September 2 of each year. Tribal governing bodies wishing to participate in the network without a county partner should contact the department for an updated allocation plan on or before June 1 for the following grant cycle. There are two options for participation outlined below in Figure 2. First, cooperators may submit an application to directly receive their allocated funding and enter into an agreement with the department to conduct network cooperative services. Second, cooperators may choose to designate an agent to act in their stead as the network cooperator. In the second case, the cooperator desires their allocated funding be given to the designated agent in return for the provision of network cooperative services in their county. Multiple cooperators within a geographic region may coordinate and select the same designated agent. The designated agent shall enter into an agreement with each of the cooperators to carry out the cooperative services. The cooperator (e.g. county or tribe) shall then submit an application for funding *and* a copy of the cooperative agreement to the department by November 1 of each year. Thereafter, the designated cooperative agent will execute the agreement, report to the department, and apply for and conditionally receive reimbursement.



Section 4, Fig. 2. Two options for participating in the Lake Monitoring & Protection Network for single cooperators or using a designated agent.

Designated agents must meet qualifications for eligibility, to be reviewed by the cooperating county:

1. Experience with successful grant or contract administration in the last 10 years
2. History of satisfactory performance under prior grant agreements or contracts.
3. Able to provide evidence of their ability to competently perform network cooperative services
4. Eligible to apply for a surface water grant (see Section 1: Overview, *Who is eligible?*)

A designated agent's experience and history may be demonstrated through participation in grant programs other than the Surface Water Grant Program. Would-be designated agents that lack

experience or performance history are encouraged to apply under one of the other Surface Water Grant Programs outlined in this guidance document.

Network cooperative services

Network cooperative services to be provided under an agreement created under this program include one or more of the following activities:

- Training network participants and coordinating lake monitoring, aquatic invasive species monitoring, watercraft inspection, aquatic invasive species prevention programs, and entry of data into the department's statewide SWIMS database.
- Managing and distributing supplies and equipment necessary for network activities.
- Providing shipping and handling of samples and specimens.
- Entering data in SWIMS, using software or conducting other data management tasks necessary for managing network participants or tracking and reporting network activities.
- Analyzing, reporting, and disseminating reports and results.
- Providing technical assistance to a grantee or grant applicant for aquatic invasive species prevention and/or control.
- Coordinating communication among network participants.
- Increasing network coverage through education and outreach and expanding the capacity of network participants to conduct network activities.
- Conducting any network activity, described below.
- Providing other services approved by the department.

Network activities

Network participants will implement established lake monitoring and protection programs or employ other program-approved protocols to monitor and protect lake ecosystems. Network activities include any of the following:

- Participating in the Citizen Lake Monitoring Network (CLMN).
- Collecting and reporting other chemical, biological, or physical data on lakes and lake ecosystems, including data on water levels, lake ice extent and duration, aquatic life, and shoreline habitat conditions.
- Early detection monitoring for aquatic invasive species.
- Participating in a department-approved watercraft inspection program.
- Participating in the purple loosestrife biocontrol program.
- Participating in other aquatic invasive species prevention campaigns and lake protection activities as approved by the department.

AIS prevention priorities

AIS prevention strategies generally employ two complementary strategies: containing AIS to locations they already occur and shielding lakes that are vulnerable but aren't yet colonized. The department publishes a list of lakes that are considered high priority for containment or shielding. For more information on the containment vs. shielding framework, strategies that are compatible with each approach, and the list of high-priority lakes, see Appendix H: Aquatic Invasive Species Prevention.

Network participants

Network participants include groups and individuals from the community that have completed approved training to carry out network activities. Network participants will be provided access to equipment through the network cooperator to carry out these activities while maintaining performance standards.

Designating an agent

Agents are designated through a cooperative agreement between the coopeartor and eligible designated agent. A template cooperative agreement is available on the Surface Water Grants website and can be edited as needed.

Funding allocation

Annual funding is allocated to each cooperator (hereafter: county) based on variables associated with the need for network cooperative services. To generate the final allocation model, we scaled and centered each variable and grouped them into important categories. Next, we extracted principal components representing major axes of variation from each category to generate a smaller number of "resource scores" (Table 1). We examined the relationship between variables and resource scores to interpret their meaning.

Section 4, Table 1. Variable cateogries, resulting resource scores and the contributing variables.

Categories	Resource scores	Contributing variables
Resource quantity	Inland water resources	Wetland area Stream length Lake area
	Great lakes coast	Great lakes coastline length
Resource condition	Invasions	Invaded waterbodies Invaded stream length
	Outstanding and Exceptional Resources	Number of OERW lakes and flowages OERW stream length
Network activity	Access and volunteers	Many water access points Number of CLMN volunteers in SWIMS, 2018 - present Number of CBCW volunteers in SWIMS, 2018 - present
	Accessible lakes	Road density near lentic waterbodies over 1ha in size
People and economy	Population	Population Housing units Population density Housing density
	Visitor spending	Visitor spending per capita Median household income (-)

The total funding amount is determined by the proportion that represents each county's share of the grand total of all resource scores. The funding allocation score F for county y, in an allocation model

that considers n resources, is calculated by summing the county's resource scores, where r_{iy} is the score for resource i for county y.

$$F_y = \sum_{i=1}^{n} r_{iy}$$

The monitoring and AIS prevention network funding allocation A, in dollars, for county y is then determined by calculating the proportion that county y 's funding allocation score represents of the total of all county funding allocation scores.

$$A_y = \$1{,}00{,}000 * \frac{F_y}{\sum_{y=1}^{72} F_y}$$

Application for network funding

A county will apply for network funding from the department using Form 8700-284 which is available on the Surface Water Grants website. Because there are set allocations by county, the grants will not need to go through a ranking process and are considered non-competitive.

Pre-application meeting

Prior to submitting an application, first-time applicants, and if applicable, their designated agents, are required to meet with their regional DNR program contact to develop the cooperative agreement containing the workplan for network services and network activities performed within the county by September 2. During the pre-application meeting, the applicant will submit a draft version of the application using Form 8700-284, and if using a designated agent, the draft cooperative agreement. This will also notify the Department that the applicant intends on applying for the November 1 deadline.

Repeat grantees in the LMPN program are not required to have a pre-application meeting by September 2. Likely those applicants will still be in conversation with their DNR program contact about any changes needed to the application or cooperative agreement before the next grant cycle, but a pre-application is not formally required. If there are major changes to the cooperative agreement such as the addition or removal of a county participating with a designated agent, you should inform your DNR program contact as soon as possible to discuss any necessary changes to the cooperative agreement.

Application

A county must submit an application and request funding if they will be performing the network services**. An application is required whether the work will be conducted** through force account or the county chooses to designate an agent to carry out the work.

If a county chooses to carry out the project, the county will submit an application and an authorizing resolution or substantially similar document demonstrating the approval of the governing board. Please provide a draft of the document to DNRSurfaceWaterGrants@Wisconsin.gov in advance of the board's consideration if you would like a review before approval.

If a county chooses to designate an agent, the county will also need to include the following attachments:

- A cooperative agreement between the county and designated agent including a budget. The designated agent may be contacted for more detailed budget information, particularly when providing services for more than one county or the budget includes equipment costs.
- An authorizing resolution will be requested from the designated agent.

A template for the cooperative agreement may be found on the Surface Water Grants website.

Awards

Applications will be reviewed for program compliance prior to issuing an agreement to the county applicant or county's designated agent. If more than one county designated the same agent, the combined funding allocation will be reflected in a single agreement to the designated agent.

Reporting

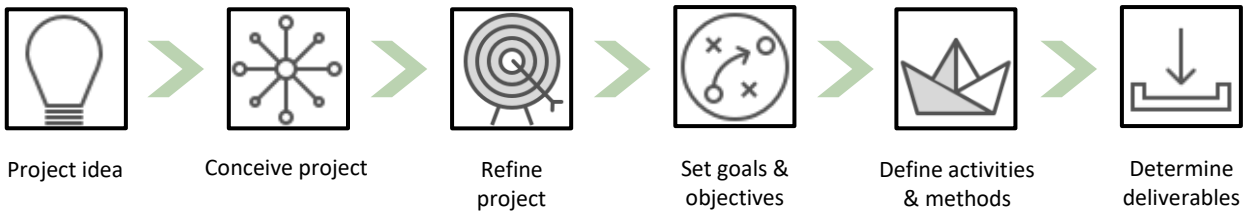
Semi-annual progress reports shall be submitted to the counties involved and DNR staff. DNR staff have the ability to require more frequent reporting if deemed necessary. See Section 9: Grant Award Process and Project Management.

Payments

A 90% advance will be issued to the county or their designated agent upon receipt of a fully executed agreement. 10% of funding is retained for final payment.

The county or designated agent must submit for final reimbursement within 60 days of the agreement end date using the Grant Payment Request and Worksheet, Form 8700-001, available on the Surface Water Grants website. The completed form should be submitted to the DNRSurfaceWaterGrants@Wisconsin.gov inbox with supporting documentation further described in Section 10: Reimbursements & Closure.

SECTION 5: DEVELOPING A PROJECT



Section 5, Figure 1. Developing a project for grant funding

Getting started

The Surface Water Grant Program funds a great diversity of projects. No matter where you are in your journey toward surface water restoration, there is probably a grant program that can help you along the way. See Section 2: Which Grant is Right for Me? and read through Section 3: Grant project types for more information. Your local lake, streams, or AIS biologist can help if you are not sure where to start. In addition, consulting firms, colleges and universities, regional RC&D councils, and the UW-Extension also available to help you plan and manage a project.

As a first step, you should discuss your reasons for seeking funding with your community prior to preparing an application. Invite your local lake, streams, or AIS biologist, University of Wisconsin-Extension lake specialist, county resource agent, Wisconsin Lakes or the River Alliance of Wisconsin to attend your meeting, facilitate a goal-setting public session, or provide other technical assistance.

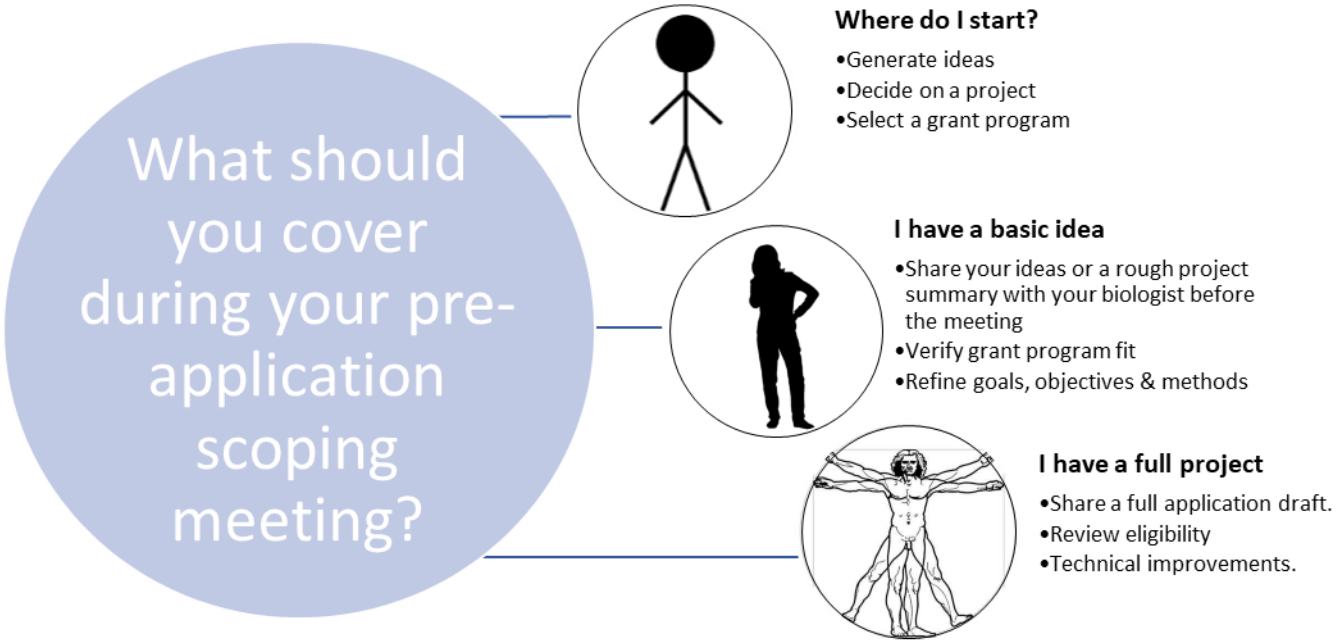
Conceive project

Every applicant must submit a project pre-proposal by September 2. The pre-proposal is essentially a rough draft of application sections 1, 2, 5 and 8 (Form 8700-284). Applicants should do their best to provide project information using the information they have available at that time.

For section 1, simply select the ecosystem type your project will benefit. For section 2, indicate the program you think is the best fit for your work and supply your contact information. In section 5, include as many details in the budget as you have available. Section 8 is the project description—write a first draft of your project summary, problem statement, and your goals and objectives. *You may not have all the required information in place yet* and that is okay. Your pre-proposal will *not* be reviewed by rankers. The pre-proposal is intended to provide enough information for your local biologist to provide direction and feedback on project design and eligibility. The more information you supply, the more constructive feedback you can receive, which is likely to improve your project's score. Email the pre-proposal to your local lake, streams, or AIS biologist before close of business on September 2 of each grant cycle. The earlier the notification, the better.

Your biologist will then determine whether a pre-application scoptin meeting is required. The goal of the pre-application scoping meeting will be to discuss project eligibility, review program funding priorities, and provide an opportunity for constructive feedback prior to the November 1 application deadline. Applicants are also free to request a pre-application meeting any time before September 2. When you

meet, you should take advantage of the feedback and technical assistance provided, as it is likely to improve your application so that it is eligible and better fit to funding priorities.



Section 5, Figure 2. The pre-application meeting will help you receive technical assistance and develop a strong project. What you choose to focus on depends on where you are in your own project development process

Exception: organizations applying for Healthy Lakes and Rivers and Clean Boats, Clean Waters grants must contact their local biologist before their first grant. Returning applicants to these two grant programs do not have to notify their local biologist and may simply apply by the November 1 deadline.

Refine your project

Strive to meet established funding priorities

Understanding the priorities for funding will help you design a project that meets the conditions and stipulations set out in statute, administrative code, and program guidance. Projects that align well with established program priorities are likely to rank well and have funding priority. Some programs (e.g. Healthy Lakes & Rivers and Clean Boats, Clean Waters) have goals and objectives already determined for you. For more complicated projects, you should review the program's general funding priorities and the ranking worksheets to assess how your project will compete for funding. Funded projects will have high scores in one or more (but not necessarily all) of the ranking criteria. Review Section 8: Application Review & Ranking, and the applicable ranking sheets in Appendix A. Following a grant cycle, you can always request a copy of the ranking forms to understand how your project scored and review feedback from the grant review team. You can then work with your local lake, streams, or AIS biologist to improve your application for the next grant cycle, which is a key step toward successfully securing funding.

Avoid proposing ineligible projects

While the program strives to fund innovative projects that make progress for surface water protection and restoration, there are some projects that we will not fund. Review this list of ineligible projects to be sure you avoid them.

Ineligible projects

- Projects necessary to comply with a regulatory action (e.g., wetland restoration to compensate for adverse impacts to other wetlands or shoreline habitats; credits from a mitigation bank)
- Shoreland mitigation projects
- Installation of sanitary sewers
- Dredging for enhancing navigation or recreation
- Maintenance and operation of:
    - Aeration systems
    - Stormwater detention ponds
    - Dams
    - Sanitary sewers
    - Private onsite waste disposal systems
    - Mechanical devices used to suppress aquatic plant growth
- Management of aquatic plants for seasonal nuisance relief only
- Management activities that are not expected to result in effective control of the target species
- Management activities with significant risk to human health, nontarget organisms, environment
- Management projects that are inconsistent with integrated pest management (Appendix I).
- Ineligible land acquisitions enumerated in Section 3 of this document.

Write a project summary & problem statement

A project summary is a concise description of the work you want to accomplish and its justification. A clear and concise project summary is a strong statement of the project's purpose and intended outcome. The project summary should be around 2-3 sentences long. Consider including:

1. The central purpose of the project (i.e., its overarching goal).
2. 1-2 primary objectives necessary to accomplish the goal.
3. The anticipated outcome or benefit of the project.

Two example project summaries:

This project will result in a lake management plan for Minna Jewel Lake. MJLPRD will summarize existing baseline and collect data to fill data gaps, describe historical management actions, identify stakeholder values and goals, present modelled nutrient loads (PRESTO) and reductions (STEPL), identify sources of stressors and threats to ultimately recommend activities to protect and restore Minna Jewel Lake.

MJLPRD will reduce the frequency of occurrence of EWM in Minna Jewel Lake from 20% (the level where documented navigational impediments occur), to 10%, using an integrated pest management strategy that combines CBCW prevention, volunteer surveillance and hand pulling, and small-scale chemical treatment with fast-acting herbicide *[insert herbicide trade name here]*. Activities include pre/post-treatment evaluation following DNR treatment evaluation protocols, year-before and year-after treatment point-intercept surveys, and quantification of biomass removed. This strategy will reduce the population below nuisance levels to a small scale while limiting non-target impacts as much as possible.

A **problem statement** is a clear and concise description of the problem the project will address. You should clearly describe the problem or issue at hand, referencing any evidence or documentation of the conditions (e.g. WisCALM assessment, documented trends). Outline why the proposed work is important. You should have a strong justification for why the project is a good use of limited surface water funding.

If you choose to hire a consultant or contractor

A grant agreement is a contract between the DNR and the grantee. The grantee is responsible for managing the project and meeting deliverables. Grantees may seek grant assistance from consultants or professional service providers. The process of selecting a service provider for a lake, river, or wetland is not unlike selecting a one for landscaping or a home construction project: you should conduct background research, ask questions, and compare qualifications. A list of businesses, without endorsement, can be found via the UW-Extension webpage.

All work to be reimbursed must take place *after* the start of the grant period. Some consultants will help with the grant application, though application preparation is not eligible for reimbursement. Before you submit the application to the department, it is a good idea to review the information provided by the service provider. Additional details on application completeness can be found in Section 7: Preparing Your Application.

Professional service agreements

If you chose to work with a consultant or third-party service provider and the service costs exceed $5,000, you must complete a Professional Service Agreement Form 8700-379 or provide a contract that is substantially similar prior to starting work. If using a substantially similar agreement, it is recommended that the grantee ensure that it meets the requirements of the program prior to the work commencing. Your environmental grants specialist may assist you. The purpose of the professional service agreement is to ensure that both parties understand the scope of services and costs associated with the project. The agreement should define an invoice schedule based upon the estimated completion of tasks outlined in the agreement. It should also state that no payment for altered or additional work will be made unless first approved in writing by the department and the grantee, and that the parties have agreed upon the appropriate adjustment to the payment schedule and maximum payment amount. This section does not apply to counties, cities, towns, villages, and Wisconsin Tribes.

Permits

Projects with activities that disturb the ground usually require a permit. Aquatic plant management, stormwater, and waterway and wetland permits are common in the Surface Water Grant Program. Local permits and U.S. Army Corps of Engineers regulations may also apply. You should contact your local zoning office, your regional U.S. Army Corps of Engineers office, and your department waterways or aquatic plant management permitting staff. Grant and permit review processes are separate. Application funding status does not affect permit review; a grant is not a tacit approval of a permit.

For more information, visit https://dnr.wi.gov/permits/water/

Set goals and objectives

Next, set your goals and objectives. Think of the main things you want your project to accomplish. Focus on goals that are likely to result in a positive outcome for surface water. Each goal should have a clear relationship to improving water quality, protecting aquatic ecosystems, controlling invasive species, building organizational capacity, or some other purpose that is consistent with the overall grant program.

Goals capture the project's "desired results." They should be specific, measurable, achievable, relevant, and time-oriented. They are often the answer to the question: "what positive effect are we trying to have?"

Objectives identify how goals will be achieved. Objectives will often employ some unit of measure (e.g., acres, pounds of phosphorus reduced, number of people reached) or other specific outcome.

EXAMPLE GOALS	
***Q:** What positive effect are we trying to have?*	***G1:** Reduce phosphorus loading from the watershed into Minna Jewel Lake by 20%* ***G2:** Lake property owners understand the connection between shoreline practices and lake health.*
EXAMPLE OBJECTIVES	
***Q:** What things will I do to accomplish the goal?*	***O1:** Install stormwater management practices to reduce nutrient & sediment load from priority catchment 1a identified on page 54 of the Minna Jewlw Lake Management Plan. June 2021 installation of 2 diversions, 1 critical area planting, 1 detention basin to remove 55lbs of Phosphorus per year (20% annual load to lake).* ***O2**: Develop June newsletter with call to action and info on native plantings, natural erosion control, diverting runoff, responsible pesticide and fertilizer use. Hold 2-hour shoreline best practices workshop for property owners on July 15 weekend. Follow up with healthy lakes brochures to all property owners in August, obtain list of committed participants.*

Define activities and methods

Next, focus on the methods and activities you will use. Each objective should have one or more activities that will satisfy the objective and contribute to achieving the goal. When you start to prepare your application, you will need to provide details on methods, data, deliverables and other information. **Remember:** Be specific! Site methods by name and include a timeframe. For certain activities, you must use one of the program-approved protocols in Table 3, below. Citing the method by name will help reviewers rank your application.

Applications that answer "Who" "What" "When" "Where" and "How" are more likely to be funded. Application reviewers will ask whether the activities presented are likely to accomplish the goal and whether the goal is consistent with program priorities. You should strive to be concise and specific.

Program-approved protocols

Certain activities paid for with grant dollars must follow a set procedure or protocol. The tables below list common grant-funded activities and the methods that must be employed. Be sure to cite the name of the protocol in the Methods sections of your application. There are many activities that don't have a set protocol, but that doesn't mean they're not worthwhile! Contact your local biologist if you are having trouble with determining a protocol to use for a particular purpose.

Section 5, Table 1. Program approved protocols, links to manuals, resources and training.

Decontamination

Category	Protocol or method title	Information	Manual or handbook	Additional resources	Contact for more information	Training required
Decontamination (Aquatic Invasive Species)	Boat, Gear and Equipment Decontamination and Disinfection	Disinfection website	Manual code 9183.1	Video	Local AIS coordinators	

Citizen Monitoring

Category	Protocol or method title	Information	Manual or handbook	Additional resources	Contact for more information	Training required
Stream Citizen Monitoring	Water Action Volunteers (WAV): Baseline Monitoring	WAV website	Baseline Monitoring Methods	Videos	Peggy Compton, WAV Coordinator peggy.compton@ces.uwex.edu	✓
Stream Citizen Monitoring	WAV: Special Projects Monitoring	WAV website	Special Projects Monitoring Factsheets	Videos	Peggy Compton, WAV Coordinator peggy.compton@ces.uwex.edu	✓
Lake Citizen Monitoring	Wisconsin Citizen Lake Monitoring Network (CLMN) Secchi Disk Procedures	CLMN Website - Clarity	CLMN Secchi Manual		Local CLMN coordinators	✓
Lake Citizen Monitoring	Wisconsin CLMN Chemistry Procedures	CLMN Website - Chemistry	CLMN Chemistry Procedures		Local CLMN coordinators	✓
AIS Citizen Monitoring	Wisconsin CLMN Early Detection Monitoring	CLMN Website - AIS	CLMN Early Detector Monitor Handbook		Local CLMN coordinators	✓
AIS Citizen Monitoring	Riverine Early Detectors Manual – qualitative monitoring	River Alliance Website	Project RED Manual		Local CLMN coordinators	✓
AIS Citizen Monitoring	Clean Boats, Clean Waters Watercraft Inspector Handbook	CBCW Website	CBCW Manual	Videos	Training schedule	✓
AIS Citizen Monitoring	AIS Snapshot Day	River Alliance Website			Register with the River Alliance	
AIS Citizen Monitoring	Water Action Volunteers Baseline Monitoring for Rivers	WAV website	WAV factsheet			✓
AIS Citizen Monitoring	WAV: Special Projects Monitoring	WAV website	Aquatic Invasive Species Monitoring Methods			✓

General Lake, River and Stream Monitoring

Category	Protocol or method title	Information	Manual or handbook	Additional resources	Contact for more information	Training required
Lake shoreland condition	Lake Shoreland Condition Assessment Protocol		Lake Shoreland & Shallows Habitat Monitoring Field Protocol		Local lakes biologists	
Lake aquatic plant communities	Baseline Monitoring of Aquatic Plants in Wisconsin (Point-Intercept)	UW-Extension APM Website	Aquatic Plant Baseline Aquatic Plant Monitoring Protocol		Paul Skawinski, UW Extension Lakes Paul.Skawinski@uwsp.edu	✓
Lake aquatic plant communities	Aquatic Plant Treatment Evaluation Protocol	WDNR APM Research Website	Aquatic Plant Treatment Evaluation Protocol		Local AIS grant specialists	
Lake herbicide concentration monitoring	Herbicide Concentration Monitoring for Whole-Lake Herbicide Treatments	WDNR APM Research Website	Herbicide Concentration Monitoring for Whole-Lake Herbicide Treatments		Local AIS grant specialists	
Water quality assessment	Wisconsin Consolidated Assessment and Listing Methodology (WisCALM)	DNR Assessment Website	WisCALM Methodology		Local lakes biologists	
Stream connectivity	Road stream crossing inventory instructions	DNR Road Crossing Factsheet	Road Stream Crossing Inventory	Datasheet	Contact your local WDNR Transportation Liaison	
Stream fish integrated biotic index (IBI)	Guidelines for Assessing Fish Communities of Wadable Streams in Wisconsin	DNR IBI Webpage	Stream Fish Community Assessment		Local streams biologists	
River macroinvertebrate IBI	Large River Macroinvertebrate Sampling v.2.0	DNR IBI Webpage	Large River Macroinvertebrate Sampling		Local streams biologists	
Stream macroinvertebrate IBI	Guidelines for the Standard Collection of Macroinvertebrate Samples from Wadable Streams v2.0	DNR IBI Webpage	Wadable Streams Macroinvertebrate Sampling		Local streams biologists	
Wetland floristic quality	Timed-meander Sampling Protocol for Wetland Floristic Quality Assessment	DNR Wetland Monitoring Webpage	Timed-Meander Survey for Wetland FQA	Presentation	Local lakes biologists	

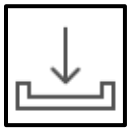
AIS response

Category	Protocol or method title	Information	Manual or handbook	Additional resources	Contact for more information	Training req'd
Aquatic Invasive Species (AIS) detection in lakes	WDNR protocol for AIS early detection monitoring	WDNR AIS Monitoring Webpage	AIS Early Detection Monitoring Protocol	Monitoring form	Local AIS grant specialists	
AIS detection in streams	Early Detection Monitoring on Streams	WDNR AIS Monitoring Webpage	Stream AIS Early Detection Monitoring Protocol		Local AIS grant specialists	
Aquatic invasive species	AIS Early Detection Monitoring on Wetlands	WDNR AIS Monitoring Webpage	Wetland AIS Early Detection Monitoring Protocol	Monitoring form	Local AIS grant specialists	✓
AIS reporting	Photographing Aquatic and Wetland Invasive Species	DNR AIS Reporting Webpage	Photographing AIS and Wetland Invasive Species Protocol	Incident report form	Local AIS grant specialists	
AIS reporting	Reporting Aquatic Shoreline and Wetland Invasive Species	WDNR AIS Monitoring Webpage		Incident report form	Local AIS grant specialists	
Genetic testing for biological populations	Procedures and policies for genetic identification	WDNR AIS Monitoring Webpage			Local AIS grant specialists	
Zebra mussel populations	Veliger tow sampling protocol	WDNR AIS Monitoring Webpage	Genetic Identification Protocol	Incident report form	Local AIS grant specialists	
Spiny waterflea populations	Waterflea sampling protocol	WDNR AIS Monitoring Webpage	Waterflea Sampling Protocol	Incident report form	Local AIS grant specialists	
Environmental DNA	eDNA sampling protocol	WDNR AIS Monitoring Webpage	eDNA Sampling Protocol		Local AIS grant specialists	
Purple loosestrife Biological Control	See Cella Chow! Purple Loosestrife Biological Control Activities for Educators	WDNR Purple Loosestrife Biological Control Webpage			Local AIS grant specialists	✓

Modelling

Category	Protocol or method title	Information	Manual or handbook	Additional resources	Contact for more information	Training required
Erosion Vulnerability	Erosion Vulnerability Assessment for Agricultural Lands (EVAAL) Methods Documentation	WDNR EVAAL Webpage	EVAAL Tutorial	EVAAL Fact Sheet		
Phosphorus loading	PRESTO-Lite (Web-based application)	WDNR PRESTO Webpage	PRESTO-Lite User Manual	DNR Watershed Restoration Viewer		
Phosphorus loading	PRESTO: Pollutant Load Ratio Estimation Tool User Manual	WDNR PRESTO Webpage	Presto User Manual	PRESTO Fact sheet		
Loading reductions for BMPs	STEPL – Spreadsheet tool for estimating pollutant loads	WDNR STEPL Webpage	STEPL User Guide	Training workshop		
Water quality modelling	General Information	WDNR Water Quality Modelling Website				
In-lake phosphorus concentration	Wisconsin In-Lake Modelling Suite (WiLMS)	WDNR WiLMS Webpage	WiLMS documentation			

Project deliverables



Finally, specify the deliverables resulting from the successful administration of your project. The table below highlights some of the more common program deliverables. For the work specified below, please submit the deliverables in the specified format.

Section 5, Table 2. Activities and their deliverable and deliverable formatting requirements.

Activity	Deliverable format
Aquatic invasive species (AIS) monitoring	Enter data directly into the department's Surface Water Integrated Monitoring System (SWIMS) database.
AIS occurrences	Follow guidance: https://dnr.wi.gov/topic/invasives/report.html. Document new populations with photographs and notify a regional DNR AIS coordinator.
AIS prevention activities (Signs, bait shop initiative, etc)	Enter data directly into SWIMS.
Purple loosestrife biocontrol	Beetle releases, site revisits, enter data directly into SWIMS.
Aquatic plant surveys	Use the point-intercept excel template. (Appendix C on the UW-EX site). Submit the electronic file.
Aquatic plant quality assurance	**No deliverable required at this time**. The year following when in-person workshops resume, aquatic plant surveys will require an aquatic plant taxonomic assurance certificate and list of vouchered and verified specimens.
Clean Boats, Clean Waters	Enter data directly into SWIMS.
Final reports, annual summaries and management plans	Submit PDF that may be copy/pasted and which is suitable for public display (remove personally identifiable information)
Spatially-explicit data and maps (e.g. Aquatic plant point-intercept survey, Shoreland survey, biological population mapping)	Provide electronic files for data that is usefully interpreted spatially as a geodatabase (preferred) or shapefile. Include metadata containing a summary of the project, the projection or coordinate system, collection method, collection date, data collector first and last name(s), and collection tool.
Maps	Electronic map images (e.g., PDF, jpeg)
Bathymetric maps	Vector bathymetry data in a geodatabase or shapefile. Include metadata containing the projection or coordinate system, collection method, collection date, collector first and last name, and collection tool.
Photos	Photographs of your project with resolution for display in small-format print. Ensure credit is attached. For large groups of photographs, list the file name and attribution information in a separate document.
Water level data	Enter data directly into SWIMS.
Water quality data: field data	Enter data directly into SWIMS.
Water quality data: lab results	If State Lab of Hygiene analyzes samples, use standard DNR lab slips. If using another lab, they must upload data to SWIMS.
Miscellaneous (e.g., news releases, articles, position descriptions.)	Provide a PDF along with a description of the document.
Surveys (outreach / education)	PDF of the survey and results.
Meetings / Workshops	PDF of meeting agenda and notes, with organizer, date, time, and location.
Lake shoreland habitat parcel data	Enter data into the provided excel template.
Lake woody habitat data	Enter data into the provided excel template.
Lake shoreland habitat photos – when a photo survey is conducted	GPS-referenced photos
Other documents or data	Digital format (e.g., Word, Excel, PDF, etc.).

If submitting data as part of a grant deliverable, you will likely upload it to the Surface Water Integrated Monitoring System (SWIMS) database. SWIMS is used by department staff, citizen volunteers, and grantees to store and share monitoring results for lakes, streams, and wetlands. If you have any questions on setting up an account or using the database, visit the SWIMS help website.

SECTION 6: DEVELOPING A BUDGET

Once you have defined your activities and methods, you may begin to develop your budget. Your budget will be reviewed by both your local environmental grants specialist and your local lake, streams, or AIS biologist to ensure that your costs are reasonable and necessary for the implementation of the project.

Consider the following for each line item within your budget, whether it is purchased or donated.

- ✓ Is the cost necessary to meet goals and objectives?
- ✓ Is the cost eligible?
- ✓ Will the cost be incurred during the grant period?
- ✓ What is the proportional share of the cost?
- ✓ What cost containment measures will you apply?
- ✓ Do you need a Professional Service Agreement?

Prior to drafting a budget, be familiar with the funding cap and the list of eligible and ineligible expenses for the grant program for which you are applying. Note that Healthy Lakes & Rivers, Clean Boats Clean Waters (CBCW), and Land Acquisition grants have unique eligible expenses. Also, be aware of spending caps on certain expenses (e.g., only 10% of the grant total may be spent on direct administrative costs; no more than 20% of a planning grant total may be spent on education activities).

Costs must be incurred between the start and end date on your grant agreement to be eligible for reimbursement or grantee match. Rare exceptions do exist; please consult with your local environmental grants specialist if you think these exceptions apply.

There are two additional policies to be aware while you draft your budget. These policies exist to ensure that we maximize the potential of our limited funding to the benefit of Wisconsin's water resources. First, only the proportional share of costs for items that are only partially used for implementation may be included in the budget. Second, a grantee shall implement cost containment measures for all capital assets and any supply, service, or equipment item purchased by a grantee for projects funded with a grant if the cost exceeds $2,500. You will learn more about both requirements later in this Section.

A Professional Service Agreement (Form 8700-379) is required if you hire a consultant or third-party service provider at a cost in excess of $5,000. This form is required prior to the commencement of work, not at time of application. However, it can be used as a tool to capture costs from consultants when preparing your budget. The purpose of the professional service agreement is to ensure that both parties understand the scope of services and costs associated with the project.

Finally, ensure that you include ALL costs (cash and in-kind) that you anticipate within your application. Costs (both cash and in-kind) not included within the project budget at the time the grant award has been executed will not be considered eligible without prior written approval from your local environmental grants specialist (refer to the paragraph on cost amendments in this section for more information).

Eligible costs

Refer back to Section 3 for information on eligible projects and expenses associated with your specific grant program of interest. Please consult with your local environmental grants specialist if you are

unsure whether or not a cost is eligible prior to submitting an application. If costs are deemed ineligible after the application is submitted, the cost will be stricken from the budget prior to award. Eligible costs include any of the following:

- Labor and fringe benefits specific to project activities
- Direct administrative costs- Actual salary or hourly wages and fringe benefits incurred by immediate supervisors and support staff that can be tracked, charged directly to and accounted for by the project. Supervisors and support staff are understood not to be involved in the day to day implementation of the project. Direct administrative costs are limited to 10% of the total project costs. Reimbursement of administrative costs are held until the final reimbursement to insure they represent no more than 10% of the final project costs
- Supply and service costs including the following:
    - Reasonable planning, engineering, and design costs necessary to complete a regulatory permit application required to implement a project if the costs are incurred within 12 months prior to the grant application submittal deadline
    - Permitting fees (federal, state, or local permits)
    - Engineering landscape architecture design, construction, consulting or other professional services
    - Sampling, monitoring, resource assessments and other field work and data collection costs
    - Analyses performed by the Wisconsin State Laboratory of Hygiene or another facility approved in writing by the department
    - Rental or lease of equipment and facilities
    - Website design and maintenance costs associated with the project (proportional share)
    - Advertising media costs
    - Required financial and compliance audits for the project
    - Training for grantee staff or volunteers, including registration costs, lodging, meals, transportation, mileage and other costs as approved by the department
    - Development, editing and distribution of informational or educational programs and materials, reports, management plans and other project documents and deliverables
    - Installation of equipment and supplies, limited to the initial cost of installation
    - Legal costs
    - Shipping costs necessary to carry out the project
- Equipment and capital asset costs – all equipment and capital assets purchased with grant funds must be approved in advance by the department. Please note equipment and capital assets shall conform to the procedures for maintenance and disposition of assets, in Section 10.

For more information on eligible expenses specific to project types:

- Land acquisition and conservation easement projects (Section 3).
- Healthy Lakes & Rivers financial administration factsheet (Appendix D).
- Clean Boats, Clean Waters factsheet (Appendix G).

Ineligible costs

Costs not directly associated with or necessary for the implementation of the project, as determined by the department, are ineligible for reimbursement. Other ineligible costs include:

- Fines or penalties incurred due to a violation of, or failure to comply with, federal, state, or local laws and regulations.
- Ordinary operation expenses of a grantee, such as salaries and expenses of public officials that are not directly related to the project.
- Purchase of aquatic plant harvesters, boats, motor vehicles, or office furniture.
- Dredging for enhancing navigation or recreation.
- Dam maintenance, repair and operation.
- Liability insurance.
- Water safety patrols.
- Routine maintenance and operating costs of equipment or facilities, including pumps, aerators, plant harvesters, or sedimentation basins.
- Indirect costs not directly assignable to a grant, program or project.
- Food or beverages at grantee events.
- Clothing, except that provided under the department-approved watercraft inspection program and other authorized department activities.
- Consulting costs for preparing an application for a grant awarded under this chapter.
- Costs associated with fundraising.
- Aquatic invasive species signage not consistent with department messaging and branding

Ineligible costs specific to Surface Water Management Grants (e.g. Surface Water Restoration, Management Plan Implementation):

- Shoreland mitigation projects that implement the restoration, enhancement, or creation of wetlands or shoreline habitat to compensate for permitted adverse impacts to other wetlands or shoreline habitats
- AIS control and aquatic plant management projects
- Installation of sanitary sewers
- Maintenance and operation of aeration systems, stormwater detention ponds and facilities, dams, sanitary sewers, or private onsite waste disposal systems.
- Aeration for sediment translocation. Other aeration projects are eligible if they address dissolved oxygen levels below water quality standards and have a design with adequate supply.

Ineligible costs specific to Aquatic Invasive Species Control:

- Chemical treatment or mechanical harvesting of aquatic plants for the purpose of seasonal nuisance relief unless employed as part of an IPM approach.
- Management techniques that are not expected to result in effective control of the target species
- Maintenance and operation of aeration systems or mechanical devices used to suppress aquatic plant growth.

Ineligible costs specific to Land Acquisition:

- Environmental clean-up

Determining proportional shares

The proportional share of an item or service only partially used for implementation of a project funded with a grant may be considered an eligible expense. Items that typically fall within this category include website design and maintenance, newsletter or advertising, and required financial and compliance audits.

Example: Suppose that an approved grant application included costs for annual rental of a multi-function machine for the office. Suppose further that there are 6 staff in that office, each working on different projects. The proportional share of the annual rental of the multi-function machine that can be assigned to a grant awarded under this chapter would be no more than 1/6 of the annual cost.

Cost containment

A grantee must implement cost containment measures if the cost of a project expense exceeds $2,500. The department may request that the grantee submit proof of cost containment procedures used in an application. The grantee should identify the cost containment procedure used when requesting reimbursement. Note: cost-containment procedures do not apply to fee simple or conservation easement land acquisition; cost will be determined by appraisal approved by the department.

Grantees must use one or more of the following cost containment procedures:

Section 6, Table 1. Cost containment procedures.

Average cost	Using cost information obtained within the 12 months prior to the start date of the grant agreement, determine an average cost per unit of material or labor for the implementation of activities. The grantee may use information obtained from the department, other departments, or other sources to determine average costs. Under this option, eligible project costs may not exceed the average cost**. It is recommmended that the grantee seek approval from their EGS for all average cost determinations prior to incurring the cost.**
Competitive bidding	Following the requirements under ch. 16, Stats., a grantee may request bids from contractors for the implementation of practices listed in a grant agreement. The grantee shall identify criteria for determining acceptable qualifications and publish these with the bid notice. Bids should be solicited from 3 or more vendors. Price quotations may be solicited from less than 3 suppliers if the grantee documents that 3 suppliers do not exist in proximity. The grantee shall consider competitive pricing and make the award to the supplier judged best able to supply – does not have to be the lowest bidder. Documentation of all bidding transactions is required, including justification when award is not given to the apparent low bidder, and when bidding is waived. **Note:** Applicants may wish to review the Procurement Guide available on the Surface Water Grant Program website.
Flat rate	The department may establish flat rates for eligible costs. An applicant or grantee may choose to use the department's flat rate as one means of cost containment. Cost containment for services provided by a sub-unit of a local government may use one or more of the flat rates chosen by that sub-unit of local government. The grantee may use data obtained from the department, other

	departments, or from other sources to determine a flat rate. **Note:** Flat rates will be published by the department on the Surface Water Grant Program website.
Force account	A grantee may assign its employees to implement a practice.
Alternative measures	A grantee may propose an alternative cost containment procedure if the alternative is determined to be more effective than the cost containment procedures above. The grantee must identify the alternative in the grant application it submits for review and approval by the department. Contracting with a State agency may be one example of an alternative measure if sound justification can be provided.

Flat rates for eligible costs

Below are the flat rates available for one of the possible methods of cost containment. Low- and high-end cost rates were calculated using budgeted cost data submitted to the program. Where good relationships could be found, an equation relating unit to total cost is provided. If there are site-specific reasons why these flat rates are not appropriate, you may select a different method of cost containment.

Section 6, Table 2. Flat rates for certain eligible costs.

Practice	Activity	Average cost
AIS early detection	Early detection survey	$72 per km of shoreline
Shoreland assessment	Shoreland Habitat Assessment	$345 base + $146 per km of shoreline
Aquatic plant monitoring	Point-intercept or pre/post survey	$1,753 base + $5.73 per littoral* point
APM monitoring	Aquatic Herbicide Concentration Monitoring (Lab work & analysis)	$2,487/project
APM monitoring	Early-season or Late-season AIS Survey (recon and mapping)	$1,153 base + $89.50 per km of shoreline
AIS control	2,4-D Application	$3,866 base + $131 per treated acre
AIS control	Purple Loosestrife	$500/year
Planning	Social Survey	$585/survey effort

Flat rates for field surveys include costs related to fieldwork, but not analysis and reporting (e.g. setup, travel, proportional equipment costs, sample collection, time.)

Flat rates for NRCS practices

Section 6, Table 3. Flat rates for Surface Water Restoration projects following NRCS standards.

Num	Activity	Unit	Cost	NRCS Standard Name
342	Hydroseeding	SqFt	$0.05	Critical area planting
342	Native Vegetation - Heavy Grading	Acre	$737.16	Critical area planting
342	Native Vegetation - Moderate Grading	Acre	$427.05	Critical area planting
342	Native Vegetation - Normal Tillage	Acre	$512.47	Critical area planting
350	Embankment earthen basin with pipe	CuYd	$4.04	Sediment basin
350	Excavated volume	CuYd	$1.89	Sediment basin

362	Earthen	Ft	$4.94	Diversion
362	Reinforced Concrete Channel, Flat Slab	Ft	$80.14	Diversion
362	Reinforced Concrete Curb With Footer	Ft	$25.68	Diversion
362	Reinforced Concrete Curb, Doweled into Slab	Ft	$8.13	Diversion
386	Field Border, Native Species	Acre	$86.71	Field border
386	Field Border, Pollinator	Acre	$699.21	Field border
391	Bare Root, hand planted	Acre	$2,396.62	Riparian forest buffer
391	Bare Root, machine planted	Acre	$1,720.69	Riparian forest buffer
391	Cuttings	Acre	$3,315.38	Riparian forest buffer
391	Seeding	Acre	$3,929.86	Riparian forest buffer
393	Filter Strip, Native species	Acre	$110.99	Filter strip
410	Aluminum, Steel or concrete toe wall retrofitting	#	$4,233.27	Grade stabilization
410	Concrete Block or Rock Chute	SqFt	$7.44	Grade stabilization
410	Culvert Outlet Protection, MN TR3	#	$1,138.77	Grade stabilization
410	Drop Inlet to Culvert	#	$3,227.82	Grade stabilization
410	Plunge pool, Design Note-6	#	$3,143.49	Grade stabilization
410	Timber Toewall	#	$1,945.86	Grade stabilization
412	Grassed Waterway w/ checks; 200 - 600 ac drainage area	Ft	$6.25	Grassed waterway
412	Grassed waterway w/ checks; >600 ac DA	Ft	$12.40	Grassed waterway
412	Grassed waterway w/ checks; <200 ac DA	Ft	$5.34	Grassed waterway
412	Waterway Drainage Area greater than 600 acre	Ft	$7.43	Grassed waterway
412	Waterway Drainage Area less than 200 acres	Ft	$3.44	Grassed waterway
412	Waterway Drainage Area 200-600 acres	Ft	$3.64	Grassed waterway
468	Concrete waterway	SqFt	$5.18	Lined waterway/outlet
468	Rock Lined - D50 <= 6 inch	SqFt	$2.56	Lined waterway/outlet
468	Rock Lined - D50 > 6 inch	SqFt	$4.10	Lined waterway/outlet
468	Turf Reinforced Matting	SqFt	$0.92	Lined waterway/outlet
484	Erosion Control Blanket	SqFt	$0.14	Mulching
484	Natural Material, Full Coverage	SqFt	$0.02	Mulching
484	Natural Material, Partial Coverage	Acre	$52.70	Mulching
484	Tree and Shrub Mats or Mulch	#	$1.02	Mulching
484	Tree and Shrub Rolls	SqFt	$0.06	Mulching
500	Removal and Disposal of Concrete Slab	Ft	$0.58	Obstruction removal
500	Removal and Disposal of Structures Onsite	Ft	$1.31	Obstruction removal
527	Complex site, high failure consequence	#	$11,608.56	Karst sinkhole treatment
527	Minor site complexity, low failure consequence	#	$3,227.97	Karst sinkhole treatment
527	Moderate site complexity	#	$7,214.58	Karst sinkhole treatment
561	Rock/Gravel on Geotextile	SqFt	$0.93	Heavy use area protection
561	Rock/Gravel on Geotextile, Small	SqFt	$1.88	Heavy use area protection
561	Rock/Gravel Surfacing Without Geotextile	SqFt	$0.78	Heavy use area protection

570	Stormwater erosion control measure	Ft	$1.98	Urban pollution and runoff control
580	Bioengineered streambank/shoreline protection	Ft	$17.38	Streambank/shoreline protect
580	Riprap, bank 4 ft - 9 ft high, bank top to slope toe	Ft	$22.62	Streambank/shoreline protect
580	Riprap, bank < 4 ft high, bank top to slope toe	Ft	$14.94	Streambank/shoreline protect
580	Riprap, bank > 9 ft high, bank top to slope toe	Ft	$29.13	Streambank/shoreline protect
580	Stream Barb	CuYd	$62.51	Streambank/shoreline protect
580	Structural Toewood w/Vegetation	Ft	$72.47	Streambank/shoreline protect
612	Hardwood Establishment, Direct Seeding	Acre	$677.33	Tree/shrub establishment
612	Hardwood Establishment, Direct Seeding, Regen	Acre	$548.24	Tree/shrub establishment
612	Hardwood mech. planting, bare root w/ tree protectors	#	$4.01	Tree/shrub establishment
612	Individual tree, hand planting	#	$0.53	Tree/shrub establishment
612	Medium density conifer, hand plant w/ bud caps	#	$0.94	Tree/shrub establishment
612	Perimeter tree-shrub regen area w/ protection	#	$1.93	Tree/shrub establishment
612	Shrub planting	Acre	$427.10	Tree/shrub establishment
620	10 inch corrugated plastic tubing	Ft	$6.41	Underground outlet
620	12 inch corrugated plastic tubing or larger	Ft	$7.03	Underground outlet
620	15-21 inch pipe conduit	Ft	$15.05	Underground outlet
620	24 inch pipe conduit	Ft	$25.26	Underground outlet
620	30 inch pipe conduit	Ft	$29.96	Underground outlet
620	36 inch pipe conduit or larger	Ft	$38.50	Underground outlet
620	6 inch corrugated plastic tubing or smaller	Ft	$4.09	Underground outlet
620	6 inch pipe conduit	Ft	$8.94	Underground outlet
620	8 -12 inch pipe conduit	Ft	$10.86	Underground outlet
620	8 inch corrugated plastic tubing	Ft	$4.63	Underground outlet
620	Intake Riser and short offset outlet	#	$322.18	Underground outlet
638	Berm between 4 feet and 6 feet tall, farmed	Ft	$14.84	Water and sediment control basin
638	Berm between 4 feet and 6 feet tall, grassed	Ft	$6.68	Water and sediment control basin
638	Berm less than 4 feet tall, farmed	Ft	$12.35	Water and sediment control basin
638	Berm less than 4 feet tall, grassed	Ft	$4.32	Water and sediment control basin
657	Depression sediment removal and ditch plug	Acre	$1,067.02	Wetland restoration
657	Ditch Plug	#	$460.52	Wetland restoration
657	Embankment	CuYd	$5.65	Wetland restoration
657	Scrape, average depth 12 inch	Acre	$4,819.62	Wetland restoration
657	Scrape, average depth 24 inch	Acre	$9,273.66	Wetland restoration
657	Tile Break	#	$441.76	Wetland restoration

Depreciation

When a grantee buys equipment with a useful life of greater than one year and cost of $5,000 or more per unit, the total cost of that equipment is not counted as an immediate expense. Rather, the cost is spread out over several years based on the life of the equipment. This process is known as depreciation.

Example: Grantee builds a decontamination unit for AIS prevention at a cost of $8,800. The life of the decontamination unit is 10 years. Therefore, the amount that can be claimed each year in reimbursement requests for the decontamination unit is $880 ($8,800 divided by 10 years = $880 each year). If the life of the grant is 3 years, under this scenario, the grantee would be eligible to claim a total of $2,640 ($880/year x 3 years = $2,640) towards the purchase of the decontamination unit.

Depreciation applies in the following cases:

- If the grantee receives a donated piece of equipment that has a value of $5,000 or more.
- If one unit of equipment is purchased at a cost of $5,000 or more.
- If the total cost of components of a customized piece of equipment is $5,000 or more. [effective as of the December 10, 2018 (Fiscal Year 2019) grant cycle]

For equipment with a value of more than $1,000 but less than $5,000, the grantee must maintain documentation (invoice or receipt) in their file and make that documentation available to the department upon request.

Grantee match

Grantee or local match is a resource commitment by the grantee to help implement the project. The minimum percentage of the total project costs required as grantee match is determined by the grant category. For example, to be eligible to receive a Surface Water Education Grant totaling $5,000 in state funds the grantee must provide $2,462.69 in local match. The total project cost equaling $7462.69. The local match is thus 33% of the total project cost.

Table 3. Grantee match requirements.

Grant Category	Minimum Grantee Match Requirement
Education & Planning	33%
Management	25%

All sources of grantee match, including donations, must be identified in the grant application. Eligible grantee match may include:

- Eligible costs paid with funds generated by local, non-DNR state or federal agencies, foundations, businesses, private individuals, or nonprofit organizations.
- Donated eligible costs (e.g., donated equipment, volunteer labor, supplies or construction materials, professional labor, etc.).

Donated volunteer labor

The maximum value of donated, nonprofessional labor is $12/hour, and all volunteers must be at least 14 years old. The volunteer hours can be recorded on the Donated Volunteer Labor Worksheet and Summary (Form 8700-349A). The signature of the volunteer is required at each volunteer event.

Grantees must comply with DWD 270.18, Wis. Code which outlines Wisconsin rules regarding volunteer service.

An exception will be made for volunteer labor associated with the Citizen Lake Monitoring Network and Water Action Volunteers. Citizen monitoring efforts receive a standard credit for an average level of effort at $12 per hour (e.g. CLMN Secchi monitoring flat rate is calculated for 8 monitoring events at 1 hour per event plus one hour of annual training). CLMN and WAV volunteers do not need to submit a Donated Volunteer Labor Worksheet for these activities. These activities, the name of the volunteer, and the rates can be noted directly on the reimbursement request worksheet (Form 8700-001).

Section 6, Table 4. Citizen Lake Monitoring Network and Water Action Volunteer Donated Labor

Volunteer Program	Activity	Donated Value
Citizen lake monitoring	CLMN: Secchi	$108
Citizen lake monitoring	CLMN: Chemistry	$192
Citizen lake monitoring	CLMN: AIS landing/property monitoring + meander survey	$192
Citizen lake monitoring	AIS Snapshot	$96
Water action volunteers	Basic monitoring	$144
Water action volunteers	Special projects: nutrient monitoring	$96
Water action volunteers	Special projects: AIS level 1	$48

Volunteer hours spent attending meetings or trainings may not be eligible. Volunteer activities must be identified in your project budget at the time of application. Please review the following table for eligible and ineligible hours pertaining to trainings and meetings.

Section 6, Table 5. Eligibility of training and meeting-related volunteer hours.

Eligible Match?	Topic	Situation
Yes	Training	Time spent by grantee volunteers (minimum age for a volunteer is 14) and staff attending training where training prepares attendees to conduct activities approved within project scope and budget. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results.
No	Training	Time spent by volunteers training other volunteers.
Yes	Training	Time spent by grantee staff providing instruction to students. The training must be an element of the scope in the project and approved for grant funding. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results. Student's time is not allowed as grant match unless preapproved.
Yes	Training	Time spent by grantee staff providing instruction at training sessions. The training must be an element of the scope in the project and approved for grant funding. Documentation must

		clearly describe the training objective, the qualification of the trainer, and intended results.
No	Meetings	Time spent by meeting attendees where the purpose is general community education.
Yes	Meetings	Time spent by grantee volunteers and staff participating in one start-up meeting and one wrap-up meeting where plan development or post-project evaluations are deliverables.
No	Meetings	Time spent by local officials at meetings where local governing board approvals are sought for project activities.
Yes	Travel	Time and travel expenses of grantee staff or volunteers making presentations on projects to school classes or other organizations IF approved in the project scope and budget.

Donated equipment

Donated equipment is an eligible expense. The equipment's hourly value should be determined by the WisDOT's Classified Equipment Rates and Non-Standard Rates for highway equipment. An applicant shall use the version of the WisDOT's Classified Equipment Rates Standard and Special Rated Units for highway equipment in effect in the year in which the equipment usage occurred. If the item donated does not appear on the WisDOT's Classified Equipment Rates or Non-Standard Equipment Rates found in the Highway Maintenance Manual, the applicant shall determine the value of donations using one of the following methods:

a. By choosing the closest equipment equivalent from WisDOT's Classified Equipment Rates and Non-Standard Rates for highway equipment. Where the WisDOT's Classified Equipment Rates Standard and Special Rated Units for highway equipment lists "rate set locally," the department may determine a rate as published in the Surface Water Grant Program Guidance.

b. By determining the current market value using at least 3 estimates for purchase of equipment from vendors within the vicinity of the project. The lowest estimate will be used to establish the value of donated equipment. The applicant shall submit copies of all estimates with the grant application and the grantee shall maintain copies of estimates in the grantee's project file.

c. By determining the daily market rental rate at the time of application. The applicant shall establish the daily market rental rate using at least 3 estimates for the daily rental rate of equipment from vendors within the vicinity of the project. The lowest estimate will be used to establish the value of donated equipment use, prorated to reflect the number of hours of actual use.

Example: Presume the daily market rate for renting a trailer is $60 every 8 hours, and the project requires 2 hours of use. The donated value for the trailer rental would amount to $15.

$$\left(\frac{\$60}{8\ hours}\right) = \$7.50$$

$$\$7.50 \times 2\ hours\ = \$15$$

Section 6, Table 6. Rates for donated motorized and non-motorized boats.

Surface Water Grant Donated Boat Use Rates	Rate
Motorized boats (including pontoon boats)	$80/Day prorated to $10/hr.
Non-motorized boats (use WI DOT row boat rate)	$17.36/Day (not prorated)

Donated professional labor

The maximum value of donated professional labor may not exceed the prevailing local market wage for equivalent work. Donated professional services used as grant match should be documented on Form 8700-350. This form must be signed by the donor. Also acceptable: an invoice from donor identifying the project name, name of the donor, his/her professional title, dates services were performed, nature of services, number of hours multiplied by professional wage/benefit rate, and total value of the donation with signature of donor; or, invoice from donor with the information listed above, and a signed statement from the donor indicating the value of the services is donated to the project.

SECTION 7: SUBMITTING YOUR APPLICATION

Application information and instructions

Where to find applications

The Surface Water grant application (Form 8700-284) and the Clean Boats, Clean Waters application (Form 8700-337) can be found on the Surface Water Grants website. It is important to use the most current version of the application as the form may be updated year to year. The most current version of the form will be located on the website and will be posted at the same time as the program's annually updated guidance document, usually during the summer before the deadline.

Deadlines

All emailed grant applications must be sent to the department by 11:59:59 p.m. on November 1. Mailed applications must be postmarked by November 1. If an application is received after the deadline, the application will be deemed ineligible and will not be considered for funding. If November 1 falls on a Saturday or Sunday, the deadline will fall on the following Monday.

Application submittal

The preferred method of application submittal is via email to DNRSurfaceWaterGrants@wisconsin.gov. In the subject line of the e-mail, enter the type of grant you are applying for, the county where the project is located and the applicant's name (e.g., Large Scale Planning, Oneida Co., Eagle River Lake Association). All application materials should be saved in PDF format and should not exceed 15 megabytes (MB) in size. If e-mail size (including attachments) exceeds 15 MB, send documents in multiple e-mails. It is the responsibility of the applicant to ensure the application has been submitted by the deadline. The applicant will receive a confirmation email when the application has been received or if any additional materials are required.

If using the electronic signature option when submitting the application, the authorized representative must be the person to email in the application. If sending in an application with a wet/handwritten signature, any representative of the organization can submit the application.

If you are not able to submit an application by email, you may send the application to:

DNR Surface Water Grants – CF/2
101 S. Webster St., PO Box 7921
Madison, WI 53707-7921

Supplemental materials included with required documents **will not** be considered by those giving ranking scores to applications. Supplemental materials may consist of documents other than what is listed as a required document in Section 6 of the application form (e.g., past newsletters, other outreach materials, and application cover letters). It is in your best interest to present important information concisely in section 8 of the application form.

Application instructions and ranking sheets

Tips on filling out the application appear right in the form. Additional application instructions can be displayed by clicking on the grey boxes with blue text within the application (image below).

It is also important to review the corresponding ranking sheet in Appendix A: Application Ranking Sheets. The ranking sheets reflect department priorities for projects. A strong project that makes a difference for surface water is likely to score well. Additional details on scoring and ranking may be found in Section 8: Application Review and Ranking.

Required application materials

Required application materials

The following application materials are required when applying for a surface water grant:

1. Grant application (Form 8700-284)
2. Authorizing resolution
3. Map of project location, public access, public land and other use and access features
4. State lab costs (Form 8700-360) (if applicable)
5. Letters of commitment or support (if applicable)
6. For projects on public land: a land use agreement or a letter of intent from the property manager
7. For surface water restoration projects: project design plan
8. For land acquisitions: Environmental Hazards Assessment (Form 1800-001), appraisal, land management plan, and title insurance

Authorizing resolution or substantially similar document

An authorizing resolution designates a representative of an organization to sign and submit the grant application, sign a grant agreement between the applicant and the department, submit quarterly and/or final reports to the department to satisfy the grant agreement, submit grant reimbursement requests to the department, and sign and submit other required documentation. The authorized representative must be a member, employee, commissioner or board member for the sponsoring governing body or organization. A consultant hired by the applicant cannot be named as authorized representative for the project. Sample authorizing resolutions may be found in Appendix J. If applying as a school district, you must use the school district authorizing resolution form. A substantially similar document demonstrating the approval of the governing board of an organization may be accepted. Please provide a draft of the document to your local environmental grants specialist in advance of the board's consideration.

We strongly recommend that applicants show title of position in the authorizing resolution, rather than name of employee. Employees have been known to retire or change jobs in the middle of a grant, rendering the resolution ineffective. If your organization requires that a person be named in an authorizing resolution, then the resolution should also include contact information for the individual named.

Map of project location

A map should be attached with application materials that shows the project area with public access points indicated clearly as described below. Regional and county-wide projects should include a map showing the entire project area, indicating the waterbodies to be addressed by the project and which of those have public access.

You may choose to use the Surface Water Data Viewer to create your map. The map should identify public and private boat launch facilities, parks, public swimming beaches, public fishing piers, platted access sites, road right-of-ways reaching the water's edge, and publicly owned lakeshore. The surface water data viewer has a boat access, parking lot and shore fishing layer that can be accessed by clicking on the "Show Layers" tool. Click on the "Boat Landings & Access" layer when you have zoomed into a view of the project waterbody. To add extra access points or parks, you can right-click on the map and "Draw a Point" and "Add Some Text". You can print your map from the Surface Water Data Viewer using the Print icon on the right near the top of the page.

Grants with laboratory samples

If your project includes any samples that will be analyzed in a lab, you will need to fill out the Surface Water Grant Project Lab Costs Form 8700-360. This form is updated every year to account for any changes in costs of samples from the Wisconsin State Laboratory of Hygiene (WSLH). The most current version of the form should be used to accurately list any laboratory sample costs which will then be included in the project budget.

All Surface Water Grant applicants are required to use the WSLH for sample analysis. Alternative labs may be used but careful consideration and approval by the department is required. Contact your local lakes or streams biologist for approval. Acceptable justifications for using an alternative lab include providing a service that is not available through the WSLH, or other project efficiencies. When using the Wisconsin State Lab of Hygiene to analyze water samples, the data will be automatically uploaded to Surface Water Integrated Monitoring System (SWIMS) database. If using labs other than the WSLH to analyze samples, additional work will be required by the grantee and the approved alternative lab to format the results for upload to department systems and SWIMS.

Letters of commitment or support

Letters of commitment are written by partner organizations or local government units and include either a commitment of monetary or volunteer support for the project. The letters should outline a dollar amount in donated time, donated equipment, and/or cash donation that will contribute to the completion of the project and must be written on the organization's letterhead.

Letters of support are written by partner organizations and indicate the general support of project activities as outlined in the grant application. These letters can come from local landowners, partner organizations, local government units, etc. Letters of support are not required to be submitted, but may positively influence the ranking score of the project depending on the grant type and ranking sheet.

Some grant ranking sheets assess the degree of support from partner organizations, so including letters of commitment or support with application materials may increase ranking scores. Review Appendix A: Application Ranking Sheets to review by grant type if letters of support or commitment may impact

ranking score. All letters of commitment or support must be received before the grant application deadline to be considered during the ranking process.

Land use agreements

Applicants proposing projects that will occur on state-owned property must enter into a land use agreement with the state agency no later than the date on which the department issues the grant agreement. A fully executed land use agreement or a letter of intent to enter into a land use agreement from the property manager must be submitted with the grant application. The land use agreement must be submitted to your local environmental grants specialist to become part of the official grant file.

Design specifications

Design specifications are required for some management grants and are detailed descriptions of how a project will be implemented. This can be created by the project engineer and shows exactly how a project was designed. For example, a stormwater detention pond project would include the design specifications for the project which would show exactly where the project takes place, the size and depth of the pond, and any other pertinent information for the implementation of the project.

Additional land acquisition required forms

See detailed Land acquisition material requirements in Section 3.

Frequently asked questions

I'm having trouble opening the Surface Water Grant application or forms.

If you get a "Please wait…" error when opening a PDF document in Internet Explorer, Google Chrome, or other internet browser:

1. From a computer, download or save the PDF form to your computer (right click on the document, then select "Save as" or "Download").
2. Make a note of where the document is saved on the computer and navigate there.
3. Right click on the file, select "Open with" and choose Adobe Reader.

If Adobe Reader is not already installed on your computer:

- Download Adobe Reader for free: https://get.adobe.com/reader/ (Works for Windows and Mac)
- This link defaults to the download for Windows 10 users, but if you use Mac or an older version of Windows, click on "Do you have a different language or operating system?" and choose the options for your computer.

Additional PDF help directions can be found here: https://dnr.wi.gov/site/pdf.html.

Can I access application materials with a Mac computer?

Yes. Application materials should be accessible by both Windows and Mac computers. If you come across any issues with opening the application forms, follow the instructions above to download Adobe Reader. It is a free program available for use on Mac computers and is needed in order to open fillable forms.

What address should be listed on the application?

The address on the application should be where you wish to receive payments. This should be the mailbox of the organization and preferably not a personal address of the authorized representative. It is beneficial to list an organization address to avoid filling out additional forms each year before being able

to receive checks. You may be contacted by your local environmental grants specialist if your organization's address needs an update for the department's financial information database.

Who can sign the application?

Only an applicant's authorized representative may sign the grant application or a grant agreement on behalf of the organization. See authorizing resolution information.

Who do I contact with questions?

Your local lakes, streams or AIS biologist and local environmental grants specialist are available to answer questions you have during the application process.

- For financial or grant administration related questions, contact your local environmental grants specialist.
- For technical questions relating to lake, river, or aquatic invasive species planning or management, contact your local lake, streams, or AIS biologist.
- If you do not know who to contact, send an email with your question to DNRSurfaceWaterGrants@wisconsin.gov and you will be connected with someone who may be able to help.

SECTION 8: APPLICATION REVIEW & RANKING

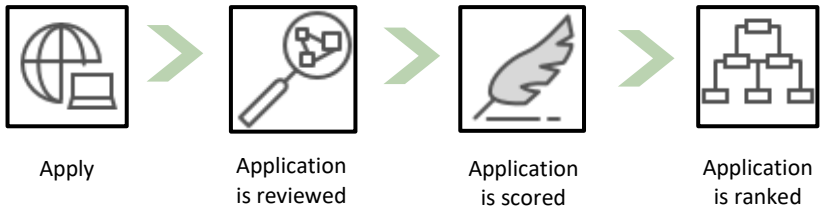


Figure 3. Application review and ranking process.

Application submittal

All surface water grant applications will be submitted to DNRSurfaceWaterGrants@wisconsin.gov or sent via mail to DNR Central Office (DNR Surface Water Grants – CF/2, 101 S. Webster St., PO Box 7921, Madison, WI 53707-7921). The authorized representative will receive an email confirming that the application has been received by department staff shortly after submittal. Applications that are incomplete or received after the deadline are considered ineligible for funding.

Application review

All applications will then be reviewed by your local lake, streams, or AIS biologist and local environmental grants specialist for application completeness and project eligibility. If any documents or needed signatures are missing from the application materials, they will be requested. Any questionable project expenses will be discussed with the applicant, and ineligible expenses will be removed from the budget.

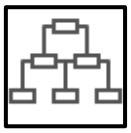
If an application is determined to be ineligible, an explanation for the determination will be sent to the applicant. This may happen if the project application is not complete, contains ineligible activities, does not follow prerequisites or requirements set for that grant program in guidance, or is unlikely to improve surface water planning or management. If an application is ineligible, it will not move on to be scored and ranked with the other applications.

Application scoring and ranking

Application scoring

After all applications are reviewed for completeness and eligibility, they will be scored and ranked to produce a funding priority list. Each application will be scored by at least two anonymous experts using the relevant ranking form. Ranking forms specific for each grant subprogram can be found in Appendix A: Application and Ranking Sheets. The rankers will provide commentary to explain the application scores. Final application scores will be calculated as the average of the ranking scores submitted by all members of the ranking team.

Funding priorities vary depending on the grant type. In general, strong projects will be specific, well-thought out, and include specific details. You should strive to describe your project richly, but concisely. As you develop your project, be sure to consider the appropriate ranking sheet of your grant type.



Ranking and project funding priority list

Using the final application score, each application is ranked within each grant program to create the project priority list. Projects will be funded in ranking order, starting with the highest scoring project until all available funds are exhausted in each grant program. The project funding priority list along with final ranking scores will be posted on the Surface Water Grants website after grants have been awarded.

If you would like to see the ranking sheets for your application, you can request those through email from DNRSurfaceWaterGrants@wisconsin.gov after grant awards have been announced. If your project does not get funded, knowing how your project scored and using the constructive feedback provided in the ranking sheets will provide useful information for creating a grant application for the next year's grant cycle.

Example grant scoring

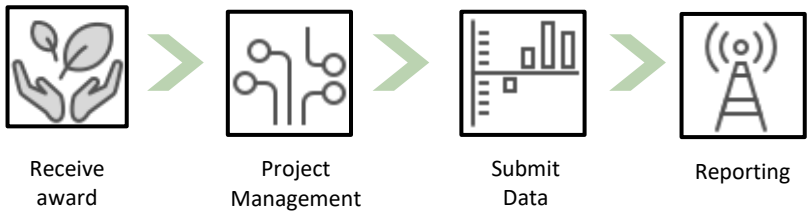
Imagine a grant application is scored over four separate sections: 1. Project impact, 2. Habitat improvement, 3. Complementary management, 4. Likelihood of success. Each reviewer will read the application, reflect on the content provided, and provide a score for each section, as in the table below.

Section 8, Table 1. Example grant ranking scores.

	1. Project impact	2. Habitat improvement	3. Complementary Management	4. Likelihood of Success	Total Score
Ranker 1	3	3	1	5	12
Ranker 2	2	3	1	4	10
Ranker 3	3	2	1	5	11

The final score is the average of the ranker's scores. For this example, the final score is an 11. Once all applications for a grant type have scores, they are placed in order from highest to lowest final score. Applicants are offered funding in that order until it is exhausted. Applicants may be offered partial funding if there is not enough money left to support the full grant project.

SECTION 9: GRANT AWARD PROCESS & PROJECT MANAGEMENT



Section 9, Figure 1. Grant award and project management.

Receiving a grant award

Applications are submitted November 1 for all surface water grants except AIS Early Detection and Response projects (which may be submitted year-round). Because numerous applications are submitted for one deadline, it may take up to 4 months to receive news of grant award or funding denial. Each application must go through the intake, review, and ranking process outlined in Section 8: Application Review & Ranking.

What if we receive an award that is less than requested?

While unfortunate, this may happen if funding for the grant category runs out and only of a portion of the requested grant award is available for the project. The grant applicant will be contacted to discuss the possibility of accepting a grant award that is less than that submitted on the grant application.

Grant agreement

If awarded, the authorized representative identified on the application will receive a grant agreement from the department by email. Read the form and accompanying cover letter upon receipt. This form, your application, and all materials that were submitted with the application constitute your grant agreement. A grant agreement is a contract between the grantee and the department detailing the project scope, budget, timeline, DNR cost share, deliverables, reimbursement process, and conditions that restrict the actions of the grantee during the life of the project and during the operation and maintenance phase once the final payment has been issued by the department. Your authorized representative must sign this grant agreement and return it to your local environmental grants specialist within 30 days of receipt from the department.

If you are a first-time grant recipient or if the address on the application does not match the address that the department has on file for your organization, you will be required to submit a W-9 and/or a Supplier Address Change Form (DOA-6457). You will need to know the employer identification number (EIN) for your organization, even if you do not employ persons. If you do not know your organization's EIN, contact the Internal Revenue Service's Business Helpline at 800-829-4933 for assistance in retrieving your organization's EIN.

Project management

Once you receive a grant award, there is much work to be done to ensure project success and that you are eligible to receive reimbursement. You must ensure that you:

- Attain Professional Service Agreements for all services requiring more than $5,000 of grant funding
- Adhere to all generally accepted accounting principles
- Maintain all necessary records for 6 years after final payment
- Seek approval from your local lake, streams, or AIS biologist and local environmental grants specialist PRIOR to implementing changes to your costs, timeline, or scope
- Notify your local environmental grants specialist if your contact information or Authorized Representative changes.

Professional service agreements

A grantee who subcontracts or hires an agent to undertake any portion of a project requiring more than $5,000 of grant funding awarded under this chapter must enter into a professional service agreement with the contractor or agent prior to the commencement of any contracted work. Grantees may use Form 8700-379 or a substantially similar form. Agents include professional service providers, consultants, contractors, engineers, designers, attorneys, information technology specialists, planners, educators, and other professionals carrying out activities funded with a grant awarded under this chapter. A grantee who subcontracts or hires an agent should comply with the cost-containment provisions, refer to Section 6: Developing a Budget for more information.

Submit all fully executed professional service agreements with your request for final payment.

While it is not required, a grantee who subcontracts or hires an agent to undertake any portion of a project requiring less than $5,000 of grant funding awarded is encouraged to enter into a professional service agreement.

Exception: If the grantee is a county, city, town, village, or tribe, they do not have to enter into professional service agreements or submit proof of contracts with service providers to the Wisconsin Department of Natural Resources.

Generally accepted accounting principles

Accounting procedures and fiscal controls used to record project costs and state grant receipts must be based on generally accepted accounting principles. If the grantee does not comply with the requirements below, the department may withhold payment, require repayment in part or in full, or terminate the grant.

Grantees must:

- Maintain all financial records related to the project for the required timeframe (at least 6 years unless otherwise noted within your agreement). Land acquisition or easement files must be retained forever. Financial records include:
    - published public notice and bid summaries;
    - records showing volunteer time, donated professional services, supplies and equipment;
    - invoices and receipts;
    - canceled checks, bank or credit card statements, and records of earned interest;
    - documentation regarding the life and depreciation of supplies, equipment, and capital assets purchased with grant funds awarded under this chapter;

  - records related to earned interest, the collection of fees and any other documents that support project costs claimed by the grantee.
  - Any other documents that support project costs claimed by the grantee or required by your local environmental grants specialist as part of a payment request.
- Maintain payroll vouchers for salaries and wages. If payroll vouchers are not used, a statement must be prepared at the end of each pay period showing:
  - the names of employees,
  - the number of hours spent on the project,
  - project activities undertaken during the pay period, and
  - the gross amount of salary earned by each employee working on the project.

  The statement must be verified by the official responsible for the project and approved by the appropriate authority. All time associated with the project needs to be clearly documented.

- Document all project expenditures in sufficient detail to indicate the exact nature of the expenditure.
- All supporting documentation must be labeled with the grant project number (e.g., AEPP36817, LPL148417, RP24317 – the grant project number is listed on the grant agreement to the right of the grantee name).
- Comply with all applicable state and federal laws and regulations regarding cost containment, bidding, contract awards, wage, and labor rates.
- Report expenditures using the Grant Payment Request Worksheet (Form 8700-001).

Cost, time and scope amendments

Any changes to the grant agreement activities (scope), time period, or budget must be requested in writing and submitted to your local environmental grants specialist **before** the grant agreement end date.

Exception: Healthy Lakes and River grants may receive a one-time cost amendment and grant extension. Amendments to Healthy Lakes and Rivers Grants should be requested using the Healthy Lakes and Rivers Cost Amendment Request (Form 8700-381).

Changes to the Project Activities (Scope) – Requests for an amendment to the scope of the project must be consistent with the project activity outlined in the original grant agreement. Changes in the agreement will not be considered if it will substantially alter the scope of the project. Changes in the scope that increase the amount of cost sharing are subject to availability of funds and may not exceed the funding cap of a grant category shown in Table 1.

Changes to the Project Costs – In rare circumstances, requests to amend project costs may be approved when project activity costs are higher than estimated or when a work activity is expanded. An increase in cost amendment consideration is based on available program funds. Cost sharing shall not exceed the funding cap of a grant category shown in Table 1. Contact your local environmental grants specialist to discuss your situation before submitting a request to increase your grant amount.

Changes to the Grant Agreement Time Period - Projects must be completed prior to the end date indicated in the grant agreement. If there is the possibility that a project won't be completed by the end

date, we recommend that you request an extension. Requests to extend the term of the grant agreement must be made prior to the project end date listed on the agreement. Time extensions are not available for Clean Boats, Clean Waters Grants.

If the requested change is approved, the grantee will receive an amendment to the original grant agreement signed by the department. The grantee must sign and return Project Scope and Project Cost amendments to their local environmental grants specialist.

Changing mailing address or authorized representative

Grantees must contact their local environmental grants specialist if there is a change in their contact information, including: mailing address or authorized representative. To change an authorized representative, a grantee must resubmit an updated authorizing resolution. See Appendix J for sample authorizing resolutions.

Reporting data and submitting deliverables

Depending on the project, various types of data will be collected, or reports may be written as part of grant project activities. In order to receive a partial or final payment, your local lake, streams, or AIS biologist must review project deliverables. Common project activities and the format for deliverables are listed in Section 5: Developing a Project.

How to submit data and information

If you are submitting data as part of a grant deliverable, you most likely will be uploading data to the Surface Water Integrated Monitoring System (SWIMS) database. SWIMS can hold data on chemistry (e.g., water, sediment), lake morphometry (e.g. surface area, depth), biological populations (e.g., aquatic invasive species locations), and more. It is used by department staff, citizen volunteers, and grantees to store and share monitoring results for lakes, streams, and wetlands. If you have any questions on setting up an account or using the database, visit the SWIMS help website.

Grantees should use the Wisconsin State Lab of Hygiene (WSLH) to analyze water samples wherever possible. The data will be automatically uploaded to SWIMS this way. Use of an alternate lab requires program approval and strong justification (beyond cost savings). The use of an alternate lab will require additional work from the lab and the grantee to format the results to be compatible with department data systems and SWIMS.

For submitting other file types, contact your local lake, streams, or AIS biologist. Larger files, such as GIS maps, may require submittal on a flash drive or CD, but it is best to contact your regional grants coordinator first to determine their preference. PDF is the preferred format for written reports or document submittal.

What is a progress report?

A progress report provides details on completed or in-progress. It may contain project accomplishments, setbacks, photos, or a written description of project activities. If you have any questions about what should be included in the report, contact your local lake, streams, or AIS biologist who will be reviewing the report. This report serves as proof of advancement of grant project activities and is generally submitted with a partial payment request. The grant coordinator may request additional progress reports, up to four times per year.

What is a final report?

A final report is required as part of a final payment request. It will detail all project activities that have been completed as part of the grant. Reports may also include notable milestones, outcomes, other measurables and next steps when applicable. In addition to the final report, you should also submit any and all deliverables referenced in the grant application. You will submit the final report to your local lake, streams, or AIS biologist for review prior to reimbursement

Grantees under the Clean Boats, Clean Waters program do not need to submit a final report in addition to the data they report through SWIMS. Grantees under the Healthy Lakes & Rivers program should follow the program's final report template, see Appendix D.

SECTION 10: REIMBURSEMENTS & CLOSURE

Once you have submitted your progress or final report and deliverables, you may submit a claim for payment. Claims for payment of project expenditures are made on a reimbursement basis (possible exception: escrow closing fee simple or conservation easement land acquisition). To be eligible for reimbursement, adhere to the following requirements:

- The grantee must adhere to the following generally accepted accounting principles.
- All costs must be eligible costs incurred by the grantee named on the grant agreement within the project time period shown in the grant agreement. If the grantee is 'pass through' funds to a third-party partner, the grantee must have paid the third-party partner fully before seeking reimbursement from the department.
- **All costs must be assignable and directly related to the project that is summarized in the grant agreement and detailed in the application approved to receive grant funding**. This includes actual salary or hourly wages and fringe benefits incurred by immediate supervisors and support staff that can be tracked, charged directly to and accounted for by the project.
- Requested amount cannot exceed the total amount of state aid shown in the grant agreement.
- Requested amount cannot exceed the total cash costs to the grantee.
- The grantee must submit all required documentation to the local environmental grants specialist and local lake, streams, or AIS biologist.
- Reimbursement requests must be submitted within 6 months of the end date on the grant agreement or related amendments.

PRIOR TO SUBMITTING A REIMBURSEMENT REQUEST, REFER TO THE BUDGET IN YOUR GRANT APPLICATION AND SECTION 6 FOR INFORMATION ON WHAT QUALIFIES AS A REIMBURSABLE EXPENSE.

Section 10, Table 1. Project cost-share and reimbursement table.

Grant category	Grant type	Advance payments	Partial payments allowed	Partial payment frequency	Max. # of partial payments	% Retained for final payment
Education & Planning	All Grants	75%	No	N/A	N/A	25%
Management	Fee simple or conservation easement land acquisition	N/A	No	N/A	N/A	Remaining costs
	Wetland Restoration Incentives	N/A	No	N/A	N/A	0%
	All other grants	25% ($25,000 max)	Yes	1 per year	4	10%

Submitting payment requests

Eligibility for advance payments, partial payments, the maximum frequency of payments, the maximum number of partial payments allowed during the life of a grant, and the percentage of the grant award that is required to be retained for final payment vary depending upon the type of grant you received.

Advance payments

Advance payments are processed after the grantee returns a signed copy of the grant agreement to the local environmental grants specialist indicating they wish to receive an advance payment. Planning & education grant recipients are eligible for a 75% advance payment. Management grant recipients are eligible for a 25% Advance Payment ($25,000 maximum). Interest earned on the grant advance must be used for the project. If they are not, the department may require the earned interest to be submitted to the department.

Partial payments and final payments

Partial and final payment requests must be submitted to your local environmental grants specialist AFTER you have submitted a progress or final report to your local lake, streams, or AIS biologist. Final reimbursement requests must be submitted no later than 6 months after the end of the grant agreement. When submitting a partial reimbursement, 10% total project cost is withheld until the completion of the project. To receive a partial or final reimbursement request, submit the following documents to your local environmental grants specialist Include the grant number on all documents.

Section 10, Table 2. Payment reimbursement checklist.

Documents	Required Information
☐ **Progress or Final Report Submitted**	– Submit report to biologist prior to submitting reimbursement requests to your local environmental grants specialist. Deliverables must be approved by the biologist prior to reimbursement. – Refer to your grant agreement and application for required grant deliverables
☐ **Grant Payment Request Form and Worksheet** **Form 8700-001**	– The grant payment request form must be completed and signed by individual identified in your Authorizing Resolution. – All approved project expenses (cash, donated, or in-kind) must be included on the worksheet. Expenses not previously identified within the budget submitted to the department will not be considered.
☐ **Proof of Purchase for all purchased services, supplies or equipment**	Examples: – photocopies of the vendor invoices for services or materials – receipts for project materials – invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant are properly identified.
☐ **Donated Volunteer Labor Worksheet and Summary**	– Volunteer name – Dates and nature of work performed in relation to the project – Number of hours donated

Documents	Required Information
Form 8700-349A and Form 8700-349C or Equivalent Documentation	– Total value of the donation ($12 multiplied by the number of hours donated) – Volunteer signature or contact information (i.e. telephone number, email and/or address) must be provided
☐ **Donated Equipment or Equipment Usage Worksheet** **Form 8700-362 or Equivalent Documentation**	– Name of the operator – Type of equipment used – Date and nature of work performed in relation to project – Number of hours multiplied by the determined hourly rate. – Alternatively, an invoice from the donor with the information listed above, and a signed statement from the donor indicating the value of the services donated to the project will be accepted.
☐ **Donated Professional Services Used as Grant Match** **Form 8700-350 OR Invoice from the Donor**	– Name of the donor and professional title – Dates and nature of services performed – Number of hours multiplied by professional wage/benefit rate – Total value of the donation – Signature of donor
☐ **Professional Service Agreements** Form 8700-379 **OR substantially similar agreement**	– Required if a grantee subcontracts or hires an agent to undertake any portion of a project requiring more than $5,000 of grant funding – Agents include professional service providers, consultants, contractors, engineers, designers, attorneys, information technology specialists, planners, educators, and other professionals carrying out activities funded with a grant awarded under this chapter – Submit all signed professional service agreements with your request for final payment.
☐ **Recorded Land Use Agreement with Operation and Maintenance Plan (if applicable)**	– Required if the grantee is implementing construction projects on property they do not own (e.g. stormwater best management practices, installed boat landing monitoring systems, etc) – Submit signed agreements with your request for reimbursement, if it was not previously submitted with your grant application
☐ **Cost Containment Supporting Documentation**	– If the cost of a project expense exceeds $2,500, a grantee must implement one of the cost containment measures identified in guidance (e.g. average cost, competitive bidding, flat rate, etc.) – Identify and describe the cost containment measures used for all expenses in excess of $2,500 when seeking reimbursement.
☐ **Depreciation of Equipment Supporting Documentation**	– Required if the grantee receives a donated piece of equipment that has a value of $5,000 or more, if one unit of equipment is purchased at a cost of $5,000 or more, or if the total cost of components of a customized piece of equipment is $5,000 or more. – Provide the useful life of the equipment and how this was determined.

Documents	Required Information
☐ **Proportional Share of Costs Supporting Documentation**	– Required if an item or service is only partially used for implementation of a project funded with a grant (Examples: website design and maintenance, newsletter or advertising) – Provide proof of purchase, the total cost of the item, and a detailed explanation of the proportion of that item used for the implementation of the project.
☐ **Other _____**	– Refer to your Grant Agreement for additional requirements

Proof of payment documentation does NOT need to be submitted when requesting reimbursement. However, it must be maintained within the grantee's files in the event of an audit. Examples include: photocopies of canceled checks (front and back) issued for payment of all services and materials, bank statements, invoices marked "paid in full" with initials of the responsible party and date, and credit card statement showing charged item was paid in full; for local government grants, copies of municipal ledgers showing payments made. As these records will be subject to open records law, please be sure to redact (blacken out) bank or credit card account numbers.

Approval and payment process

After receiving your reimbursement request, the local environmental grants specialist will confirm that the local lake, streams, or AIS biologist (grant coordinator) has received and approved your partial/final report. The local environmental grants specialist will review the reimbursement request to ensure all costs, including donated services and equipment, are eligible and that all necessary documentation has been submitted. The Grant Specialist may request further clarification or additional supporting documentation. You will receive notification when the payment has been processed. Once the final reimbursement has been processed, the grant will be automatically closed.

Alternatively, if upon review of your final reimbursement request, the eligible state-share is less than the advance payment, you will receive an invoice from your local environmental grants specialist.

Grant termination

If the department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement, the grantee has violated a term of the grant agreement, or the grantee makes changes to the project without receiving a formal project scope or budget amendment, the department may terminate the grant. The department will notify the grantee not in compliance, in writing, and allow 30 days for the grantee to pursue corrective action. If corrective action does not address department concerns, the department will issue a final termination letter to the grantee, including the reason for termination. Upon termination of a grant agreement, the department may require the grantee to reimburse the department for any grant funds the department deems appropriate.

Audit

The state has the right to audit or examine all books, papers, accounts, documents or other records of the grantee as they relate to the project for which the specific grant program funds were granted. The purpose of an audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

The grantee must retain all project records for 6 years following the issuance of the final payment, unless longer retention is directed by the department within writing. In the case of an audit, the grantee must retain all project records until final disposition of audit findings.

Maintenance and disposition of assets

A grantee may purchase supplies, equipment, or capital assets with a grant consistent with limitations for each subprogram and federal guidelines, if applicable. The grantee should adhere to the following maintenance and disposition procedures for supplies, equipment, and capital assets purchased with grant funds:

(1) Supplies. The grantee may retain, sell, or dispose of project supplies after the term of the grant agreement and may retain sale proceeds.

(2) Equipment. (a) The grantee shall maintain equipment purchased with a grant awarded under this chapter in good working order during the term of the grant agreement, including use of proper fuel, routine maintenance, and fresh batteries.

(b) Equipment purchased with a grant awarded under this chapter may not be sold or donated during the term of the grant agreement.

(c) After the term of a grant agreement the grantee may retain, sell, or donate equipment purchased with a grant under this chapter and may retain sale proceeds. Sales to state of Wisconsin employees are prohibited unless items are sold at announced public sales or auctions. Acceptable methods for sale or donation include any of the following:

1. Competitive bid.

2. Public auction.

3. Open negotiated and documented sale.

4. Offer to the public at a fixed sale price.

5. Donation, transfer, or sale to another grantee qualified to receive a grant under this chapter.

6. Sale for salvage value.

7. Donation to a scrap yard or business when the equipment has no or limited value.

(3) Capital assets. The grantee shall retain capital assets purchased with grant funds awarded under this chapter in good working order during the term of the grant agreement, including use of proper fuel,

routine maintenance, and fresh batteries. Other conditions pertaining to capital assets include the following:

(a) Capital assets purchased with grant funds awarded under this chapter may not be sold or donated during the term of the grant agreement.

(b) Capital asset costs are depreciated over the useful life of the item and prorated for the length of the grant period.

Example: Suppose water sampling equipment costs $6,000 to purchase. Since the value is greater than $5,000 the equipment is considered a capital asset and shall be depreciated for grant purposes. Suppose further that the water sampling equipment has a useful life of 10 years. For a planning grant award with a 3-year term and 67% DNR cost share rate, the maximum amount that can be paid with grant funds awarded under this chapter is $1,206.

$$\left(\frac{\$6{,}000}{10\ years}\right) \times 3\ years\ = \$1{,}800\ \times 67\% = \$1{,}206$$

(c) All of the following disposition procedures apply to capital assets purchased with grant funds awarded under this chapter:

1. If the per-unit fair market value of the capital asset at the end of the grant project is less than $5,000, the grantee may retain, sell, or donate the capital asset and may retain sale proceeds. Sales to state of Wisconsin employees are prohibited unless items are sold at announced public sales or auctions. Acceptable methods for sale or donation are the same as for equipment, as described sub (2) (c). For purposes of this subdivision, “fair market value” means the price agreed upon between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge about the make, model, age, condition, maintenance history, and other relevant facts about the capital asset.

2. If the per-unit fair market value of the capital asset at the end of the grant project is $5,000 or more, repayment may be owed to the department if the capital asset is to be sold or donated to another party and the department provided cost-shared funding for the entire cost of the capital asset. Acceptable methods for sale or donation of capital assets after the life of the grant agreement are the same as described for equipment under sub. (2) (c).

3. If a grantee purchased a capital asset in part with federal funding, the capital asset is subject to federal law for purposes of asset disposal.

(4) Disposition. A grantee shall retain records relating to disposition of the equipment, and capital assets as a condition of the grant agreement and make such records available to the department upon request for a period of 6 years after the date of final sale.

APPENDICES

APPENDIX A: APPLICATION RANKING SHEETS

Education $5,000

1. PROJECT IMPACT

0-6 points (40%) **SCORE:** Click here to enter score.

The degree to which a project will enhance knowledge and understanding of surface water, aquatic ecosystems or AIS.

- Higher scoring projects will share specific and targeted information designed to increase engagement or change behavior (e.g. efforts to reduce erosion, establish native plants)
- Education is linked to intended outcomes, e.g. behavior change or ecosystem benefits
- Describes performance measures to evaluate the reach, utility, or other aspect of the educational effort.
- Effort should employ existing program-approved communication tools if they exist (e.g. AIS signage).
- Project promotes environmental justice by promoting equal engagement and access or includes activities initiated by or intended to benefit historically marginalized communities.

Comments:

Click here to enter comments.

2. PROJECT DESIGN

The degree to which a project will provide in-person education or outreach.

0-4 points (25%) **SCORE:** Click here to enter score.

- Consider number of people targeted, breadth of audience, quality of the effort.
- Describes and considers the target audience in the design of messaging.

Comments:

Click here to enter comments.

3. CAPACITY FOCUS

0-5 points (35%) **SCORE:** Click here to enter score.

The degree to which a project will build an organizations' capacity to carry out planning and management projects.

- Higher-scoring projects explicitly address one or more key capacity areas (membership, relationships, skill and training).
- Project will enhance an organization's ability to carry out planning or management projects.
- Higher-scoring projects are critical for local decision making on a surface water issue.
- (Rivers only) Projects may develop materials designed to attract members to a river management organization.

Comments:

Click here to enter comments.

4. BONUS

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:
Click here to enter text.

Other comments:
Click here to enter text.

Surface Water Planning $10,000

1. PROJECT IMPACT

The degree to which the proposed project will protect or restore water quality or an aquatic ecosystem's quality, integrity or provision of services.

0-5 points (30%) **SCORE:** Click here to enter score.

Projects usually fall into one of the following two categories:

	Technical projects and Pre-implementation designs	Assessments and planning
Low	• Projects is limited in scale or impact. • Project provides temporary solutions but could be better directed to address ultimate drivers.	• Collects "repeat" data but which is needed to establish a trend • Proposes to update a plan that has not been implemented. • No points awarded when it is unclear how the data will be used. • No points awarded for updates when the applicant has no history of implementing protection or restoration actions.
Mid-range	• Design or specifications are critical for a specific implementation project • Project will convey a clear benefit to one or more aquatic ecosystem(s).	• Data collected will be the first effort for that waterbody. • Data relevance to a future planning or management project is clear
High	• Design work is critical for a project to proceed to implementation • Project will convey an exceptional benefit to an aquatic ecosystem – for example, addressing a documented impairment. • Project provides long-term or permanent solutions addressing ultimate, not proximate causes.	• Problem statement identifies an important problem and clearly explains how and why the planning project will help • Applicant specifies plans to fulfill one or more comprehensive planning requirements **OR** • Data will be used for specific protection or restoration activities

Comments:

Click here to enter comments.

2. COMPLEMENTARY MANAGEMENT

The degree to which the project will complement other management efforts and benefit multiple waterbodies.

0-3 points (20%) **SCORE:** Click here to enter score.

- The highest-scoring projects include *active* collaboration with complementary restoration and protection efforts that are different from the applicant's own. (e.g. 9Key Element plans, county land & water plans, protection plans).
- Where larger water quality plans do not exist, projects that contribute a *new* watershed-based plan for the region should receive a high score.
- Higher-scoring technical projects address a documented impairment
- Higher-scoring design projects are consistent with a comprehensive management plan.

Comments:

Click here to enter comments.

3. EXTERNAL SUPPORT

The degree to which the project makes efficient use of resources, partnerships, or leverages additional funding.

0-4 points (15%) **SCORE:** Click here to enter score.

- Support is committed in writing by entities external to the project. These entities are not receiving grant funding for any work provided.
- Higher scoring projects will include support from parties most affected by the project.
    - For example, projects addressing watershed nutrient loading might demonstrate support from farmer groups, local government entities or other critical partners. Planning for protection might include support from a local land trust, local governments, or other entities.
    - Collaborative agencies, departments or universities are providing guidance or other oversight documented in letters of support.
- Consider the diversity of external partners contributing funding, time, or other resources, and the magnitude of contributions, as documented in letters of support.
- Upweight projects when the total project cost is large relative to the requested award.

Comments:

Click here to enter comments.

4. APPROPRIATENESS AND NEED

The degree to which the proposed project is appropriate considering the management challenge.

The degree to which the work proposed is necessary and does not duplicate existing information without strong justification.

0-5 points (30%) **SCORE:** Click here to enter score.

- Applicants should make a case as to why the work is appropriate and necessary for planning and implementing management and how the plan will address the unique needs of the waterbody or watershed.
- The work is appropriate
    - Early-stage projects might focus on gathering data, performing WisCALM assessments, and planning management actions, later-stage projects might propose to further investigate specific pollution sources to develop management solutions.
    - Comprehensive management plans are appropriate when a complex management challenge requires a holistic approach. The applicant should make a strong case for why a comprehensive management planning approach is necessary.
- The work is necessary
    - For project design plans, appropriate experts are involved and project will result in a shovel-ready design plan.
    - E.g. applicant does not propose to collect data that is already available (without strong justification) or re-run WiLMS with the same WiscLand data.
- Low-scoring projects propose to update plans that have never been implemented. No points should be awarded for updates when the applicant has no history of implementation (history may be demonstrated by participation in Healthy Lakes & Rivers or other protection or restoration actions.)

Comments:

Click here to enter comments.

5. BONUS (5%)

Review the grant intake checklist to assign these points.

The project will contribute to a first-time planning effort for the waterbody.

0.5 points **SCORE:** Click here to enter score.

The project will contribute to a first-time planning effort for the grantee.

0.5 points **SCORE:** Click here to enter score.

Public access

☐ **One or more waterbodies meet access standards in NR 1.91. Score = 19**

☐ **One or more waterbodies exceed access standards in NR 1.91. Score = 20**

**By adding the maximum score +1 to projects that meet public access requirements, those without access will "automatically" move to the bottom of the list.

SCORE: Click here to enter score.

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:
Click here to enter text.

Other comments:
Click here to enter text.

Comprehensive Management Planning for Lakes & Watersheds $25,000

1. PROJECT IMPACT

The degree to which the proposed project will plan to protect or restore water quality or an aquatic ecosystem's quality, integrity or provision of services.

0-4 points (15%) **SCORE:** Click here to enter score.

The highest-scoring projects will score well in both the following areas:

	Plan design	Stakeholder involvement
Low	• Unclear why or how planning process will support protection and restoration. • Preconceived management solution is driving the planning effort.	• No objectives for communication, outreach or stakeholder involvement.
Mid-range	• Problem statement identifies a problem. • Objectives are clear, milestones may be lacking.	• Proposes collaborative planning, but partners may not be clearly identified.
High	• Problem statement identifies an important problem and clearly explains how and why the planning project will help. • Project outlines planning timepoints and milestones.	• Project plans to enhance an organization's capacity, and thus effectiveness. • Includes a diverse committee or advisory group that will collaborate in the planning process. • Project includes capacity assessment to guide capacity recommendations

Comments:

Click here to enter comments.

2. CONNECTION TO IMPLEMENTATION

0-3 points (10%) **SCORE:** Click here to enter score.

The degree to which the planning project is likely to result in implementation

- The highest-scoring projects specify a commitment to implement the resulting plan
  - Evidence may be supplied via past history, letters of support, volunteer engagement, or other evidence demonstrating ability and willingness to engage in implementation.
- Higher-scoring projects will include support from critical implementation partners.
  - For example, a 9-key element watershed plan might demonstrate support from farmer groups, local government entities and other critical partners. A protection plan might include support from a local land trust, local governments, or other entities.
- Higher-scoring projects may also plan to build the capacity for implementation where lacking.

- Lower-scoring projects have a weak connection to implementation, the applicant demonstrates no history or commitment to implement the resulting plan recommendations.
- For plan updates:
    - Lower-scoring projects propose to update a plan that has not yet been implemented.
    - No points should be awarded for plan updates when the applicant has no history of implementation (history may be demonstrated through plan implementation, Healthy Lakes & Rivers or other protection and restoration actions)

Comments:

Click here to enter comments.

3. WATERSHED PLANNING

The degree to which the project will assess watershed or ground watershed conditions that affect the aquatic ecosystem, resulting in protection or restoration recommendations that address management challenges.

0-3 points (10%) **SCORE:** Click here to enter score.

- Proposes to develop a comprehensive management plan with a protection and/or restoration strategy appropriate for the degree of waterbody impairment or disturbance in the watershed.

High-scoring projects may emphasize protection, restoration, or focus equally on both.

	Protection	Restoration
Low	• Limited in scale or impact. • Do not award points for unnecessary work (e.g. tributary monitoring and source determination in pristine watershed) • Limited consideration of watershed drivers	• Limited in scale or impact. • Lacks clear understanding of where work is needed and where there is support for implementation • Projects with a large-scale AIS focus that do not work to understand and ultimately improve watershed conditions.
High	• Proposes to inventory condition and threats to prioritize protection (e.g. focus on protecting vulnerable areas like steep slopes, critical habitat, developable land) • Will recommend protection or prevention strategies relevant to inventoried threats. • Projects with a strong AIS component will also contain or shield vulnerable sites from population spread	• Addresses documented impairment or other important issue. • Proposes sensible monitoring & modelling strategy to determine pollution sources or other impairments. • Will recommend activities or strategies to prioritize and address identified pollution sources or impairments. • Will include recommendations to enhance implementation, build partnerships and enhance capacity.

Comments:

Click here to enter comments.

4. IN-WATER PLANNING

The degree to which the project will address surface water quality, in-water conditions, connectivity, ecosystem quality and/or habitat, resulting in in-water protection or restoration recommendations.

0-3 points (10%) **SCORE:** Click here to enter score.

- Projects include a plan to assess in-water condition and identify management recommendations that will protect or restore it.
- The highest-scoring projects intend to generate long-term solutions that address documented in-water impairments **or** will work to protect in-water attributes that are vulnerable to degradation.
    - In-water conditions include water quality, AIS, habitat, connectivity, oxygen, biological populations.
- Higher-scoring projects that collect data will indicate how it will be used to support restoration or protection.

Comments:

Click here to enter comments.

5. SHORELAND PLANNING

The degree to which the proposed project will address shoreland quality, conditions, ecosystem quality and/or habitat, resulting in shoreland protection or restoration recommendations.

0-3 points (10%) **SCORE:** Click here to enter score.

- Projects include a plan to assess shoreland condition and identify management recommendations that will protect or restore it. Plans may be directed toward improving habitat, preventing erosion and runoff, AIS prevention, or other factors.
- The highest-scoring projects will address documented issues and generate solutions. For example, plans propose to understand and address trends in shoreland development or may focus on protection actions for vulnerable shorelines in pristine condition.
- Higher-scoring projects that collect baseline shoreland assessments will specify how data will be used to support implementation.

Comments:

Click here to enter comments.

6. COMPLEMENTARY MANAGEMENT

The degree to which the project will complement other management efforts and benefit multiple waterbodies.

0-3 points (10%) **SCORE:** Click here to enter score.

- The highest-scoring projects are better-connected to and include active collaboration with complementary restoration and protection efforts that are different from the applicant's own. (e.g. 9Key Element plans, county land & water plans, protection plans).
    - More points may be awarded for more 'active' collaboration and engagement.
    - Evidence of more active collaboration is usually more specific, demonstrating closer involvement and parallel work.
- Where larger water quality plans do not exist, projects that contribute a *new* watershed-based plan for the region should receive a high score.

Comments:

Click here to enter comments.

7. EXTERNAL SUPPORT

The degree to which the project builds public or partner support, makes efficient use of resources and leverages additional funding.

0-3 points (10%) **SCORE:** Click here to enter score.

- Support is committed in writing by entities external to the project. These entities are not receiving grant funding for any work provided.
    - Collaborative agencies, departments or universities are providing guidance or other oversight documented in letters of support.
- Consider the diversity of external partners contributing funding, time, or other resources, and the magnitude of contributions, as documented in letters of support.
- The grantee brings substantial external funding to the table to support the project (at least 10% of the required match amount, more points may be awarded for larger match).

Comments:

Click here to enter comments.

8. APPROPRIATENESS AND NEED

The degree to which the proposed project is appropriate considering the management challenge.

The degree to which the work proposed is necessary and does not duplicate existing information without strong justification.

0-5 points (20%) **SCORE:** Click here to enter score.

- Applicants should make a case as to why the work is appropriate and necessary for planning and implementing management and how the plan will address the unique needs of the waterbody or watershed.
- The work is appropriate

  - Early-stage projects might focus on gathering data, performing WisCALM assessments, and planning management actions, later-stage projects might propose to further investigate specific pollution sources to refine management solutions.
  - Comprehensive management plans are appropriate when a complex management challenge requires a holistic approach. The Applicant should make a strong case for why the proposed comprehensive management planning approach is appropriate.
- The work is necessary
  - E.g. applicant does not propose to collect data that is already available (without strong justification) or re-run WiLMS with the same WiscLand data.
  - Provides a necessary update to a comprehensive management plan.
    - Plan is more than 10 years old or conditions in the watershed have recently changed (e.g. due to landuse change or BMP implementation).
- Low-scoring projects propose to update plans that have never been implemented. No points should be awarded for updates when the applicant has no history of implementation (history may be demonstrated by participation in Healthy Lakes & Rivers or other protection or restoration actions.)

Comments:

Click here to enter comments.

9. BONUS (5%)

Review the grant intake checklist to assign these points.

The project will contribute to a first-time planning effort for the waterbody

0.5 points **SCORE:** Click here to enter score.

The project will contribute to a first-time planning effort for the grantee

0.5 points **SCORE:** Click here to enter score.

Public access

☐ **One or more waterbodies meet access standards in NR 1.91. Score = 29**

☐ **One or more waterbodies exceed access standards in NR 1.91. Score = 30**

**By adding the maximum score +1 to projects that meet public access requirements, those without access will “automatically” move to the bottom of the list.

SCORE: Click here to enter score.

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Overall comments on the proposal:

Strengths:

Click here to enter text.

Weaknesses:

Click here to enter text.

Technical comments:

Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:

Click here to enter text.

Other comments:

Click here to enter text.

County Lake Grants $50,000

1. PROJECT IMPACT

The degree to which the proposed project will protect plan for the protection of water quality or an aquatic ecosystem's quality, integrity or provision of services.

0-5 points (20%) **SCORE:** Click here to enter score.

- Proposes to clearly identify regional protection priorities. Projects should consider current condition and vulnerability to degradation, focusing on lakes in pristine condition, those attaining state water quality standards, or those with minimally-disturbed shorelands and watersheds.
- Plan proposes to inventory current and future threats to surface water or ecosystem condition.
- Standards and criteria for protection prioritization are clearly specified.
- Higher scoring projects will identify opportunities and barriers to protection implementation. For example, projects may conduct an institutional assessment, identifying authorities, partners, and jurisdictional boundaries related to the achievement of protection goals.

Comments:

Click here to enter comments.

2. PROJECT DESIGN

The degree to which the project includes implementation.

0-6 points (25%) **SCORE:** Click here to enter score.

- The highest-scoring projects plan to implement protection activities according to a county lake protection plan (shovel-ready projects with participants committed in writing)
- High-scoring projects that require participant recruitment or outreach in order for implementation to proceed should be upweighted *when they proved evidence that past recruitment efforts successfully resulted in implementation.*
- The proposed implementation projects will result in significant and lasting protection to the waterbody, shorelands, wetlands, or other critical habitat.
- Implements non-regulatory programs (other than information and education) that will specifically address water quality protection. (e.g. buffer incentive programs or countywide Lake management plans, shoreland restoration assistance)

Comments:

Click here to enter comments.

3. EXTERNAL SUPPORT

The degree to which the project builds public or partner support, makes efficient use of resources and leverages additional funding.

0-3 points (10%) **SCORE:** Click here to enter score.

- If implementation partners are not yet in place, the project proposes to make significant progress to remove barriers to implementation.
- Support is committed in writing by entities external to the project. These entities are not receiving grant funding for any work provided.
- Consider the diversity of external partners contributing funding, time, or other resources, and the magnitude of contributions, as documented in letters of support.
- The grantee brings substantial external funding to the table to support the project (at least 10% of the required match amount, more points may be awarded for larger match).
- Includes a diverse committee or advisory group (e.g. lake residents, contractors, realtors and lake users) has formed and will help guide the project.

Comments:

Click here to enter comments.

4. APPROPRIATENESS AND NEED

Project proposes activities that are necessary to advance countywide lake protection goals.

0-5 points (20%) **SCORE:** Click here to enter score.

- Applicant demonstrates why the work is necessary to advance countywide lake protection goals.
- Applicant proposes to compile existing data, collecting additional data only where necessary (older than 5 years), unless further justified.

Comments:

Click here to enter comments.

5. LIKELIHOOD OF SUCCESS

The degree to which the applicant is likely to successfully meet project objectives and accomplish project goals.

The degree to which the project outlines or plans to develop progress goals and milestones.

0-5 points (20%) **SCORE:** Click here to enter score.

- Applicant demonstrates history of past successful project management.
- Application sets or plans to establish explicit targets and milestones for progress.
- Applicant demonstrates history of success implementation.

- Demonstrate organization's capacity, volunteer commitment or other attribute that predicts an ability to successfully complete projects.

Comments:

Click here to enter comments.

6. BONUS (5%)

Review the grant intake checklist to assign these points.

The project will contribute to a first-time county lake grant for the applicant

0-1 points **SCORE:** Click here to enter score.

Public access

☐ **One or more waterbodies meet access standards in NR 1.91. Score = 26**

☐ **One or more waterbodies exceed access standards in NR 1.91. Score = 27**

**By adding the maximum score +1 to projects that meet public access requirements, those without access will "automatically" move to the bottom of the list.

SCORE: Click here to enter score.

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Comments:

Click here to enter comments.

Overall comments on the proposal:

Strengths:

Click here to enter text.

Weaknesses:

Click here to enter text.

Technical comments:

Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:
Click here to enter text.

Other comments:
Click here to enter text.

Land Acquisition $50,000 Rivers/$200,000 Lakes

1. PROJECT IMPACT

The degree to which the proposed project will protect or restore water quality or an aquatic ecosystem's quality, integrity or provision of services.

0-6 points (30%) **SCORE:** Click here to enter score.

- Implementation of land management plan will reduce nutrient loading to the waterbody.
- Parcel's land management plan requires a land use change such as 1) the removal of existing impervious surface of at least ¼ acre or 2) conversion of at least ¼ acre of exposed soil (farmland, industrial site) to a vegetated condition.
- The proposed site management plan calls for native/natural landscape management (no mowed or manicured landscaping) with no adverse or significant additions of impervious surfaces, or structures.
- Project parcel drains directly to a lake or river or is within 1,000 feet of the lake or river if draining to a tributary to a lake.
- Project parcel is located on an Exceptional or Outstanding Resource Water (see checklist).
- Project parcel is > 10 acres.

Comments:

Click here to enter comments.

2. HABITAT IMPROVEMENT

The degree to which the project is likely to protect or restore habitat quality, integrity or resilience.

0-6 points (30%) **SCORE:** Click here to enter score.

- Project activity proposed in waterbody that contains a sensitive area and/or critical designation
- Project acquires at least 200 frontage feet of a waterbody
- The project parcel contains frontage on at least 1 wild lake (defined as less than one structure per mile of shoreline) or a State or Federally designated wild river.
- The project parcel is adjacent to or within a DNR-designated Sensitive Area or comparable habitat assessment study (e.g. DNR Critical Habitat Designation)
- The site links to other habitat areas being managed for public benefit (e.g. public lands, NCO lands, or private lands under easements or enrolled in conservation programs).
- The project parcel contains a unique feature such as a bog, fen or springs.
- The project parcel contains at least ½ acre of wetlands.

Comments:

Click here to enter comments.

3. COMPLIMENTARY MANAGEMENT

The degree to which the proposed project complements other lake and watershed management efforts including comprehensive planning.

0-1 points (5%) **SCORE:** Click here to enter score.

- The project is specifically recommended in a plan other than the applicant's (e.g., in a basin plan, county land and water resource plan, local comprehensive plan)
- The project continues or completes a previously started project in a DNR-approved plan or previously approved project that includes related resource goals and objectives.
- The project has a written letter of commitment from a school, unit of government, civic group (scouts, church, etc.), adult education group or volunteer group to utilize the site for educational purposes at least 1 time a year.
- The applicant is a Green Tier or Clean Waters charter member (see checklist).

Comments:

Click here to enter comments.

4. EXTERNAL SUPPORT

The level of support for the project from other affected management units or organizations.

0-2 points (10%) **SCORE:** Click here to enter score.

- The project has the documented support from one other eligible management unit, which clearly describes how this management unit will assist the applicant's ability to implement a successful project.
- The project has the written support from additional management units, or stakeholder groups committing significant financial support (>5% or $10,000 of the total project costs).
- The applicant has the written commitment from the seller to sell the property as a bargain sale (donated value), donating greater than 5% of the total appraised value of the property.

Comments:

Click here to enter comments.

5. LIKELIHOOD OF SUCCESS

The likelihood of the project to successfully meet the stated project objectives.

0-4 points (20%) **SCORE:** Click here to enter score.

- Applicant has submitted a signed Offer to Purchase with the grant application.
- Applicant has had a pre-application grant scoping consultation with the DNR and the application is consistent with the results of those discussions.

- Applicant provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (e.g., personnel, partnerships, technical expertise, and political and social support for the project).

Comments:

Click here to enter comments.

6. BONUS (5%)

The project will be the first-time management grant for the waterbody (see checklist).

0-1 point **SCORE:** Click here to enter score.

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Comments:

Click here to enter comments.

Overall comments on the proposal:

Strengths:

Click here to enter text.

Weaknesses:

Click here to enter text.

Technical comments:

Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:

Click here to enter text.

Other comments:

Click here to enter text.

Healthy Lakes & Rivers $25,000

1. PROJECT IMPACT

The degree to which the project is likely to protect or restore water quality or an aquatic ecosystem's quality, integrity or provision of services.

0-3 points (see checklist) **SCORE:** Click here to enter score.

- Outstanding/Exceptional Resource Water
- Healthy/Vulnerable Watershed (protection)
- Impaired water listed on 303(d) list (improvement)
- Other justification provided in application

Comments:

Click here to enter comments.

2. HABITAT IMPROVEMENT

The degree to which the project is likely to protect or restore habitat quality, integrity or resilience.

0-3 points **SCORE:** Click here to enter score.

- Adjacent to sensitive area (see checklist), walleye or other documented fish spawning habitat, wildlife area, adjacent to state natural area, park, etc.
- Other justification provided in application

Comments:

Click here to enter comments.

3. COMPLEMENTARY MANAGEMENT

The degree to which the proposed project complements other lake and watershed planning or management efforts.

- Project is aligned with local or regional comprehensive plans
- Project has support from other affected management units or organizations.

0-2 points **SCORE:** Click here to enter score.

Comments:

Click here to enter comments.

4. LIKELIHOOD OF SUCCESS

The likelihood of the project to successfully meet the stated project objectives and 2-year timeline and the degree of detail in the application.

0-5 points **SCORE:** Click here to enter score.

- The majority of site visits and design plans are complete
- All project participants have signed commitment pledges
- Adjacent properties are participants or have participated in the past
- Completed lakeshore habitat assessment or similar inventory
- Long-term monitoring and/or compliance strategy described
- Above and beyond with education and outreach efforts, including demonstration sites

Comments:

Click here to enter comments.

Overall comments on the proposal:

Strengths:

Click here to enter text.

Weaknesses:

Click here to enter text.

Technical comments:

Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:

Click here to enter text.

Other comments:

Click here to enter text.

Surface Water Restoration $50,000

Management Plan Implementation $50,000/$200,000

1. PROJECT IMPACT

The degree to which the project is likely to protect or restore water quality or an aquatic ecosystem's quality, integrity or provision of services.

0-6 points (25%) **SCORE:** Click here to enter score.

A project may fall into one or more of the following equally-weighted categories, ***project does not need to score all bullets in each category to achieve the highest score.***

	Management Plan Implementation and Surface Water Restoration	Management Staffing	Applied Implementation Studies
Low	• Project is limited in scale or impact. • Project design lacks detail. • Limited water quality benefit	• Performance measures not clear. • Proposes to recruit for implementation without evidence of past success.	• Project is limited in scale or impact. • Weak articulation of knowledge gap. • No plan for communication.
High	• Permanent land protection • Substantial water quality benefit • Large-scale shoreland protection/restoration (300' or contiguous properties). • Protects vulnerable wetlands or restores degraded wetlands likely to improve water quality. • Surface water restoration projects cite NRCS standards. • Conducts work where it is needed and support for implementation is high. (e.g. addresses documented impairment or protection/restoration priority). • Project builds on past success.	• Strong focus on coordinating implementation of water quality improvements. • Demonstrates compelling need for coordinator. • Refer to criteria for Implementation Projects for additional considerations.	• Fills important knowledge gap. • Will implement large or impactful protection or restoration action • Plans broad communication of findings.
Note	• The highest-scoring projects will *implement:* shovel-ready with participants committed in writing. • Projects that *recruit* for implementation can be among the highest-scoring projects *when they provide evidence that past recruitment efforts were successful*. These projects do not propose "general" education but are specifically targeted to reach participants with a clear implementation strategy in mind.		

Comments:

Click here to enter comments.

2. HABITAT IMPROVEMENT

The degree to which the project is likely to protect or restore habitat quality, integrity or resilience.

0-5 points (20%) **SCORE:** Click here to enter score.

- The highest scoring projects will significantly benefit multiple biological populations in perpetuity via direct or indirect effects.
- Higher-scoring projects may directly benefit the habitat of a species with a special conservation status, or is in or adjacent to a state natural area, O/ERW, sensitive area, critical habitat area, or benefits another area of special natural resource interest.
- Higher-scoring wetland or shoreland habitat projects consider movement and dispersal, e.g. corridors and connectivity.
- Higher-scoring wetland projects restore or protect ecosystem *function*.
- Higher-scoring river connectivity projects will remove significant barriers to re-connect the hydrological network to directly benefit biological populations.

Comments:

Click here to enter comments.

3. COMPLEMENTARY MANAGEMENT

The degree to which the project will complement other management efforts by protecting or restoring surface waters by working effectively at the watershed scale.

0-4 points (15%) **SCORE:** Click here to enter score.

- The highest-scoring projects are better-connected to and include active collaboration with complementary restoration and protection efforts that are different from the applicant's own. (e.g. 9Key Element plans, county land & water plans, protection plans).
    - More points may be awarded for more 'active' collaboration and engagement.
    - Evidence of more active collaboration is usually more specific, demonstrating closer involvement and parallel work
- Higher-scoring projects may build on the accomplishments of previous management projects.
- The applicant is a Green Tier or Clean Waters charter member (review checklist).

Comments:

Click here to enter comments.

4. EXTERNAL SUPPORT

The degree to which the project builds public or partner support, makes efficient use of resources and leverages additional funding.

0-4 points (15%) **SCORE:** Click here to enter score.

- Support is committed in writing by entities external to the project. These entities are not receiving grant funding for any work provided.
    - Consider the diversity of external partners contributing funding, time, or other resources, and the magnitude of contributions, as documented in letters of support.
- Higher-scoring projects will include support of critical partners.
    - Projects addressing watershed nutrient loading might demonstrate support from farmer groups, local government entities or other critical partners. protection projects might include support from a local land trust, units of government, or other entities.
    - Collaborative agencies, departments or universities are providing guidance or other oversight documented in letters of support.
- The grantee brings substantial external funding to the table to support the project (at least 10% of the required match amount, more points may be awarded for larger match).
- Total project cost is large relative to the requested award. The highest-scoring projects may have a project cost that is twice the amount requested.

Comments:

Click here to enter comments.

5. LIKELIHOOD OF SUCCESS

The degree to which the applicant is likely to successfully meet project objectives and accomplish project goals.

0-5 points (20%) **SCORE:** Click here to enter score.

- Project objectives are clear, steps to implementation are sensible with a timeline. Lower-scoring projects are generic and lack detail.
- Applicant demonstrates capacity to carry out the proposed project.
- Higher-scoring implementation projects have participation commitments in writing from necessary property owners.
- Applicant proposing recruitment for implementation projects can also score well when they demonstrate a history of successful recruitment resulting in implementation.
- Project design plans necessary for surface water restoration projects are detailed and clear (these are not required for plan implementation projects).

Comments:

Click here to enter comments.

6. BONUS (5%) *Review the grant intake checklist to assign these points.*

The project will contribute to a first-time surface water restoration or management implementation grant for the waterbody.

0.5 point **SCORE:** Click here to enter score.

The project will contribute to a first-time surface water restoration or management implementation grant for the grantee.

0.5 point **SCORE:** Click here to enter score.

Public access

☐ **One or more waterbodies meet access standards in NR 1.91. Score = 26**

☐ **One or more waterbodies exceed access standards in NR 1.91. Score = 27**

**By adding the maximum score +1 to projects that meet public access requirements, those without access will "automatically" move to the bottom of the list.

SCORE: Click here to enter score.

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:
Click here to enter text.

Other comments:
Click here to enter text.

Ordinance Development $50,000

1. WATER QUALITY IMPROVEMENT

The degree to which the project is likely to protect or restore water quality or an aquatic ecosystem's quality, integrity or provision of services.

0-10 points (65%) **SCORE:** Click here to enter score.

- Specifically proposes one or more new regulations that meet or exceed state minimums for water quality protection such as: stormwater management; construction site soil erosion and sediment control; increasing building setbacks requirements or eliminate setback averaging; minimizing impervious surface; etc.
- The applicant has adopted a comprehensive plan consistent with ss. 66.1001 Stats. and has a natural resources section that incorporates shoreland protections.
- The county where the project is located has never completed a protective ordinance. The county, or town has an adoption process and proposes to adopt the resulting ordinance.
- The applicant is a Green Tier or Clean Waters charter member (review checklist).

Comments:

Click here to enter comments.

2. EXTERNAL SUPPORT

The degree to which the project builds public or partner support and makes efficient use of resources and leverages additional funding.

0-5 points (35%) **SCORE:** Click here to enter score.

- Support is committed in writing by entities external to the project. These entities are not receiving grant funding for any work provided.
- Consider the diversity of external partners contributing funding, time, or other resources, and the magnitude of contributions, as documented in letters of support.
- Higher scoring projects will include support from parties most affected by the project.
    - E.g. projects addressing watershed nutrient loading demonstrate support from farmer groups, local government entities or other critical partners. Planning for protection might include support from a local land trust, local governments, or other entities.
- The grantee brings substantial external funding to the table to support the project (at least 10% of the required match amount, more points may be awarded for larger match).
- Includes a diverse committee or advisory group (e.g. residents, contractors, realtors, lake users)
- Has an information and education plan including 3 or more public outreach events (not public hearings) to provide information, discuss ordinance changes and gather public input

Comments:

Click here to enter comments.

3. BONUS

Review the grant intake checklist to assign these points.

Public access

☐ **One or more waterbodies meet access standards in NR 1.91. Score = 16**

☐ **One or more waterbodies exceed access standards in NR 1.91. Score = 17**

**By adding the maximum score +1 to projects that meet public access requirements, those without access will "automatically" move to the bottom of the list.

SCORE: Click here to enter score.

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:
Click here to enter text.

Other comments:
Click here to enter text.

AIS Supplemental Prevention $4,000/$24,000

1. PREVENTION STRATEGY

The degree to which the project implements a strategic prevention and control strategy for and AIS population.

0-6 points (40%) **SCORE:** Click here to enter score.

Projects proposing $24,000 supplemental prevention activities must be approved by the department.

Points	Criteria
1 point	Prevents introduction of a species with a source population located within 15 miles of the target waterbody.
2 points	Contains the spread of an isolated AIS population having low prevalence the geographic region or HUC-12 watershed.
3 points	Present on the department's priority water body list.
4 points	Ranked 51 - 100 on the department's priority water body list.
5 points	Ranked 1 - 50 on the department's priority water body list.
6 points	Contains the spread of an NR40 prohibited species or shields a waterbody located within 15 miles of a verified prohibited population.

*Statewide coordinating efforts that are larger in scope may be awarded 6 points when they plan to support efforts to limit the spread of prohibited species and conduct prevention on priority waterbodies.

Comments:

Click here to enter comments.

2. PROJECT DESIGN

0-5 points (30%)

- Project is measurable, proposing metrics to track project outcomes. Example measurables include:
  - Number of boats leaving free of AIS propagules
  - Number of invasions
  - Number of landings monitored for signage and placement
  - Number of bait shops welcoming the bait shop initiative
  - Usage of decontamination equipment, measures of boater behavior
- Project clearly defines a problem and proposes steps to solve it
- Methods proposed are likely to be effective

Comments:

Click here to enter comments.

3. BROADER IMPACT

0-5 points (30%)

- Strong projects may be tied to the AIS management plan, complement existing local efforts, or address important local issues.
- More impactful projects may focus on a pathway of introduction rather than a single species.
- Impactful projects may use community based social marketing strategies, including
    - People interacting with people
    - Social norming
    - Commitments
    - Behavioural prompts

Comments:

Click here to enter comments.

4. BONUS

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:
Click here to enter text.

Other comments:
Click here to enter text.

AIS Small- or Large-scale Population Management $50,000/$150,000

1. PREVENTION

The degree to which the project implements a strategic prevention strategy for an AIS population.

0-3 points (10%) **SCORE:** Click here to enter score.

- Waterbody has a high priority for prevention or is a regionally isolated population.
- A prevention strategy is in place
    - participation Clean Boats, Clean Waters, support for disinfection and decontamination, early detection monitoring, participation in other department-approved AIS prevention initiatives.

Comments:

Click here to enter comments.

2. STRATEGY AND DECISION-MAKING

The degree to which the project implements a strategic control strategy for an AIS population.

0-6 points (20%) **SCORE:** Click here to enter score.

- All projects must follow a management plan, but higher-scoring projects cite action triggers, strategies, and objectives from the plan.
- The applicant has analyzed the efficacy of past control efforts and proposes to evaluate the efficacy and non-target effects of the proposed control project.
- The applicant has demonstrated willingness to change their management strategy as a result of new information (e.g. species characters, control efficacy, habitat composition, water quality, non-target effects).
- Higher-scoring projects identify the decision-making process guiding their efforts (e.g. adaptive management or scenario planning)

Comments:

Click here to enter comments.

3. ECOSYSTEM BENEFIT

The degree to which the project protects or restores the aquatic ecosystem's quality, integrity, diversity, or provision of services.

0-6 points (20%) **SCORE:** Click here to enter score.

- The applicant has taken steps to protect or improve the quality of the waterbody or watershed through planning and implementation in *addition* to work on AIS.
- Higher-scoring projects are explicitly designed to maintain habitat quality, functional value, or other beneficial characteristics of the ecosystem.

- Target population has documented adverse impacts in the specific project area
    - Low-scoring projects will fail to provide evidence of adverse effects
- The project will improve conditions on a high-quality system
    - E.g. state natural area, O/ERW, sensitive area, critical habitat area, or an area of special natural resource interest.
    - Projects must provide specific justification of how the management will prevent damage to native communities or reduce the risk of damage.
- Higher-scoring large-scale projects prioritize control efforts
    - E.g. starting with areas of greatest vulnerability, populations most tractably control, or otherwise approach to maximize efficacy or benefit.
- Higher-scoring projects will have larger beneficial effects.
- Lower-scoring projects may make non-specific or generic mention of selective control activities.

Comments:

Click here to enter comments.

4. POPULATION EXTENT

The degree to which the scale of the control activities is appropriate given the extent of the target population.

0-3 points (10%) **SCORE:** Click here to enter score.

- The extent of the target population is clearly stated in the application, and the project intends to use current information on population extent to plan control activities.
- Proposed control activities are scale-appropriate.
- Project builds on successful past interventions to successively reduce population size. For example:
    - A small-scale project is proposed within 2 years of an early detection and response project
    - A small-scale project proposed to control a small-scale population attained after a large-scale control effort.

Comments:

Click here to enter comments.

5. EXTERNAL SUPPORT

The degree to which the project builds public or partner support, makes efficient use of resources and leverages additional funding.

0-2 points (5%) **SCORE:** Click here to enter score.

- Support is committed in writing by entities external to the project. These entities are not receiving grant funding for any work provided.
- Higher scoring projects will include written support from parties most affected by the project.

  - Projects requiring landowner permission will include written support from landowners.
- The grantee brings substantial external funding to the table to support the project (at least 10% of the required match amount, more points may be awarded for larger match).
- The applicant conducted AIS control consistent with their department-approved plan in the previous season without financial assistance from the state.

Comments:

Click here to enter comments.

6. PROBABLITY OF SUCCESSFUL IMPLEMENTATION

The degree to which the applicant is likely to successfully meet project objectives and accomplish project goals.

0-5 points (15%) **SCORE:** Click here to enter score.

- Project objectives are clear, with activities associated with a date of implementation. Lower-scoring projects are generic with implementation plans that lack detail.
- Applicant demonstrates a level of capacity appropriate for the scale of the project or has identified technical assistance resources to ensure successful implementation.
- Applicant has a history of satisfactory performance under grant agreements or contracts, or otherwise provides evidence of their ability to successfully implement projects of a similar scale.

Comments:

Click here to enter comments.

7. COMPLEMENTARY MANAGEMENT

The degree to which the project will complement other management efforts by protecting or restoring surface waters by working effectively at the watershed scale.

0-3 points (10%) **SCORE:** Click here to enter score.

- Higher-scoring projects will complement and be well-connected to a planning or implementation effort that is larger than the grantee's own (TMDL, adaptive management plan, 9Key Element plan, County Land and Water Resource Management Plan) conducted by the department, a local unit of government, or other partner.
- Higher-scoring applicants will demonstrate a commitment to ecosystem protection and restoration. They will have implemented or significantly participated in one or more projects having broader beneficial effects on the ecosystems within the past 5 years.
  - Shoreland or wetland restoration
  - Healthy Lakes & Rivers
  - Sediment and nutrient loading reduction
  - Implementation of department-approved recommendations from a management plan to protect and restore surface waters, unrelated to AIS control

Comments:

Click here to enter comments.

8. RESEARCH

The degree to which the project will advance the knowledge and understanding of the prevention and control of aquatic invasive species.

0-2 points (5%) **SCORE:** Click here to enter score.

- Assign **one point** if the project will contribute to advancing the APM research priorities identified below.
- Assign **one point if** project is a participant in a department-sponsored research and demonstration project.
- Projects that are awarded a research point will clearly outline a science-based study design with a strong evaluation component to advance our knowledge and understanding of AIS prevention and control efforts. For this cycle, priorities include the quantitative evaluation of DASH and limno-barriers, new herbicides and the prevention and/or control of novel or prohibited species.

Comments:

Click here to enter comments.

9. BONUS (5%)

Review the grant intake checklist to assign these points.

Public access

One or more waterbodies exceed access standards in NR 1.91.

0-1 point **SCORE:** Click here to enter score.

The grant would be a first-time award of an AIS population management grant for the species in the proposed waterbody, wetland or river (within the county if a river).

- Hybrid watermilfoil (Myriophyllum spicatum x M. sibiricum) and Eurasian watermilfoil are considered one species for the purpose of this question.

0-1 point **SCORE:** Click here to enter score.

The project did not incorporate feedback provided during project development (if provided).

Minus 3 points **SCORE:** Click here to enter score.

Overall comments on the proposal:

Strengths:

Click here to enter text.

Weaknesses:

Click here to enter text.

Technical comments:

Click here to enter text.

Were goals and objectives clear? Yes ☐ No ☐

Issues to address prior to award, if any:

Click here to enter text.

Other comments:

Click here to enter text.

APPENDIX B: MANAGEMENT PLANNING

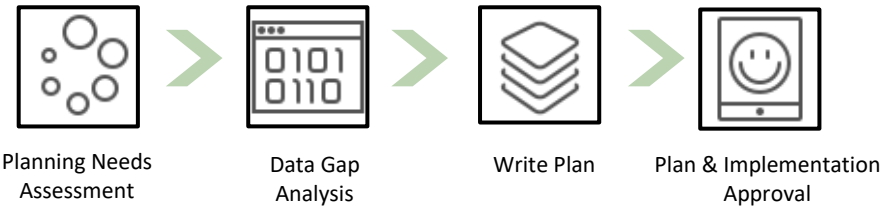


Figure 4. Comprehensive management planning for lakes and watersheds.

Planning is something most of us do every day—big projects require a specific, well-thought-out plan, and ecosystem management is no exception. The steps outlined below are flexible and should be tailored to your particular management challenge. Work with your local lake, streams, or AIS biologist to scope a plan that suits the needs of your watershed or waterbody.

Planning Needs Assessment

A good plan is appropriate, necessary, and targeted to the specific needs of the waterbody or watershed for which it is written. Before you begin planning, you should decide whether a plan is needed, how it will be organized and what it will cover. A plan that addresses a simple and straightforward management challenge will not be as long and complex as one that addresses a more complex problem.

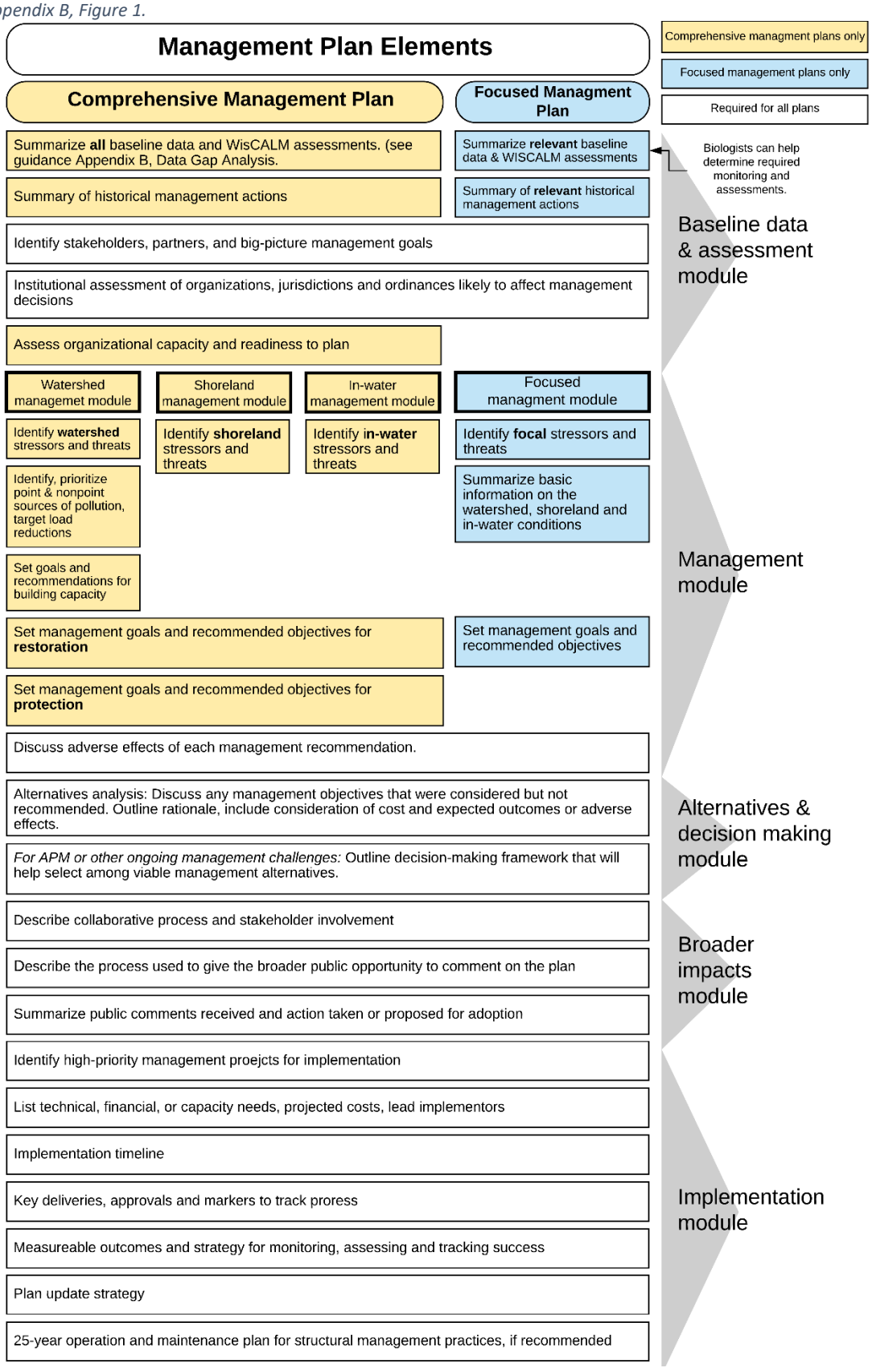
Do you need a plan? If so, what kind?

Waterbodies with complex management challenges need a comprehensive management planning process that engages diverse stakeholders to design and implement solutions. Waterbodies in this category include those in large watersheds dominated by agriculture and urban development, those with impairments originating in the watershed, and those with other challenges that require groups of stakeholders to work together. Comprehensive management plans will consider the watershed, shoreland, and in-water environments, assessing waterbody condition and recommending actions for restoration and protection. They will lay the groundwork for partners to collaboratively manage the ecosystem for years to come.

For other situations, a comprehensive management plan may not be necessary. When a management challenge doesn't require watershed work or other collaborative activities, a focused, more streamlined plan may be appropriate. A smaller surface water plnning grant for up to $10,000 can help write a focused managemet plan. Example challenges appropriate for a focused plan include aquatic plant management projects that don't require a large-scale or lakewide approach, or lake protection plans for small, seepage lakes with healthy watersheds. See figure 1, below, for the minimum required elements for different kinds of management plans. Note the differences between a comprehensive and a more focused management plan.

That said, you may not need a plan at all! The Surface Water Grant program supports a diverse range of protection and restoration activities that do not require a plan for implementation. Surface Water Restoration grants provide up to $50,000 per project to prevent and control runoff, restore shorelines, and other activities occurring in the nearshore area. You can accomplish a lot of good work to protect and restore a waterbody without a plan.

Appendix B, Figure 1.



Should your comprehensive management plan emphasize protection or restoration?

If you determine a comprehensive management plan is necessary, you should think about whether you need to focus on protection, restoration, or both. The mix of protection and restoration activities depends on the condition of the waterbody and shoreland.

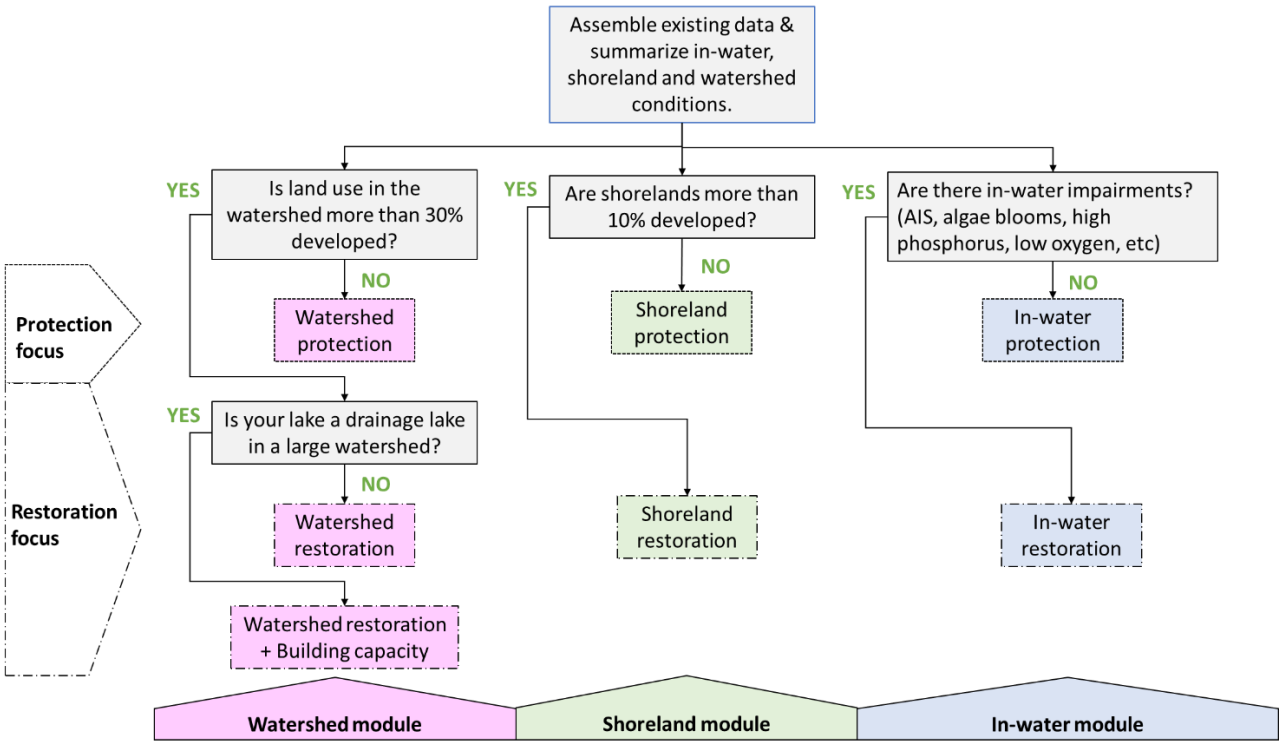
Protection-oriented plans might be appropriate in a pristine watershed—they will inventory future threats and recommend protective actions like permanent land protection. Protection plans might identify sensitive or vulnerable shoreland areas that have the highest protection priority and recommend actions to prevent future degradation. On the other hand, restoration-oriented plans will identify the sources of waterbody impairments and suggest actions that can be taken to restore the waterbody to its former better condition. Plans that focus on restoration in the watershed will often combine water quality monitoring data and a modelling effort to determine the highest-priority sources, then suggest best management practices that will help.

Plans may lean strongly toward protection, strongly toward restoration, or contain a mix of both. The most important thing is to determine the appropriate blend of protection and restoration actions considering current and future watershed, shoreland, and in-water conditions.

The following flow chart can help you decide what the focus of your plan should be for the watershed, shoreland, and in-water environment. It is ALWAYS a good idea to plan for both protection and restoration actions but emphasizing protection or restoration can help focus effort and reduce unnecessary work.

Some plans may choose to emphasize one of these scales more than the others. That said, plans that fail to address in-water, shoreland and watershed conditions in a meaningful way are not considered comprehensive, and may not be appropriate for a comprehensive management planning project.

Appendix B, Figure 2. Comprehensive management planning: protection or restoration?



Data Gap Analysis

A comprehensive management plan will help protect and restore waterbodies. Statewide data repositories and modelling efforts mean you probably already have some of the required information. The first step is to assemble what is available for use. You should conduct a data gap analysis first. These are the data sources considered necessary for a comprehensive management plan:

Comprehensive planning data

1. Physical data; see the Lakes and Waters websites or this Excel table.
    a. Lake, reservoir, or impounded flowing water?
    b. Hydrology & water residence time
    c. Surface area
    d. Depth (mean and maximum)
    e. Stratification behavior
    f. Lake area : Watershed area (see the Watershed characteristics tool)
2. Baseline chemistry, all available years
    a. Satellite-derived water clarity, Secchi depth, temperature, DO, conductivity, pH, alkalinity, TP, TKN, NO_2+NO_3, chl *a*
3. Land use
    a. Watershed
        i. General: Waters database ("Ecosystem Challenges" tab)
        ii. Lake-specific: Watershed characteristics spreadsheet
    b. Shoreland % developed
4. WisCALM assessments
    a. Total phosphorus
    b. Chlorophyll *a*
    c. Aquatic plants
5. Aquatic plant point intercept data
6. Aquatic Invasive Species
    a. Presence
    b. Verification date
    c. Life cycle and habitat preferences
    d. Likely impacts of target species
7. Riparian land ownership
8. Lake shoreland habitat assessment
9. Related management plans
    a. Citation (title and completion date)
    b. Expiration date for 9KE plans
10. Modelling
    a. Phosphorus loading (PRESTO, for drainage lakes; see Watershed characteristics tool)
    b. Summarize any prior modelling (e.g. EVAAL, PRETSO, WiLMS)
11. Fisheries data
    a. Lake fish classification
    b. Fish species present
    c. Fishing regulations
    d. Fisheries monitoring plans
12. Public information
    a. Public access – boat launches, beaches
    b. Ordinances
    c. Previous grants or projects

II. Fill the data gaps that fit your planning project

Much of the information the department has about lakes dates back to the 1960's and may no longer be correct. On the other hand, if recent data is available, there is no need to repeat data collection for a plan update unless conditions on the landscape have changed. Your local lake, streams, or AIS biologist can help you determine what is necessary for your planning project. A good benchmark is that if data is less than 5 years old, it does not need to be collected again unless the goal is to establish water quality trends in a rapidly changing system. Data with a longer lifespan might be appropriate if little is changing in the lake or watershed.

Core Elements of a Comprehensive Management Plan

Once you determine the protection or restoration focus, the next step is to begin the collaborative planning process. Below are the core elements of a comprehensive management plan. It is important to note that planning is not a one-size-fits-all process. What is included for each element should scale with the complexity or magnitude of the management challenge presented.

1. Baseline data and assessment module

- **Waterbody assessment**
  Summarize current and historical data: Lake type, land use, biological, chemical), WisCALM assessments, shoreline condition, watershed land use, and historical management actions.
- **Institutional assessment**
  Identify authorities, jurisdictional boundaries and regulatory constraints.
- **Social assessment**
  Identify stakeholders and important partners, summarize historical use patterns and recent changes. Identify stakeholders' management goals. Complex watershed restoration projects should describe organizational capacity and readiness to plan.
- **Statement of need and purpose**
  Describe the need for planning and management and the primary issues of concern.

2. Management module

a. Watershed management module
b. Shoreland management module
c.In-water management module

3. Alternatives & decision-making module

- **Alternatives analysis**
  Discuss any management objectives that were considered but not recommended. Outline rationale. Include consideration of cost, expected outcomes and adverse effects.
- **Decision-making framework**
  Outline decision-making framework for recommendations that will require selecting between viable management actions in the future.

4. Broader impacts module

- Describe collaborative process and stakeholder involvement.
- Describe the process that will provide the public the opportunity to comment on the plan.

5. Implementation module

- **Detailed implementation plan**
  Identify high-priority projects for implementation
  List tehnical, financial or capacity needs, projected cotst and lead implementors.
  Develop milestones with key deliveries, approvals and markers to track progress
  Outline implementation timeline
- **Monitor outcomes**
- Define measurable outcomes for recommended activities, including a strategy for monitoring and assessing success.
- **Strategy and timeline for plan updates**
- **25-year maintenance plan for any recommended structural management practices.**

2. Watershed management module

Restoration elements	Protection elements
a. Stressor inventory: Identify causes and sources of pollution that need to be controlled. Quantify pollutant loads. b. Required load reductions. Target load reductions to achieve through management. c. Restoration recommendations: Identify management goals, discuss adverse effects, prioritize recommendations. d. Capacity recommendations: Identify goals related to increasing organizational, relational, and programmatic capacity. Build and describe partnerships.	a. Threat inventory: Identify current and future threats to water quality. b. Protection recommendations: Identify protection goals, prioritize recommendations, set target outcomes. c. Capacity recommendations Identify goals for permanent land protection.

3. Riparian management module

Restoration elements	Protection elements
a. Stressor inventory: Identify sources of impairment to water quality and habitat. b. Restoration recommendations: Identify management goals, discuss adverse effects, prioritize recommendations	a. Threat inventory: Identify current and future threats to the riparian zone. b. Protection recommendations: Identify protection goals, prioritize recommendations, specify desired outcomes.

4. Waterbody (In-water) management module

Restoration elements	Protection elements
a. Stressor inventory: Identify sources of impairment to water quality and habitat. Consider: AIS, internal loading, oxygen, habitat, connectivity. b. Restoration recommendations: Identify management goals, discuss adverse effects, prioritize recommendations. If aquatic plant management is recommended, outline an integrated pest management plan.	a. Threat inventory: Identify current and future threats to waterbody condition, habitat, biological populations and water quality. b. Protection recommendations: Identify protection goals, prioritize recommendations, specify desired outcomes.

The core elements of a comprehensive management plan are designed with the Environmental Protection Agency's nine key element watershed plans in mind. Plans with a watershed restoration focus written under this framework will most likely be consistent with EPA's Nine Key Elements. Nine Key plans open up a lot of additional funding for a watershed. If you intend to write a plan with a significant watershed restoration focus, you should contact your local lake, streams, or AIS biologist early on in the process. The department can provide expertise and resources to help you along the way. For example, check out the EPA's quick guide for developing nine key element plans.

Management Plan Approval and Eligibility Determination

Plans are written to be implemented! Those supported by Surface Water Grant Funding will be reviewed by department prior to reimbursement. The department may require modifications to expand, edit, or otherwise improve the plan prior to final payment. Modifications may range from minor improvements and editorial changes, to the addition of new sections or considerations identified to be important for ecosystem or waterbody protection or restoration. Final payment is dependent on the plan's ability to meet the criteria for approval. When seeking approval for payment of a management planning grant, the grantee must submit to the department:

- ☐ The plan document, in an electronic format able to be excerpted and copied and which is suitable for public use and display.
- ☐ A summary of public comments received.
- ☐ An outline of the steps the grantee has taken or intends to take to formally adopt the plan.
- ☐ *Optional*: Request for an eligibility determination to prepare for an implementation or AIS control grant. See the section on eligibility determination, below.

Minimum plan requirements

Comprehensive management plans written following the guidance in Appendix B: Management Planning are likely to meet the requirements for plan approval. More focused plans will have a subset of these components. Approvable plans shall contain the elements listed in Appendix B, Figure 1, above. Comprehensive management plan elements are also listed in greater detail under the Core Elements of a Comprehensive Management Plan section, in this Appendix.

Requirements for public review and comment

The public shall be given an opportunity to review and comment on the plan before it is adopted. Grantees may follow the procedure below to satisfy this requirement.

1) The grantee posts a copy of the plan along with a call for comments in a publicly accessible forum, ideally online, for a minimum of 21 days.

2) The grantee advertises the opening of the comment period and how to locate and review the plan to all affected management groups (e.g. lake districts, lake associations, sanitary district, friends' groups, townships, cities, villages) using one or more of the following media:

- Direct email
- Organization website
- Local press
- Social media
- Organization newsletter
- Radio
- Public meeting to review and discuss the plan (online or in-person)

3) The grantee reviews public comments and modifies the plan accordingly. The grantee may choose to discuss with the department whether modification is necessary when they would like direction.

Eligibility for Implementation Grants

Plans are living documents that should be actively used and updated. All plans should contain a clear implementation plan that should be put to action after the plan is adopted. There are many ways to support implementation, but many successful organizations form subcommittees responsible for tackling each goal or management recommendation.

Implementation projects are sometimes expensive, but many management activities that are supported by a comprehensive management plan are likely to be eligible for additional funding. If you plan to apply for a surface water implementation grant, your organization must confirm eligibility before developing a project. Such a request for eligibility determination **must be made by at least 60 days prior to the grant deadline, by September 2.** Send the request to your local lake, streams, or AIS biologist, preferably by email. The department will complete its review within 45 days of receiving the request for eligibility determination.

The request must include 1) a cover letter with a brief description of the activities proposed for grant funding, 2) The citation of the supporting recommendation(s) in the plan, 3) a complete copy of the management plan, and 4) a summary of any public comments received.

Department staff will review the request and determine project eligibility. Staff will consider the extent to which the recommended activities are likely to prevent pollution, protect surface water or aquatic ecosystems, or improve surface water or aquatic ecosystems. Staff will consider the extent to which the content in the plan supports the implementation of the recommended management activities. They will complete their review within 45 days and communicate the basis for denying eligibility, if applicable.

Management Plan Updates

Management plans are considered current for 10 years (5 years for the APM plans or plan sections) unless the local biologist determines the plan has been actively used and updated during its lifespan. In these cases, the department may determine a longer lifespan is appropriate. Updates need not re-collect the same data unless conditions have substantially changed and there is a compelling reason to do so. Plan updates must, at minimum, describe the management actions taken since the last plan update, evaluate management outcomes, and provide updated recommendations. Management planning is important, but implementation is key. Projects to update management plans that have been implemented are eligible to scrore ranking points not available for updates to plans that have never been implemented. Applicants in this situation may demonstrate other evidence they are able to implement protection and restoration actions, for example, through Healthy Lakes & Rivers, Surface Water Restoration Grants, or other comparable projects.

APPENDIX C: SOCIAL SCIENCE TOOLS

Social science research can be combined with traditional resource management to provide a more comprehensive picture of human-environment interactions. This section introduces some of the most common social science tools and methods to consider for your planning project.

Selecting the Right Tools

The basic principles that underlie social science research include:

- A systematic process of identifying a question or problem,
- Setting forth a plan of action to answer the question or resolve the problem, and
- Rigorously collecting and analyzing data.

A range of approaches can be used to refine research questions and gather data. Understanding what these tools are and how they can be used is a first step in selecting the right tool(s).

Table 4. Social science tools for planning grants.

Research Tool	What is it?	How can I use it?
Stakeholder Analysis	Identifying and characterizing individuals and groups who have something to gain or lose as a result of management decisions.	To identify stakeholders and their relationship both to the resource and to each other.
Observation	Gathering information through direct observation of human behavior or the results of this behavior.	To identify types of use, use patterns, user behavior, and associated impacts.
Interviews	Gathering in-depth information, through direct contact, from individuals about a specific topic.	To better understand individuals' experiences, perspectives, feelings, and concerns, or to gather information unavailable through other means.
Demographic Analysis	Studying the characteristics and changes of human populations, such as age, gender, income, and education.	To highlight trends in population characteristics over time and space.
Focus Groups	Group discussion about a specific topic, typically involving around 10 people, focused on estimating a response of a larger group.	To identify opinions, attitudes, and perceptions about a specific idea, or to inform survey development.
Content Analysis	Analyzing interview transcripts, newspapers, books, manuscripts, or other documents to identify meanings, or quantify occurrences of key words or phrases.	To help identify patterns and trends in discussions about biological, social, and political phenomena.

Research Tool	What is it?	How can I use it?
Cost-benefit Analysis	Comparing the benefits and costs of proposed projects to identify net benefit (benefits minus costs).	To understand the social costs and benefits of project outcomes to stakeholders or to identify alternatives that are the most cost-effective.
Oral Histories	Systematically collecting living people's testimony about their own experiences.	To better understand individuals' experiences, perspectives, and feelings by capturing irretrievable information before it slips away.
Case Studies	Collecting in-depth information in a limited area or specific instance; usually includes other social science tools such as surveys and demographic analysis.	To determine the attitudes, perceptions, and beliefs of groups, as well as describe the interactions among groups.
Surveys	Collecting data, via mail, telephone, or Internet, or in person, using a standardized list of questions.	To obtain information and opinions on specific issues from a representative sample of stakeholders.

You can use social science to better understand specific:

- Attitudes, perceptions, and motivations
- Social organizations and structures
- History and culture
- Population and demographic characteristics
- Institutions and processes

It is critical to choose the right method and approach for the specific question/problem you wish to address. Different methods are used to answer different types of questions.

Table 5. Matching social questions and tools to answer them.

Example Questions	Possible Tools and Methods
Who are the key stakeholders?	Stakeholder analysis, observation, demographic analysis
Who are the key decision makers?	Interviews, demographic analysis, focus groups
What are my community's perceptions of the resource?	Content analysis, focus groups, surveys
How can I characterize the relationship between the community and resource?	Observation, content analysis, focus groups, surveys
How well are local traditions and culture understood?	Focus groups, demographic analysis, observation
What are the root causes of user conflicts?	Content analysis, interviews, focus groups, observation
How can I measure social impact of resource use?	Observation, interviews, focus groups

Selecting the best approach for the research question helps ensure that your results will address the problem and will be valid and reliable. The department offers assistance with social science research, combining the expertise of in-house social scientists with a keen sense of how the department operates. Consultations early in your planning process can save you considerable time and expense. If you're planning social science research and would like assistance choosing the right tools for your work, contact the Analysis Services Section Chief.

APPENDIX D: HEALTHY LAKES AND RIVERS

A variety of technical and financial resources are available to assist Healthy Lakes & Rivers grant applicants and managers. All resources are available on the Healthy Lakes & Rivers website: https://healthylakeswi.com/.

Project planning

- The 5 best practices (Factsheets, Technical Guidance, and Photos)

Applying for a grant

- Grant Application

Project management and reporting

- Financial Administration Fact Sheet
- Healthy Lakes and Rivers Amendment Request (Form 8700-381)
- Example Report (download fillable Word document)

Requesting reimbursement

- Grant Payment Request and Worksheet (Form 8700-001)
- Volunteer Labor Worksheet and Summary Used as Grant Match (Form 8700-349A)
- Volunteer Labor Worksheet Used as Grant Match (Form 8700-349B)
- Volunteer Labor Summary Used as Grant Match (Form 8700-349C)
- Donated Professional Services Worksheet (Form 8700-350)
- Donated Equipment or Equipment Usage Worksheet (Form 8700-362)
- Surface Water Grant Professional Service Provider Agreement (Form 8700-379)

APPENDIX E: SURFACE WATER RESTORATION PRACTICE STANDARDS

Shoreland protection projects must be constructed in accordance with the standards specified in ATCP 50 (Wisconsin Administrative Code). ATCP Standards reference the NRCS Standards published in the Field Office Technical Guide for Wisconsin - Practice Standards and Specifications (Section IV of that guide). If there is not a technical standard outlined for that practice in s. ATCP 50, projects should use department technical standards. If technical standards do not exist, you will need to work with your local lake, streams, or AIS biologist on an appropriate project design plan. Direct links to the technical standards for each practice can be found below:

- Critical area stabilization
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide mulching standard 484 (June, 2016).
    4. NRCS technical guide tree/shrub establishment standard 612 (January, 2018).
    5. NRCS technical guide karst sinkhole treatment standard 527 (March, 2016).
- Diversions
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide diversion standard 362 (August, 2016).
    3. NRCS technical guide grassed waterway standard 412 (July, 2016).
    4. NRCS technical guide lined waterway or outlet standard 468 (March, 2013).
    5. NRCS technical guide obstruction removal standard 500 (July, 2016).
    6. NRCS technical guide underground outlet standard 620 (March, 2014).
- Filter strips
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide filter strip standard 393 (January, 2017).
    4. NRCS technical guide mulching standard 484 (June, 2016).
    5. NRCS technical guide riparian forest buffer standard 391 (January, 2013).
- Grade stabilization structures on artificial or non-navigable streams, channels and gullies
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide sediment basin standards 350 (August, 2016).
    3. NRCS technical guide diversion standard 362 (August, 2016).
    4. NRCS technical guide obstruction removal standard 500 (July, 2016).
    5. NRCS technical guide grade stabilization structure standard 410 (April, 2017).
    6. NRCS technical guide grassed waterway standard 412 (July, 2016).
    7. NRCS technical guide lined waterway or outlet standard 468 (March, 2013).
    8. NRCS technical guide mulching standard 484 (June, 2016).
    9. NRCS technical guide water and sediment control basin standard 638 (January, 2018).
- Riparian buffers
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide filter strip standard 393 (January, 2017).

4. NRCS technical guide mulching standard 484 (June, 2016).
5. NRCS technical guide riparian forest buffer standard 391 (January, 2013).
6. NRCS technical guide shoreland habitat standard 643A (July, 2001).

- Streambank or shoreline protection with revegetation, soil bioengineering or upland erosion control
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide streambank and shoreline protection standard 580 (August, 2018).
        a. The use of rip rap requires a wind/wave analysis that conclude bioengineering and vegetation management won't control the erosion. If the site has active upland erosion, correcting that comes first.
    3. NRCS technical guide tree/shrub establishment standard 612 (January, 2018).
    4. NRCS technical guide heavy use area protection standard 561 (October, 2017).
    5. NRCS technical guide filter strip standard 393 (January, 2017).
    6. NRCS technical guide riparian forest buffer standard 391 (January, 2013).
    7. NRCS technical guide shoreland habitat standard 643A (July, 2001).
- Water bars
    1. No NRCS technical standard, design to be approved by the department
- Sediment basins
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide sediment basin standards 350 (August, 2016).
    3. NRCS technical guide heavy use area protection standard 561 (October, 2017).
    4. Wisconsin DNR technical standard 1001, wet detention basin (October, 2007).
- Water and sediment control basins
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide water and sediment control basin standard 638 (January, 2018).
- Pervious pavement
    1. Wisconsin DNR technical standard 1008, permeable pavement (February, 2016). With Technical Note.
- Rain gardens
    1. Wisconsin DNR technical standard 1009, rain garden (September, 2018).
- Vegetation planting
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide tree/shrub establishment standard 612 (January, 2018).
- Urban pollution and runoff control
    1. NRCS technical guide 570 stormwater runoff control, or other designs to be approved by the department.
- Impervious area removal within 35 feet of the ordinary high-water mark
    1. No NRCS technical standard, design to be approved by the department

APPENDIX F: SURFACE WATER CONNECTIVITY

Road stream crossings are the most common impediment to surface water connectivity. Improperly sized, maintained or installed culverts impede and sometimes prevent the movement of aquatic organisms, impact water quality by scouring bed and banks and can fail during flood events. If you are interested in pursuing funding to address concerns regarding aquatic connectivity relative to public roadway culverts and bridges, please contact your WDNR Transportation Liaison and your local streams biologist to discuss the scope of your project and to learn more about opportunities for collaboration. The department 's Environmental Analysis and Sustainability program (EAS) maintains a website with a large number of resources for applicants interested in planning or implementation projects.

Planning

Road stream crossing inventories and assessments are eligible activities under the Lake and River Planning and Comprehensive Management Planning for Lakes & Watersheds grants. We strongly encourage you to incorporate such an inventory into your watershed, lake and river planning efforts to identify road stream crossings that are prohibiting the movement of aquatic organisms or serving as sources of sediment.

The Great Lakes Road Stream Crossing Inventory is the preferred inventory and assessment protocol. If you wish to use a different protocol, you are encouraged to gain the support of the local transportation liaison and provide sound reasoning why you are not using the program approved protocol. The department can also help with training volunteers (see the Learning tab).

Inventories and assessments can be used to develop a model for prioritizing road stream crossing replacements or abandonments. The DNR Transportation Liaisons can help with the prioritization modeling.

Also, please consider the potential impact increasing aquatic connectivity may have on aquatic invasive species management during your planning initiatives. Consult with your local AIS biologist.

Management

Road stream crossing replacements or abandonments are eligible projects with River Restoration, Lake & Watershed Plan Implementation, or River Plan Implementation grants.

Design Requirements

The USDA Forest Service's Stream Simulation Design Approach is the preferred design approach to ensure that aquatic organism passage is achieved. For lower grade systems (less than 1% grade), new structures should at a minimum span the bankfull width of a reference reach and be set at the proper elevation to ensure connectivity and prevent scour. If the proposed structure does not span the bankfull width, hydraulic and hydrologic models must be utilized to ensure that the structure will achieve the desired benefits. Designs and specifications should include construction best management practices to protect water quality.

Reporting Requirements

During your pre-application scoping meeting with your River Grants Coordinator, discuss final reporting requirements.

APPENDIX G: CLEAN BOATS, CLEAN WATERS

Clean Boats, Clean Waters Factsheet

What are Eligible Costs?

Inspection time (200 hours) can be used at a pair of landings, either on the same lake or on two different lakes. Or you can spend the entire 200 hours of inspection time at one landing. One grant application can target up to 6 individual landings or up to 6 pairs of landings, or a combination of single and paired landings not to exceed 12 landings total. Eligible expenses are strictly limited to the following:

- Payment to inspectors or in-kind donation of volunteer inspector hours
- Time spent on the administration of the program or entering hours into Surface Water Integrated Monitoring System (SWIMS) database.
- Time spent at CBCW workshops or training
- CBCW clothing or supplies from UW-Extension Lakes

Note: Mileage, signage, trash management, port-a-potties, association dues, conference attendance, and supplies for decontamination are not eligible expenses and cannot be used as match.

Who May Apply?

Cities, towns, villages, counties, tribes, lake protection and rehabilitation districts, qualified lake associations, qualified river management organizations, and qualified nonprofit organizations are eligible to apply. Other eligible applicants include private and public colleges, universities, technical schools, and state and federal natural resource or land management agencies. If you would like to know if you are an eligible organization, please contact your regional Environmental Grants Specialist.

What Cost Sharing is Available?

A maximum of $4,000 of state-cost share is available per boat landing or pair of landings, up to 75% of the total project cost. The remaining 25% of the total project costs must be from the grantee in the form of cash, donated labor or services, or "in-kind" items. These grants are reimbursement grants, meaning all costs must first be paid by grantee before reimbursement can be requested from the department. A 25% advance payment will be automatically provided to help get the project started.

What Project Activities are Required?

All of the following activities are required to receive CBCW funding. (For more details, please review the *Watercraft Inspector Handbook*):

1. Inspectors attend a Clean Boats, Clean Waters training workshop and receive program materials.
2. Trained inspectors conduct inspections, collect and report data, provide boater education and report suspect specimens at public boat launch sites.
3. Inspectors conduct a minimum of 200 annual hours of watercraft inspection per boat landing OR at two landings during weekends, holidays, fishing tournaments, or other high-traffic times occurring from May 1 to October 30.
4. Grantee enters inspection data into the statewide Surface Water Integrated Monitoring System (SWIMS) database and submits a final reimbursement request by December 31st.
5. Maintain financial records for 6 years after final payment.

What Time Period Do the Grants Cover?

CBCW grants have a start date of February 15 and end date of December 31 of the same year. Project costs incurred prior to the start date or after the end date are not eligible for reimbursement.

When are Applications Due?

Applications (Form 8700-337) are due November 1st. Repeat CBCW applicants do not need to notify DNR staff of intent to apply, but new CBCW grant applicants must notify DNR staff by September 2. Incomplete applications will not be funded and will be returned to the applicant. Submit applications to:

Email (preferred method)	Postal Service (postmarked by Nov. 1st)
DNRCBCWGrants@wisconsin.gov	Attn: CBCW Grant Manager WY/4 Wisconsin Department of Natural Resources 101 S. Webster St., Madison, WI 53707

How it Works…The Application and Award:

Your application also serves as your grant agreement. By signing page 2 of the *Clean Boats, Clean Waters Project Funding Request and Agreement* (Form 8700-337), you are both requesting funds and agreeing to grant conditions. The program is currently noncompetitive, and applications will be accepted for eligible applicants if they are received by the deadline. It is the responsibility of the applicant to ensure the application has been submitted by the deadline.

If your application is submitted correctly, the department will complete and sign the grant agreement. A copy of the completed grant agreement will be returned to you and an advance payment will automatically be processed and mailed to the address in the application.

How it Works…Project Implementation:

Your CBCW landing inspection program includes landing inspector training, speaking with and educating boat launch users, conducting inspections, and collecting data to complete the *Watercraft Inspection Report* form. The project grantee must enter CBCW data for the inspection season into the Surface Water Integrated Monitoring System (SWIMS) database by December 31 of the grant agreement year.

How it Works…Final Reporting and Final Payment Process:

When data entry into SWIMS is completed, the project grantee should complete a Grant Payment Request and Worksheet (Form 8700-001). All project expenses and any donations, including the total of all volunteer time, must be listed on the worksheet. The completed form is submitted to DNRCBCWGrants@wisconsin.gov. No additional invoices, check copies, or documentation is required to be submitted, but must be maintained in the grantee's file for 6 years after project completion.

DNR CBCW Contact

Alex Delvoye
Surface Water Grants Program Assistant
Alexandra.Delvoye@wisconsin.gov
(608)264-6021

Helpful Links

https://dnr.wi.gov/lakes/cbcw/
https://www.uwsp.edu/cnr-ap/UWEXLakes/Pages/programs/cbcw/default.aspx

CBCW Financial Administration Guide

The following information provides you with guidance to manage the financial assistance you are receiving and help in filling out forms for the Aquatic Invasive Species (AIS) Prevention Grant Program – Clean Boats, Clean Waters Grant.

Project Grant Awards

You have received a signed grant agreement from the Department outlining the approved project scope, time period and budget.

Grant Agreement Effective Dates

All Clean Boats, Clean Waters grants have a start date of February 15 and an end date of December 31. All eligible project costs must be incurred during this time period. Costs incurred prior to the start date or after the end date will not be eligible for reimbursement.

Financial Administration During Project (Grantee's Responsibilities)

The accounting procedures and fiscal controls used to record project costs must be based on generally accepted accounting principles. You must:

- Establish a separate ledger account for project expenditures
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and evidence of that expenditure
- Maintain payroll vouchers for salaries and wages. If payroll voucher forms 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, tasks performed, 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.
- Maintain all financial records for a minimum of 6 years after the project is completed.
- Project expenditures must be itemized on the Grant Payment Worksheet (Form 8700-001).

Eligible Expenses

Eligible expenses are strictly limited to the following:

- Payment to inspectors or in-kind donation of volunteer inspector hours
- Time spent on the administration of the program or entering hours into the Surface Water Integrated Monitoring System (SWIMS) database.
- Time spent at CBCW workshops or training
- CBCW clothing or supplies from UW-Extension Lakes

Note: Mileage, signage, trash management, port-a-potties, association dues, conference attendance, and supplies for decontamination are not eligible expenses and cannot be used as match.

Grantee Match

The grantee must match the funding provided under the grant at a rate of 25% of the total project cost. Matching funds may include the substantiated value of donated materials, services and labor subject to all of the following:

- The value of donated, non-professional labor shall be $12.00 per hour.

- The value of donated materials and professional service shall conform to market rates.

Claims for Reimbursement

Claims for payment of project expenditures are made on a reimbursement basis. To be eligible for reimbursement all costs must be:

- Incurred during the project time period shown in the grant agreement
- Fit within the scope of activity summarized in the grant agreement
- Reflect the state aid project amount shown in the grant agreement

Claims for final payment shall be submitted within 6 months after the project ending date on forms provided by the Department. The department will not reimburse more money than the cash expenses incurred as part of grant activities, regardless of the amount of volunteer hours accrued by the end of the grant period.

All Clean Boats, Clean Waters grantees will automatically receive an advance payment of 25% of the grant award amount which is typically received prior to the grant start date.

Final Report Requirements

All watercraft inspection data must be entered into the SWIMS database by December 31st of the grant agreement year. The completed database entry will serve as the grant final report and no additional reporting is necessary.

Send All Claims for Reimbursement to:

Email (preferred method)

DNRCBCWGrants@wisconsin.gov

Postal Service

Attn: CBCW Grant Manager – CF/2
Wisconsin Department of Natural Resources
101 S. Webster St., Madison, WI 53707

Audits

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 funds were granted. The grantee must retain all project records for a period of not less than 6 years after final payment or final disposition of audit findings. The purpose of an audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

When a Project is Not in Compliance with the Grant Agreement

If the department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement or that 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.

DNR CBCW Contact

Alex Delvoye
Surface Water Grants Program Assistant
Alexandra.Delvoye@wisconsin.gov
(608)264-6021

APPENDIX H: AQUATIC INVASIVE SPECIES PREVENTION

Preventing the spread of invasive species is a top priority in Wisconsin's AIS management strategy. The Clean Boats, Clean Waters (CBCW) program along with state laws related to AIS transport (Inspect, Remove, Drain, Never Move) have helped limit the spread of AIS in the state. While the CBCW program is the department's flagship AIS prevention education program, there are additional ("supplemental") prevention efforts that can bolster this effort. This appendix addresses how to employ additional prevention efforts in addition to CBCW and the decontamination practices already required by state law.

Preventing the spread of AIS requires reducing the number of invasions. In planning AIS prevention, two different strategies emerge, which we shall call **containment** and **shielding** (think of these like a prevention coordinator's offensive and defensive teams[1]). A **containment** approach will involve steps taken at a location that is already invaded. Containment strategies will focus on preventing AIS from leaving the site and being introduced to another location. A **shielding** approach will involve actions taken at an uninvaded location. The focus is on preventing the introduction of new AIS transported from other infected waterbodies.

Containment & Shielding

Containment strategies may reduce the risk of AIS spread by boaters. Containment strategies are appropriate for invaded waterbodies with popular boat launches, especially where boaters report they also visit uninvaded locations. Containment activities include decontamination stations, enhanced tools for AIS removal, remote surveillance, and removal/control of invasive species at the point of departure, waterbody outlet, or water access point.

On the other hand, when uninvaded waterbodies experience frequent boater arrivals from waterbodies containing AIS, prevention should take a shielding approach. Shielding activities include remote surveillance and decontamination stations but prompts and activities should minimize the risk of introduction. For example, decontamination stations should be located away from the waterbody, with careful disposal that prevents unintentional introduction of propagules dislodged during cleaning. As another example, behavioral prompts should be sited appropriately. Reminders to decontaminate equipment should occur at a location that does not pose a risk to the waterbody if the user were to take action in that location.

On the following page, CBCW data was combined with information on AIS suitability drawn from the Smart Prevention Tool 2.0 provided by the University of Wisconsin Center for Limnology. The data were used to define a list of priority lakes. Containment priority waterbodies are invaded and 'sending' boats to suitable uninvaded waters. Shielding priority waterbodies are uninvaded, but "receiving" boats from invaded waters. Some waterbodies need to consider both containment and shielding. The waterbodies on these lists, and those with verified populations of NR40 prohibited species are prioritized for AIS supplemental prevention projects, with up to $24,000 of prevention funding available to support projects that will prevent or contain the spread of AIS.

[1] Drury, K. L. S. and J. D. Rothlisberger (2008). "Offense and defense in landscape-level invasion control." Oikos **117**(2): 182-190.

Top 300 AIS Prevention Priority Waterbodies

Rank	WBIC	Waterbody	Rank	WBIC	Waterbody	Rank	WBIC	Waterbody	Rank	WBIC	Waterbody
1	20	Lake Michigan	Douglas			Lincoln			Polk		
11	1179900	Wisconsin River	8	2865000	Lake Nebagamon	76	1516500	Lake Nokomis	63	2620600	Balsam Lake
32	88	Sturgeon Bay	19	2694000	Whitefish Lake	83	1515400	Lake Mohawksin	110	2628100	Bone Lake
61	609000	Menominee River	47	2747300	Upper Saint Croix Lak	104	1555900	Lake Alice	130	2619400	Deer Lake
183	92	Little Sturgeon Bay	57	2740700	Eau Claire River	Manitowoc			155	2615100	Cedar Lake
251	15000	Milwaukee River	58	2843800	Saint Louis River	189	64000	Pigeon Lake	163	2616100	Church Pine Lake
260	45100	Cedar Lake	115	2866200	Lake Minnesuing	214	68100	English Lake	173	2618000	Wapogasset Lake
288	36200	Silver Lake	131	2692900	Minong Flowage	289	67400	Silver Lake	187	2627400	Big Round Lake
Adams			195	2740300	Saint Croix Flowage	Marathon			218	2478200	Long Lake
192	1378100	Camelot Lake	Florence			69	1437500	Lake Wausau	219	2640500	Long Trade Lake
200	175700	Mason Lake	158	703000	North Lake	107	1412200	Lake Du Bay	233	2615900	Big Lake
217	1377700	Lake Arrowhead	240	672900	Keyes Lake	265	1412600	Little Eau Pleine R.	249	2630100	Horseshoe Lake
247	104000	Jordan Lake	253	702600	Middle Lake	Marinette			294	2624000	Pike Lake
Barron			291	650500	Ellwood Lake	40	540600	High Falls Res.	Portage		
161	2081200	Beaver Dam Lake	Fond du Lac			132	525900	Lake Noquebay	81	1391300	Buena Vista Creek
234	2103900	Rice Lake	164	5562446	Unnamed	Marquette			103	189800	Lake Emily
277	1881100	Silver Lake	227	43900	Kettle Moraine Lake	184	168000	Buffalo Lake	271	1391200	Wazeecha Lake
Bayfield			Forest			264	117600	Wood Lake	Racine		
2	2903100	Twin Bear Lake	28	692400	Butternut Lake	Menominee			36	5591525	Unnamed
4	2900200	Lake Owen	35	394400	Metonga Lake	138	339900	Skice Lake	56	750300	Browns Lake
7	2751220	Lake Superior	87	692900	Franklin Lake	244	341000	Pywaosit Lake	112	759800	Eagle Lake
14	2742100	Middle Eau Claire L.	97	406900	Pine Lake	280	340900	Sapokesick Lake	128	763600	Tichigan Lake
27	2742700	Upper Eau Claire L.	148	388100	Pickerel Lake	Oconto			135	761700	Wind Lake
55	2903800	Buskey Bay	174	396500	Lake Lucerne	98	440200	Oconto River	144	742500	Fox River
68	2732600	Namekagon Lake	191	378400	Roberts Lake	118	417400	Archibald Lake	292	750800	Bohner Lake
188	2901700	Lake Delta	221	703900	Brule River	134	545400	Caldron Falls Res.	Rock		
243	2767100	Long Lake	239	515500	Peshtigo River	143	448200	Machickanee Flow	283	780300	Storrs Lake
Brown			252	388500	Crane Lake	215	446600	Kelly Lake	Saint Croix		
133	410900	Suamico River	276	1614300	Julia Lake	238	418700	Boot Lake	29	2601400	Saint Croix River
Burnett			Green Lake			278	5534059	Unnamed	194	2601500	Saint Croix River
205	2706800	McKenzie Lake	9	117900	Fox River	281	462520	Chute Pond	204	2450500	Bass Lake
213	2706500	Middle McKenzie L.	22	146100	Green Lake	290	462000	Crooked Lake	Sauk		
237	2461100	Devils Lake	166	162500	Little Green Lake	Oneida			180	1296000	Mirror Lake
295	2638700	Big Trade Lake	228	158700	Puckaway Lake	13	1542400	Minocqua Lake	212	1295400	Lake Delton
296	2675200	Yellow Lake	Iowa			45	1595300	Rainbow Flowage	235	1280400	Lake Redstone
297	2689500	Namekagon River	91	1246500	Cox Hollow Lake	48	1542700	Tomahawk Lake	Sawyer		
Calumet			230	1239400	Black Hawk Lake	49	1579900	Pelican Lake	41	2395600	Round Lake
3	131100	Lake Winnebago	Iron			51	1569600	George Lake	46	2435800	Clear Lake
71	131500	Mill Creek	31	2294900	Turtle Flambeau Flow	79	1588200	Two Sisters Lake	66	2704200	Nelson Lake
Chippewa			250	2942300	Gile Flowage	80	1564200	Crescent Lake	67	2050000	Chippewa River
73	2184900	Holcombe Flowage	Jefferson			96	399200	Upper Post Lake	78	2725500	Hayward Lake
95	2152800	Lake Wissota	65	830700	Rock Lake	105	1612200	Big Stone Lake	84	2399700	Lake Chippewa
122	2351400	Long Lake	113	809600	Lake Ripley	137	1580200	Boom Lake	102	2432300	Hay Creek
162	2152600	Chippewa Falls Flow	Juneau			139	1528300	Willow Flowage	114	2390800	Lac Courte Oreilles
Columbia			176	1345700	Castle Rock Lake	146	1523600	Bearskin Lake	147	2393500	Sissabagama Lake
54	1260600	Lake Wisconsin	Kenosha			151	1542300	Kawaguesaga L.	159	2418600	Lost Land Lake
Dane			85	747900	Silver Lake	160	1542500	Tomahawk Thor.	178	2392000	Whitefish Lake
12	5588729	Unnamed	94	742800	Elizabeth Lake	165	1569900	Lake Thompson	199	2046600	Windigo Lake
16	805400	Lake Mendota	211	743000	Lake Mary	181	1596900	Dam Lake	209	2435700	Spider Lake
33	804600	Lake Monona	268	737900	Paddock Lake	223	1523500	Little Bearskin L.	225	2391200	Grindstone Lake
50	803700	Lake Waubesa	Kewaunee			224	1529500	Willow Lake	284	2275100	Connors Lake
125	808700	Lake Koshkonong	198	90700	Kewaunee River	231	1517900	Hancock Lake	Shawano		
149	802600	Lake Kegonsa	La Crosse			232	1589300	Gilmore Lake	15	322800	Shawano Lake
168	805100	Starkweather Ck.	5	721000	Mississippi River	242	1588000	Horsehead Lake	124	299200	Grass Lake
229	985100	Fish Lake	117	727300	Black River Channel	245	1527800	Bear Lake	190	325800	Pickerel Creek
269	805000	Lake Wingra	216	728100	Lake Onalaska	246	1573800	Moen Lake	201	326400	White Clay Lake
286	798300	Yahara River	Lafayette			266	1613000	Big Lake	267	323800	Loon Lake
Dodge			220	903700	Yellowstone Lake	293	1515800	Tomahawk River	Sheboygan		
88	788800	Rock River	Langlade			Pierce			116	38700	Long Lake
99	835800	Fox Lake	18	241300	Wolf River	52	731800	Mississippi River	127	59300	Elkhart Lake
150	835100	Beaver Dam Lake	169	1579700	Enterprise Lake	Polk			141	30300	Random Lake
			261	389300	Rolling Stone Lake	42	2490500	Pipe Lake			

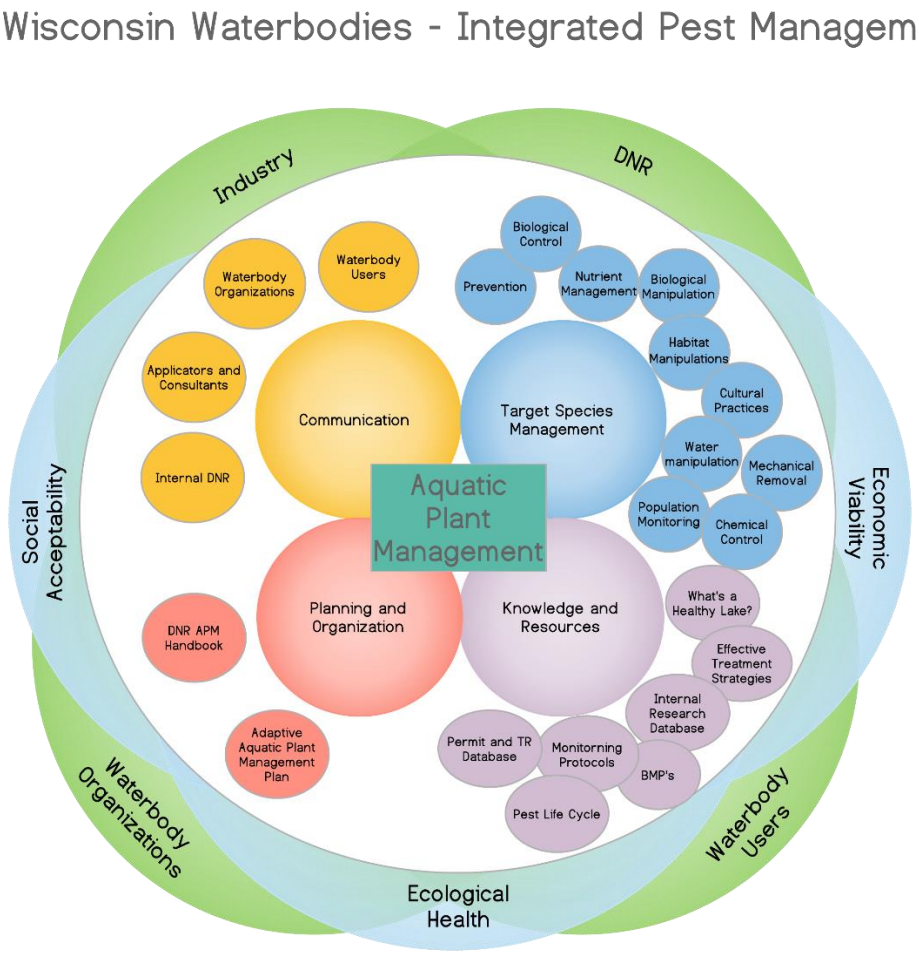
Rank	WBIC	Waterbody
Trempeleau		
273	1676700	Black River
Vilas		
6	1591100	Big Saint Germain L.
10	1630100	Black Oak Lake
11	1179900	Wisconsin River
17	1545300	Little Arbor Vitae L.
25	1599500	Eagle River
34	2323000	Fence Lake
39	1593100	Star Lake
43	1592400	Plum Lake
53	2340700	Ballard Lake
59	716800	Kentuck Lake
60	1545600	Big Arbor Vitae Lake
62	1596300	Little St Germain L.
64	1623800	Twin Lakes (North)
70	1631900	Lac Vieux Desert
77	1602600	Big Sand Lake
82	2324000	L. Crawling Stone L.
86	1600200	Eagle Lake
93	1599600	Yellow Birch Lake
100	1602300	Long Lake
106	968800	Anvil Lake
108	2329400	Manitowish Lake
109	2331600	Trout Lake
120	1603700	Catfish Lake
121	1539700	Gunlock Lake
129	1593800	Found Lake
140	1835300	Big Muskellunge L.
152	1593400	Lost Lake
154	2344000	High Lake
156	2334700	Big Lake
157	1629500	Big Portage Lake
177	1541500	Arrowhead Lake
179	2321100	White Sand Lake
196	2953500	Crab Lake
197	1013800	Razorback Lake
202	1020300	Stormy Lake
203	2330800	Upper Gresham L.
206	2962900	Palmer Lake
208	2327500	Rest Lake
210	1018300	Smoky Lake
226	1544800	Carrol Lake
236	1596600	Muskellunge Lake
256	1541300	Brandy Lake
257	1621800	Upper Buckatabon L
263	2340900	Irving Lake
272	1623700	Twin Lakes
274	2321800	Ike Walton Lake
285	2762200	Forest Lake
287	1601300	Deerskin Lake
Walworth		
24	758300	Lake Geneva
44	793600	Delavan Lake
167	766600	Lake Beulah
171	816800	Whitewater Lake
185	755600	Mill Lake
254	795100	Turtle Lake
275	753800	Potter Lake
282	744200	Powers Lake
Washburn		
23	2695800	Gilmore Lake

Rank	WBIC	Waterbody
Washburn		
23	2695800	Gilmore Lake
111	2496300	Shell Lake
126	2685200	Spooner Lake
145	2696300	Pokegama Lake
153	2106800	Long Lake
207	2453300	Big Bass Lake
258	1884100	Stone Lake
298	2691500	Lake Nancy
299	2712000	Trego Lake
Washington		
37	858300	Pike Lake
74	25100	Little Cedar Lake
89	25300	Cedar Lake
186	853200	Friess Lake
Waukesha		
20	768600	Eagle Spring Lake
21	772000	Pewaukee Lake
26	850300	Okauchee Lake
30	762700	Little Muskego Lake
72	779800	Silver Lake
90	779200	Pine Lake
119	828000	Nagawicka Lake
136	849600	Oconomowoc Lake
172	848800	Lac La Belle
175	762400	Muskego Lake
182	775900	Golden Lake
241	852400	Lake Keesus
248	766000	Phantom Lake
255	822200	Ottawa Lake
262	765800	Lower Phantom Lake
270	827000	Lower Nemahbin L.
Waupaca		
279	265300	Rainbow Lake
Waushara		
101	191100	Long Lake
222	1000800	Long Lake
Winnebago		
38	242800	Lake Poygan
75	139900	Lake Butte Des Morts
92	130300	Menasha Channel
123	241600	Lake Winneconne
142	129800	L. L. Butte Des Morts
Wood		
170	1377100	Petenwell Lake
193	1389800	Nepco Lake

APPENDIX I: INTEGRATED PEST MANAGEMENT

What is Integrated Pest Management?

Integrated Pest Management (IPM) is an ecosystem-based management strategy that focuses on long-term prevention and/or control of species of concern or their damage. IPM considers all the available control practices such as: prevention, biological control, biomanipulation, nutrient management, habitat manipulation, substantial modification of cultural practices, pesticide application, water level manipulation, mechanical removal and population monitoring. Integrated pest management projects should be informed by current, comprehensive information on pest life cycles and the interactions among pests and the environment.



How does IPM work?

IPM focuses on long-term prevention of species of concern or their impacts by managing the ecosystem. Groups should focus their efforts to keep the species of concern from becoming a problem by looking into the environmental factors that affect the species and its ability to thrive. Once groups understand the species of concern, they can create conditions that are either unfavorable or less beneficial for it.

For example, if your waterbody (lake, river, wetland, or portion thereof) has water quality issues and the species of concern is tolerant of higher levels of disturbance and nutrient loading, the species could potentially outcompete other organisms. To address these concerns, your group should learn how your waterbody interacts with nearby waters, identify sources of nutrient loading, and determine the effects of everyone's behaviors. After this, your group should find the best strategies to reduce the factors contributing to the targets' favorable environment. Examples may include nutrient controls, shoreline restorations and prevention measures. In this scenario, it would also be important to understand the life cycle and behaviors of the non-target beings in and around the waterbody.

Monitoring and accurate species identification can help you decide whether management is needed. Monitoring means checking the waterbody to identify what species are present, how many there are and what their impacts are on each other and on water use. Correctly identifying the species of concern as well as all other species in the waterbody is key to knowing whether a species is likely to become a problem and determining the best management strategy.

After monitoring and considering the information about the target species' life cycle and environmental factors, groups can decide whether the species' impacts can be tolerated or whether those impacts warrant control. If control is needed, the data collected on the species and the waterbody will also help groups select the most effective management methods and the best time to use them.

For example, if there was a recent introduction of a species that has caused impacts on other waterbodies and your group is worried the same impacts will occur on your waterbody, the first step should be assessing the situation. You can do so by monitoring the water chemistry, plant community, fisheries and any other relevant factors (consult with department staff to determine the appropriate factors to investigate). In addition, learn all you can about the life cycle and habitat preferences of the species of concern. If it turns out the species of concern is unlikely to have a broad impact on your waterbody, your strategy may be to continue monitoring. However, if the information you gathered on your waterbody indicates the life cycle and habitat preferences of the species of concern will cause harmful impacts to water use or the ecosystem, control may be warranted.

Talk with your local AIS coordinator to learn more about species impacts on your waterbody.

IPM programs combine management approaches for greater effectiveness. The most effective, long-term way to manage species of concern is by using a combination of methods that work better together than separately. Approaches for managing pests are often grouped in the following categories:

Assessment – is the use of learning tools and protocols to determine a waterbodies' biological, chemical, physical and social properties and potential impacts. Examples include: point-intercept (PI) surveys,

water chemistry tests and boater usage surveys. This is the most important management strategy on every single waterbody.

Biological control – is the use of natural predators, parasites, pathogens and competitors to control target species and their impacts. An example would be beetles for purple loosestrife control.

Cultural controls – are practices that reduce target species establishment, reproduction, dispersal, and survival. For example, a Clean Boats, Clean Waters program at boat launches can reduce the likelihood of the spread of species of concern.

Mechanical and physical controls – can kill a target species directly, block them out, or make the environment unsuitable for it. Mechanical harvesting, hand pulling, and diver assisted suction harvesting are all examples.

Chemical control – is the use of pesticides. In IPM, pesticides are used only when needed and in combination with other approaches for more effective, long-term control. Groups should use the most selective pesticide that will do the job and be the safest for other organisms and for air, soil, and water quality.

How should you use IPM Programs?

IPM isn't a single solution to your species of concern problems. It's a process that combines common-sense methods and practices to provide long-term, economical pest control. Over time, a good IPM program should adapt whenever new information is provided on the target species or monitoring shows changes in control effectiveness, habitat composition and/or water quality.

While each situation is different, eight major components should be established in your group's IPM program:

1. Identify and Understand the species of concern
2. Prevent the spread and introduction of the species of concern
3. Continually Monitor and Assess the species' impacts on the waterbody
4. Prevent species of concern impacts
5. Set Guidelines for when management action is needed
6. Use a combination of biological, cultural, physical/mechanical and chemical management tools
7. Assess the effects of target species' management
8. Change the management strategy when the outcomes of a control strategy create long-term impacts that outweigh the value of target species control.

How will my grant be scored?

No two waterbodies are the same, and their IPM programs shouldn't be either. However, the Department will go through these five questions to determine whether your proposal meets the basic requirements for a grant proposal. Once the first round of questions is answered to determine base eligibility, the Department will review each proposal with the supplemental questions to determine which projects are outstanding IPM programs.

Base Eligibility

Each question builds upon the others, if any of the questions is answered no, the grant is not eligible. Grant scorers will use best professional judgement when evaluating the degree to which grantees met the basic requirements.

1. Has the grantee demonstrated an understanding of the species of concern's life cycle and habitat preferences?
2. Has the grantee gathered baseline data on the water chemistry, plant communities, fisheries and other relevant factors on their waterbody?
3. Has the grantee demonstrated an understanding of the most likely impacts caused by the species of concern on their waterbody?
4. Has the grantee set clear scenarios that warrant management based on the best available ecological information?
5. If management is warranted, has the grantee considered all options and designed a management strategy which uses more than one management strategy together?

Ranking Questions: If all are yes, the project is outstanding.

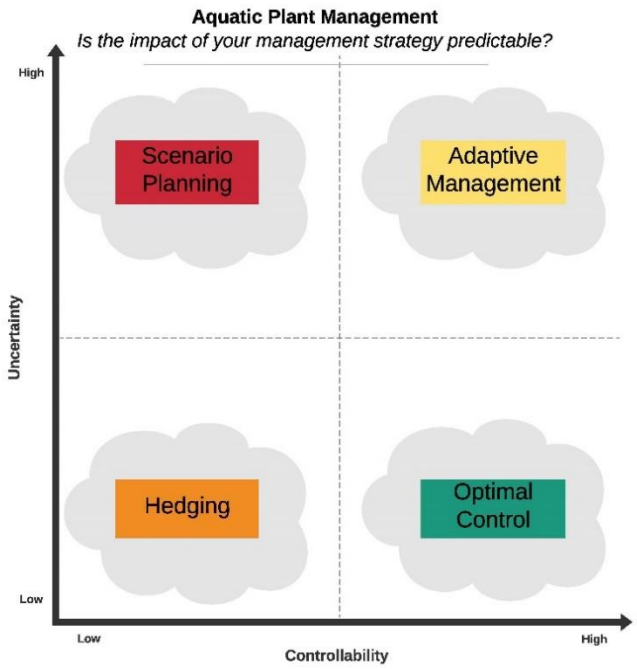
6. Has the grantee taken steps to prevent the spread of the species of concern from their waterbody?
7. Has the grantee taken steps to improve the health of their waterbody and/or watershed?
8. Has the grantee analyzed the efficacy of past control efforts?
9. Has the grantee ever changed their management strategy as a result of new information about the target species or significant impacts in control effectiveness, habitat composition and/or water quality?

What if we know very little about the species of concern or the management strategy?

When a species of concern is relatively new to the state or there isn't much information on its life cycle, habitat preferences and sensitivity to management, it's hard to determine the potential impacts to your waterbody. Additionally, when a new management strategy is proposed that doesn't have a lot of information surrounding its effectiveness and selectivity, it's difficult to determine the potential impacts on your waterbody. Without those understandings, developing an IPM program can be challenging. This section will go through different decision-making scenarios to highlight the steps necessary to develop a strategy when there is not enough information to make a well-informed decision.

Example Scenarios

Figure 5. Aquatic plant management scenarios.



Scenario Planning - A lake has recently discovered a population of starry stonewort (SSW), a plant we are still working to understand. The lake decided to pursue a chemical control option. Someone suggests a chemical they heard works for control, but which hasn't been tested for SSW; its efficacy and non-target impacts are unknown. In this scenario, you have little control over the management variables (chemical treatment) and there is a lot of uncertainty about the species itself and what will happen after you chemically treat (unknown efficacy and impact). This is an example of scenario planning. Your first steps should be to assess the population to one: develop an understanding of the plants' life cycle and two: assess how SSW interacts with other plants and animals in your lake to determine if the populations' impacts warrant control. If the impacts warrant control, the group should design a treatment strategy that helps to understand exactly how the chemical you propose will impact SSW and all other beings in your waterbody. This strategy will ensure your plan and management goals have room to grow and change with new information, so you are spending your money wisely.

Hedging - A lake has recently discovered a population of Eurasian water milfoil (EWM), a plant we have studied and understand. The lake group studied the impacts of EWM and determined the impacts on water use and other organisms in the waterbody warranted control. The lake group chose a chemical control option. Someone suggests a new chemical they heard works for control of milfoil but hasn't been tested for EWM; its efficacy and non-target impacts are unknown. In this scenario, you have little control over the outcome (unknown efficacy and impact) of the management strategy. However, you know the life cycle of milfoil and other organisms in your waterbody, so you can make some educated guesses as to how the new chemical will impact target and non-target species. This is an example of hedging your bets. We recommend you work with your local lake, streams, or AIS biologist to ensure you are making safe bet. Design a management strategy which ensures you learn all you can about efficacy and impacts of the new chemical to inform future decisions.

Optimal Control – A lake has a ring of plants in and around the littoral zone that can cause navigational impediments during peak season. The lake group uses a harvester and tracks the efficacy and impacts of the treatment annually. This is an example of optimal control. The lake group can control the timing of harvesting based on best available information on the fishery, plant life cycle's and recreational use and the outcomes of control are well understood.

Adaptive Management – A lake has recently discovered a few small populations of Eurasian water milfoil (EWM) scattered around the littoral zone. The lake group studied the impacts of EWM and determined the impacts on water use and other organisms in the waterbody warranted control. The lake group cannot decide between using a small-scale mechanical removal technology such as diver assisted suction harvesting (DASH), or small-scale spot treatments using a limno-barrier curtain. They haven't used either technique before and know very little about their impacts or efficacy. In both scenarios, you have a lot of control over the variables in the management strategy, but you aren't sure what the efficacy or long-term impacts will be. Both are examples of adaptive management, we recommend you work with your local lake, streams, or AIS biologist and consultants to map out an Adaptive Management Plan before you implement any one treatment strategy.

What is Adaptive Management?

Adaptive management is a decision process that involves ongoing, real-time learning and knowledge creation that can be adjusted in the face of uncertainties as outcomes from management actions are better understood. Careful monitoring of these outcomes both advances scientific understanding and helps adjust future strategies as part of a learning process.

Adaptive management also recognizes the importance of natural variability in each waterbody ecosystem. It is not a 'trial and error' process, but rather emphasizes learning while doing. Adaptive management does not represent an end, but rather a means to more effective decisions and enhanced benefits. Its true measure is in how well it helps meet environmental, social, and economic goals, increases scientific knowledge, and reduces tensions among stakeholders.

Qualifying Questions for Adaptive Management

If any answer to the following questions is No, adaptive management may not be an appropriate decision-making framework for your project.

1. Have the grantee's assessments shown there is a management decision to be made?
2. Can all relevant stakeholders be engaged in the process?
3. Can the grantee clearly state management goals?
4. Is deciding on a management strategy complicated by uncertainty about potential impacts of the management?
5. Can the relationships in and around the waterbody and the management impacts be represented in models?
6. Can monitoring be designed to inform decision making?
7. Can progress be measured in achieving management goals?
8. Can management actions be adjusted in response to what has been learned?
9. Does the whole process comply with NR 107, 109 and NR 193?

Elements of Appendix I reference the University of California Agricultural and Natural Resources Statewide Integrated Pest Management Program, and Adaptive Management: The U.S. Department of the Interior Technical Guide.

APPENDIX J: SAMPLE AUTHORIZING RESOLUTION

Instructions: Each applicant must submit to the department an *Authorizing Resolution* that is approved by the governing body of the organization. The authorizing resolution must attest to the financial capacity of the grantee to carry out the project and that the grantee will follow all state/local/federal rules and regulations. The resolution must also indicate which officers or employees of the organization are authorized to do the following:

1. Sign and submit the grant application to the department
2. Sign a grant agreement between applicant and the department
3. Submit quarterly and/or final reports to the department to satisfy the grant agreement
4. Submit grant reimbursement request to the department
5. Sign and submit other required documentation

We strongly recommend that applicants show the title of a position (e.g., President, Secretary, County Conservationist, etc.) in the Authorizing Resolution, rather than name of employee or board member. Employees and board members have been known to retire or change jobs in the middle of a grant. Were this to happen, the resolution would be ineffective. If your organization requires that a person be named in an Authorizing Resolution, then the resolution should also include contact information for the individual named. If the authorized representative should change throughout the course of the grant, please notify your local environmental grants specialist.

School Districts must partner with another project applicant eligible to receive aquatic invasive species control grants in order to qualify for AIS control grants (see SAMPLE SCHOOL DISTRICT RESOLUTION). Eligible recipients, as defined in S. 281.68, Wisconsin Statutes, are counties, cities, towns, villages, town sanitary districts, public inland lake protection and rehabilitation districts, qualified lake associations, nonprofit conservation organizations, or other local governmental units established for the purpose of lake management.

The **School District's representative** must be indicated by naming a position or a person who is either an official or employee of the School District. By naming a position instead of a specific person, a new resolution does not have to be submitted to the department if there is turnover in the position. A contracted consultant to the applicant cannot be the authorized representative. The resolution may not pass on grant responsibility to another group or organization.

Note: If applicant is required to submit a draft "intergovernmental agreement (IGA)" along with your grant application, an Authorizing Resolution is not a substitute for an IGA.

Sample authorizing resolution

WHEREAS, the _____ is interested in obtaining a cost-share grant from the Wisconsin
(the applicant)
Department of Natural Resources for the purpose of _____

_____
(as described in the application);

WHEREAS, the applicant attests to the validity and veracity of the statements and representations

contained in the grant application;

WHEREAS, a grant agreement is requested to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that the _____
(the applicant)
will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative	Email address and Phone Number
Sign and submit a grant application		
Enter into a grant agreement with the DNR		
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate		
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement		
Sign and submit _____ (name of other documents. Example: Admin Forms)		

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Adopted on _____ day of _____, 20____

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting held on day of _____, 20__

Authorized Signature ⇧	**Date Certified ⇧**
Title ⇧	

Sample school district resolution

Resolution # _____

RESOLUTION OF _____ County of _____
(School District)

WHEREAS, _____ is an important resource used by the
(Waterbody)
public for recreation and enjoyment of natural beauty; and

WHEREAS, public use and enjoyment of _____is best served by
(Waterbody)
protection of _____from population of aquatic invasive species; and
(Waterbody)

WHEREAS, we recognize the need to provide information or education about aquatic invasive species; and

WHEREAS, we are qualified to carry out the responsibilities of the aquatic invasive species control project.

NOW, THEREFORE, BE IT RESOLVED THAT the _____ requests
(School District)
grant funding and assistance available from the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Control Grant Program" and hereby authorizes the _____ to act on behalf of _____ to:
(Title of School District Representative)
(School District)

1. submit an application to the State of Wisconsin for financial aid for aquatic invasive species control purposes;
2. sign documents;
3. take necessary action to undertake, direct, and complete an approved aquatic invasive species control grant; and
4. submit reimbursement claims along with necessary supporting documentation within six months of project completion date.

BE IT FURTHER RESOLVED THAT the _____ will meet the
(School District)
obligations of the aquatic invasive species control project including timely publication of the results and meet the financial obligations under this grant including the prompt payment of our 25% commitment to aquatic invasive species control project costs.

BE IT FURTHER RESOLVED THAT the _____ will partner with
(School District)
the_____ to accomplish the educational efforts of
(another project applicant eligible to receive aquatic invasive species control grants)
the Aquatic Invasive Species Control project. This partnership will be documented in the form of a written cooperative agreement and will be submitted to the DNR as proof that this program requirement has been satisfied.

Adopted this day ___ of _____, 20___
By a vote of: ____ in favor _____ against _____ abstain

By: _____
Secretary/Clerk

of _____
School District

APPENDIX K: ORGANIZATIONAL ELIGIBILITY

Six months prior to the grant application deadline, grant applicants should establish or confirm their eligibility for grant funding by contacting their local environmental grants specialist.

Counties, municipalities, other local units of government, lake districts, natural resource agencies, tribal governing bodies, town sanitary districts and accredited colleges, universities and technical schools are automatically eligible. No eligibility application is required.

Other entities must seek a determination of eligibility (Form 8700-380) as a qualified surface water management organization, qualified lake association, qualified river management organization, nonprofit conservation organization or a qualified school district.

Qualified surface water management organization

A qualified surface water management organization must:

- ☐ Demonstrate incorporation under ch. 181. Confirm status on the State of Wisconsin Department of Financial Institutions website. Alternatively, the organization must have an established presence in the state of Wisconsin as determined by the department.
- ☐ Demonstrate exemption from federal income tax under IRC s. 501 (a) of the internal revenue code.
- ☐ Demonstrate its stated purpose or past actions are aligned with the purposes of NR193 and the Surface Water Grant Program.

Note: qualified surface water management organizations are not eligible for Wetland Incentive grants.

Qualified lake association

A qualified lake association must:

- ☐ Demonstrate incorporation under ch. 181. Confirm status on the State of Wisconsin Department of Financial Institutions website.
- ☐ Specify in its articles of incorporation or bylaws that a substantial purpose is to support the protection or improvement of one or more inland lakes for the benefit of the general public.
- ☐ Demonstrate that the substantial purpose of its past actions was to support the protection or improvement of one or more inland lakes for the benefit of the general public.
- ☐ Allow to be a member any individual who for at least one month each year resides on or within one mile of an inland lake for which the association was incorporated.
- ☐ Allow to be a member any individual who owns real estate on or within one mile of an inland lake for which the association was incorporated.
- ☐ Not have articles of incorporation or bylaws which limit or deny the right of any member or any class of members to vote as permitted under s. 181.0721 (1).
- ☐ Demonstrate its existence for at least one year.
- ☐ Demonstrate it has at least 25 members.
- ☐ Require payment of an annual membership fee of not less than $5 and not more than $50.

Qualified river management organization

A qualified river management organization must:

- ☐ Demonstrate incorporation under ch. 181. Confirm status on the State of Wisconsin Department of Financial Institutions website. Alternatively, demonstrate that it is a chapter or legal affiliate of a nationally recognized nonprofit organization registered in another state.
- ☐ Specify in its articles of incorporation or bylaws that a substantial purpose of its being incorporated is to support the protection or improvement of one or more rivers or riverine ecosystems for the benefit of the general public or demonstrates that the substantial purpose of its recent past actions was to support the protection or improvement of one or more rivers for the benefit of the general public.
- ☐ Not limit membership or deny the right of any member or any class of members to vote.
- ☐ Require payment of an annual membership fee of not less than $5 and not more than $50.

Nonprofit conservation organization

A qualified nonprofit conservation organization must:

- ☐ Demonstrate its stated purposes include the acquisition of property for conservation purposes and that is described in section 501 (c) (3) of the internal revenue code.
- ☐ Demonstrate exemption from federal income tax under section 501 (a) of the internal revenue code.

Note: nonprofit conservation organizations are not eligible for Wetland Incentive grants.

Qualified school district

The board of a qualified school district must adopt a resolution to conduct a lake management planning project that will do all of the following:

- ☐ Provides information or education on the use of lakes or natural lake ecosystems, on the quality of water in lakes, or on the quality of natural lake ecosystems.
- ☐ Allows another eligible recipient of grants under this section to cooperate with the school district in the project.

APPENDIX L: LIST OF FORMS

If you have any questions regarding the need for forms listed below, please contact your local environmental grants specialist who should be able to answer any questions.

Organization eligibility forms

- Grant Eligibility Application (Form 8700-380)
- W-9 Form

Application forms

- Surface Water Grant Application (Form 8700-284)
- Clean Boats, Clean Waters Grant Application (Form 8700-337)
- Healthy Lakes and Rivers Grant Amendment Request (Form 8700-381)
- Surface Water Grant Project Lab Costs (Form 8700-360)
- Sample Authorizing Resolution
- Sample School District Authorizing Resolution (Appendix J, Page 141)
- Environmental Hazards Assessment (Form 1800-001)

Reimbursement forms

- Reimbursement Request Checklist
- Grant Payment Request and Worksheet (Form 8700-001)
- Volunteer Labor Worksheet and Summary Used as Grant Match (Form 8700-349A)
- Volunteer Labor Worksheet Used as Grant Match (Form 8700-349B)
- Volunteer Labor Summary Used as Grant Match (Form 8700-349C)
- Donated Professional Services Worksheet (Form 8700-350)
- Donated Equipment or Equipment Usage Worksheet (Form 8700-362)
- Surface Water Grant Professional Service Provider Agreement (Form 8700-379)
- Grant Partner Financial Data Report (Form 9300-230)
- Local Government Force Account Report (Form 8700-352)
- Mileage Log (Form 8700-012)