



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

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

DOCUMENT ID

WT-19-0046-C

DOCUMENT TITLE

Urban Nonpoint Source & Storm Water Management Construction Grant Application Instructions

PROGRAM/BUREAU

Nonpoint Source Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section 281.66, Wisconsin Statutes, Chapters NR 155 and 154, Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

10/14/2019

DATE FINALIZED

12/16/2019

DNR CERTIFICATION

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

Signature

12/16/19

Date

Urban Nonpoint Source & Storm Water (UNPS&SW) Management Program Construction Grant Application Instructions



December 9, 2019

Applications must be postmarked and mailed by

★ April 15 ★

(or April 16/17, if April 15 falls on a Sunday/Saturday)

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

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Statutory and Administrative Rule Authority

The purpose of this document is to provide instructions to Urban Nonpoint Source and Storm Water (UNPS & SW) Construction Grant Program applicants on how to fill in the UNPS&SW Construction Grant application (Form 8700-299). The UNPS&SW Construction Grant exists under the authority established in 281.66 Wis. Stats, and NR 155 Wis. Adm. Code. Accordingly, Form 8700-299 and its accompanying instructions (this document), follow the requirements set forth in this section of statute of chapter of code. The table below provides more specific detail on the specific subsections of statute and sections of code that govern each part of application and the accompanying instructions.

Part	Section	Title	Code/Statutory Authority
I		Applicant Information	NR 155.17 (2) (a) 1. - 4. Wis. Adm. Code
II		Project Information	281.66 (3) & (4) (c) Wis. Stats
	A	Project Location	NR 155.14 (2) Wis. Adm. Code
	B	Watershed and Waterbody	NR 155.14 (2) Wis. Adm. Code
	C	Endangered and Threatened Resources	NR 155.17 (2) (b) 2. Wis. Adm. Code
	D	Environmental Hazards Assessment	NR 155.18 (2) Wis. Adm. Code
	E	Alternative Funding	N/A (Optional)
	F	Pro-Rating for Eligible Urban Area	NR 155.17 (2) (b) 3. Wis. Adm. Code
	G	BMPs and associated activities for which funding is requested	NR 155.17 (2) (b) 5. Wis. Adm. Code
	H	Project Description	NR 155.17 (2) (a) 6. Wis. Adm. Code
	I	Project Area Photos (Optional)	N/A (Optional)
III		Screening Requirements	281.66 (3) Wis. Stats
	A	Maps & Photographs	NR 155.17 (2) (b) 2. Wis. Adm. Code
	B	Project Filters	NR 155.17 (2) (b) Wis. Adm. Code
	C	Project Location Filters	NR 155.17 (2) (b) Wis. Adm. Code
IV		Competitive Elements	281.66 (5) Wis. Stats
	1	Fiscal Accountability	NR 155.17 (2) (c) 1. & 8. Wis. Adm. Code
	2	Project Evaluation Strategy	NR 155.17 (2) (c) 2. Wis. Adm. Code
	3	Water Quality Need	NR 155.17 (2) (c) 5. Wis. Adm. Code
	4	Drinking Water Bonus	NR 155.17 (2) (c) 5. h. Wis. Adm. Code
	5	Extent of Pollution Control	NR 155.17 (2) (c) 6. Wis. Adm. Code
	6	Evidence of Local Support	NR 155.17 (2) (c) 3., 8; & 1.c.
	7	Consistency with Resource Management Plans	NR 155.17 (2) (c) 7. Wis. Adm. Code
	8	Supporting Regulations	NR 155.17 (2) (c) 9. Wis. Adm. Code
	9	City of Racine	NR 155.17 (2) (c) 10. Wis. Adm. Code
V		Local Implementation Multiplier	NR 155.19 (4) Wis. Adm. Code

List of Acronyms and Abbreviations

303(d) List	List of Impaired Waters
ASNRI	Area of Special Natural Resource Interest
BMPs	Best Management Practices
DNR	Department of Natural Resources
ES	(Groundwater) Enforcement Standard
GRR	Governmental Responsibility Resolution
HUC	Hydrologic Unit Code
IGA	Inter-Governmental Agreement
LCD	Land Conservation Department
LUG	Local Unit of Government
LWRMP	Land and Water Resources Management Plan
NPS	Nonpoint Source
OTM	Other-Than Municipal (water supplies)
PAL	(Groundwater) Preventative Action Limit
SWDV	Surface Water Data Viewer
R&R	Remediation and Redevelopment
TMDL	Total Maximum Daily Load
TP	Total Phosphorus
TRM	Targeted Runoff Management
TSS	Total Suspended Solids
USEPA	United States Environmental Protection Agency
USGS	United States Geological Survey
WPDES	Wisconsin Pollutant Discharge Elimination System

Glossary of Terms and Definitions

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

Amount eligible for cost sharing is the amount of the total project costs that are eligible for up to 50% cost-share reimbursement. The amount eligible for cost sharing is different than the grant award amount, as the grant award itself is 50% or less of the amount of eligible project costs. Eligible project costs differ from total project costs in that total project costs may include construction activities not eligible for cost-share reimbursement, if for example a part of the project will address new development or flood control.

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

- sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- sign and submit reimbursement claims along with necessary supporting documentation;
- sign and submit interim and final reports and other documentation as required by the grant agreement;
- take necessary action to undertake, direct and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, fulfilling the requirements of the grant agreement, carrying out acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting final report, grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance).

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

Commercial as used herein, means both of the following:

- strip commercial, office parks, shopping centers and downtown commercial; and/or
- governmental, institutional, transportation and recreational land uses that contain source areas generating an above-average amount of rainfall runoff volumes and/or pollutant loads, such as parking lots, streets, storage areas, or large landscaped areas.

Existing urban development means urban development in existence on or before October 1, 2004, as per NR 151.002 (14g).

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

Industrial as used herein, means both of the following:

- publicly owned or operated manufacturing and non-manufacturing industrial land uses, including sites requiring coverage under subch. II of ch. NR 216; and/or
- privately owned manufacturing and non-manufacturing industrial land uses, but only those source areas that are not covered by a ch. NR 216 storm water discharge permit such as separate employee parking areas or landscaped areas not contaminated with industrial activity.

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

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

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

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

Storm water treatment practices are structural BMPs that reduce the amount of pollution in runoff discharged from the BMP, relative to the amount of pollution in runoff flowing into the BMP. Examples of storm water treatment practice BMPs eligible for cost-sharing under this grant program include, but are not limited to, wet detention basins and infiltration basins. Examples of BMPs eligible for cost-sharing under this grant program that are **not** storm water treatment practices include, but are not limited to, streambank stabilization and high-efficiency street sweepers.

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

Total Maximum Daily Load (TMDL) is the amount of a pollutant a waterbody can receive and still meet water quality standards.

An **Urban Area**, as defined by s. NR 155.12(31), means an area comprised of one or more of the following:

- an area with population density of 1,000 or more persons per square mile;
- [industrial](#) or [commercial](#) land uses; and/or
- Island parcels of land that are completely surrounded by the above-listed urban land covers.

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

Urban Nonpoint Source & Storm Water (UNPS&SW) Construction Grant Application Instructions

General Information

- The Urban Nonpoint Source and Storm Water (UNPS&SW) Construction Grant Program is a cost-share **reimbursement** grant program, as established by 281.66 Wis. Stats, and NR 155. The maximum cost-share rate is up to 50% of eligible expenses, up to a maximum award amount of \$150,000 for construction and engineering, and up to an additional \$50,000 for land acquisition.
- Grant applications are reviewed and ranked via a competitive process. [Figure 1, Urban Nonpoint Source and Storm Water \(UNPS&SW\) Construction Grant Program Flow Chart](#) illustrates process used in evaluating and ranking applications.
- An applicant may submit more than one project application. However, if more than one project is proposed on lands which are contiguous and under common ownership, the projects will be taken as a group when considering the maximum award amount. Features such as water bodies or roads which separate any part of a parcel from any other part do not render the parcel of land non-contiguous. Only ranked projects with a collective requested amount that is within the maximum award amount will be considered for initial selection. Other additional projects within such a group will be placed on a separate list to be awarded grant monies only after all other grants have been awarded.
- There is a separate application [Form 8700-299A] that you may use to apply for UNPS&SW Planning projects. Construction and Planning applications are offered every other year, on alternate years. Possible planning projects include municipal storm water planning, information and education activities, ordinance development and studies to develop municipal storm water financing options, such as storm water utilities. The UNPS&SW Planning Grant application is available at <http://dnr.wi.gov/Aid/UrbanNonpoint.html>.
- Applicants are notified of their application's rank and funding status typically in the fall of the calendar year that the application was submitted. The two-year grant period typically starts in January of the following year, although a delay in the adoption of state or federal budgets can delay this timetable.

FUNDING SIDEBARDS AND LIMITATIONS

UNPS&SW Construction grant funding has certain sideboards and limitations, as set forth in 281.66 Wis. Stats and NR 155, that potential applicants should consider when deciding whether to apply. These include:

- **Construction** projects must serve an existing [urban area](#). *Existing* means (urban development) in existence on or before October 1, 2004. The definition of [urban area](#) is in [Attachment B](#).
- More information about best management practices (BMPs) eligible for funding are identified in [Attachment C](#).
- The state cost-share reimbursement amount can cover up to 50% of total eligible project costs. The total state reimbursement amount cannot exceed \$150,000 for construction and engineering, plus up to an additional \$50,000 for land acquisition.
- If this project requires that the applicant have control of the project site, the applicant must either currently have control of the property or submit documentation with this application that the applicant will obtain control of the property prior to the award of the grant itself.
- The state can only provide cost sharing for the [water quality](#) portion of a BMP designed to control runoff from existing development. Projects solely focused on new development, or to solve drainage and flooding problems, are not eligible for UNPS&SW funding. Cost-Share allocations will be prorated for projects that combine eligible and ineligible components.

- If a project is selected for funding, the applicant must then submit evidence in a timely manner that they can provide the local share. The DNR will not award a grant without this information.
- The DNR will not fund any urban storm water practice located in a navigable water or wetland, regardless of whether the practice is being installed to meet a WPDES storm water permitting requirement. The applicant is required to consult the information sources listed to answer question 9 in Part III-C Screening Requirements, Location Filters.
- If the statewide application demand exceeds available funding, the maximum total amount of funding a grantee may receive in multiple grant awards for the application year cannot exceed 20% of the grant funds available in the grant year.
- Grant periods start January 1 of the calendar year following application. Grantees must plan to complete their project within two years of this date.
- For joint project applications, a DRAFT Intergovernmental Agreement (IGA) must be submitted with the application (see [Attachment G](#)).
- Applicants are required to submit completed Governmental Responsibility Resolutions (GRR), citing which Responsible Government Official is authorized to submit the application and subsequent required forms (see [Attachment I](#)), as well as assuring that the local unit of government has budgeted (or will budget) the local share amount to complete the project. The signature on the application must be consistent with the name or title of the [Authorized Responsible Government Official](#) on the Governmental Responsibility Resolution.

GRANT ADMINISTRATION REQUIREMENTS - GRANTEE RESPONSIBILITIES

- If your project is selected for funding, the DNR will require that the applicant submit the Environmental Hazards Assessment Form ([DNR Form 1800-001](#)) for any project that involves excavation. Refer to [Attachment H](#) for more information.
- If your project is selected for funding, you must submit evidence in a timely manner that the unit of government has budgeted for the local share. The DNR will not award a grant without this confirmation
- Successful grantees are required to submit the Professional Service Agreement(s) (PSA) for all activities that they will request cost-share reimbursement under the grant to DNR for review and approval.
- Successful grantees are required to submit engineering plans and specifications for all practices they will request cost-share reimbursement under the grant to DNR for review and approval, before beginning construction.
- Successful grantees are required to submit [Final Report Form 3400-189U](#) with their final reimbursement request, including before and after photographs and summarizing the results of the project. Further details are contained within the grant agreement.
- Grantees must request final reimbursement no later than 60 days after the end of the grant period.

Call your DNR Regional Nonpoint Source (NPS) Coordinator early.

Coordinators can provide assistance in construction your project.

Pre-application contact with your DNR Regional NPS Coordinator is also a grant eligibility requirement.

Go to <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html> for contact information.

TIPS FOR A BETTER APPLICATION

- Read the entire application instructions, including Attachments prior to beginning your submittal to familiarize yourself with the eligibility criteria, application requirements and the scoring criteria that will be used to evaluate your submittal.
- Call the DNR Regional Nonpoint Source (NPS) Coordinator in your area early. The coordinators may be able to provide you with assistance in planning your project. Find the local NPS Coordinator at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.
- Before applying for a grant, spend some time discussing needs, goals, and expectations with the whole stakeholder community. A little pre-planning will pay dividends down the road.
- Certain governmental funds may **not** be used to fulfill the local-share requirement. These include funds from the DNR's Targeted Runoff Management Program, Municipal Flood Control and Riparian Restoration program, and the Department of Agriculture, Trade and Consumer Protection (DATCP) Soil and Water Management Grant program.
- If a consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements.

Call your DNR Regional Nonpoint Source (NPS) Coordinator early.

Coordinators can provide assistance in construction your project.

Pre-application contact with your DNR Regional NPS Coordinator is also a grant eligibility requirement.

Go to <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html> for contact information.

Figure 1 UNPS&SW-Construction Screening & Scoring Process



Instructions for Completing Form 8700-299

COMPLETING YOUR UNPS&SW CONSTRUCTION APPLICATION

The UNPS&SW Construction grant application form is posted on the DNR web site in January of each even-numbered calendar year at <http://dnr.wi.gov/Aid/urbannonpoint.html>. The application form must be opened using Adobe Reader or Acrobat software.

DIRECTIONS	EXPLANATION
<p>1. Contact your local DNR Nonpoint Source Coordinator to discuss the proposed project, including each of the following:</p> <ul style="list-style-type: none"> • Project and applicant eligibility • Proposed BMPs & eligible upstream drainage area • Permits and other feasibility issues • Water quality need 	<p>Applicants are required to contact their local NPS Coordinator prior to application submittal, in order for their application to be eligible for funding consideration.</p> <p>Find your local Nonpoint Source Coordinator at: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html.</p>
<p>2. Draft a Governmental Responsibility Resolution (GRR) that identifies an Authorized Responsible Governmental Official to submit the application and subsequent required forms on behalf of the applicant/local unit of government.</p> <p>3. Get approval/execution of the draft GRR on the agenda of the next local government board/committee meeting.</p>	<p>Applicants are required to attach an executed GRR to their application that identifies and authorizes a Responsible Governmental Official (or authorized government official position title) to submit the application and subsequent required forms on behalf of applicant/local unit of government. The signature on the application must be consistent with the Governmental Responsibility Resolution. A GRR template is included in Attachment K.</p>
<p>4. Save the current version of Form 8700-299 Urban Nonpoint Source & Storm Water (UNPS&SW) Program Construction Application onto your hard drive ("save as" your chosen file name).</p> <p>5. Fill the form in electronically. Use the "Tab" key to exit a field so that it will automatically update and move to the next field or link. Otherwise, use "Enter" to update a field and click in the next fillable field. Provide all applicable information required by the application.</p> <p>6. Review completed form to confirm all applicable questions are answered.</p>	<p>The UNPS&SW Construction grant application form and instructions are posted on the DNR web site http://dnr.wi.gov/Aid/urbannonpoint.html in January of each even-numbered year.</p> <p>Under the authority granted by Wisconsin Administrative Code, DNR may deny consideration of submittals that are incomplete. This includes applications missing required information and projects that may be significantly delayed by DNR review to determine compliance of the project with other state laws.</p>

Important Note: Plan ahead and get the GRR approval on the agenda of the appropriate local board, council or committee meeting before the application due date. Depending on the schedule and frequency of local meetings and timing of agenda postings, this can require significant lead time - e.g., agenda posted in February for March meeting.

ASSEMBLING & SUBMITTING YOUR UNPS&SW CONSTRUCTION APPLICATION

1. Assemble one original copy of your completed application (current version of DNR Form 8700-299a) including all attachments, with an original signature by the [Responsible Government Official authorized](#) to sign contracts on behalf of the [governmental unit](#) by the GRR attached to your application.
2. The assembled application must conform to the following:
 - All pages in the application, including maps, must be 8.5 x 11 inches in size.
 - All application pages containing text must be printed double-sided.
 - Maps and photos can be printed single-sided or double-sided.
 - Each page must be **numbered** and contain an identifying project name that matches the name listed in the required "Project Name" field on the first page of the application.
 - If you attach narrative responses on a separate sheet(s), each page must be numbered, include the project name, be labeled with the respective question description and number, and the question's page number.
3. Copy and assemble three additional copies of the completed, signed application form and all attachments.
4. Save an electronic copy of the application and all attachments on CD or flash drive.
5. Assemble your grant application submittal package, including:
 - Four (4) copies of the application(s) plus all attachments – one (1) original signed in blue ink, plus three (3) signed copies
 - Electronic copy of application(s) and all attachments on CD or flash drive
6. Postmark and mail your grant application submittal package no later than April 15 (April 16/17, if the 15th falls on a Sunday or Saturday) to:

USPS

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

Other delivery service

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

Completed **applications must be postmarked and mailed no later than April 15** of the same calendar year, unless April 15 falls on a Sunday or Saturday, in which case the postmark deadline is April 16 or 17.

Applications postmarked after this date are not eligible and will not be scored or ranked.

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

Part I. Applicant Information

Part I of this document explains how to complete the applicant information section of the application, consistent with NR 155.17 (2) Wis. Adm Code.

DIRECTIONS	EXPLANATION
<p>1. Enter the current calendar year that the grant application is being submitted.</p> <p>2. Enter the calendar year that the grant award will start. The grant award year is the calendar year following the application year.</p> <p>3. Enter the project name. The project name should be a unique identifier of this particular project.</p> <p>4. Enter the name of the governmental unit applying.</p>	<p>The applicant must be a governmental unit. Governmental unit means any unit of government including, but not limited to:</p> <ul style="list-style-type: none"> • a county, city, village, town, tribe, metropolitan sewerage district created under ss. 200.01-200.15 or 200.21-200.65, Wis. Stats.; and • a town sanitary district, public inland lake protection and rehabilitation district, regional construction commission or drainage district operating under ch. 89, Wis. Stats., or ch. 88, Wis. Stats.
<p>5. Enter the name and contact information of the applicant's Authorized Responsible Government Official. The Authorized Responsible Government Official is the Government Official authorized to sign the grant application on behalf of the governmental unit.</p> <p>6. Enter the name and contact information of the applicant's Grant Contact Person. The Grant Contact Person is the Government Official or staff person most directly involved in the implementation of this project.</p> <p><i>If the Grant Contact Person is the same as the Authorized Responsible Government Official, write "same" in the Contact Person box and leave the remaining fields on the right half of Part I blank.</i></p>	<p>The Authorized Responsible Government Official must be consistent with the name or job title of the individual authorized by the Governmental Responsibility Resolution form attached to this application (see Attachment K).</p> <p>The Authorized Responsible Government Official and the Grant Contact Person cannot be a consultant.</p> <p>Although the Grant Contact Person is the Government Official or staff person most directly involved in the implementation of this project, the Authorized Responsible Government Official is only person authorized to do the following:</p> <ul style="list-style-type: none"> • sign the grant application on behalf of the governmental unit; • sign a grant agreement between the local government (applicant) and the Department of Natural Resources; • sign reimbursement claims along with necessary supporting documentation; and • sign interim and final reports and other documentation as required by the grant agreement. <p>The DNR will not accept the above-listed documents unless signed by the Authorized Responsible Government Official.</p>

Part II. Project Information

Part II of this document explains how to complete the project information section of the application, as per requirements set forth in NR 155.18 Wis. Adm Code.

A. PROJECT LOCATION

Identify the location(s) of the project's proposed BMPs by filling in Table II-A.

DIRECTIONS	EXPLANATION
<p>1. Enter location information for each proposed BMP* on a separate row of Table II-A. Specifically, for each BMP location:</p> <p style="margin-left: 20px;">a. enter the location name (e.g., "Spring Street", "Green Valley Neighborhood", etc.);</p>	<p>*If the proposed project is to construct multiple BMPs located on the same parcel and in the same HUC 12, working collectively to serve the same source area you do not need to enter a separate location for each BMP. For example, you would not need to enter a separate location for each of multiple infiltration cells serving different areas of a single parking lot; instead you could enter the midpoint location of the parking lot served by the BMP on a single line of the location table.</p> <p>If the proposed project is to purchase a high-efficiency street sweeper that will sweep areas located in only one HUC 12 watershed, enter the midpoint of the area to be swept by the sweeper. Alternatively, if the proposed project is to purchase a high-efficiency street sweeper that will sweep areas spanning multiple HUC 12s, enter location information for each HUC 12 on individual rows in the table.</p>
<p style="margin-left: 20px;">b. enter the latitude (4-7 decimal places), and longitude (negative, West of the Prime Meridian and 4-7 decimals places) of each proposed BMP location; and</p> <p style="margin-left: 20px;">c. enter the county name, state senate district number and state assembly district number for each location.</p>	<p>Use the Surface Water Data Viewer (SWDV) found at: https://dnr.wi.gov/topic/SurfaceWater/swdv/ as needed, to assist you in completing the project location information. See Attachment A for assistance in using the Surface Water Data Viewer.</p>
<p>2. Specify the method used to determine latitude and longitude.</p> <p>3. If the project is comprised by more than 15 locations, attach additional locations on a separate sheet.</p>	

B. WATERSHED AND WATERBODY

In Part II-B, enter the HUC 12 watershed information for each proposed project location listed in Part II-A. See [Attachment A](#) and the Surface Water Data Viewer for assistance in identifying the HUC 12s and the name of the nearest water resources.

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> On line 1.a, enter the 12-digit Hydrologic Unit Code (HUC 12) of the first proposed project location entered in Part II-B. Line 1.b will automatically populate with the name of the HUC 12. 	<p>A watershed is the geographic area draining to a specific portion of a surface or groundwater resource. It is the area of land where all of the water that is under it or drains off of it goes into the same place. The watershed of a major river may encompass numerous smaller watersheds that ultimately combine at a common point.</p> <p>Watersheds in the United States were delineated by the U.S. Geological Survey using a national standard hierarchical system known as “hydrologic units.” A hydrologic unit pertains to a surface water drainage area of a particular scale. Each hydrologic unit is identified by a unique hydrologic unit code (HUC 12).</p>
<ol style="list-style-type: none"> Determine what percent of the total area served by the project’s proposed BMPs, is served by the proposed BMP(s) in the first project location. Enter this percentage on <u>line 1. c</u>. If there is only one project location enter, 100%. 	<p>The total area served by the proposed project’s BMP(s) is defined as follows:</p> <ul style="list-style-type: none"> for stormwater treatment devices, the area served is the area of land draining to the BMP(s); for high-efficiency street sweepers, the area served is the area that will be regularly swept by the sweeper; and for streambank stabilization BMPs, the area served is area of the streambank stabilized.
<ol style="list-style-type: none"> On line 1.d identify the nearest water resource adjacent to, or downstream of, the project location and enter the name of the nearest water resource. 	<p>The nearest waterbody is the stream, river, or lake, including intermittent streams (dashed blue lines on SWDV) in closest proximity and downstream of to the BMP location (or area swept).</p>
<ol style="list-style-type: none"> Line 1.e and f will automatically populate with the name and number, respectively, of the HUC 12 located immediately downstream of the HUC 12 where the project is located. 	<p>If the project area is comprised of more than 5 HUC 12s, attach information for the additional watershed(s) to the application.</p>
<ol style="list-style-type: none"> Repeat steps 1 through 5 for each project location. The total amount of the percentages entered on the “line c’s” must equal 100%. 	<p>If the project area is comprised of more than 15 HUC 12s, attach information for the additional HUCs to the application.</p>

C. ENDANGERED AND THREATENED RESOURCES

See [Attachment A](#) and <http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland> for more information on using the Surface Water Data Viewer.

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. Check box 1 if you <u>already know</u> that there are endangered or threatened resources at any locations where the project will disturb land. 2. Check box 2 if you <u>already know</u> that there are archaeological sites, historical structures, burial sites, or other historic places as identified in s. 44.45, Wis. Stats., at any of the locations where the project will disturb land. 	<p>The DNR will evaluate applications selected for funding to determine compliance with the related state laws.</p>
<ol style="list-style-type: none"> 3. Use both the Wisconsin Wetland Inventory and Wetland Indicators layers of the Surface Water Data Viewer to determine if wetlands are potentially present in the project area. Check box 3 if wetlands or wetland indicators are present in the project area. 	<p>If wetlands or wetland indicators are present in the project area, the project must be reviewed by a DNR Water Management Specialist to determine if a wetland permit is needed.</p>

D. ENVIRONMENTAL HAZARDS ASSESSMENT

For each project location entered in Part II-A.1, select the true statement – 1. or 2. - and provide all additional information requested under your selected choice for each location.

DIRECTIONS	EXPLANATION
<p>1. Select option 1 if the proposed project does not include excavation or purchase of land or easement at the location.</p>	
<p>2. Select option 2 if the proposed project includes excavation or purchase of land or easement at the location, then address items a and b.</p> <p>a. Complete and attach a completed copy of the Environmental Hazards Assessment Form to your application and then check box 2.a to indicate the completed form is attached.</p>	<p>If the proposed project involves excavation for an urban BMP or purchase of land or an easement, DNR requires that the Environmental Hazards Assessment (EHA) Form be submitted with the application.</p> <p>The EHA Form, 1800-001, is available at: http://dnr.wi.gov/files/pdf/forms/1800/1800-001.pdf.</p>
<p>b. Use a Bureau of Remediation and Redevelopment RR Site Map, at a scale of 1:8529 or larger to determine whether or not there are open or closed R&R sites anywhere on the property where the excavation will occur, or on any property adjacent to the property where excavation will occur.</p> <p>→ Check all of the true statements under 2.b. (i-v), and check box 2.b to indicate that all true statements have been selected for the location.</p>	<p>The Remediation and Redevelopment (R&R) sites map is located at: http://dnr.wi.gov/topic/Brownfields/rasm.html.</p> <p>View the map at a scale of 1:8529 or larger so you can see adequate detail. This scale will show up below the map as you zoom in on the site map.</p>

E. ALTERNATIVE FUNDING

DIRECTIONS	EXPLANATION
<p>1. Check the box if you are interested in pursuing a subsidized rate loan from the Clean Water Fund Program (CWFP) or Small Loan Program (SLP).</p>	<p>The portion of the proposed project not funded by a UNPS Construction grant (including the local share) may be eligible for a subsidized rate loan from the Clean Water Fund Program (CWFP) or Small Loan Program (SLP).</p> <p>If you check this box, the DNR grant staff will submit a copy of this application to the Clean Water Fund Program (CWFP). Checking this box on in your UNPS-Construction grant application serves as a Notice of Intent (NOI) to apply for CWFP or SLP loans and waives the deadline for submitting an “Intent to Apply” form for CWFP funding. Checking this box is <u>not</u> a substitute for a CWFP loan application or interest rate subsidy application.</p> <p>For more information, visit the website at: http://dnr.wi.gov/aid/eif.html.</p>

F. PRO-RATING FOR ELIGIBLE URBAN AREA	
DIRECTIONS	EXPLANATION
<p>1. For each project location, determine whether the proposed BMP(s) will serve areas that meet the definition of both existing urban development and urban area, or if they will serve a combination of existing urban development + urban area, and other land use types, by following the steps below.</p> <ol style="list-style-type: none"> a. Delineate and measure the total area draining to the proposed BMP(s). b. Within the BMP(s) drainage area, identify the areas that meet the definition of existing urban development and urban area according to 281.66 Wis. Stats and NR 151.002 (14g). 	<p>Existing urban development means urban development in existence on or before October 1, 2004, as per NR 151.002 (14g).</p> <p>Urban area means any of the following, per 281.66(1) (e) Wis. Stats.:</p> <ol style="list-style-type: none"> 1. An area with a population of 1,000 or more per square mile. 2. An area in which the land is used for industrial or commercial land uses. 3. An area that is surrounded by an area described in subd. 1. or 2. [218.66(1) (e) Wis. Stats.]
<p>2. Select option 1 if the BMP’s entire drainage area will only serve areas that meet both the definition of existing urban development and urban area.</p> <ol style="list-style-type: none"> a. If option 1 is selected, delineate the BMP(s) drainage area and identify the BMP(s) location on a 2004 aerial photo; and b. attach the aerial photo to the application, and check box 1.a to indicate the photo is attached. 	<p>If a 2004 aerial photo is not available, attach an aerial photo of the nearest available year.</p>

<p>3. Select option 2 if the BMP drainage area includes a combination of existing urban development and other land use types. If option 2 is selected, determine the percent of the area served by the proposed BMP(s) that will serve existing urban development, using the method described in the following steps.</p> <p>4. Calculate the volume of runoff generated by the existing urban area only.</p>	<p>Runoff volumes may be calculated and compared using one of the two approaches described below.</p> <p>On an average annual volume basis using either SLAMM or P8;</p> <p>or</p> <p>the volume of runoff generated by the 2-yr, 24-hr design storm using TR-55.</p>
<p>5. Calculate the volume of runoff generated by the entire drainage area served by the proposed BMP(s), in the design condition, using the following methodology.</p> <p>a. Divide the volume of runoff generated by existing urban areas only, by the total volume of runoff generated by the proposed BMP(s) drainage area, in the design condition.</p> <p>b. Convert the result to a percentage and enter the percentage on line 2.a.</p>	<p>The design condition runoff volume is volume coming to the practice under the full build-out condition.</p>
<p>6. If option 2 was selected, identify and delineate all of the following on 2004 aerial photo:</p> <p>a. the proposed BMP(s) location;</p> <p>b. the proposed BMP(s) drainage area; and</p> <p>c. and areas that meet the definition of existing urban development within the proposed BMP(s) drainage area.</p> <p>7. Attach the aerial photo to the application and check box 2.b to indicate the required aerial photo is attached.</p>	<p>If a 2004 aerial photo is not available, attach an aerial photo of the nearest available year.</p>

G. BEST MANAGEMENT PRACTICES (BMPs) AND ASSOCIATED ACTIVITIES FOR WHICH FUNDING IS REQUESTED

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. For each project location entered in Part II-A.1, select the BMP type(s) for which funding is requested for that location. 2. For each BMP type selected at a given location: <ol style="list-style-type: none"> a. enter the number of proposed BMPs; b. select the associated ancillary activities necessary to implement the BMP(s), for which funding is requested; and c. select the other eligible costs for which funding is requested. 	<p>The technical standard number associated with each eligible BMP is shown in parentheses after the BMP name.</p> <p>BMPs constructed under a UNPS-Construction grant must be consistent with available storm water post-construction technical standards.</p> <p>See Attachment C for additional BMP information</p>

H. PROJECT DESCRIPTION

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. Summarize the proposed project in a paragraph or two. At a minimum, include the following information in your summary. <ul style="list-style-type: none"> • nonpoint pollution sources targeted by the proposed project; • water quality need addressed by the proposed project; and • the BMPs for which you are requesting funding. 	<p>Many applicants find it useful to complete the project summary after they have completed the entire application. A good project summary will communicate the fundamentals of the project in a paragraph or two, so the reader will immediately understand the project.</p>

I. PROJECT AREA PHOTOS (OPTIONAL)

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. Check I.1 if labeled photographs of the proposed BMP locations(s) are attached to the application. 2. Check I.2 if photographs of the of pollution sources areas served by the proposed BMP(s) are attached to the application. 	<p>Photographs of the proposed BMP locations and pollution source areas help communicate the fundamentals of the project, and are therefore recommended, but not required with the application. However, if your application is funded, the DNR will <u>require</u> before and after photographs with the project's final report.</p>

Part III. SCREENING REQUIREMENTS

Applications must meet all of the eligibility filters in Part III-A, B and C to be eligible for a UNPS&SW-Construction grant.

A. MAPS & PHOTOGRAPHS

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. Create an 8.5" X 11" map of each project location showing the location of the proposed BMP(s); delineation of the area that will be served by the project BMP(s), and all of the following layers: <ol style="list-style-type: none"> a. municipal limits; b. topographic contours; c. HUC 12 watershed boundaries; and d. major roads, including road names. 2. Create an 8.5" X 11" aerial photo of each project location showing the location of the proposed BMP(s); delineation of the area that will be served by the project BMP(s); and all of the following layers: <ol style="list-style-type: none"> a. municipal limits; b. HUC 12 watershed boundaries; and c. major roads, including road names. 3. Label both the topographic map and aerial photos with the project name and a north arrow. 	<p>The DNR's Surface Water Data Viewer (SWDV) may be used to create the required map. See Attachment A and the SWDV web site https://dnr.wi.gov/topic/SurfaceWater/swdv/ for assistance in using the SWDV. Other mapping tools may also be used to create the required map. Failure to submit the map and aerial photograph will result in removal of the application from further consideration.</p>

B. PROJECT FILTERS

DIRECTIONS	EXPLANATION
1. Check “Yes” to filter 1, if the area served by the project’s proposed BMPs meets the 281.66 Wis. Stats definition of “urban area”, (see Attachment B).	If the area served by the proposed project does not meet the urban area definition, the project is ineligible and will not be considered for funding.
2. Check “Yes” to filter 2, if the applicant certifies that the project will be completed within 24 months of the start of the grant period.	The project timeline in Part IV-1A of the application must show that the construction will be completed in 24 months or the project is ineligible.
3. Check “Yes” to filter 3, if the applicant certifies that staff and contractors designated (or selected) to work on this project (will) have adequate training, knowledge and experience to implement all elements of the project. 4. Check “Yes” to filter 4, if the applicant certifies that contractual services, in addition to those funded by this grant, will be provided if needed to complete all elements of the proposed project.	
5. Check “Yes” to filter 5, if the applicant certifies that BMPs constructed under this grant will be designed and constructed consistent with non-agricultural performance standards under NR 151 (see Attachments C & D).	Filter 5 provides confirmation that the project will not work at cross-purposes to the performance standards. This does not mean that construction deliverables can only address performance standards. For example, a project could be proposed for another purpose, such as thermal control, bacteria control, or streambank stabilization, even though there are currently no state performance standards for these activities as long as the project does not interfere with the governmental unit ’s ability to meet performance standards at that location.
6. Check “Yes” to filter 6, if the applicant will provide an operation and maintenance plan for the installed BMP with the final report.	

DIRECTIONS	EXPLANATION
<p>7. Check “Yes” to filter 7, if the applicant has contacted the local DNR NPS Coordinator.</p> <p>a. Fill in the table with the name of each NPS Coordinator contacted and date of each contact.</p> <p>b. Check the boxes to indicate the topics discussed with the coordinator. At a minimum, the subjects discussed with the NPS Coordinator should include:</p> <ul style="list-style-type: none"> ○ project eligibility; ○ proposed BMPs; ○ permits and other feasibility issues; and ○ water quality need. <p>c. In the text box below the table, provide a summary of the discussion(s) regarding each of the required topics and any other topics discussed.</p>	<p>Filter 7 requires the applicant to contact the local DNR NPS Coordinator and discuss the topics listed prior to submitting the application. See: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html for NPS Coordinators by county.</p> <p>Sending an email to an NPS Coordinator or leaving a voicemail does not qualify as discussing project.</p> <p>Do not check yes to filter 7 for sending an email or leaving a voicemail.</p>

DIRECTIONS	EXPLANATION
<p>8. Check “Yes” to filter 8, if the applicant can declare that either statement a. or b. are true.</p> <p>a. Select option a. if the applicant is <u>not</u> the University of Wisconsin Board of Regents.</p> <p>b. Select option b. if the applicant <u>is</u> the University of Wisconsin Board of Regents and all of the following are true:</p> <ul style="list-style-type: none"> ○ the project is for practices, techniques or measures to control storm water discharges on a University of Wisconsin System campus; ○ the campus is located in the municipality that is required to obtain a municipal separate storm water permit under ch. NR 216; and ○ the campus is located in a municipality located that is either in a priority watershed or lake area identified under s. 281.65 Wis. Stats., or in an area of concern as identified by the International Joint Commission under the Great Lakes Water Quality Agreement. <p>→ If option b is selected, check boxes (i) and (ii) to indicate the statements are true.</p>	<p>Filter 8 requires University of Wisconsin campus projects to meet special eligibility criteria. University of Wisconsin campuses that do not meet these special eligibility criteria sometimes partner with the municipality that the campus is located in to apply for a UNPS-Construction grant. To be eligible to do this, the municipality must be required to obtain a municipal separate storm water permit under ch. NR 216 and there must be an IGA in place between the campus and the municipality.</p>
<p>9. Check “Yes” to filter 9, if the applicant has local regulations in place at the time of application, to administer and enforce construction site erosion controls in the governmental unit consistent with the non-agricultural performance standards in s. NR 151.11.</p> <p>10. Check “Yes” to filter 10, if the applicant has local regulations in place, at the time of application, to administer and enforce post-construction runoff controls from areas of new development and re-development in the governmental unit consistent with the non-agricultural performance standards in s. NR 151.12.</p>	<p>Filters 9 and 10 provide confirmation that local ordinances meeting the performance standards of s. NR 151.11 and s. NR 151.12 for construction and post-construction administration and enforcement of erosion and runoff controls are in place at the time the application is submitted, as required by statute.</p>

DIRECTIONS	EXPLANATION
<p>11. Check “Yes” to filter 11, if the applicant can declare one of the two statements below is true, and then select option a., b.</p> <p>a. Select option a. if it is <u>not</u> a joint application among local units of government.</p> <p>b. Select option b., if the application <u>is</u> a joint application among local units of government <u>and</u> the required Inter-Governmental agreement is attached.</p>	<p>Filter 11 requires that a joint application among local units of government must attach a draft Inter-Governmental Agreement.</p>
<p>12. Check “Yes” to filter 11, if the applicant can declare one of the two statements below is true, and then select option a. or b.</p> <p>a. Select option a. if the applicant does not currently have any existing Runoff Management Grants.</p> <p>b. Select option b. if the applicant currently has one or more existing, active Runoff Management Grants and the applicant hereby certifies that all such projects shall be completed within the applicable grant period for each.</p>	<p>Filter 12 requires that applicants complete any existing, open UNPS-Construction grants within the applicable grant period.</p>

C. LOCATION FILTERS	
DIRECTIONS	EXPLANATION
<p>1. For each proposed BMP location, check “Yes” to filter 1, if the applicant can declare one of the two statements below is true, and then select option a. or b.</p> <p>a. Select option a. if the proposed project will not install any urban storm water treatment practices at the location.</p> <p>b. Select option b. if the proposed project will install one or more urban storm water treatment practices at the location, and the applicant has determined that all such practices installed under this grant will not be located in any intermittent or perennial waterway, based on the 24K Hydro Layer of the Surface Water Data Viewer, at: http://dnrm.wi.gov/SL/?Viewer=SWDV.</p>	<p>Filter C.1 is for projects involving installation of an urban storm water treatment practice, ponds or other structural practices. The DNR will not fund any urban storm water practice located in a navigable water or wetland, regardless of whether the practice is being installed to meet a WPDES storm water permitting requirement.</p> <p>To validate your answer to this filter question, you must consult the DNR’s Surface Water Data Viewer Map, 24K Hydro Layer. If the information shows your urban storm water treatment practice will be located in a perennial stream, intermittent stream, or a wetland, your project is ineligible for funding and you should not submit this application.</p> <p>If the 24k hydro layer shows the proposed storm water treatment practice is not going to be located in a perennial stream, intermittent stream, then you may proceed with the application <u>unless</u> you know that the DNR has recently made determination that the waterway is navigable or issued a waterway permit for the site.</p>
<p>2. For each proposed BMP location, check “Yes” to filter 2 if the applicant can declare one of the five statements below is true, and then select the true statement (a., b., c., d. or e.) and provide all of the requested supporting information for your selected statement.</p> <p>a. Select option a. if the proposed project will not install any urban storm water treatment practices at the location.</p>	<p>The DNR will not fund any urban storm water practice located in wetland, regardless of whether the practice is being installed to meet a WPDES storm water permitting requirement. If you know that this situation exists, your application is ineligible for funding and you should not submit it.</p>
<p>b. Select option b. if the applicant has determined that all urban storm water treatment practices at the location installed under this grant will not be located in any wetland.</p> <p>→ If option b. is selected, attach a map showing the location of the proposed urban storm water treatment practices in relation to the wetland inventory and wetland indicators layers of the DNR’s Surface Water Data Viewer.</p>	<p>To select option b., <u>both</u> the Wisconsin Wetland Inventory layer and the Wetland Indicators layer of the Surface Water Data Viewer must show that there are no indicators of wetlands potentially being present in the project area.</p>

DIRECTIONS	EXPLANATION
<p>c. Select option c. if the proposed project will install one or more urban storm water treatment practices at the location where the potential for wetlands exists, and the applicant has attached an approved wetland exemption for the proposed practices(s) at the location signed by a DNR Water Management Specialist or Wetland Identification Specialist</p> <p>d. Select option d. if the proposed project will install one or more urban storm water treatment practices at a location where the location where the potential for wetlands exists, and a wetland determination or delineation has been completed showing that none of the proposed treatment practices will encroach upon any wetland at the location.</p>	
<p>e. Select option e. if the applicant agrees to abide by both of the following:</p> <ul style="list-style-type: none"> ○ a wetland determination or delineation will be completed and submitted to DNR by a qualified person in accordance with the DNR “Wetland Screening and Delineation Procedures Guidance”, no later than six months after receiving a grant award; and ○ not to begin construction on the proposed treatment practice(s) until after receiving DNR concurrence that the proposed practices will not be located in any wetland. 	

DIRECTIONS	EXPLANATION
<p>3. For each proposed BMP location, check “Yes” to filter 3 if the applicant can declare one of the five statements below is true, and then select the true statement (a., b., c., d. or e.) and provide all of the requested supporting information for your selected statement.</p> <p>a. Select option a. if the proposed project does not require that the applicant have control of the property.</p> <p>b. Select option b. if the applicant currently owns the property. → If option b. is selected, attach proof of property ownership.</p>	
<p>c. Select option c. if the applicant currently has control of the property through an easement or a construction and maintenance agreement. → If option b. is selected, attach a copy of the easement or construction and maintenance agreement.</p> <p>d. Select option d. if the applicant has documentation stating that the current owner of the property is willing to enter into a construction and maintenance agreement with the grant applicant prior to the award of the grant. → If option d. is selected, attach evidence that the current owner of the property is willing to enter into a construction and maintenance agreement with the grant applicant prior to the award of the grant.</p> <p>e. Select option e. the applicant proposes purchasing the property (fee title) or an interest in the property (easement), and the applicant has documentation that the sale will be completed prior to the award of the grant. → If option e. is selected, attach documentation that the sale will be completed prior to the award of the grant.</p>	<p>If this is an urban project which requires the applicant to control the project site, the governmental unit must indicate if it already owns or has control of the property through an easement or construction/maintenance agreement.</p> <p>Otherwise, the applicant must include documentation demonstrating a positive commitment from both buyer and seller to pass control of the property to the applicant prior to the award of the grant. If the evidence presented does not satisfactorily confirm successful property acquisition or control, the project is not eligible for grant funding. Cost-sharing for property acquisition for a BMP installation may be reimbursed retroactively (see Attachment I).</p>

Part IV. Competitive Elements

Part IV of this document provides directions for completing scored questions and the scoring criteria, consistent with NR 155.18.

QUESTION 1. FISCAL ACCOUNTABILITY

45 points

A. Timeline and Source of Staff

5 points

DIRECTIONS

EXPLANATION

- For each applicable basic milestone listed in the column 1 of the table, fill in the target completion date in column 2 and the source of staff in column 3.

Applicants must identify the target completion date and source of staff for all applicable basic milestones provided in the application. This may include activities that occurred before the date of the application. However, construction costs incurred prior to the grant start date cannot be reimbursed because the grant period does not start until January 1 of the year after an application is submitted.

- Add additional project-specific milestones in the blank rows at the bottom of the table and fill in the target completion date and source of staff for each. See example, next page.

It is preferred, although not required, for the application to identify additional milestones that reflect additional detail. Applications which provide a well-defined and detailed project timeline demonstrate that the [governmental unit](#) has planned the project extensively. Such planning indicates that the project is likely to be successfully completed within the grant period.

SCORING

Well-documented timeline and staffing plan, including a target completion date and source of staff for all basic milestones, plus other additional applicable milestones.

4-5 points*

Well-documented timeline and staffing plan, including a target completion date and source of staff for all basic milestones.

3-4 points*

Incomplete or inadequate timeline or failure to identify staff.

0-2 points*

**Where a range of points applies, projects are scored within the applicable range based on the level of detail, completeness, and appropriateness of the timeline and staffing plan provided for the proposed project.*

EXAMPLE		
Milestone	Target Completion Date (month/year)	Source of Staff
Discuss project with DNR	12/20	Municipal staff & DNR
Get DNR approval of Professional Services Agreement	1/21	Municipal staff & DNR
Completion of design	2/21	Engineering staff & consultant
Get DNR approval of Design	2/21	Municipal staff & DNR
Obtain required permits	3/21	Engineering staff & consultant
Bidding	4/21	Engineering staff & consultant
Contract signing	5/21	Engineering staff & contractor
BMP Construction	5/21-8/21	Contractor
Site inspections and certification	9/21	Engineering staff & contractor
Project evaluation	10/21	Engineering staff & contractor
Purchase street sweeper	11/21	Engineering staff & contractor
Additional Milestones (list below)		
Water quality modeling	11/21	Consultant
Complete and submit final report	12/21	Engineering staff

B. Financial Budget Table		10 points
DIRECTIONS	EXPLANATION	
<ol style="list-style-type: none"> 1. The header rows in the financial budget table will automatically populate with the BMPs, ancillary activities and other eligible associated costs selected by the applicant in Part II-G of the application. In column a., of the budget table, provide a detailed list of sub-activities for header row. 2. To add rows for additional sub-activities (more than the two rows automatically provided for each activity), click the “+” button to the right of that BMP to add additional rows under that BMP. 3. In column b., enter the total cost for each sub-activity. The table will automatically calculate the total cost for each of the pre-populated header rows. 	<p>Applications with a more detailed budget demonstrate that the project planning by the governmental unit is more advanced and is virtually ready to bid. That project is more likely to be successfully completed within the grant period.</p>	
<ol style="list-style-type: none"> 4. In column c., enter the amount of costs eligible for cost-share reimbursement for each construction activity subcomponent. The table will automatically calculate the total Amount eligible for cost sharing for each of the pre-populated header rows construction activity. 5. If the applicant is requesting funds for a high-efficiency street sweeper, engineering or land acquisition, please read detailed instructions in the box below regarding the eligibility for cost sharing. 	<p>If the project includes significant work that addresses drainage and flood control issues, these costs are not eligible for reimbursement and must be excluded from the eligible costs entered in column (c).</p> <p>If the application is requesting to cost-share a high-efficiency street sweeper, only the incremental difference between the cost of the conventional approach and proposed approach is eligible for cost-sharing. This means that a high-efficiency sweeper can only be shared at a maximum rate of 50% of the <u>incremental difference</u> between the cost of a new mechanical broom sweeper and the high-efficiency sweeper.</p>	

SCORING

Scoring is based on the level of detail provided in columns a., b., and c.. The budget table can earn a maximum of 10 points as follows:

At least three subcomponents and associated budget details are listed for each BMP header row, and at least one subcomponent and associated budget detail is listed for each ancillary activity and other eligible activity.	7-10 points*
At least two subcomponents for each BMP header row, and at least one subcomponent and associated budget detail is listed for each ancillary activity and other eligible activity.	4-6 points*
At least one subcomponent for each activity is listed and detailed for each header row.	2-3 points*
Budget table not complete for all major activities.	0-1 points*

**Where a range of points applies, projects are scored within the applicable range based on the level of detail, completeness, and appropriateness of the budget provided for the proposed project.*

SPECIAL COST-SHARE CONDITIONS**HIGH-EFFICIENCY STREET SWEEPERS COST-SHARE ELIGIBILITY**

The costs for a high-efficiency sweeper can only be shared at a maximum rate of 50% of the incremental difference between the cost of a new mechanical broom sweeper and the high-efficiency sweeper. See budget table example for this practice in Attachment C. Additionally, information on cost sharing requirements for high-efficiency street sweepers are further covered in **Attachment C**.

PROPERTY ACQUISITION AND EASEMENT COST-SHARE ELIGIBILITY

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

ENGINEERING SERVICES COST-SHARE ELIGIBILITY

If a BMP construction project is selected for funding, reasonable engineering services are eligible for cost sharing. Engineering services could include design, staking, construction management, inspection, and certification services. **Attachment C** provides additional information regarding engineering services cost-share eligibility.

DESIGN COST-SHARE ELIGIBILITY

Designs for which costs were incurred prior to submission of the grant application may be reimbursed if they conform to the requirements of NR 154. Retroactive design costs must be included in the project budget. Design costs will not be reimbursed until construction of the designed BMP(s) is complete. **Attachment C** provides additional information regarding design cost-share eligibility.

C. State Share Request & Use of Additional Funding		10 points
DIRECTIONS	EXPLANATION	
<p>1. Rows (i), (ii), (iii), (iv), (v), (vi), (vii), and (viii) of the budget table will automatically populate based on the information entered in the financial budget table. Review this information and ensure it is correct before proceeding.</p> <p>2. Cell (iv) d. of the budget table will automatically populate with the maximum grant award based on information entered in the financial budget table (50% of eligible expenses, up to a maximum of \$150,000 for construction and engineering, and up to an additional \$50,000 for land acquisition). Review this amount and ensure it is correct before proceeding.</p>		
<p>3. Enter the requested grant (state-share) amount in Part C, line 1. The requested grant amount must be equal to or less than the maximum grant amount.</p>	<p>Applicants are encouraged to coordinate and leverage funds from a variety of sources for their projects. To this end, additional points can be earned by requesting UNPS funding that is lower than the maximum award amount and cost-share rate.</p>	
<p>4. Check boxes C.5 and C.6, respectively, if the requested state share on line C.1 is:</p> <p style="margin-left: 20px;">a. below the maximum award amount in row ix. and</p> <p style="margin-left: 20px;">b. less than the maximum cost-share rate of 50%.</p> <p>5. If both C.5 and C. 6, are checked, the form will automatically calculate the number of points earned for additional funding. Review this calculation and adjust your state share request accordingly if points earned for this question are higher or lower than intended.</p>	<p>Funds to meet the required local share included in the proposed grant application are not considered for additional points. Funding sources that reduce the local share, but do not decrease the state share, also do not earn extra points.</p> <p>Cost-share funds from the Department of Agriculture, Trade and Consumer Protection are considered part of the state share and not part of the local share.</p>	
SCORING		

Applicants that reduce their state share request to a level below the maximum possible funding level can earn points for this question. If the applicant requests less state funding than the Maximum State Share under the Cap Test in the budget table, the application will receive additional points.

Scores for this question are calculated based upon the extent to which state funding is reduced below the eligible, maximum cost-share rate and the cap. For every percentage-point reduction in the maximum state cost-share rate, a half point will be earned, up to a maximum of ten points. If both C.5 and C. 6, are checked, the form will automatically calculate the number of points earned according to this formula.

D. Method Used to Calculation Cost Estimates		5 points
DIRECTIONS	EXPLANATION	
<ol style="list-style-type: none"> 1. Select the option that most closely describes how project cost estimates were derived. 2. Provide all requested documentation that appears below your selection. <ul style="list-style-type: none"> • If you can provide the requested information, check the box(es) and attach the requested documentation as directed. • If unable to provide the required documentation for your selection, select a different option. 	<p>Project costs calculated based on a completed design and competitive bids are likely to be more accurate and cost-effective than those based on general information.</p>	

SCORING		
	Method Used to Calculate Cost Estimates	Points
1	Project costs are based on a completed design and the lowest competitive bid on the project. The completed project design is attached to the application; competitive bids are attached and summarized; and construction components and costs are detailed in the budget table.	5 points
2	Project costs are based on a completed design with material unit costs and labor costs based on similar, recently bid projects. The completed project design is attached to the application; the similar, recently bid projects upon which costs were based are described; and construction components and costs are detailed in the budget table.	4 points
3	Project costs are based on similar projects conducted locally (i.e., a nearby municipality in the same region of the state). The similar projects upon which costs were based are described and an appropriate explanation of how costs estimates were developed based on similar projects is provided.	3 points
4	Project costs are based on similar projects conducted in a different region of the state or neighboring state.	2 points
5	Project and costs are less specific than choices above.	0-1 points*

**Where a range of points applies, projects are scored based on the quality of the attached information supporting the selected category.*

E. Cost-Effectiveness		15 points
DIRECTIONS	EXPLANATION	
<p>1. Part 1 calculates the cost-effectiveness of the proposed project based on quantitative information entered by the applicant.</p> <p>a. For part a, describe the land use(s) comprising the BMP drainage area in box a.</p>	<p>Some examples of land use types include strip or downtown commercial; light or heavy industrial, low, medium or high density residential; institution; transportation; and agricultural.</p>	
<p>b. On line b, enter the area that will be served by the proposed BMP.</p> <p>c. On line c, enter the estimated percent imperviousness of the BMP drainage area</p> <p>d. Line d will automatically calculate the estimated the pollutant load from the BMP drainage area, based on the information entered on lines b and c.</p> <p>e. On line e, enter the average annual TSS pollutant load efficiency of the proposed BMPs. Then, either attach the modeling or describe the method used to the how the pollution removal efficiency rate was calculated, and select the corresponding option, i or ii.</p> <p>f. On line f, enter the estimated construction costs, of the proposed project</p> <p>g. Line g will calculate the estimated cost-effectiveness of the project.</p>	<p>If the proposed project is not a storm water treatment practice (i.e., proposed project is a high efficiency street sweeper or streambank stabilization), leave lines b and c blank. Then, calculate the pollutant removal effectiveness of the proposed project in cost per pound to pollutant removed per year using another acceptable method and enter in the text box below e. ii.</p>	
<p>2. Describe factors other than cost-effectiveness, such as site feasibility, practicality and/or secondary environmental benefits that justify why the proposed management measure was selected for this site.</p>	<p>Justify why the project is a reasonable approach to achieving the project benefits being sought. The answer should. Your answer to this question should address site feasibility, available technical standards, and practicality.</p>	
<p>3. If one or more BMPs types or management measures were evaluated to address pollutant loads from the area served by the proposed BMP(s), describe why the current project was selected over the other alternatives.</p>	<p>Answering this part of the question is optional, however it is opportunity for applicants that have completed an alternatives analysis to earn up to 2 additional points.</p>	

SCORING		
	Cost Effectiveness	Points
1	Part 1 is complete and shows that the project is cost-effective.	0-6 points*
2	The applicant has adequately explained why the project is a reasonable approach to achieving the project benefits being sought, with an answer that addresses cost, effectiveness, site feasibility, available technical standards, and practicality.	0-6 points*
3	Applicant adequately describes the other BMPs types or management measures that were evaluated to address pollutant loads from the area served by the proposed BMP(s), and why the current project was selected over the other alternatives.	0-3 points*

**Where a range of points applies, projects are scored based on the quality of the answer and attached supporting information.*

QUESTION 2. PROJECT EVALUATION STRATEGY		10 points
A. Modeling and Measures of Change		2 points
DIRECTIONS	EXPLANATION	
<p>1. Identify, under Part A, the pollutant type(s) and/or pollution sources that will be addressed by the project.</p>	<p>Evaluation is an important component of a nonpoint source control project. After the project is completed, you will be required to provide a final report including evaluation information about the effectiveness of the project.</p> <p>The pollutant loading changes and/or quantity of units managed by the project must be tracked and a description of the results must be provided to DNR in the final project report and to the storm water permit specialist responsible for your community.</p>	
SCORING – PART A		
<p>If the appropriate pollutant type(s) and/or pollution sources are checked, up to two points will be awarded.</p>	<p>0-2 points*</p>	
<p><i>*Where a range of points applies, projects are scored based on the quality of the information provided supporting the selected category.</i></p>		

B. Water Quality Monitoring		8 points
DIRECTIONS	EXPLANATION	
<p>1. If, in addition to modeling, the project evaluation strategy includes monitoring, select the statement 1, 2, or 3 that describes the intended monitoring strategy. If 1, 3 or 3 is selected, then:</p> <ul style="list-style-type: none"> a. attach the required monitoring strategy and check box 6; and b. check box 7 to acknowledge that the applicant understands they will be required to provide monitoring data collected as part of the project. <p>2. If the project evaluation strategy does not include monitoring, select option 4 or 5.</p>	<p>Although funding for monitoring under Part B is not available at this time, additional points may be earned by monitoring the effectiveness of the project’s BMP(s) and/or the pre- and post-project condition of the water resource. In order to earn these additional points, you must submit a summary of the project-specific supplemental monitoring strategy with this application. For projects that propose to do monitoring, a requirement will be included in the grant agreement stating so.</p>	

SCORING – PART B	
Applicant selects option 1 or 2, boxes 6 and 7 are both checked, and an adequate monitoring strategy is attached. Points within this range will be awarded based on in the completeness and appropriateness of monitoring strategy relative to the proposed project.	3-5 points*
Applicant selects option 3., boxes 6 and 7 are both checked, and an adequate monitoring strategy is attached. Points within this range will be awarded based on in the completeness and appropriateness of monitoring strategy relative to the proposed project.	6-8 points*
Applicant selects option 4 or 5.	0 points
Applicant selects options 1, 2 or 3 but does check boxes 6 and 7 and/or does not attach an adequate monitoring strategy.	0 points

**Where a range of points applies, projects are scored based on the percentage of applicable implementation activities will be tracked and reported to DNR on an annual basis for two years after the project is completed.*

QUESTION 3. WATER QUALITY NEED		30 points
DIRECTIONS	EXPLANATION	
<p>1. Each of the HUC 12s identified by the applicant in Part II-B, will automatically populate lines 1, 2, 3, 4, and 4, etc.</p> <p>2. For each HUC 12 on line A, select <u>groundwater</u> or <u>surface water</u> to indicate the water resource type that will be addressed by the project.</p>	<p>Projects may address water quality needs associated with restoration and/or protection of surface water or ground water.</p>	
<p>3. For each HUC 12 on line B, select the category that identifies the water quality need addressed by the project. Water quality need categories are defined in Attachment E.</p> <p><i>Note: The answer options for each line B are populated based on the category selected on line A. Therefore, for each HUC 12, line A must be answered before line B. Only one water quality need category can be selected for each project.</i></p>	<p>This question deals with consistency of the project with DNR priorities and the water quality needs of the surface or ground water resource affected by the proposed project. For each HUC 12 included in the project area, the project must be consistent with at least one water quality need category.</p> <p>Use the Surface Water Data Viewer and the watershed lookup table to identify the applicable surface water quality need category.</p>	
<p>4. For each HUC 12 on line C, select the primary pollutant(s) that must be controlled to address the water quality need selected on line B.</p> <p>5. If “other” pollutant is selected for this question, enter the name of the pollutant.</p>	<p>The answer options for line D are populated based on the applicant’s answer to lines A and B, therefore lines A and B must be filled in for each HUC 12 line C.</p>	
<p>6. For each HUC 12, on line D, select the primary pollutant(s) that will be addressed by the project.</p>	<p>The proposed project must control one or more of the NPS pollutants identified as needing to be controlled on line C, to address water quality priority selected on line B.</p> <p>The answer options for line D are populated based on information entered on line C, therefore line C must be completed for each HUC 12 before answering this question.</p>	
<p>7. If the water quality need category identified by the applicant on line B is among those listed below, the applicant will be prompted to identify the primary water body addressed by the project on line E.</p> <ol style="list-style-type: none"> Clean Water Act Section 303(d) List of Impaired Waters Outstanding or Exceptional Resource Waters (ORW/ERW) Area of Special Natural Resource Interest (ASNRI) 		

<p>8. If prompted to do so, select the primary water body addressed by the project.</p> <p>9. Specify the name of the water body addressed by the project if requested under E.</p>	<p>The answer options for line E are populated based on information entered by the applicant in Part II-B. Specifically, line the first option will be the name of the nearest water resource, and the 2nd and 3rd options respectively, allow the applicant to identify a water body other than the nearest water resource located either in the primary HUC 12, or the HUC 12 immediately downstream of the primary HUC 12.</p>
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SCORING

Surface Water Categories

EPA-Approved TMDL or DNR-approved TMDL and submitted to EPA	30 points*
Wisconsin Statewide Nutrient Reduction Strategy – Top Watershed for Phosphorus	
Vulnerable Healthy Watersheds	
TMDL in Development	25 points*
303(d)/Impaired water listed for TSS or TP, caused by nonpoint source pollution	
Outstanding & Exceptional Water Resources (ORW/ERW)	
303(d)/Impaired water listed for pollutant other than TSS/TP, caused by nonpoint source	20 points*
Other Areas of Special Natural Resource Interest (ASNRI)	
Surface Water Quality	10 points*

Groundwater Categories

Exceeds Groundwater Enforcement Standard (ES)	30 points*
Statewide Nutrient Reduction Strategy – Top Watershed for Nitrates	
Exceeds Groundwater Preventative Action Limit (PAL)	25 points*
Groundwater Susceptible to Contamination by Ag NPS Pollutants	10 points*

*If more than one water quality need category applies to the project, the score for this question will be pro-rated based on the area percentages entered in Part II-B.

QUESTION 4. DRINKING WATER BONUS**7 points**

A project with water quality goals relating to reducing nonpoint source contaminants in community and non-community public drinking water supplies may earn up to seven bonus points. Community and non-community public drinking water supplies include: Municipal water supplies (chs. NR 809 and 811); Other-Than-Municipal (OTM) water supplies (NR 809 and 811); Non-Transient water supplies (NR 809 and 812); and Transient water supplies (NR 809 and 812).

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. Columns (1) and (2) respectively, of the Drinking Water Bonus table automatically populate with the name of each HUC 12 in the project area (as entered in Part II-B), and the water resource type (ground or surface) addressed by the project (as entered in Part IV-Question 3). Review this information to confirm it is correct. 2. If the project's water quality goals relate to the reduction of nonpoint source contaminants in community or non-community public drinking water supplies, select the appropriate drinking water bonus category for each HUC 12 in column 3 of the table 	<p>The answer options for each row of column 3 of the Drinking Water Bonus table are populated based on the water resource type addressed, so make sure each row of column 2 is correct before selecting answers in column 3.</p>
<ol style="list-style-type: none"> a. For each HUC 12 where surface water is the primary water resource, select the drainage area where the project is located in column 4. Use the watershed lookup table to determine if each HUC 12 is located in a drinking water bonus area. 	<p>If the project's water quality goal is surface water protection, the number of bonus points is based on the surface water drainage area where the project is located. Attachment E contains a map that shows drainage areas for which bonus points can be awarded and the number of points corresponding to each area.</p>
<ol style="list-style-type: none"> b. For each HUC 12 where groundwater is the primary water resource select the type of water supply well impacted in column 3. Contact DNR Drinking Water & Groundwater staff in your region to determine the type and location of wells affected by the proposed project. 	<p>If the project's water quality goal is groundwater protection, then the number of bonus points awarded is based on the type of water supply wells in the project area.</p> <p>You answer to this question will be verified by the DNR Regional NPS Coordinator. The geographic location of the project must be provided to the DNR staff so they can make verify your answer based on maps which may not be available to the public.</p>

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

*If more than one drinking water bonus category applies to the project, the score for this question will be prorated based on the area percentages entered in Part II-B.

QUESTION 5. EXTENT OF POLLUTION CONTROL**40 points****A-C. Pollution Control Category****30 points**

Select category A., B., or C. to identify the pollutant control goal of the proposed project and provide all request information for the selected category.

DIRECTIONS	EXPLANATION
<p>1. Select option A if the proposed project will make progress toward achieving compliance with the 20% reduction in total suspended solids (TSS) performance standard in NR 151.13(2)(b)1. to reduce TSS carried in storm water runoff from existing developed urban areas to waters of the state, as required under municipal separate storm sewer system (MS4) permit issued pursuant to NR 216</p> <p>a. If box A is selected, provide information demonstrating the 20% reduction in TSS is not currently being achieved.</p>	<p>This question rewards projects that focus on controlling total suspended solids (TSS) carried in existing urban area runoff that enters waters of the state, as part of a NR 216 municipal separate storm sewer system (MS4) permit. The performance standard code language is located at s. NR 151.13.</p> <p>This category does <u>not</u> include stream bank or shoreline restoration.</p>
<p>2. Select option B if the proposed project will make process towards implementing the pollutant-specific storm water waste load allocation of an EPA approved TMDL to reduce pollutant(s) of concern carried in storm water runoff from existing developed urban areas to waters of the state.</p> <p>a. If box B is selected, describe how the project will reduce the pollutant of concern and make progress towards achieving compliance with a storm water waste load allocation in an EPA-approved TMDL.</p>	<p>Select option B only if a storm water pollutant load reduction is required to meet the storm water waste load allocation in the TMDL.</p> <p>This category does <u>not</u> include stream bank or shoreline restoration.</p>
<p>3. Select option C if the proposed project addresses a water resources management priority other than category A. or B.</p> <p>a. If box C is selected describe the priority and how the project addresses the priority. is checked, provide information demonstrating the 20% reduction in TSS is not currently being achieved.</p>	<p>Applicants that select option C must describe the “other” priority and how the project addresses that priority. Examples include:</p> <ul style="list-style-type: none"> • Total suspended solids (TSS) control in a governmental unit, which is not subject to a NR 216 storm water pollution prevention permit; or • control of a pollution source for which there is no standard of performance listed in ch. NR 151, such as streambank erosion or thermal pollution.

SCORING – PART A-C	
Category A is selected, and the applicant has provided information demonstrating the 20% reduction in TSS is not currently being achieved.	30 points
Category B is selected, and the applicant has adequately described how the project will make progress towards achieving compliance with a pollutant-specific storm water waste load allocation in an EPA-approved TMDL .	15 points
Category C is selected, and the applicant has described the other priority and how the project addresses this priority.	5 points
D. Quantitative Ranked Planning Information 10 points	
DIRECTIONS	EXPLANATION
<p>1. Check box D if the applicant has local (non-state) quantitative planning information - such as a municipal storm water management plan - that ranks pollutant load generation from urban drainage areas from highest to lowest in severity and the proposed project will manage pollutant loading from an area in in the top 50% of the ranked list.</p> <p>a. If box D is checked, fill in the requested information on lines a, b, and c.</p>	<p>Points for Part D can be earned if the applicant demonstrates both of the following:</p> <ul style="list-style-type: none"> The applicant has quantitative data that ranks the relative severity of pollution sources affecting the water resources to be benefited by the proposed project; and The proposed project addresses a pollution source in the top 50% of a ranked list that is arranged from highest to lowest in pollutant generation.
SCORING – PART D	
Part D is checked, and the applicant has explained and attached (or linked to) the quantitative planning data which exists, the project targets sources in the top 50% of the ranked pollution source list.	5-10 points
Part D is checked, however, the applicant has not explained and/or not attached or linked to, the relevant quantitative planning data	0 points
Part D is checked, however, the project does not target sources in the top 50% of the ranked pollution source list.	0 points
Part D is not checked.	0 points

QUESTION 6. EVIDENCE OF LOCAL SUPPORT		10 points
A. Budget		6 points
DIRECTIONS	EXPLANATION	
<p>1. Check box 1 if some, or all, of the local-share amount for this project is specifically included in an <u>adopted</u> operating or utility budget.</p>	<p>This question assesses the operational soundness of the proposed project. If the local share is already budgeted, then it's more likely that the project will be successfully completed within the grant cycle.</p>	
<p>a. If box 1 is checked, attach a copy of the adopted budget to the application and enter the name of the budget document(s), amount(s) budgeted, and date(s) of adoption in table 1.</p>	<p>An adopted budget is a budget that has already been adopted at the time of application. To earn points for this category, the time period of the adopted budget must coincide, at least in part, to the time period of grant award. The time period covered by the adopted budget and budget line appropriated for the project local share must be apparent from the documentation submitted to earn points for this category.</p> <p>A budget request is not an adopted budget and will not earn points for this category.</p> <p>The DNR recognizes that this application is due prior to the adoption of most <u>governmental unit</u> budgets, and that most applicants will not meet the requirements to earn points for this category.</p>	
<p>2. Check box 2 if some or all of the local-share funds for this project are already specifically included in adopted <u>capital improvement plan</u>.</p> <p>a. If box 2 is checked, attach a copy of the adopted capital improvement plan to the application and enter the name of the budget document(s), amount(s) budgeted, and date(s) of anticipated adoption in table 2.</p>	<p>An adopted capital improvement plan is a CIP that has already been adopted at the time of application. To earn points for this category, the time period covered by the CIP must coincide, at least in part, to the time period of grant award.</p> <p>A budget request is not a proposed budget and will not earn points for this category</p>	
<p>3. Check box 3 if some or all of the local-share funds for this project are already specifically included in a <u>proposed</u> budget.</p> <p>a. If box 3 is checked, attach a copy of the proposed budget to the application and enter the name of the budget document(s), amount(s) budgeted, and date(s) of anticipated adoption in table 2.</p>	<p>Some examples of budget documents that would earn points for this category include a proposed municipal operating or utility budget, or a resolution that commits to budgeting the project's local share.</p> <p>A budget request is not a proposed budget and will not earn points for this category</p>	

<p>4. Check box 4 if some or all of the local-share amount for the project is not specifically included in an adopted or proposed budget or a CIP but will be included in one or more future proposed budget(s) or provided by another non-state funding source.</p> <p>a. If option 3 is checked, enter the name of the future proposed and/or funding sources, and the anticipated amounts from each that will be allocated towards the local share amount of the proposed project.</p>	<p>A budget request is an example of a future proposed funding source that would fit in this category.</p>
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SCORING		
1	Local-share funds for the project expenses are already included specifically in an adopted budget (i.e., has already been adopted at the time of application) covering a time period that coincides with the proposed project. Adequate supporting documentation demonstrating that the local share for the project is already included in an adopted budget is attached.	6 points*
2	Local-share funds for the project expenses are already included specifically in an adopted capital improvement plan (i.e., has already been adopted at the time of application) covering a time period that coincides with the proposed project and the requested adequate supporting information is attached.	4 points*
3	Local-share funds for the project expenses are already included specifically in a proposed budget and the requested supporting information is attached.	6 points*
4	Local-share funds for the project expenses are not include in an adopted or proposed budget, however, they will be included in a future proposed budget and the funding sources have been identified.	2 points*
5	Local-share funds for the project expenses are not include in an adopted or proposed budget and no funding sources are identified.	0 points*

**If more than one statement applies, the score for this question will be pro-rated, based on the dollar amount in each category.*

B. Public Information		4 points
DIRECTIONS	EXPLANATION	
<p>1. Select option 1 if both of the following are true:</p> <ul style="list-style-type: none"> a. the applicant has already conducted public outreach activities about the proposed project with property owners in the immediate project area; and b. evidence of this public outreach is attached to the application. 	<p>Your summary for option 1 should the type of area contacts and the public response, paying particular attention to obvious support or opposition to the project. If there is specific opposition to the project, explain what steps the applicant will take to address the opposition and why the grant should be offered at this time</p>	
<p>2. Select option 2 if both of the following are true:</p> <ul style="list-style-type: none"> a. the project has been discussed at a governmental meeting open to the public; and b. information about this meeting, including date/time, location, participant names, and discussion summary are attached to the application. 		
SCORING		
1	Option 1 is selected and there is sufficient evidence that the applicant has already conducted public outreach activities about the proposed project with property owners in the immediate project area.	4 points
<u>OR</u>		
2	Option 2 is selected and information about this meeting, including date/time, location, participant names, and discussion summary area attached to this application.	2 points

QUESTION 7. CONSISTENCY WITH RESOURCE MANAGEMENT PLANS **2 points**

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. Check box A if the proposed project implements a water quality recommendation from a current (i.e., adopted or updated within the past 10 years) locally approved resource management plan – other than a TMDL report, TMDL implementation plan, or County Land and Water Resource Management Plan. 2. If box A is checked, identify the type(s) of locally approved plan(s) that include(s) water quality recommendation(s) that the proposed project will implement by checking one or more of boxes B.1 through B.10. 3. For each plan type checked, provide the name and publication date of the locally approved resource management plan(s). 4. For each plan identified, attach pertinent pages of the local plan(s) to the application, OR provide a URL to the document and note pertinent page numbers. 5. For each plan identified, summarize, in the space provided, the water quality recommendation(s) in the approved resource management plan that the proposed project will implement. This information must be provided to earn the points. 6. Applicants may cite more than one applicable plan; however, no additional points are earned for additional plans. 	<p>Applicants following locally approved resource management plans are more likely to have a successfully implemented project. To earn points, projects must implement a water quality recommendation from a locally-approved resource management plan, other than a TMDL report, TMDL implementation plan, or County Land & Water Resource Management Plan.</p> <p>Eligible locally-approved plan types could include, but are not limited to:</p> <ul style="list-style-type: none"> • Smart Growth; • Green Tier Legacy Community; • Water Star; • Local storm water management; • Wellhead protection; • Lake management; • Regional water quality; • Remedial action; and/or • Other watershed-based nonpoint source control plans.

SCORING	
Applicant cites at least one existing, current, locally approved resource management plans - other than TMDL report, TMDL implementation plan, or County Land & Water Resource Management Plan - that directly support the proposed project in this application exists, and all provides all information requested on the application.	2 points
Applicant cites at least one existing, current, locally approved resource management plans but not all requested information is provided.	0 points
No locally approved resource management plans that directly support the proposed project is cited by the applicant.	0 points

QUESTION 8. SUPPORTING REGULATIONS **6 points**

DIRECTIONS	EXPLANATION
1. Check box A if the project is located within an area which has one or more regulations that implement the non-agricultural performance standards for <u>existing developed urban areas</u> under s. NR 151.13.	Examples of supporting regulations for developed areas include ordinances for nutrient application, pet waste disposal, or detection and elimination of illicit dumping into the storm drain system. The ordinances must be consistent with the non-agricultural standards under s. NR 151.13.
2. Check box B if the project is located within an area which has regulations designed to reduce the impact on water quality from new development other than a construction site erosion control or a post-construction storm water management ordinance	An example of a regulation that reduce water quality impacts in newly developed area - other than construction site erosion control or a post-construction storm water management – could be a local zoning ordinance that promotes conservation design. Only regulations not specifically required by construction site or MS4 storm water WPDES permits can earn points for this question.
3. If box A and/or B is checked, provide the name(s) of the ordinance(s) and describe how they implement the nonagricultural performance standards for existing developed urban areas under s. NR 151.13 and/or reduce the impact of new development on water quality. Provide a link to each ordinance(s) or attach (a) copy(ies) to application.	Applicants with supporting regulations in place are more likely to have a successfully implemented project.

SCORING

Applicant has regulations in place that <u>BOTH</u> implement the non-agricultural performance standards for existing urban areas under s. NR 151.13 <u>AND</u> reduce water quality impacts of new development and both regulations relate to the goals of the project. The cited regulations are other than other than construction site erosion control or a post-construction storm water management regulations required by MS4 WPDES permits. Applicant has provided all requested supporting information about for both ordinances.	2- 6 points
Applicant has at least one regulation in place that implement <u>EITHER</u> the non-agricultural performance standards for existing urban areas under s. NR 151.13 <u>OR</u> that reduces water quality impacts of new and that relate to the goals of the project. The regulation is other than other than the construction site erosion control or a post-construction storm water management regulations required by MS4 WPDES permits. Applicant has provided all requested supporting information about for cited ordinance(s).	1- 3 points
Applicant does not have regulations that implement the non-agricultural performance standards for developed urban areas under s. NR 151.13, nor does it have regulations to reduce water quality impacts of new development that relates to the goals of the project.	0 points

QUESTION 9. CITY OF RACINE**1 point****DIRECTIONS**

1. Check the box if this is an application from the City of Racine for a project that is necessary to enable the City to comply with a storm water permitting requirement.

SCORING

Applicant is the City of Racine, and the application is for a project that is necessary to enable the City to comply with a storm water permitting requirement.	1 point
Applicant is not the City of Racine, or the application is not for a project is for a project that is necessary to enable the City to comply with a storm water permitting requirement.	0 points

Part V. Local Implementation Multiplier

Select all that are in place as of the application submittal date and provide the requested documentation if A, B and/or C is checked. Applicants only qualify for the multiplier if all of the activities (A, B and C) are in effect at the time of application submittal, and if sufficient documentation for each is provided. The DNR will use the information provided to determine whether a multiplier is appropriate, consistent with s. NR 155.19(4). If the project does not qualify for a project multiplier, the initial project score will be the final score.

DIRECTIONS	EXPLANATION
<ol style="list-style-type: none"> 1. Check box A if the governmental unit is currently, (at the time of application) implementing a pollution prevention information and education program targeted for property owners and other residents. 2. If box A is checked, include electronic copies of both of the following on the CD or flash drive submitted with this application: <ol style="list-style-type: none"> a. a summary of program activities and accomplishments during the past 2 years; and b. examples of outreach materials utilized by the program during the last two years. 3. Check boxes A.1 and A.2 to indicate the required electronic materials have been submitted. 	<p>The applicant may qualify for the project multiplier where a local government conducts additional activities which implement a broader storm water management program within the designated project area.</p>
<ol style="list-style-type: none"> 4. Check box B if the governmental unit is currently tracking construction and post-construction storm water permitting activity and an electronic copy of summary information from the last two years is included on the CD or flash drive submitted with this application. 	<p>Only Check box B if the governmental unit is currently tracking storm water permitting activity in the governmental unit. <u>Currently</u> means at the time of application.</p>
<ol style="list-style-type: none"> 5. Check box C if the governmental unit is currently, (at the time of application) implementing a nutrient management plan for <u>ALL</u> municipally-owned properties with pervious area where nutrients are applied, and all of the requested information is attached to the application. 6. If box C is checked, attach copies of both of the following to the application: <ol style="list-style-type: none"> a. labeled map of all municipally owned pervious areas located in the project area; and b. for each municipally-owned pervious area, regardless of size, either a nutrient management plan or signed letter stating that no nutrients are applied. 	<p>Municipally-owned pervious areas where no nutrients are applied should be labeled as such on the map of all municipally owned pervious areas located in the project area.</p> <p>Keep in mind that this multiplier applies to ALL municipally owned properties where nutrients are applied, regardless of size. This means that applicants that apply nutrients any municipal properties without a nutrient management plan do not qualify for the multiplier – regardless of whether the parcel is less than 5 acres.</p>

-
- c. Check boxes C.1 and C.2 to indicate the required materials are attached to the application.
-

SCORING

If all the multiplier activities are in effect at the time of application submittal and sufficient documentation is provided, the DNR will multiply the initial project score from Part IV of this application by a factor of 1.1.

If some, but not all the multiplier activities are in effect at the time of application, or if sufficient documentation is not provided for one or more of the activities, then no multiplier is earned, and the initial project score from Part IV will be the final score.

Optional Consultant Contact

If the applicant would like a consultant to be copied on correspondence regarding this grant application, enter the optional consultant contact information in the space provided.

Optional Additional Information

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

Applicant Certification

The [Authorized Responsible Government Official](#) must sign and date the application form prior to submittal to the DNR.

The name or job title of the [Authorized Responsible Government Official](#) (who is authorized to sign contracts on behalf of the local unit of government) must sign as shown on the Governmental Responsibility Resolution (see [Attachment K](#)) and date the application form prior to submittal to the DNR.

All four hard copies of the application must be dated and include the Governmental Representative's signature and the matching Governmental Responsibility Resolution (see [Attachment K](#)).

In addition, an electronic version of the application form and all attachments must be submitted electronically, on a CD or flash drive.

Attachment A: Geographic & Water Resource Information for Watersheds

Applicants may look up geographic and water resources information required to complete this application on the DNR's Surface Water Data Viewer (SWDV). The SWDV provides information about water resources; i.e., watershed name, watershed code, impaired waters, and areas of special natural resource interest (ASNRI). The following instructions will help you identify the map layers needed to fill out your application. If you need additional help, please contact your Regional NPS Coordinator listed at <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

Go to: <https://dnr.wi.gov/topic/SurfaceWater/swdv/>

1. Use either the Find Location tab followed by the Find Location tool, or the Zoom In tool to go to the project area.
2. Once in the project area, click on the Show Layers tool and select the following layers as needed to complete your application:
 - a. Base Maps > cities, roads & boundaries; surface water; air photos; and digital topographic maps
 - b. Surface Water > 24K Hydrography
 - c. Watershed Boundaries > Hydrologic Units > 12-digit HUCs
 - d. Assessments & Impairments > 303(d) listed Impaired waters
 - e. Priority Navigable Waterways > Areas of Special Natural Resource Interest
 - f. Clean Water Act Standards & Uses > O/ERW Waters
 - g. Permits & Determinations > Navigability determinations (not all streams have been assessed)
 - h. Wetlands & Soils > Wetland Inventory; Wetland Indicators (use both)
3. Use the Point Identify tool to get attribute information related to the site for each map layer open. Click on the Identify button and then on the map location you are interested in to view information about that point.
4. The results will appear on the left side. You can scroll to see all of the data or choose to print it. If you do not see the necessary information on the left of the screen, you probably need to zoom in more.
5. To find the associated latitude and longitude of a point, click on the map; to the far right on the tools bar the coordinates of the clicked location appear.

Attachment B: Definition of Urban Area and Existing Urban Development

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

Under s. NR 155.12 (31), s. NR 155.15(1)(b), and NR 151.002 Urban Nonpoint Source Construction grant projects must serve an area that meets both the definition of urban area and existing urban development.

Existing urban development means urban development in existence on or before October 1, 2004, as per NR 151.002 (14g).

Urban area is defined as an area comprised of one or more of the following:

- an area with a population density of 1,000 or more persons per square mile;
- industrial or commercial land uses; and/or
- island parcels of land completely surrounded by areas in the previous two categories.

Urban Areas

<p>Residential (population density $\geq 1,000$ persons/mi²)</p> <ul style="list-style-type: none"> • The population density must correlate to the project area. If the project area covers only part of a governmental unit, then the density calculation is based only on the area and population within the project boundary. • The project area population shall be that shown by the latest decennial census or by a subsequent population estimate under s. 16.96, Wis. Stats. 	<p>Commercial</p> <ul style="list-style-type: none"> • Strip commercial, office parks, shopping centers and downtown commercial. • Governmental, institutional, transportation and recreational uses that contain source generating an above average amount of rainfall runoff volumes and/or pollutant loads, such as parking lots, streets, storage areas, or large landscaped areas.
<p>Island parcels Parcels of land completely surrounded by urban land covers, i.e. commercial, industrial, or residential $\geq 1,000$ person/mi</p>	
<p>Industrial</p> <ul style="list-style-type: none"> • Publicly owned or operated* manufacturing and non-manufacturing industrial land uses, including sites requiring coverage under subch. II of ch. NR 216; • Privately owned manufacturing and non-manufacturing industrial land uses, but <u>only those source areas not covered by a ch. NR 216 storm water discharge permit</u>. For example, separate employee parking areas or landscaped areas that are not contaminated with industrial activity. <p><i>* owned or operated by a governmental unit or the UW Board of Regents</i></p>	

Attachment C: Additional Best Management Practice (BMPs) Information

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

Cost-Share Rate and Funding Caps for UNPS Construction Projects

The maximum state cost-share rate for installation of urban BMPs is 50% of eligible expenses. The maximum state share of the project for engineering and construction is \$150,000. Designs must receive Departmental approval before construction begins [as identified in s. NR 154.04(42)].

Land acquisition and the purchase of easements necessary to install structural urban practices are also eligible for up to 50% state cost-sharing, and the state share is limited to a separate cap of \$50,000. Land acquisition and easements will only be eligible if the project is installed. Appraisals and other acquisition costs necessary to acquire the property are eligible as part of the purchase.

While grant funding may only cover work actually performed during the grant period, the Department may cost-share design and land acquisition completed prior to submittal of the grant application or receipt of the grant contract. Subsequent reimbursement is contingent upon the applicant receiving all appropriate approvals [identified in ch. NR 155, see **Attachment C**, and s. NR 154.04(42)]. The [governmental unit](#) may only be reimbursed once the BMP has been installed and certified as constructed according to engineering specifications.

Eligible Urban BMPs

BMPs are eligible for cost-sharing in accordance with storm water technical standards developed and disseminated under subch. V of ch. NR 151. BMPs must have been determined by DNR to be effective means of preventing or reducing pollutants generated from nonpoint sources to a level compatible with water quality objectives.

- See some limitations under “Pro-rating for Urban BMPs” below.
- Streambank and shoreline stabilization practices are eligible for cost-sharing when used in urban areas, as necessary to filter or infiltrate urban runoff or to reduce sediment pollution caused by stream bank erosion. See NR 154.04(29) and NR 154.04(31).

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

Pro-Rating for Urban BMPs

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

BMP Design Required Approvals

Design plans and specifications of urban BMPs constructed under this grant program, must receive DNR approval prior to beginning construction, as identified in s. NR 154.04(42).

All such designs must be approved by the regional storm water engineering, who will take into account the factors listed below.

- Consistency with applicable technical standards developed under subch. V of ch. NR 151, or DNR guidance.
- Adequacy of pollutant control to protect surface water, groundwater, and wetland resources in accordance with the objectives of a watershed plan. Applicable performance standards identified in ch. NR 151 may be considered and addressed in the detailed design.
- Consistency with water quality provisions of DNR-approved plans, such a priority watershed or lake plans, integrated resource management plans, remedial action plans or wellhead protection plans, or with existing local storm water management ordinances or plans that meet minimum DNR requirements.
- Structural integrity of the design.
- Aesthetics.
- The degree to which other environmental considerations are integrated in the proposal.
- The adequacy of the provisions for long-term maintenance of the structural practice.
- Other pertinent factors.

Note: DNR approval of BMP designs, issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as the Chapters 30 or 31, Wis. Stats. permits. Applicant/grantees must apply separately for any DNR permits, see <http://dnr.wi.gov/topic/waterways/> and <http://dnr.wi.gov/topic/wetlands/programs.html>.

High-Efficiency Street Sweeper

Street sweeping involves the removal of grit, debris, trash and fine particulate material from urban impervious areas such as streets, parking lots and sidewalks. Purchase of a high-efficiency street sweeper as part of an accelerated program will be eligible for an Urban Construction grant in accordance with the following:

1. Funding Limitations

- The costs for a high-efficiency sweeper can only be shared at a maximum rate of 50% of the incremental difference between the cost of a new mechanical broom sweeper and the high-efficiency sweeper;
- this grant program can only fund one high-efficiency sweeper per governmental unit; and
- cost-sharing may **not** be provided for the operation and maintenance costs of a street sweeper, such as disposal of the material collected by the street sweeper (although it should be disposed of in a manner approved by the Department) or for staff to operate the street sweeper.

2. Sweeper Types Eligible for Cost-sharing

For purposes of this grant program, street sweeping is intended to significantly reduce the pollutant load in the existing urban areas served by storm sewers with curb and gutter. The expectation is that this will be accomplished using a high-efficiency or combination sweeper. Examples of high-efficiency sweepers are regenerative air sweepers or sweepers that are a combination of a broom and vacuum sweeper in a single unit. Even the newest mechanical brush or broom sweepers are not considered high-efficiency sweepers and would not be eligible for cost sharing.

3. Sweeping Program Requirements

A governmental unit that receives cost sharing to purchase a high-efficiency sweeper should implement the practices described below to maximize the pollutant removal effectiveness of the sweeper, for a minimum period of ten years after purchasing the sweeper.

- Adopt alternate side parking policies to allow the street sweeper complete access to the full length of the curb, as with snow removal;
- conduct sweeping in the spring before spring rains wash the finer particles off the streets;
- conduct sweeping in the high-density residential, commercial and industrial areas, from the period of spring thaw through fall leaf pick-up, on a weekly schedule;
- separate leaf and litter pick-up; and
- properly dispose of all material collected by the street sweeper.

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

Applications for projects that will require a Chapter 30 permit, or a Chapter 31 permit or plan review, such projects that result in grading along a navigable water, drainage to a non-navigable wetland or construction of a dam may be submitted prior to obtaining such permits. However, in such cases, the DNR reserves the right to deny consideration or funding if it believes the permitting process might significantly delay your project beyond the allowable project period. If this is the case, DNR will request that you re-submit your application during a subsequent application cycle.

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

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

Contact information for DNR regional water management specialists can be found at: http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html.

Attachment D: Summary of Non-Agricultural Performance Standards

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

Consistency Requirement

To be consistent with non-agricultural performance standards under ch. NR 151 the project must comprehensively address the performance standard that the project focuses on. In addition, local standards addressed by the project (e.g., thermal) must not work at cross-purposes to the State standards. The following criteria apply:

- A project may address one or more of the following performance standards for a given geographic area:
 - Construction site performance standards for new development and redevelopment (s. NR 151.11);
 - Post-construction performance standard for new development and redevelopment (s. NR 151.121-128 and NR 151.241-249);
 - Developed urban area performance standard (s. NR 151.13).

Non-Agricultural Performance Standards

The following is a summary of non-agricultural performance standards under subchapters III and IV of ch. NR 151. The administrative code should be consulted for more detailed information.

Section NR 151.11: Construction Sites in New Development and Redevelopment

During construction, land disturbance of one acre or more will be limited to a discharge of no more than 5 tons/acre/year. In addition, these sites must also prevent tracking of sediment onto roads; prevent the discharge of sediment during site de-watering; protect storm drain inlets; prevent the discharge of sediment from disturbed areas into adjacent [waters of the state](#), prevent the discharge of sediment from drainage ways that flow off the site; prevent the discharge of sediment eroding from soil stockpiles existing for more than seven days; prevent the discharge of sediment from erosive flows at outlets and in downstream channels; prevent the transport of runoff into [waters of the state](#) of untreated wash water from vehicle and wheel washing and properly use, store and dispose of chemicals, cement and other construction materials. Preventive measures include maintenance of existing vegetation especially adjacent to surface waters when possible; minimization of soil compaction and preservation of topsoil minimization of construction activity or slopes of 20% or more; and development of a spill prevention and response plan.

Section NR 151.121-128: Post-Construction in New Development and Redevelopment

Construction sites of one acre or more that were subject to the construction performance standards of s. NR 151.11 must provide storm water management plans that meet the performance standards listed below:

- **Total Suspended Solids**

80% of the total suspended solids that would normally run off the site in an average year must be retained. The reduction goal for redevelopment is 40% for parking lots and roads. For in-fill development under five acres that occurs prior to October 1, 2012, the reduction goal is 40%. All other in-fill development has a reduction goal of 80%.
- **Peak Discharge Rate**

The pre-development peak runoff discharge rate for both the 1 year, 24-hour and the 2-year, 24-hour design storm must be maintained or reduced.
- **Infiltration**

A portion of the volume of water running off the site must be infiltrated.

For low connected impervious land uses, (up to 40% connected imperviousness), infiltrate 90% of the pre-development infiltration volume. No more than one percent (1%) of the site would have to be dedicated to meeting the infiltration requirement.

For moderate connected impervious land uses (40% to 80% connected imperviousness), infiltrate 75% of the pre-development infiltration volume. No more than two percent of the site would have to be dedicated to the meeting in the infiltration requirement.

For highly connected impervious land uses (more than 80% connected imperviousness), infiltrate 60% of the pre-development infiltration volume. No more than two percent of the site would have to be dedicated to meeting the infiltration requirement.

The rule identifies situations where infiltration is optional and others where it is prohibited in order to protect groundwater.

- **Protective Areas**

Permanent vegetative buffer areas must be maintained around lakes, streams and wetlands to filter pollutant(s) and protect against erosion. Buffer sizes range from 50-75 feet for most resources, varying according to the type and classification of the water body.

- **Fueling and Maintenance Areas**

Petroleum product runoff from fueling and vehicle maintenance areas must be controlled to remove any visible sheen.

Section NR 151.241-249: Transportation Facilities

Roads and associated structures are also subject to the post-construction performance standards. Some specific modifications are made in recognition of the unique character of transportation facilities:

- Exemption from post-construction performance standards for highway resurfacing, reconditioning or minor re-construction; and
- Option to use a water quality-designed swale to meet the post-construction performance standard.

Section NR 151.13: Developed Urban Area Performance Standards

These performance standards apply to incorporated cities, villages and towns with a population density of 1,000 people or more per square mile. These local units of government are responsible for implementing a storm water management program within two years of receiving permit coverage that includes the following:

- Public education on the proper management of leaves and grass clippings, lawn and garden fertilizers, and pet wastes, and the prevention of oil and chemical runoff into storm sewers;
- A municipal program for proper management of leaves and grass clippings, including public information about the program;
- Application of nutrients on municipally-owned property in accordance with a nutrient application schedule;
- Detection and elimination of illicit discharges; and
- Achieve a 20% reduction in total suspended solids, or to the maximum extent practicable, as compared to no controls.

Attachment E: Water Quality Need Categories

Category Descriptions

Surface Water Category Descriptions

1. EPA Approved [TMDL](#) or Draft DNR Approved [TMDL](#)

The project is within the area covered by an EPA-Approved [TMDL](#), or a draft [TMDL](#) that has been approved by DNR and forwarded to the USEPA for review, and the proposed project will reduce the nonpoint source pollutant(s) addressed by the [TMDL](#).

2. [TMDL](#) In Development

The project is within the area that will be covered by a [TMDL](#) that is actively in development by DNR or an independent third-party, and the proposed project will reduce the nonpoint source pollutant(s) addressed by the [TMDL](#). Sufficient resources are available for [TMDL](#) development to complete the [TMDL](#) within the next 2-3 years.

3. Clean Water Act Section 303(d) List of Impaired Waters

The project is upstream and in the same HUC 12, or in the immediately upstream HUC 12 of a water body (lake or stream) on the latest Clean Water Act (CWA) Section 303(d) List of Impaired Waters, and the cause of the water quality impairment is nonpoint source pollution, and this project will reduce the type of nonpoint source pollutant for which the water is listed. Generally, these waters are identified as being in the “nonpoint source dominated” or “point source/nonpoint source blend” categories.

4. Wisconsin’s Nutrient Reduction Strategy – Top Watershed for Phosphorus

The project is within a watershed identified as a “Top Watershed for Phosphorus” in Wisconsin’s Nutrient Reduction Strategy, and the water quality goals of the project deal directly with reducing the amount of nonpoint sources of phosphorus carried in runoff to surface waters. For more information about Wisconsin’s Nutrient Reduction Strategy see <http://dnr.wi.gov/topic/surfacewater/nutrientstrategy.html>.

5. Vulnerable Healthy Watersheds

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

6. Outstanding or Exceptional Resource Waters

A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of outstanding resource waters (ORW) (per s. NR 102.10) or exceptional resource waters (ERW) (per s. NR 102.12), and that is located is upstream in the same HUC 12, or in the HUC 12 immediately upstream of, the ORW/ERW water body (lake or stream).

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

7. Other Areas of Special Natural Resource Interest (ASNRI)

A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of pollution in areas of special natural resource interest (ASNRI), and that is located upstream in the same HUC 12, or in the HUC 12 immediately upstream of, the ASNRI water body (lake or stream).

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

8. Surface Water Quality

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

Groundwater Category Descriptions**9. Exceeds Groundwater Enforcement Standard (ES)**

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

10. Wisconsin's Nutrient Reduction Strategy – Top Watershed for Nitrates

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

11. Exceeds Groundwater Preventive Action Limit (PAL)

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

12. Groundwater Quality

A project within a geological area defined in s. NR 151.015(18) as susceptible to groundwater contamination, as described in [Attachment G](#).

Where to Look Up Information

Watershed Based Water Quality Need Categories

The following water quality need categories are watershed based. Applicants can determine whether their project is eligible for water quality need points in the categories, by determining whether the project is located within one of these watersheds.

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

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

Surface Water Resource Based Water Quality Need Categories

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

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

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

Groundwater Water Resource Based Water Quality Need Categories

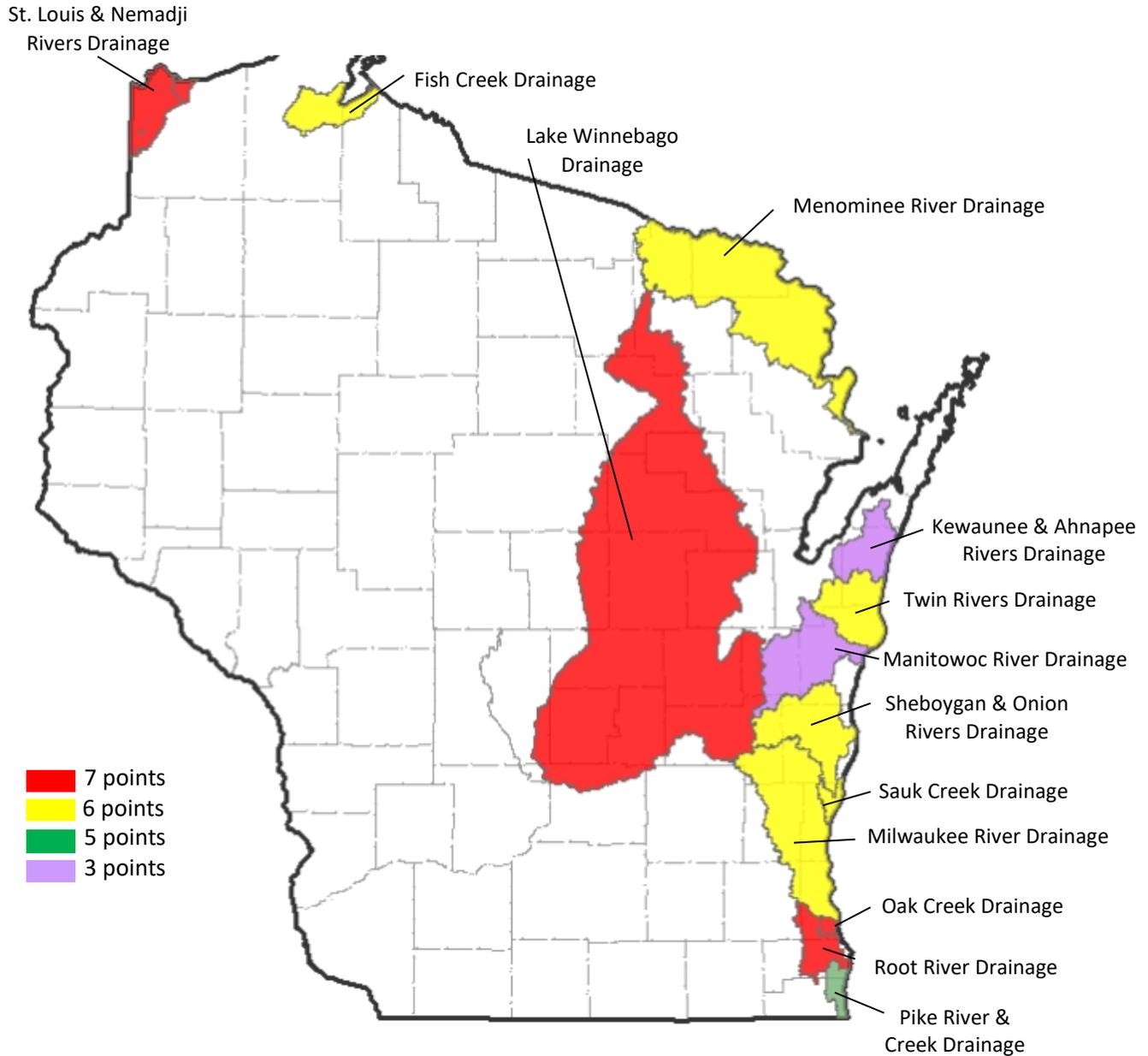
The categories listed below are groundwater resource based. Applicants can determine whether their project is eligible for water quality need points in the categories using local groundwater monitoring data and/or by contacting their DNR Regional Drinking Water & Groundwater staff.

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

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

Attachment F: Public Drinking Water Supply Bonus Points

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



Attachment G: Groundwater Susceptibility

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

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

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

Attachment H: Environmental Hazards Assessment

The DNR Bureau of Remediation and Redevelopment (R&R) maintains an on-line registry of known contaminated sites in Wisconsin. Some of these sites have been cleaned up and considered “closed”. Others are still open. Additional information about each of these sites can be found by accessing the registry at: <http://dnr.wi.gov/topic/brownfields/clean.html>.

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

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

LANDS OF SPECIAL CONCERN

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

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

Find the Environment Hazards Assessment form at <http://dnr.wi.gov/files/PDF/forms/1800/1800-001.pdf?o=n>.

Attachment I: Property Acquisition Fee Title and Easement

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

Fee Simple or Easement land acquisition is eligible for funding under the Urban Nonpoint Source and Storm Water (UNPS&SW) grant program if certain criteria are met. The following information should be reviewed before you submit your application. In all cases, there must be a willing-seller-willing-buyer relationship. An acquisition proposal, as defined below, must be submitted with your grant application if you are requesting grant funds for Fee Simple or Easement land acquisition.

Eligibility Requirements

- **Fee Simple Land Acquisition**

All land rights (fee simple) may be purchased with an UNPS&SW grant to support structural urban BMPs, including detention basins, wet basins, infiltration basins and trenches, and wetland basins (ss. NR 154.04(38) & NR 154.04(42)).

- **Conservation Easement Land Acquisition**

A **subset of all land rights** (conservation easement) may be purchased with an UNPS&SW grant to support one or more of the following structural urban BMPs:

- critical area stabilization;
- riparian buffer;
- wetland restoration;
- structural urban best management practices (see Fee Simple land acquisition list above); and
- any other best management practices specified as eligible for easement support in an approved runoff management grant.

Ineligible Projects

The department will **not** award grants under this program for any of the items listed below.

- The acquisition of property that is subject to a reversionary right or has restrictions or covenants that would prevent the property from being managed for purposes consistent with this subchapter.
- The acquisition of property through condemnation.
- The acquisition of property on which a dam is located.
- The acquisition of property occurred more than one year before a land acquisition grant application is submitted to the department.
- The acquisition of property for which an environmental inspection report shows that the property contains undesirable environmental conditions or liabilities or potential liability or hazards that are unacceptable to the department.
- Relocation costs. Because the department requires willing-seller-willing-buyer negotiations, there is no use of eminent domain and there will be no need for relocation costs.

Ownership of Land Acquired with an UNPS&SW Grant

- **Fee Simple** - A governmental unit sponsoring a UNPS&SW project that includes the purchase of all land rights will hold title to the property and assume all the implied responsibilities in perpetuity (permanently) once the governmental unit has taken ownership of the land.
- **Conservation Easement** - A governmental unit that is sponsoring a UNPS&SW project that includes the purchase of less than all land rights must have a written agreement of not less than 20 years in length with the landowner. While the governmental unit does not own the land or pay taxes on the land, the written agreement with the landowner specifies which rights are being purchased from the landowner, the cost of acquiring those rights, the frequency of access by the governmental unit onto the land for purposes of development and maintenance, whether any project signage is allowed on the land, whether any structures or livestock are allowed on the land, and other parameters as the landowner and governmental unit may agree to in writing. The DNR provides a Model Ordinance template for governmental units to use when developing a conservation easement. Please contact your Regional NPS Coordinator listed at <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

Value of Fee Simple or Conservation Easement Land Acquired with an UNPS&SW Grant

The DNR determines value of fee simple or conservation easement land to be acquired under the UNPS&SW grant program using an appraisal prepared by a private appraiser that was ordered by the applicant. Appraisal provided by the seller is unacceptable. To ensure that appraisal is accurate from the beginning, the DNR recommends that applicant seek advice from the DNR's Appraisal Reviewer ***before*** the applicant orders the appraisal.

You will find more information about this important appraisal process in the following document:

DNR Real Estate Contract and Appraisal Report Guidelines

<https://dnr.wi.gov/files/pdf/pubs/lf/lf0048.pdf>

You may also contact Jolene Brod, DNR Appraisal Reviewer,
at (920) 662-5155 or Jolene.Brod@wisconsin.gov.

All properties must be valued in accordance with s. NR 155.25(5)(b) to be eligible for reimbursement.

Applicants requesting grant funds for fee simple or easement land acquisition will be notified about the success of their application in Sept or Oct of the year in which an application was submitted. Successful applicants will then have 90 days to submit an appraisal to the Nonpoint Grant Program Manager. The appraisal will be forwarded to the DNR Appraisal Reviewer; no grant agreement will be issued to the successful applicant until the DNR Appraisal Reviewer has certified that the appraisal was prepared according to established appraiser specifications. If there are areas of dispute in the appraisal, the DNR Appraisal Reviewer will contact the private appraiser directly and attempt to resolve the dispute.

Appraisals ordered by the applicant before the applicant is notified about their successful application may be submitted to the DNR if that appraisal was prepared no earlier than January 1 of the year in which the grant application was submitted.

If an applicant is applying for an UNPS&SW grant to offset the cost of fee simple or conservation easement land acquired before January 1 of the grant year and that purchase was based upon a valuation that does not comply with these requirements, then the property must be re-valued and the new appraisal must be approved by the DNR Appraisal Reviewer before the DNR will issue the reimbursement under the grant. You can find additional information on the DNR's website at: <http://dnr.wi.gov/files/pdf/pubs/cf/cf0015.pdf>.

Cost-share Rates

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

Eligible acquisition costs

Eligible acquisition costs include the cost of appraisals, land surveys, relocation payments, title evidence, recording fees, historical and cultural assessments required by the department, and environmental inspections and assessments completed through contract by professional consultants. Reasonable costs do not include attorney's fees, environmental clean-up costs, brokerage fees paid by the buyer, real estate transfer taxes, or any other cost not identified in this subdivision. Refer to s. NR 155.25(6)(b).

Grant timing

If you are applying for funds for fee simple land acquisition, those funds may either cover a purchase to be made during the project period or to cover a purchase made prior to the project period. In either case, a grant award for fee simple or easement land acquisition will only be possible if BMP construction is also funded. Funding will not be granted solely for the fee simple or easement land acquisition.

Acquisition Proposal Required

If you are requesting funds for property acquisition (fee title or easement), you must submit a property acquisition proposal with your application materials. The acquisition proposal must include all of the information listed below.

- Maps showing the proposed land to be acquired, including all of the following:
 - county map;
 - site map utilizing the Departmental mapping functions at: <http://dnrmaps.wi.gov/imf/imf.jsp?site=SurfaceWaterViewer> or DNR Webmap, showing Township, Range, Section, quarter-section, quarter-quarter section; and
 - project or land use planning map.
- The Minor Civil Division name, parcel number, and ownership.

- The purpose of the land acquisition and how it will help meet project goals. Identify the structural urban best management practice that will be constructed on the property.
- General time frame for land acquisition.
- Indicate if you are requesting funds for an acquisition that would be made after or before the runoff management grant is issued (approximately January 1 of the grant year).
- Demonstrate assurance that the offer to buy has been or will be accepted. *Note that if the acquisition has already occurred, indicate if the valuation meets the requirements of s. NR 155.25(5)(b).
- Size of acquisition including the number of parcels, number of improved parcels and acres.
- Land management information including: List of owner-occupants or tenants that occupy the property, and information indicating that the sellers are willing.
- Identify if relocation plans will be needed in accordance with ch. Commerce 202, Wis. Adm. Code;
- Identify the roles of other governmental units in future property management.
- Estimated acquisition and annual property maintenance costs.

General Grant Conditions for Fee Simple Land Acquisitions under this Program

- The department may not make an award under this subchapter for acquisition by a local unit of government or tribe for land that is outside the boundaries of the local unit of government or tribe unless the local unit of government or tribe in which the land is located approves the acquisition.
- For both fee simple and conservation easement land acquisitions, the grantee shall develop and submit to the department a land management plan. The plan will become part of the grant agreement and shall be recorded at the county register of deeds along with the grant agreement.
- The grantee shall notify the department of any change in land management status or purpose of fee title or conservation easement lands acquired with funds under this program.
- If the grantee's organization dissolves, all title, rights, and interest held by the grantee in and to the property purchased under this program shall vest in the state, without the necessity of reentry, unless a transfer to another eligible grantee under is approved by the department.
- The grantee shall agree to maintain and manage property acquired with a grant under this program in accordance with the provisions, conditions, and descriptions in the grant agreement and in accordance with a land management plan approved by the DNR.
- If the grantee fails to abide by the terms of the grant agreement and that failure results in inconsistent use of the property or impairment of the conservation values of the property, the grantee is not eligible to apply for a future grant under this program until the grantee corrects the impairment and the DNR determines that the grantee is once again operating in accordance with the terms and conditions of the original grant agreement.
- The grantee shall ensure that the holder of any mortgage or land contract on conservation easement property subordinates its rights to the terms of the conservation easement before grant payment is made by the DNR to the grantee. The grantee shall send written proof of this subordination to the DNR before the DNR issues a final payment under this program.
- The grantee and subsequent owners of property acquired with a grant under this program shall acquire and manage the property in accordance with all applicable state, local and federal laws, rules and regulations.

- The grantee shall acknowledge the state's assistance in acquiring fee title or easement ownership of a property and provide notice of public access by placement of signs adequate to give notice. The area of a sign shall be at least 108 square inches, with length and width each not less than 10 inches, and the sign shall be made of a durable substance. The grantee shall place signs at major access points to the property acquired with a grant under this program.
- Upon prior notice to the grantee by the DNR, the grantee shall provide the DNR access to the property to monitor compliance with the grant agreement.
- The grantee shall record the grant agreement at the register of deeds in the county in which the property is located.
- If the grantee violates any condition of the grant agreement and fails to correct the violation within 6 months after receiving written notification of the violation from the DNR, the grantee is in violation of the grant agreement, and all title, right and interest held by the grantee in and to the property shall vest in the state without the necessity of reentry or legal judgment.

Grant Conditions for Conservation Easements

- The DNR shall have access to property on which a conservation easement is acquired with a grant in a reasonable manner upon prior notice to the grantee and the landowner, to monitor compliance with the conditions of the grant agreement. The conditions of that access shall be contained in the conservation easement agreed to by the landowner. It is the responsibility of the grantee to notify and decide with the landowner when monitoring will occur.
- The grantee shall prepare a conservation easement to be approved by the DNR. Grantee may obtain standard conservation easement template from the DNR.
- The grantee may not convert or approve conversion of land encumbered by a conservation easement to uses inconsistent with the easement or the grant agreement without prior written approval of the DNR.
- When the grant is awarded, the grantee shall prepare a baseline document, approved by the landowner and available to the DNR for inspection, before grant payments are made. The baseline document shall consist of an inventory of the features of a property, including reports, maps, photographs, and other documentation that provides an accurate representation of the property at the time an easement funded with a grant under this program is executed.
- The grantee shall monitor conservation easements at least once each calendar year, comparing the condition of the property with the baseline document, to ensure that the provisions of the conservation easements are being satisfied. The grantee shall enforce the easement provisions with landowners. The grantee shall submit to the DNR an annual report documenting annual monitoring and any enforcement measures taken, as necessary.

Next Steps

If an applicant is offered funding for a project, the applicant will receive a land acquisition checklist from the DNR to be used during the land acquisition process. Request the publication titled “Land Acquisition Guidelines for Local Governments (January 2007).”

If you have any questions about this section of the Application, or about the procedures for fee simple or easement land acquisition through the UNPS&SW Grant Program, contact the Regional NPS Coordinator for your part of the state as listed at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html> .

Attachment J: Inter-Governmental (Inter-Municipal) Agreement Template

INTERGOVERNMENTAL AGREEMENT REQUIREMENTS FOR JOINT PROJECTS

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

If the project is selected for funding, the draft agreement must be finalized, signed, dated, by an [authorized representative of each participating governmental unit](#), and submitted to the DNR, before DNR will issue the grant award. If there is no end date to the agreement, then only a starting date needs to be mentioned. If there is an end date, the end date cannot conclude before the end of the grant agreement. Be sure that the printed name, signature, and title of representatives authorized under s. 66.0301, Wis. Stats., are included. Also show the date on which each signature was affixed. All signatures and dates must be on the same page to ensure a legally binding agreement. You do **not** have a legally valid cooperative agreement if only one (1) party's authorized representative has signed the document.

REQUIRED CONTENT OF A COOPERATIVE AGREEMENT

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

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

Attachment K: Governmental Responsibility Resolution (GRR)

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

SAMPLE GOVERNMENTAL RESPONSIBILITY RESOLUTION FOR RUNOFF MANAGEMENT GRANTS

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

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

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

THEREFORE, BE IT RESOLVED, that _____
(applicant)

HEREBY AUTHORIZES _____, _____ to act on
(position title) (department)

behalf of _____ to:
(applicant)

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

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

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

Adopted this _____ day of _____, 20_____.

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

Authorized Signature: _____ **Title:** _____

(Signature of the governmental unit's executive officer, for example, Village President, City Mayor, County Board Chair, etc.)