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

CF-19-0007-F

DOCUMENT TITLE

Surface Water Grants Program Guidance

STATUTORY AUTHORITY OR LEGAL CITATION

ss. 23.22, 281.68, 281.69, 281.70, and 281.71, Wis. Stats.

PROGRAM/BUREAU

Bureau of Community Financial Assistance

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

August 26, 2019

DATE FINALIZED

September 23, 2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with ss. 227.10 and 227.11, Wis. Stats. 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 under Wis. Stats. 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.

Mary Jo Welles — 23 September 2019

Signature — Date

Surface Water Grant Program Applicant Guide and Program Guidance

We are pleased to provide you with the ***Applicant Guide for the Department of Natural Resources (DNR) Surface Water Grants*** for the following grant programs:

- Aquatic Invasive Species (AIS), Prevention and Control
- Lake Management Planning and Protection
- River Planning and Protection

This guidance contains information, resources, explanations, and references to the forms you will need to participate in the Surface Water grant program. The Surface Water grant program provides cost-shared funds for lake and river planning and management and for the control of aquatic invasive species. Application materials, forms, and helpful resources, including this document, may be downloaded from the DNR Surface Water Grant Program website: http://dnr.wi.gov/Aid/Grants.html. The first two pages of the guidance document give a broad overview of the main steps to securing a grant. The rest of the document presents additional information, including subprogram descriptions, procedures, and other tips useful for navigating the surface water grant program. Finally, the appendices contain detailed information that may be useful at various times during the life of a grant award.

Program-at-a-glance

1. Is Your Organization Eligible to Apply? Before developing a grant application, be sure your organization is eligible to apply for AIS/Lake/River grants. In particular, Lake Associations, River Associations, School Districts, and Nonprofit Organizations must be qualified ***before*** submitting an application. Units of government (counties, cities, towns, villages, WI tribes and lake protection & rehabilitation districts, etc.) are automatically eligible to apply under Wis. Stats. Review the organization eligibility requirements in this Guide for more information. We recommend that organizations applying for the first time submit an Organizational application at least six months *before* submitting a grant application.

2. How to Apply: Contact your DNR AIS, Lake or River Grant Coordinator to schedule a pre-application meeting. You will work with your DNR grant coordinator to complete DNR Form 8700-284 to apply for a grant. This form is only available on-line.

3. Application Submission Deadlines:

<table>
<tr>
<td>DECEMBER 10 – Planning
Lake Management Planning
Small-Scale
Large-Scale
Lake Classification & Ordinance Development
Aquatic Invasive Species (AIS)
Education, Prevention & Planning
Clean Boats, Clean Waters
River Planning</td>
<td rowspan="2">FEBRUARY 1 – Management
Lake Protection
Land/Easement Acquisition
Wetland &Shoreline Habitat Restoration
Lake Management Plan Implementation
Healthy Lakes Project
AIS Established Population Control
River Protection
River Management
Land/Easement Acquisition</td>
</tr>
<tr>
<td>YEAR-ROUND
AIS Early Detection & Response
AIS Maintenance & Containment</td>
</tr>
</table>

4. How to Submit a Completed Application: Applications must be received by the DNR or postmarked no later than the deadline in Section 3 above in order to be considered for a grant. Applications not received by or postmarked by the deadline date will not be considered. If email size of complete application (including attachments) exceeds 15 megabytes (MB), submit documents in multiple emails.

PREFERRED APPLICATION SUBMISSION METHOD – Electronic	ALTERNATIVE APPLICATION SUBMISSION METHOD – Mail or hand delivered
Send in an e-mail to: dnrsurfacewatergrants@wi.gov	Mail to: Department of Natural Resources (CF/2) PO Box 7921 Madison WI 53707-7921 Hand Deliver to: 101 S. Webster Street Madison WI 53707

5. How to Create a Successful Application: Successful applicants give considerable thought to their projects before applying. This means applicants spend time discussing needs, goals, and expectations with the entire lake/river community prior to preparing an application. Invite your regional DNR AIS/ Lake/River Coordinator, University of Wisconsin-Extension lake specialist, county resource agent, or representative of the Wisconsin Lakes or River Alliance of Wisconsin to attend your meeting, facilitate a goal-setting public session, or provide other technical assistance. This type of planning will yield a better application, leading to a higher project score. Within each grant subprogram, project score determines the order in which funding is awarded.

The DNR frequently receives more applications than it can fund. Scheduling a pre-application meeting may help you improve your project and prepare the strongest application you can. The DNR has many examples of successful applications in all subprograms – contact your Environmental Grant Specialist. Learn from the successes of others and submit a competitive application!

Suggested Timeline for Parties Developing a Surface Water Grant Application (December 10th submission deadline):

June/July	Meet with your Lake/River Group to brainstorm potential grant project
September	Meet with your DNR Regional Lake/River/AIS Biologist to discuss project idea
October (or before)	Identify project partners and meet with them to discuss partnership opportunities (letters of support, in-kind donation of cash, volunteer time, etc.)
November (at the latest)	Complete draft grant application and submit to DNR Regional Lake/River/AIS Biologist and/or Environmental Grant Specialist for review
No later than December 10	Email completed grant application and attachments to dnrsurfacewatergrants@wisconsin.gov

6. Assistance is available from the DNR. Ask questions if you're unsure how to proceed or need clarification on topics such as eligible costs or grant administration procedures. DNR Environmental Grant Specialists are available to help. You'll find Regional grant staff contact information on pages 5-7 in this document.

Surface Water Grant Program Guidance

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DNR Contacts - Lake Planning and Management Grants

For assistance with specific or science-related aspects of your project, contact the Lake Grants Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. Additional information on Lake grants can be found at: http://dnr.wi.gov/Aid/Grants.html

Region/County	Lake Grants Coordinator	Grants Specialist
Northeast		
Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie (For Lake Winnebago, contact Ted Johnson)	Mary Gansberg 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph.); 920-662-5498 (fax) Mary.Gansberg@wisconsin.gov	Faith Murray 2984 Shawano Ave., Green Bay, WI 54313 920-662-5487 (ph.); 920-662-5413 (fax) Faith.Murray@wisconsin.gov
Green Lake, Marquette, Waupaca, Waushara, Winnebago	Ted M. Johnson 626 E. County Road Y, Suite 700, Oshkosh, WI 54901 920-424-2104 (ph.); 920-424-4404 (fax) TedM.Johnson@wisconsin.gov	Chrissy Kozik 2300 N. Dr. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8676 (ph.); 414-263-8483 (fax) Christine.Kozik@wisconsin.gov
Marinette, Menominee, Oconto, Shawano	Brenda Nordin 2984 Shawano Ave., Green Bay WI 54313-6727 920-360-3167 (ph.); 920-662-5498 (fax) Brenda.Nordin@wisconsin.gov	
Northern		
Iron, Price, Vilas	Kevin Gauthier, Sr. 8770 Highway J, Woodruff WI 54568 715-356-5211 x214 (ph.); 715-365-8932 (fax) Kevin.GauthierSr@wisconsin.gov	Laura MacFarland 107 Sutliff Ave Rhinelander, WI 54501 715-365-8920 (ph.); 715-365-8932 (fax) Laura.MacFarland@wisconsin.gov *Pierce and St. Croix counties are administered by the West Central Grant Specialist
Florence, Forest, Langlade, Lincoln, Oneida, Sawyer	Scott Van Egeren 107 Sutliff Avenue Rhinelander, WI 54501 715-471-0007 (ph) Scott.VanEgeren@wisconsin.gov	
Ashland, Bayfield, Burnett, Douglas, Washburn	Pamela Toshner 810 W. Maple St., Spooner, WI 54801 715-635-4073 (ph.); 715-392-7993 (fax) Pamela.Toshner@wisconsin.gov	
Barron, Pierce*, Polk, Saint Croix*	Alex Smith 810 W. Maple St., Spooner, WI 54801 715-635-4124 (ph.); 715-635-4015 (fax) Alex.Smith@wisconsin.gov	
South Central		
Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	Susan Graham 3911 Fish Hatchery Rd., Fitchburg WI 53711 608-275-3329 (ph.); 608-275-3338 (fax) Susan.Graham@wisconsin.gov	Kurt Byfield 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph.); 608-275-3338 (fax) Kurt.Byfield@wisconsin.gov
Southeast		
Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	Heidi Bunk 141 NW Barstow St., Rm. 180, Waukesha, WI 53188 262-574-2130 (ph.); 262-574-2128 (fax) Heidi.Bunk@wisconsin.gov	Chrissy Kozik 2300 N. Dr. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8676 (ph.); 414-263-8483 (fax) Christine.Kozik@wisconsin.gov
West Central		
Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Rusk*, Taylor*, Trempealeau, Vernon,	Jodi Lepsch 1300 W. Clairemont Ave., Eau Claire, WI 54701 715-838-8385 (ph.); 715-839-6076 (fax) Jodi.Lepsch@wisconsin.gov	Gina Keenan 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-836-6574 (ph.); 715-839-6076 (fax) Gina.Keenan@wisconsin.gov *Taylor and Rusk counties are administered by the Northern Grant Specialist
Adams, Juneau, Marathon, Portage, Wood	Scott Provost 473 Griffith Ave, Wisconsin Rapids, WI 54494 715-421-7881 (ph); 715 421-7830 (fax) Scott.Provost@Wisconsin.gov	

DNR Contacts - Aquatic Invasive Species Planning and Management Grants

For assistance with specific or science-related aspects of your project, contact the AIS Grants Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. Additional information on AIS grants can be found at: http://dnr.wi.gov/Aid/Grants.html

	AIS Grants Coordinator	Grants Specialist
Northeast		
Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie (For Lake Winnebago, contact Ted Johnson)	Mary Gansberg 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph.); 920-662-5498 (fax) Mary.Gansberg@wisconsin.gov	Faith Murray 2984 Shawano Ave., Green Bay, WI 54313 920-662-5487 (ph.); 920-662-5413 (fax) Faith.Murray@wisconsin.gov
Green Lake, Marquette, Waupaca, Waushara, Winnebago	Ted M. Johnson 626 E. County Road Y, Suite 700, Oshkosh, WI 54901 920-424-2104 (ph.); 920-424-4404 (fax) TedM.Johnson@wisconsin.gov	Chrissy Kozik 2300 N. Dr. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8676 (ph.); 414-263-8483 (fax) Christine.Kozik@wisconsin.gov
Marinette, Menominee, Oconto, Shawano	Brenda Nordin 2984 Shawano Ave., Green Bay WI 54313 920-360-3167 (ph.) 920-662-5498 (fax) Brenda.Nordin@wisconsin.gov	
Northern		
Iron, Price, Vilas	Carol Warden 3110 Trout Lake Station Drive Boulder Junction, WI 54512-9419 (715) 356-9494 (ph.) warden@wisc.edu	Laura MacFarland 107 Sutliff Ave Rhinelander, WI 54501 715-365-8920 (ph.); 715-365-8932 (fax) Laura.MacFarland@wisconsin.gov *Pierce and St. Croix counties are administered by the West Central Grant Specialist
Florence, Forest, Langlade, Lincoln, Oneida, Sawyer	Scott Van Egeren 107 Sutliff Avenue, Rhinelander, WI 54501 715-471-0007 (ph) Scott.VanEgeren@wisconsin.gov	
Ashland, Bayfield, Burnett, Douglas, Washburn	Pamela Toshner 810 W. Maple St., Spooner, WI 54801 715-635-4073 (ph.); 715-392-7993 (fax) Pamela.Toshner@wisconsin.gov	
Barron, Pierce*, Polk, Saint Croix*	Alex Selle 1300 W. Clairemont Ave., Eau Claire, WI 54701 (715) 831-3278 (ph.) Alexander.Selle@wisconsin.gov	
South Central		
Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	Susan Graham 3911 Fish Hatchery Rd., Fitchburg WI 53711 608-275-3329 (ph.); 608-275-3338 (fax) Susan.Graham@wisconsin.gov	Kurt Byfield 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph.) 608-275-3338 (fax) Kurt.Byfield@wisconsin.gov
Southeast		
Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	Heidi Bunk 141 NW Barstow St., Rm. 180, Waukesha, WI 53188 262-574-2130 (ph.); 262-574-2128 (fax) Heidi.Bunk@wisconsin.gov	Chrissy Kozik 2300 N. Dr. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8676 (ph.); 414-263-8483 (fax) Christine.Kozik@wisconsin.gov
West Central		
Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Portage, Rusk*, Taylor*, Trempealeau, Vernon, Wood	Alex Selle 1300 W. Clairemont Ave., Eau Claire, WI 54701 (715) 831-3278 (ph.) Alexander.Selle@wisconsin.gov	Gina Keenan 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-836-6574 (ph.); 715-839-6076 (fax) Gina.Keenan@wisconsin.gov *Taylor and Rusk counties are administered by the Northern Grant Specialist

DNR Contacts - River Planning and Management Grants

For assistance with specific or science-related aspects of your project, contact the River Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. Additional information on River Planning and Management grants can be found at: http://dnr.wi.gov/Aid/Rivers.html

Region/County	River Grants Coordinator	Grants Specialist
Northeast Region		
Door, Calumet (East ½), Kewaunee, Manitowoc	Mary Gansberg 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph.); 920-662-5498 (fax) Mary.Gansberg@wisconsin.gov	Faith Murray 2984 Shawano Ave., Green Bay, WI 54313 920-662-5487 (ph.) 920-662-5413 (fax) Faith.Murray@wisconsin.gov
Brown, Marinette, Menominee, Outagamie, Shawano, Oconto	Andy Hudak 2984 Shawano Ave., Green Bay, WI 54313 920-662-5117 (ph.); 920-662-5498 (fax) Andrew.Hudak@wisconsin.gov	
Calumet (West ½), Fond du Lac, Green Lake, Marquette, Waupaca, Waushara, Winnebago	Dave Bolha 625 E. County Rd. Y, Ste 700, Oshkosh, WI 54901 920-424-7892 (ph.); 920-424-4404 (fax) David.Bolha@wisconsin.gov	
Northern Region		
Ashland, Barron, Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Rusk, Taylor, Vilas	Jim Klosiewski 107 Sutliff Ave., Rhinelander WI 54501 715-365-8992 (ph.) ;715-365-8932 (fax) James.Klosiewski@wisconsin.gov	Laura MacFarland 107 Sutliff Ave Rhinelander, WI 54501 715-365-8920 (ph.) 715-365-8932 (fax) Laura.MacFarland@wisconsin.gov
Bayfield, Burnett, Douglas, Polk, Sawyer, Washburn	Kris Larsen 715-635-4072 (ph.) 810 W. Maple St., Spooner, WI 54801 Kris.Larsen@wisconsin.gov	
South Central Region		
Rock River Basin: Dane, Rock, Columbia, Dodge, Jefferson	Jim Amrhein 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3280 (ph.); 608-275-3338 (fax) James.Amrhein@wisconsin.gov	Kurt Byfield 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph.) 608-275-3338 (fax) Kurt.Byfield@wisconsin.gov
Grant-Platte-Sugar-Pecatonica River Basins: Dane, Grant, Green, Iowa, Lafayette	Camille Bruhn 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3339 (ph.); 608-275-3338 (fax) Camille.Bruhn@wisconsin.gov	
Lower Wisconsin River Basin: Richland, Sauk, Crawford, Columbia, Dane, Iowa, Grant, Vernon	Kim Kuber 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-669-6570 (ph.); 608-275-3338 (fax) Kimberly.Kuber@wisconsin.gov	
Southeast Region		
Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan	Craig Helker 9531 Rayne Rd., Ste. 4, Sturtevant, WI 53177 262-884-2357 (ph.); 262-884-2306 (fax) Craig.Helker@wisconsin.gov	Chrissy Kozik 2300 N. Dr. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8676 (ph.) 414-263-8483 (fax) Christine.Kozik@wisconsin.gov
Walworth, Washington, Waukesha	Rachel Sabre 141 NW Barstow St Rm. 180 Waukesha WI 53188 262-574-2133 (ph.); 262-574-2128 (fax) Rachel.Sabre@wisconsin.gov	
West Central Region		
Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, St. Croix	Chris Willger 1300 W Clairemont Avenue, Eau Claire, WI 54701 715-839-3746 (ph.), 715-839-6076 (fax) ChristopherJ.Willger@Wisconson.gov	Gina Keenan 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-836-6574 (ph.) 715-839-6076 (fax) Gina.Keenan@wisconsin.gov
Adams, Juneau, Marathon, Portage, Wood	Scott Provost 473 Griffith Ave, Wisconsin Rapids, WI 54494 715-421-7881 (ph.); 715 421-7830 (fax) Scott.Provost@Wisconsin.gov	
Jackson, La Crosse, Monroe, Trempealeau, Buffalo	Mycal Raleigh 1300 W Clairemont Avenue, Eau Claire, WI 54701 715-839-2781 (ph.), 715-839-6076 (fax) Mycal.Raleigh@wisconsin.gov	

I. Surface Water Grant Program Summary

In this document, you will find general grant program information, application instructions, and financial information for the Aquatic Invasive Species (AIS), Lake Management Planning and Protection, and River Planning and Protection grant programs administered by the Wisconsin Department of Natural Resources (DNR). Detailed descriptions of these programs can be found in the respective Program Description sections.

Program goals

The Lake, River, and AIS grant programs help communities understand the conditions of lakes, rivers and watersheds, develop management plans, implement projects to protect and improve water quality and aquatic habitat, and prevent and control the spread of AIS.

Who administers these grant programs?
The WI Legislature assigned these programs to the DNR. A key component of these programs is cooperation and partnership between the DNR and grant recipients. Each partner plays an important role in meeting the conservation needs of Wisconsin. We recommend that all **partners and sources of funding be identified in final project products as one method of promoting participating programs.**

Source of Program Funds:
Funding for these grant programs comes from a portion of the state tax on gasoline consumed by motor boats.

Local Share and Possible Source of Local Share:
Wisconsin Statutes require that parties receiving grants under these programs contribute a percentage of the total project cost. This is often referred to as the "local share". The amount of required local share varies depending on the grant program; see table below:

Table 3. Local Share Percentage, per Wis. Stats.

Surface Water Grant Program	Local Share Percentage
Aquatic Invasive Species	25%
Lake Management Planning	33%
Lake Protection & Classification	25%
River Protection Grants	25%

Local share is the portion of project costs not paid with DNR grant funds. Local share can be in the form of cash, funds from a party other than the DNR, or the documented value of donated labor, donated professional services (such as consulting), donated supplies and materials, or some donated equipment use. The financial administration guidance in Appendix I of this document has more information on local share and matching funds.

Eligible Applicants

There are certain limitations regarding which entities may apply for a surface water grant (Table 5). The first step in securing a surface water grant is to establish eligibility for the program. Units of government (counties, cities, towns, villages, WI tribes and lake

protection & rehabilitation districts, etc.) are automatically eligible to apply under Wis. Stats.

The categories of applicants below must meet certain qualifications to be considered eligible to apply. Applicants are recommended to submit qualifying applications and information to the DNR for approval **six months in advance** of the grant application deadline. Qualifying applications per applicant type may be found in Appendix H.

Table 5. Eligible Applicants

Applicant Types	AIS Grants	Lakes Grants	Rivers Grants
Counties, cities, towns, and villages	✓	✓	✓
Federally Recognized Tribal Governing Body	✓	✓	✓
Other local governmental units as defined in s. 66.0131(1)(a), Wis. Stats.	✓	✓	✓
Public Inland Lake Protection & Rehabilitation Districts	✓	✓	✓
Town sanitary districts	✓	✓	✓
Qualified lake associations	✓	✓	
Qualified river management organization	✓		✓
Qualified school districts (not for Lake Protection Grants)	✓	✓	
Private and public colleges, universities and technical schools	✓		
Qualified nonprofit conservation organizations http://dnr.wi.gov/topic/Stewardship/Grants/ApplyNCO.html	✓	✓	✓
Qualified nonprofit organizations	✓		
State and Federal natural resource agencies	✓		
Federal Energy Regulatory Commission (FERC) licensed hydroelectric corporations	✓		

Qualified Lake Associations:

To be grant eligible, a lake association must have been in existence for at least one year prior to applying for a grant and meet the qualifications explained on Form 8700-226, "Lake Association Organizational Application." The DNR recommends that a completed organizational application [Form 8700-226] is submitted with a copy of the association's by-laws and Articles of Incorporation to the DNR environmental grant specialist **at least six months** before a grant application is submitted.

Qualified River Management Organizations:

To be grant eligible, a river management organization must meet the qualifications explained on Form 8700-287, "River Management Organizational Application." The DNR recommends that a completed Form 8700-287 is submitted with a copy of the organization's by-laws and Articles of Incorporation to the DNR environmental grant specialist at least six months before a grant application is submitted.

Qualified School Districts:

To be grant eligible, the board of a school district must adopt a resolution at a properly-noticed meeting to conduct a lake management planning project that will provide information or education on the use of lakes or natural lake ecosystems, on the quality of

water in lakes, or on the quality of natural lake ecosystems and allow another eligible lake grant recipient (like a lake association) to cooperate with the school district in the project. This resolution must be submitted with the completed grant application.

Qualified Nonprofit Conservation Organizations (NCOs):

To be grant eligible, a nonprofit organization must be approved as tax exempt under Section 501(c)(3) of the Internal Revenue Service (IRS) code and show that it has as one of its primary purposes the acquisition of property for conservation purposes. The DNR recommends that an NCO submit a completed Form 8700-290 and required attachments to the DNR environmental grant specialist at least six months before a grant application is submitted.

Qualified Nonprofit Organizations (for AIS grants only):

[Note: This is different from a Qualified Nonprofit *Conservation* Organization described above.] To be grant eligible, a nonprofit organization must be approved as tax exempt under Section 501(c)(3) of the IRS code and show that it has, as one of its purposes, the prevention and control of aquatic invasive species. The DNR recommends that an organization claiming Qualified Nonprofit Organization status complete Form 8700-290 and submit it with required attachments to the DNR environmental grant specialist at least six months before a grant application is submitted. Qualified nonprofit organizations include qualified nonprofit conservation organizations (NCO) as defined in s. 23.0955(1), Wis. Stats.

Hiring a Consultant or Contractor:

A grant agreement functions as a contract between the DNR and one of the eligible entities listed above. Grantees may seek project assistance from any number of environmental consultants or professional service providers. The process of selecting a service provider for a lake, river, or wetland is not unlike selecting a service provider for landscaping, an automobile, or a home construction project. It is a good idea to conduct some background research, ask questions, and compare qualifications. A list of surface water-related businesses, without endorsement, can be found at the following webpage: https://www4.uwsp.edu/cnr/uwexlakes/sp_view/lakelist/businessSearch.asp

Some consultants provide assistance with the grant application. Before you submit the application to the DNR, it is good practice to check the completeness and accuracy of the information provided by a consultant. Grantees are fully responsible for the information provided on the application and applications must be complete and eligible. Application completeness is an important step to securing a grant award.

A consultant or contractor may be the contact representative for your project. However, only an applicant's authorized representative may sign the grant application or a grant agreement on behalf of the applicant. Contractors are NOT the same as an authorized representative.

II. Project Development and Program Selection

Project Development

Once you've decided that you would like to undertake a project to benefit surface water, the next step is to develop the project and select the appropriate grant program to target for support. Your DNR AIS, Lake or River Grant Coordinator can help you take these important first steps.

Pre-Application Meeting

Prior to submitting an application, it is strongly recommended that the prospective authorized representative, contact representative, or both meet with the appropriate DNR AIS, Lake or River Grant Coordinator. The goal of this meeting is to review the project, and whether it meets the priorities listed in administrative code (s. NR 190.07, s. NR 190.17, s. NR 191.07, s. NR 195.09, s. NR 198.15), and to provide an opportunity for project improvement. This meeting should occur early in the application development process so that you may take advantage of any technical assistance prior to the application deadline. The Grant Coordinator should have an opportunity to understand the project goals and provide constructive feedback. The goal of this meeting is to ensure the project meets the priorities listed in administrative code – soon to be ch. NR 193 but currently s. NR 190.07, s. NR 190.17, s. NR 191.07, s. NR 195.09, and s. NR 198.15, Wis. Adm. Code. Integrating constructive feedback into your application is likely to result in your project being grant-eligible and a better fit to the priorities established in administrative code. As a result, the application is likely to score higher during the ranking process.

Consider sharing a short prospectus with your Grant Coordinator at the time that you schedule the pre-application meeting. The prospectus can be short, as long as it communicates what you are hoping to do, and why. A brief project summary (2-3 sentences) with a similar 2-3 sentence justification is a good starting point.

> Note: Two example project summaries are printed in the application instructions embedded in the surface water grant application. To access them, see the information presented in Appendix L2, in this document.

Program Descriptions

Your local DNR AIS, Lake or River Grant Coordinator can help determine which program(s) below best fit your project. This section outlines each grant sub-program, the eligible projects, and the priorities that will be used to rank applications that are received.

1. Aquatic Invasive Species (AIS) Prevention and Control Grants

Section 23.22, Wis. Stats., ch. NR 198, Wis. Admin. Code

Overview:
Aquatic Invasive Species (AIS) Prevention and Control grants are intended to support projects to provide information and education on types of existing and potential AIS in Wisconsin, the threats that AIS pose to the state's aquatic resources, and available techniques for AIS control. These grants also assist in the planning and implementation of projects that will prevent the introduction of AIS into waters/wetlands where they currently are not present, controlling and reducing the spread of AIS from waters where they are present, and restoring native aquatic communities.

There are five AIS Prevention and Control grants subprograms:

a) Education, Prevention and Planning Projects (including Clean Boats, Clean Waters)
b) Early Detection and Response Projects
c) Established Population Control Projects
d) Maintenance and Containment Projects
e) Research and Demonstration Projects

Priorities and Funding Considerations for all AIS Grants:
AIS grant funds are available for projects that carry out one or more of the following activities and are allocated in the following order of priority:

1. Support early planning and response to the early detection of pioneer populations of AIS.
2. Prevent the spread of AIS to unpopulated waters.
3. Control established populations of AIS and restore native aquatic species communities.
4. Provide research and demonstrations that advance the state’s knowledge and understanding of AIS control.
5. Maintain and contain AIS populations in a suppressed condition within a waterbody or wetland.

DNR review teams evaluate each application received by the deadline for completeness then develop a statewide priority list. Review teams consider the following factors when developing the priority list:

a) The degree to which the project includes a prevention and control strategy.
b) The degree to which the project will prevent the spread of AIS.
c) The degree to which the project protects or improves the aquatic ecosystem’s diversity, function, ecological stability or recreational uses.
d) The extent of an AIS population in the waterbody.
e) The degree to which the project will likely result in successful long−term control.
f) The availability of public access to, and public use of, the waterbody.
g) The degree to which the proposed project includes or is complemented by other management efforts including watershed pollution prevention and control, native vegetation protection and restoration, and other actions that help control AIS or resist future colonization.
h) Level of community support and commitment, including past efforts to prevent or control AIS.
i) Whether the applicant has previously received a grant for a similar project for the same waterbody.
j) The degree to which the project will advance the knowledge and understanding of the prevention and control of AIS.

For additional information on project ranking and priority, please review the grant program ranking worksheets (Appendices J1 – J11).

1a. AIS Education, Prevention and Planning Projects

Section ***NR 198.20, Wis. Admin. Code***

Purpose:

Education projects are intended to broaden the public's awareness, understanding of, and ability to identify AIS, the threats that AIS pose to the health of aquatic ecosystems, measures to prevent the spread of AIS, and the management practices used for control of AIS.

Prevention projects are intended to prevent the introduction of new AIS into a waterbody or prevent the spread of an AIS population from one waterbody to another unpopulated waterbody.

Planning projects are intended to assist in the development of plans for the prevention and control of AIS.

Eligible Projects:

- Educational programs including workshops, training sessions, or coordinated volunteer monitors. Projects will be reviewed for consistency with the DNR's statewide education strategy for controlling AIS including the use of existing publications and outreach materials.
- Development of AIS prevention and control plans or updating a plan consistent with ss. NR 191.45(2) or NR 198.43(1), Wis. Adm. Code.
- Monitoring, mapping, and assessing waterbodies for the presence of AIS or other studies that will aid in AIS prevention and control, following DNR approved protocols or recommendations.
- Planning and reporting monitoring efforts into Surface Water Integrated Monitoring System (SWIMS) database.
- Training, organizing, and supervising AIS control efforts.
- Watercraft inspection and education projects following the guidelines of the DNR's Clean Boats, Clean Waters (CBCW) program.
    - Projects involving watercraft inspectors are required to train inspectors at a Clean Boats, Clean Waters workshop where they will learn inspection techniques, data collection, and reporting into a DNR statewide database.
    - Inspection projects using an AIS grant must provide a minimum of 200 hours of inspection time at up to two boat landings between May 1 and October 30 or conduct an DNR-approved alternative.
    - CBCW implementation may be included as an eligible activity in the Education, Prevention and Planning application or submitted for funding under the streamlined Clean Boats, Clean Waters Program Funding Request described below.

Ineligible Projects:
Any project not specified above, including the purchase and application of chemicals, as well as diver time, diving equipment, and diver-assisted suction harvesting. Due to the competitive nature of the grant program, monitoring and treatment evaluation activities that go above and beyond the core activities specified in the Aquatic Plant Management Guidance may not be eligible. One planning project may only be submitted in one Surface Water grant subprogram. The same project cannot also be submitted to the AIS Education, Prevention and Planning grant category or the Lake Management Planning category. Select the one grant category that best fits with your project goals.

Clean Boats, Clean Waters (CBCW):
The CBCW watercraft inspection program trains and funds inspectors to conduct boater education in their community. Boat inspectors are trained to know what action steps should be taken at boat landings to prevent the spread of AIS, how to share prevention steps with boaters, and how to assist boaters in inspecting their watercraft. All CBCW projects will follow protocols and procedures established for this program found at http://www.uwsp.edu/cnr-ap/UWEXLakes/Pages/programs/cbcw/default.aspx

A streamlined CBCW funding request and agreement process has been created. You can access the application at http://dnr.wi.gov/files/PDF/forms/8700/8700-337.pdf. For more information on the simplified process, read the fact sheet on Clean Boats, Clean Waters which can also be found in Appendix K and the CBCW Financial Administration document found in Appendix I3.

All CBCW projects should closely follow the CBCW Watercraft Inspector Handbook. To order a hardcopy of the *Handbook*, contact UW-Extension Lakes at 715-346-2116 or uwexlakes@uwsp.edu.

Alternative CBCW Activities:
For grant projects that may not complete the 200 hours inspection requirement per landing or pair of landings, there are a few alternative CBCW activities that can be included as part of an AIS Education, Prevention and Planning grant. These activities may be considered for lakes with limited public access sites, rivers, or wetlands:

a) DNR AIS Coordinator affirms that 200 hours per landing site per season is not efficient or effective use of CBCW inspector's time.
   EXAMPLE. Lake measuring less than 50-acre with limited boating use or shallow lakes that are seasonally used for ricing or hunting and not recreational boating, small rivers and wetlands
b) DNR AIS Coordinator assures landing/access site is properly signed.
c) Applicant conducts shoreland or surveillance monitoring on the waterbody.
d) Applicant identifies the primary users of the landing or access and conducts targeted outreach for those users (e.g., community forums, boat inspection demonstrations, presentations to sportsmen's clubs). If the waterbody access site is in an incorporated area, a comprehensive education and outreach plan is in place involving local businesses (e.g., bait shop, marina, restaurants, etc.) and K-12 schools to provide adequate information on the value of AIS prevention.
e) Applicant has a community member trained in CBCW who will act as a steward of the lightly used landing, occasionally checking on its condition, signage, and use.

This steward may also do community outreach and participate in CBCW on neighboring waters.

f) The steward can be paid for the limited hours they work at the landing although those hours may not equal 200 hours or combined hours on other minimally used landings may not equal 200 hours.

AIS or Aquatic Plant Management Planning

The Aquatic Plant Management in Wisconsin document may be helpful if you intend to write an AIS or aquatic plant management plan. If a planning project is intended to result in an AIS or aquatic plant management plan, regional DNR staff will review the plan to ensure it adequately addresses all required elements (see Appendix B in this document). Review staff may enlist the assistance of a Technical Review team in this effort. Regional DNR staff will document their approval in writing and will detail any exceptions to the approval and specify whether any of the plan recommendations are eligible for additional DNR funding. These letters should become part of the final approved management plan. Once approval is received, eligible applicants may apply for implementation funding under s. NR 198.40. Management Plans must be dated within five years of the implementation grant application deadline to be eligible for implementation funding. Management plan updates should, at minimum, include an evaluation of management actions taken since the last plan update (including the most recent data and survey results) and updated management recommendations.

Applicants may choose to use the checklist in **Appendix B** of this document to assure your Aquatic Invasive Plant Management Plan is ready for submittal.

Resources:

For additional applicant resources, go to the Resources tab at:
http://dnr.wi.gov/aid/surfacewater.html

Funding Possibilities:

Maximum amount of grant funding is 75% of the total project costs, not to exceed $150,000. Applications will be separated into three classes:

1. Requesting less than $10,000 in state funding,
2. Requesting between $10,001 and $50,000 in state funding,
3. Requesting between $50,001 and $150,000 in state funding.

It is a DNR priority to make adequate funding available to update existing lake management plans to incorporate an AIS element (including aquatic plant management) and to fund monitoring efforts to track AIS. The less than $10,000 funding category provides the opportunity for lakes with existing management plans to update their plans and/or for AIS monitoring. Eligible activities include planning, monitoring, reporting, training, organizing and supervising control efforts and aquatic plant management permit fees. The management plan must be consistent with plan standards in ss. NR 191.45(2) or NR 198.43(1) and should be updated at least once every five years. Education, prevention or planning activities must be consistent with s. NR 198.22(1).

CBCW projects are limited to no more than $4,000 per public boat landing or pair of landings. Use the streamlined CBCW application.

Payment Options:
At the time of grant award, grantees may request an advance payment equal to 25% of the grant amount. In the case of CBCW grants, an advance payment of 25% is automatically provided.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested, as well as documentation for the costs being claimed. In the case of CBCW grants, one partial reimbursement will be processed.

The final 10% of the grant amount may only be requested at the end of the project after the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

1b. AIS Early Detection and Response Projects

Section *NR 198.30, Wis. Admin. Code*

Purpose:
Early detection and response grants provide funds for the early identification and control of pioneer populations of AIS before those populations become established. These projects are intended for waters and wetlands where the presence of AIS is relatively new and the area of coverage is limited such that there is a high likelihood that AIS can be removed or significantly reduced and managed at low densities.

Your DNR AIS Grant Coordinator will determine whether an AIS population qualifies as "pioneer" population based on best professional judgment. For rooted AIS like Eurasian Water Milfoil, pioneer infestation is typically defined as a localized bed that has been present less than 5 years and is less than 5 acres in size or less than 5% of the littoral area, whichever is greater.

All response projects are required to implement the DNR Rapid Response Framework.

Eligible Projects:
- Identification and removal of pioneer AIS populations in the early stages of colonization, or re-colonization by approved methods.
- Control of a re-colonization following the completion of an established population control project.
- Planning activities necessary to begin writing a management plan
- Monitoring, outreach, and education efforts following DNR-approved methods.

Ineligible Projects:
Any project not specified above.

Applicant Procedures:
In recognition of the potential negative effect of a new AIS infestation on waters of the state, this subprogram allows for a more streamline grant application process. Applicants must follow the procedures below.

Project applicants report a new pioneer population to DNR field staff using the following procedure:

1. Collect an entire intact adult specimen. If possible, collect the roots, stems, flowers and fruit of the invasive plants.
2. Ice or refrigerate the specimen immediately.
3. Complete a field data form if the occurrence was found during an existing AIS monitoring project or complete an incident report for plants or animals that were incidental finds:
    a. Plant: http://dnr.wi.gov/lakes/forms/3200-125-plantincident.pdf.
    b. Animal: http://dnr.wi.gov/lakes/forms/3200-126-animalincident.pdf.
4. Submit the specimen and report form to the DNR AIS/Lakes/River Coordinator within 3 days of collection: http://dnr.wi.gov/topic/Invasives/report.html. If the discovery was made during a specific DNR-approved AIS monitoring event, enter the form into SWIMS and provide the form and specimen to the DNR for verification. Your DNR AIS Coordinator will confirm the species and determine the appropriate method of control. The applicant will be authorized, in writing, when the project may begin and will receive a permit, if needed, as well as notification of eligibility for an AIS grant. After receiving authorization, project costs become eligible for reimbursement. However, the applicant must follow through and complete a grant application to receive reimbursement. Pre- and post- treatment monitoring following DNR-approved protocols will be required and is an eligible project cost. All applicants are encouraged to begin developing a long-term management plan as a follow-up to the early response action.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities:
Maximum amount of the grant funding is 75% of the total project costs, not to exceed $20,000.

Payment Options:
Grantees may request an advance payment equal to 25% of the grant amount.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

1c. AIS Established Population Control Projects

Section *NR 198.40, Wis. Admin. Code*

Purpose:
Established population control grants are intended to assist applicants in controlling or substantially reducing established populations of AIS to protect and restore native species communities. Established populations are defined as substantial reproducing populations of AIS that are not pioneer populations. (A pioneer population means a small community of AIS in the early stages of colonization, or re-colonization, in a waterbody. For rooted aquatic plants, the pioneer population has been present less than five years and is less than five acres in size or less than 5% of the littoral zone area, whichever is greater.)

Priority will be given to projects that treat AIS populations that are greater than 10% littoral frequency (from an appropriately timed point-intercept survey of all plant species conducted within the past two years), can show recreational use or ecological impairment, and if using herbicide, where the DNR expects herbicide concentration exposure time requirements for control will be met. For projects focusing on small invasive populations (less than 10% littoral frequency), manual removal of AIS, including diver assisted suction harvesting (DASH), monitoring and plan development are eligible. Projects proposing the use of a slow-acting herbicide applied to small littoral areas where the concentration-exposure time is not expected to meet requirements for effective control will not be considered.

For projects on lakes and rivers, adequate public boating access is required, as defined in s. NR 1.91 (4) to (6).

Eligible Projects:

- Activities recommended in a DNR-approved control plan approved within the last five years, including monitoring, education, CBCW, and prevention activities. (Implementation of CBCW projects may be included as an eligible activity in the Established population control application or submitted for funding under the streamlined Clean Boats, Clean Waters Program Funding Request. For more information on the simplified process, read the fact sheet on Clean Boats, Clean Waters.)
- If participating in a DNR designated program, such as the Purple Loosestrife bio-control project, no prior plan approval is required.

Note: Citations to recommendation in a plan should be specific and locatable. You may, for instance, list the page on which the recommendation occurs, and the line, section, recommendation or paragraph.

Example: “This project implements several recommendations in the *Lake Blue Aquatic Plant Management Plan* (2016), including those for monitoring (page 30, section 1) and control (page 31, paragraph 2).

Ineligible Projects:

- Dredging
- Chemical treatments or mechanical harvesting of aquatic plants to provide single season nuisance or navigational relief.
- Maintenance and operation of aeration systems and mechanical structures used to suppress aquatic plant growth.
- Structural facilities for providing boat washing stations. NOTE: Equipment associated with boat washing facilities is eligible if included in a management plan.

AIS Plan Approval:
Applicants must have developed and received DNR approval of their AIS/Aquatic Plant Management Plan prior to the grant application deadline. Applicants should submit control plans to the regional AIS or Lakes Coordinator ***a minimum*** of 60 days prior to the grant application deadline along with an explanation of the specific recommendations to be funded by the grant. Plans must describe the management option for which funds are being applied and must have been updated and approved by DNR within the last five years to be eligible to apply for AIS Control project funding. Management plan updates should, at a minimum, include an evaluation of management actions taken since the last plan update (including the most recent data and survey results) and updated management recommendations.

A checklist to assure your AIS /Aquatic Plant Management Plan is ready for submittal may be found in **Appendix B** in this *Guide*.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities:
Maximum amount of grant funding is 75% of the total project costs, not to exceed $200,000.

Payment Options:
No grant advance is available.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project after both the final project report and documentation for eligible costs are submitted to the DNR and approved.

1d. AIS Maintenance and Containment Projects

Section *NR 198.50, Wis. Admin. Code*

Purpose:
Maintenance and containment grants are intended to provide applicants limited financial assistance for the ongoing control of established AIS population without the assistance of an Establish Population Control grant. These projects are intended for waters where management activity has achieved the target level of control identified in an approved AIS plan that meets the criteria of s. NR 198.43, Wis. Adm. Code. Ongoing maintenance is needed to contain AIS populations so they do not re-establish throughout the waterbody, spread to other waters, or impair navigation and other beneficial uses of the waterbody.

Eligible Costs:
Application fees for aquatic plant management permits issued by the DNR under chs. NR 107 or NR 109.

Procedures:
Grantees may submit reimbursement claims to the DNR at any time after the permitted activities are completed and have been paid in full by the applicant. Use reimbursement claim Form 8700-323. Reimbursement requests must include all necessary compliance reports; these reports will be reviewed by DNR staff.

Funding Possibilities:
The maximum grant amount shall not exceed the cost of the permit application fee.

Payment Options:
The DNR will issue payment once all necessary compliance reports are reviewed and approved. The maximum grant amount shall not exceed the cost of the permit application fee and is dependent upon completion of compliance activities such as monitoring and reporting.

1e. AIS Research and Demonstration Projects

Section *NR 198.60, Wis. Admin. Code*

Purpose:
Research and demonstration projects are intended as a cooperative activity between applicants and the DNR. Such projects shall be designed to increase scientific understanding of the ecological and economic implications of AIS and its management and to assess experimental and innovative techniques for AIS prevention, containment, and control using a scientific method.

Eligible Projects:

- Those that increase scientific understanding of the ecological and economic implications of AIS
- Those that increase scientific understanding of the management of AIS.
- Those that assess experimental and innovative techniques for the prevention, containment, and control of AIS.

Ineligible Projects:
Any project not utilizing a sound scientific method or projects not specified above.

Procedures:
Pre-proposal briefs for research or demonstration projects must be submitted to the DNR by August 1 each year to be considered for funding. Pre-proposals can be emailed to DNRSurfaceWatergrants@wisconsin.gov. Pre-proposal briefs shall include the following:

1. Goals and objectives of the project
2. Brief description of the methods to be used
3. Brief description of monitoring and project evaluation methods
4. Estimated costs
5. Timeline for project completion

Projects that are included in a *Biennial Research Agenda* will be given priority for funding. Contact the statewide limnologist to discuss funding availability (Michelle.Nault@Wisconsin.gov). A final application and proposal must be received by or postmarked no later than the February 1st deadline each year.

Funding Possibilities:
In years when funding for this subprogram are available, the maximum amount of grant funding is 75% of total project costs up to the maximum established by the DNR for the subprogram. No more than $500,000 annually shall be awarded for research or demonstration projects.

Payment Options:
Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant will be held for the final reimbursement once proof is submitted that all project expenses have been paid by the grantee.

2. Lake Management Planning Grants

Section 281.68, Wis. Stats., ch. NR 190, Wis. Admin. Code

Overview:
Lake management planning grants are intended to provide financial assistance to eligible applicants for the collection, analysis, and communication of information needed to conduct studies and develop or update management plans to protect and restore lakes and their watersheds. Projects funded under this subprogram often become the basis for implementation projects funded with Lake Protection grants. There are two categories of lake management planning grants: small-scale and large-scale.

Priorities and funding considerations for Lake Planning Grants:
DNR review teams evaluate each application received by the deadline for completeness then develop a statewide priority list. If phased projects are submitted during the same

grant cycle, they will be ranked as one project. Review teams consider the following factors when developing the priority list:

Small-scale Projects

a) The utility of the data and information that will be generated for assessing lake ecosystems.
b) The degree to which the project will enhance knowledge and understanding of lake ecosystems.
c) The degree to which the project will provide information for local decision−making and for the formation of goals or a strategy to protect a lake or lakes and lake ecosystems.
d) The degree to which the project will contribute to the improvement in the management of a lake or lakes and lake ecosystems.
e) The availability of public access to, and public use of, the lake.

    NOTE: Lakes not meeting the minimum public boating access standards of s. NR 1.91 (4) to (6) will be assigned a lower priority than lakes that meet minimum public boating access standards.

f) Whether application is the first submitted by the applicant in this sub-program.

Large-scale Projects

a) The degree to which the project contributes toward a holistic set of alternatives to assist local decision−making or contributes to the formation of a strategy to enhance or maintain the quality of a lake ecosystem.
b) The degree to which the planning project will enhance knowledge and understanding of a lake's fish, aquatic life, and their habitats.
c) The degree to which the planning project will enhance knowledge and understanding of a lake's watershed conditions that affect or have potential to affect a lake's ecosystem.
d) The degree to which the proposed planning project enhances local understanding of the lake's water quality, potential uses, and factors that affect a lake's water quality.
e) The degree to which the project will likely result in significant improvement in the management of a lake or lakes and lake ecosystems.
f) The availability of public access to, and public use of, the lake.

    NOTE: Lakes not meeting the minimum public boating access standards of s. NR 1.91 (4) to (6) will be assigned a lower priority than lakes that meet minimum public boating access standards.

g) The degree to which the proposed planning project complements other lake management efforts, is supported by other affected management units, and leverages other local community funds for the project.
h) The importance of the information obtained from a planning project to the state as identified in a resource management plan.
i) Whether the applicant is submitting a first−time, large−scale project application.

For additional information on project ranking and priority, please review the grant program ranking worksheets (Appendices J1 – J11).

Lake Management Plan Approval:
DNR Lake Grant Coordinator will review a plan and may enlist the assistance of the Lake Technical Review team. The DNR Lake Grant Coordinator will document their approval in writing and will detail any exceptions to the approval and specify the activities eligible for Surface Water Lake Management Plan Implementation Grant. Approval letters should be included in the final Lake Management Plan. Once plan approval is received from the DNR, the project applicant may request implementation grant funding under ch. NR 191, sub ch. V. Management plans must have been approved by the DNR within five years of the year in which an implementation grant application is submitted, unless otherwise approved by the DNR Lake Grant Coordinator. Management plan updates should, at a minimum, include an evaluation of management actions taken since the last plan update (including the most recent data and survey results) and updated management recommendations.

A checklist to assure your Lake Management Plan is ready for submittal can be found in Appendix C in this *Guide*.

2a. Small-Scale Lake Planning

Ch. *NR 190*, *Wis. Admin. Code*

Purpose:
Small-scale projects are intended to address the planning needs of lakes where education, enhancing lake organizational capacity, and obtaining information on specific lake conditions are the primary project objectives. These grants are well suited for beginning the planning process, conducting plan updates, or developing plans and specifications for implementing a management plan recommendation.

Eligible Projects:

- Specific monitoring and assessment projects that collect and report chemical, biological, and physical data about lake ecosystems for a Tier I assessment, Tier II diagnostic, or Tier III project evaluation.
    - Tier I -- If initial basic monitoring is needed to assess the general condition or health of the lake.
    - Tier II -- If an assessment has been conducted and more detailed data collection is needed to diagnose suspected problems and identify management options.
    - Tier III -- If the monitoring and assessment will be used to evaluate the effectiveness of a recently implemented project or lake management strategy.
- Lake education projects that collect and disseminate existing information about lakes for the purpose of broadening the understanding of lake use, lake ecosystem condition, and lake management techniques.
- Conducting workshops or trainings needed to support planning or project implementation.
- Organization development projects that assist management units as defined in ss. NR191.03 (4) and NR 190.003 (4) to form management goals and objectives for one or more lakes.

Ineligible Projects:
Projects not specifically mentioned above.

Funding Possibilities:
Maximum amount of grant funding is 67% of the total project costs, not to exceed $3,000.

Payment Options:
Grantees may request an advance payment equal to 75% of the grant amount.

The final 25% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

2b. Large-Scale Lake Planning

Ch. *NR 190*, *Wis. Admin. Code*

Purpose:
Large-scale projects are intended to address the needs of larger lakes and lakes with complex and technical planning challenges. The result will be a new or updated lake management plan; more than one grant may be needed to complete the plan.

Eligible Projects:

- Collection of new or updated, physical, chemical and biological information about lakes or lake ecosystems.
- Definition and mapping of lake watershed boundaries, sub-boundaries, and drainage system components.
- Descriptions and mapping of existing and potential land conditions, activities and uses within lake watersheds that may affect the water quality of a lake or its ecosystem.
- Assessments of water quality and of fish, aquatic life, and their habitat.
- Institutional assessment of lake protection regulations - review, evaluation or development of ordinances and other local regulations related to the control of pollution sources, recreational use or other human activities that may impact water quality, fish and wildlife habitat, natural beauty or other components of the lake ecosystem.
- Collection of sociological information through surveys or questionnaires to assess attitudes and needs and identify problems necessary to the development of a long-term lake management plan.
- Analysis, evaluation, reporting and dissemination of information obtained as part of the planning project and the development of management plans.
- Development of alternative management strategies, plans and specific project designs, engineering or construction plans and specifications necessary to identify and implement an appropriate lake protection or improvement project.

It is a DNR priority to make adequate funding available for updating and maintaining existing lake management plans. The less-than-$10,000 funding subcategory provides opportunity for lake communities to develop a Lake Management Plan or for lake communities with an existing management plans to update that plan. Management plans

need to be updated and approved by DNR within the last five years to be eligible for Lake Management Plan Implementation grants. Management plan updates should, at a minimum, include an evaluation of management actions taken since the last plan update (including the most recent data and survey results) and updated management recommendations. Applicants are encouraged to integrate the US Environmental Protection Agency's *9 Key Element Plan* into a Lake Management Plan, when appropriate. The management plan must be consistent with plan standards in ss. NR 191.45(20) or NR 198.43(1).

Ineligible Projects:
Any project not specified above. An application may only be submitted in one grant subcategory. Example: An application for the same project cannot be submitted to both the AIS Education, Prevention and Planning grant category and the Lake Management Planning grant category. Select the grant category that best fits with your project goals.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage, under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities:
Maximum amount of grant funding is 67% of the total project costs, not to exceed $10,000 or $25,000.

Multiple grants in sequence may be used to complete a planning project, not to exceed $100,000 total for each lake. If phasing is necessary, all phases should be fully identified and a timeline identified in the initial grant application.

The maximum grant award in any one year is $50,000 for each lake.

Payment Options:
Grantees may request an advance payment equal to 75% of the grant amount.

The final 25% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for actual eligible costs are submitted to the DNR and approved.

3. Lake Protection and Classification Grant Program

Sections 281.69 and 281.71, Wis. Stats., ch. NR 191, Wis. Admin. Code

Overview:
Lake protection and classification grants assist eligible applicants with implementation of lake protection and restoration projects that protect or improve water quality, habitat, or the elements of lake ecosystems. There are five Lake Protection subprograms:

a) Fee Title or Easement Land Acquisition
b) Wetland and Shoreline Habitat Restoration
c) Lake Classification and Local Ordinance Development
d) Lake Plan implementation
e) Healthy Lakes Projects

Priorities and funding considerations for Lake Protection Grants:
DNR review teams will compile a statewide priority list of all eligible applications received by the application deadline. Review teams will consider the following criteria when developing the priority list:

a) Degree to which the project provides for the protection or improvement of water quality.
b) Degree to which the project provides for protection or improvement of other aspects of the natural ecosystem, such as fish and wildlife habitat, native vegetation, or natural beauty.
c) Availability of public access to, and public use of, the lake.
    1. For lake protection projects that do not include resource enhancement activities as defined below, lakes not meeting the minimum public boating access standards of s. NR 1.91 (4) to (6) will be assigned a lower priority than lakes that meet minimum public boating access standards.
    2. For lake protection projects that include resource enhancement activities as defined below, the minimum public boating access standards of s. NR 1.91 (4) to (6) must be satisfied.
        a. Natural resource enhancement activities are in-lake improvement activities that increase the recreational or environmental values of a lake.
        b. Examples of natural resource enhancement activities include aeration, aquatic plant management, alum or lime treatments, artificial circulation, biomanipulation, dilution and flushing, drawdown, fishery rehabilitation, habitat restoration, harvesting lake plants for the purpose of restoring aquatic plant beds, hypolimnetic withdrawal, and sediment covers, oxidation, removal or tilling.
d) Degree to which the proposed project complements other lake and watershed management efforts including local comprehensive plans developed pursuant to s. 66.1001, Wis. Stats.
e) Level of support for the project from other affected management units or organizations.
f) Likelihood of the project to successfully meet the stated project objectives.
g) Degree of detail in the application and the time frame within which project will be implemented.
h) Whether application is a first−time protection project for the lake or first-time classification project for the applicant.

For additional information on project ranking and priority, please review the grant program ranking worksheets (Appendices J1 – J11).

3a. Fee Title/Easement Land Acquisition

Section *NR 191.10, Wis. Admin. Code*

Purpose:
Grants under this subprogram are intended for the acquisition of property or some property rights (also called easements) to protect lakes and their ecosystems. Land acquisition projects are reviewed and processed by DNR environmental grant specialists. All other types of surface water protection grant projects are reviewed by DNR Lake and River Grant Coordinators. A list of environmental grant specialists appears in the front of this *Guide*.

Important:
#1 -- Approval of land acquisition applications are one of the most complicated processes at the DNR. For this reason, it is important for you to plan your project early and communicate your plans with your DNR environmental grant specialist at frequent intervals before the grant application submission deadline.

#2 -- Your application will not be considered complete unless it includes a real estate appraisal for the subject property. The appraisal must have been ordered by the applicant, not by the seller, and must be less than 12 months old. DNR's Appraisal Reviewer will review the appraisal to ensure it adheres to industry standards. Grants will be calculated on land value of an acceptable appraisal. If two appraisals are needed, the DNR will base the grant award on the lower of the two acceptable appraisals. The DNR will require a title commitment with all supporting documents before the appraisal reviewer will evaluate the appraisal. Appraisal review must be completed before the DNR can issue a grant contract.

See **Appendix A** –for additional information.

Eligible Costs:
- The fair market value of the property documented by an appraisal prepared to Uniform Standards of Professional Appraisal Practice (**USPAP**) and DNR standards and accepted for grant purposes.
- Cost of appraisal(s)
- Cost of survey, if needed
- Land stabilization
- Title insurance and gap insurance
- Recording fees
- Historic and cultural assessments (if required by the DNR)
- Baseline documentation for natural resources (required for conservation easements)
- Environmental inspections and audits
- Attorney fees not to exceed $1,000
- Closing costs
- Building demolition and disposal may be an eligible cost based on the degree to which the demolition contributes to lake protection or restoration.

Ineligible Costs:

- Acquisition of any 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 grant program
- Land acquired through eminent domain or condemnation; projects where landowners were not treated fairly and negotiations were not conducted on a willing buyer-willing seller basis
- Acquisition of land on which a dam is located
- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- Any other cost not identified as eligible above

Funding Possibilities:
Maximum amount of grant funding is 75% of total costs, not to exceed $200,000.

Payment Options:
No grant advance is possible.

Upon request, the DNR will distribute the entire grant amount to an acceptable third party for placement in a no-interest escrow account, subject to DNR approval of title review for each property after written confirmation that funds will be released to the seller upon completion of an insured closing and transfer of property title from the seller to the applicant.

The substantiated value of donated services or the value of donated property may be used as all or part of the local share of the project costs. The value of donated property shall be determined by an appraisal that the DNR determines has met industry standards. Donated property used as match shall become part of the project. Both the subject property and any donated property must both have deed restrictions recorded on the property title.

3b. Wetland and Shoreline Habitat Restoration

Section *NR 191.20, Wis. Admin. Code*

Purpose:
Wetland and shoreland habitat restoration grants are intended to provide financial assistance to protect or improve the water quality or natural ecosystem of a lake by restoring adjacent degraded wetlands or tributary to lakes.

Shoreline habitat restoration grants are intended to provide financial assistance, including incentive payments, to owners of developed lake front lots to re-establish riparian habitat.

Eligible Projects:

- Development of plans, specifications, and environmental assessments, including pre- and post- engineering and design costs.
- Construction, earth moving, or structure removal costs.
- Native plant stock or seeds for re-establishing vegetation.
- Incentive payments per landowner, not to exceed $250 each.

- Rental of public meeting locations, education and promotional materials, mailings and similar costs related to the distribution of information about restoration.
- Necessary monitoring to measure success in achieving the ecologic function of restoration activities.
- Purchase of fee title or easement land acquisition on which wetland restoration activities will take place.
- The cost of preparing and recording deed restrictions on the property where restoration will take place.
- Labor costs required to carry out activities identified in the grant agreement, including technical assistance.
- Other costs determined by the DNR as necessary to complete a successful wetland or shoreline habitat restoration.
- Water regulatory permits required for the project, including reasonable planning, engineering and design costs necessary to complete the permit application incurred within 12 months prior to the application submission deadline.
- Technical assistance provided to individuals seeking building permits if the intent is to improve the site's habitat conditions or comply with mitigation conditions.
- Improving the functions of existing degraded wetlands.

Ineligible Projects:

- Environmental cleanup
- Construction or repair of stairs
- Construction or repair of walkways
- Construction or repair of piers
- Costs of actual restoration that is intended to comply with a regulatory or enforcement action, including wetland or shoreland mitigation projects.

Wetland Restoration:
Approximately 80% of Wisconsin's wetlands occur adjacent to lakes, rivers, and streams. Wetlands improve and protect water quality by protecting shorelines from erosion and trapping sediment and other pollutants that travel from uplands areas toward our waters.

Opportunities for wetland restoration will often be identified in watershed assessments or management plans. Typical candidate sites will be those where historical or other activities have drained the wetland for conversion to agricultural or other uses. The DNR maintains a *Potentially Restorable Wetlands* (PRW) map layer on its surface water data viewer that identifies the best estimate of where wetlands occurred in the past, where they have been lost, and how much of an original wetland remains. The *Wetland Restoration Handbook for WI Landowners* found in *Resources* contains guidance on various restoration methods.

Shoreline Habitat Restoration:
Shoreline habitat restoration sites must meet minimum dimensional standards and other requirements as specified in s. NR 191.24(3) for cost-sharing restoration work. Grant funding for technical assistance and design assistance is eligible for any size site. A grant can be used to provide education and technical assistance to landowners who will implement a restoration project at their own expense; this typically involves a site visit from a professional who provides a restoration plan with recommended plantings. Assistance

may be provided for installing on-site runoff management practices (*e.g.*, rain gardens, swales, etc.) or placing woody habitat in near shore shallow waters.

Water Regulatory Permits:
Some work done within waters of the state requires a permit from the DNR. An application for all necessary water regulatory permits must be filed with the DNR by the date on which a grant application is submitted. Costs incurred for preliminary design necessary to obtain the permit is eligible for reimbursement once the grant is issued by the DNR.

A small-scale lake planning grant is another option for obtaining financial assistance to conduct preliminary design and feasibility studies. The intent is to allow for concurrent financial and legal review to assure a project is feasible from a regulatory standpoint before a grant is awarded.

Ownership, Easements, or Deed Restrictions Required for all Restoration Activities:
For **wetland restoration** activities, the grantee must have control of the restoration site through either fee title ownership or a perpetual conservation easement prior to applying for a grant. The costs of acquiring property for this purpose are grant-eligible costs. The procedures outlined in the land acquisition project section must be followed. Cost of preparing and recording deed restrictions is grant eligible, as is a $250 incentive payment to the landowner.

For **shoreline habitat restoration,** the restoration site must be deed restricted so that it remains perpetually in conservation use. Cost for preparing and recording deed restrictions is grant eligible, as is a $250 incentive payment to the landowner.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities:
Maximum amount of grant funding is 75% of the total project costs, not to exceed $100,000.

Wetland Restoration Incentive Grants:
This special subset of wetland restoration grants allows for 100% funding up to $10,000 for wetland restoration projects if the project site is identified in the applicant's comprehensive land use plan adopted by the applicant's governing body. At a minimum, the plan must identify the project location and include a policy statement on the need for restoration or enhancement. Other than the alternative funding possibilities, all other wetland restoration grant provisions apply.

Payment Options:
No grant advance is possible.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed. The final 10% of the grant amount may only be requested at the

end of the project after the final project report and documentation for eligible costs are submitted to the DNR and approved.

3c. Lake Classification and Local Ordinance Development

Section *NR 191.30, Wis. Admin. Code*

Overview:
Counties conduct Lake Classification projects to study the characteristics of lakes and assign them into different management classifications for the purpose of implementing lakes-based protection activities. Protection activities may be regulatory (such as improved shoreland), land or lake use ordinances, or other best management practices or protection activities for protecting and improving water quality or aquatic habitats. Lake classification projects can be used to implement the prescribed management activities.

Any unit of government may develop local regulations or ordinance projects to protect or improve a lake's water quality or its natural ecosystem. Lake Classification and Local Ordinance Development projects may be funded separately or jointly. Because of their similar nature, these two grant project types are combined into one grant subprogram. Although "management" grants under Wis. Stats., the activities associated with each are fundamentally planning and, therefore, the DNR has grouped them in with other planning sub-programs with application submission deadline of Dec. 10 each year.

Lake Classification Projects

Purpose:
Lake Classification grants provide financial opportunities for Wisconsin counties to assist in lake protection efforts. Using existing and collected lake data, county lakes with similarities can be grouped to assist in the administration of shoreland zoning or land and water conservation programs.

Eligible Projects:

Classification:

- Data collection, analysis using a geographic information system (GIS), and mapping to place waters in classes. Types of data may include lake size, depth, shape, and water quality, watershed size, potential nonpoint pollution sources, land uses and development patterns, recreational uses, fish and wildlife habitat, etc.
- Objective setting for the classification system.
- Investigation and selection of appropriate classification criteria.
- Investigation and assignment of appropriate protection and management tools. All projects must propose lake protection activities for each classification.
- Assist the DNR in setting lake water quality standards.

  NOTE: Applicants may not propose projects that lower existing state minimum standards designed to protect lakes.

Protection and Implementation:

- Development of educational materials and training programs to improve people's understanding and compliance with the lake classification.
- Compliance monitoring and enforcement.

- Technical assistance to landowners to comply and implement protection activities.
- Development or improvement of administrative procedures and processes.
- Ordinance development: zoning, watercraft regulation, construction site erosion control, public water access, piers and moorings, etc.
- Adoption of policies that encourage management of waters based on the specific needs of each waterbody.
- Implementation of alternative management tools: purchase of land or development rights, conservation easements, development of individual lake and watershed plans, etc.

  NOTE: A county must have adopted a lake classification system prior to the date of grant application to be eligible for an implementation grant.

Ineligible Projects:

- Water safety patrols

Note: Lake Classification projects may be conducted to assist the DNR in setting lake water quality standards. However, any proposal for the classification of lakes to be used in setting lake water quality standards or for enacting requirements for the implementation of water quality standards based on new or existing classifications only become effective after adopted by the DNR as rules under s. 281.15, Wis. Stats.

Local Ordinance Development Projects

Purpose:

Lake Ordinance development grants are intended for local governments and lake districts to create or improve regulations that will protect or improve a lake's water quality or its natural ecosystem.

Eligible Projects:

To be eligible for funding consideration, all projects must include the development of an ordinance to be presented for adoption by the local governing board with an assessment of the administration and enforcement capacity and cost to implement the ordinance. Land use planning alone is not an eligible activity.

Types of ordinances may include: boating or lake use, conservancy, wetland, shoreland, floodplain, construction erosion control, stormwater control or other ordinances with water quality or lake protection benefit. Boating ordinances that assist in managing the recreational use of surface waters should be focused on addressing the environmental impacts of lake use rather than just safety concerns.

Typical activities and eligible project costs include:

- Review and evaluation of effectiveness of an existing regulation or ordinance, including necessary surveys.
- Mapping of environmental features, land use planning, and related activities as needed, limited to what is necessary to the development of the proposed regulation. These activities should not be the main focus of the projects.
- Legal fees to develop regulation or ordinance language.

- Rental of public meeting locations, materials, printing, postage, surveys, mailing, and similar costs related to community education on the need for and implementation of an ordinance or regulation.
- Training of elected officials and citizens for compliance and enforcement of an existing or new regulation or ordinance.
- Labor costs required to carry out activities identified in the grant agreement provided those activities require additional staff or increased hours of existing staff. Costs of additional staff positions or increased staff hours shall be based on management unit rates for the position including salary, fringe benefits and other items determined to be appropriate by the DNR.
- Other costs determined by the DNR to be necessary to carry out the development of a regulation or ordinance.

Ineligible Projects:

- Legal fees incurred in appealing DNR decisions are not grant eligible.
- Lake associations and nonprofit conservation organizations do not have regulatory authority and, therefore, are not eligible for ordinance development projects unless there are written commitments from the regulatory authority to the project.
- Routine ordinance enforcement is not an eligible cost for any grant in this subsection**.**

The management unit that is adopting the ordinance should be the grant applicant.

If the project will update or upgrade an ordinance specific to ch. NR 115, Wisconsin's Shoreland Protection Program, ch. NR 117, Wisconsin's City and Village Shoreland-Wetland Protection Program, or ch. NR 118, Standards for Lower St. Croix Scenic Waterway, the ordinance will need to be reviewed and certified by the DNR. You can search the DNR staff directory under contacts on the DNR home page using "Shoreland Zoning" in the subject box to find the appropriate person to conduct the review and certification. It's recommended that you make this contact before you begin developing your grant application. Appropriate DNR staff should be advised of the process from the start of any shoreland ordinance project. For all other ordinance development projects, local adoption or DNR approval is not required. However, the proposed regulation must be presented to the county or town board for adoption.

Site inspections and enforcement may be an eligible segment of a local ordinance development or lake classification project if the inspection will develop or enhance the enforcement process. The project might create and test new forms or procedures such as compliance audits, automated record keeping, or explore new information management technologies. A report on the "findings" of this element is a project deliverable.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities:
Maximum amount of grant is 75% of the total project costs, not to exceed $50,000.

Payment Options:
Grantees may request an advance payment equal to 25% of the grant amount.

Water quality testing costs will be paid by the grantee directly to the laboratory hired by the grantee, and then the grantee will request reimbursement of these costs from the DNR.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

3d. Lake Management Plan Implementation

Section *NR 191.40, Wis. Admin. Code*

Purpose:
Lake management plan implementation grants provide financial assistance to eligible applicants that have a DNR-approved lake management plan and wish to implement the plan's recommendations.

Eligible Projects:
Typical projects will include watershed or shoreland best management practices (BMPs) for nonpoint source pollution control or in-lake restoration actions like an alum treatment. Nonpoint source pollution control practices (aka BMPs) are identified in ch. NR 154, Wis. Admin. Code, and Cost Share Conditions identified in the grant agreement. These BMPs have been established in partnership with other state and federal agencies and approved by the US Environmental Protection Agency as part of the State's *Nonpoint Source Program Management Plan*. Adherence to these BMPs assures eligibility for federal grant funds under the Clean Water Act Section 319 and allows the DNR to use state-funded projects as match to federal funds received by the DNR.

Under s. NR 1.91, grant funding provided for lake restoration activities that improve recreational or environmental values of a lake are defined as natural resource enhancement services. Grant funding for these services can only be provided for lake and river projects where the public has been afforded a minimum level of public boating access as defined in s. NR 1.91 (4) to (6). Typical projects in this category are defined as "in-water" activities, such as aeration, aquatic plant management, alum treatments, bio-manipulation, drawdown, fish stocking and fishery rehabilitation, habitat restoration, and hypolimnetic withdrawal. An additional eligibility requirement for funding these activities is that the sources or causative factors of the problems to be remediated should have been or very likely will be controlled prior to implementation.

Habitat improvement, protection activities, or any other types of project that will work toward protecting or improving lakes and lake ecosystems may be eligible if the recommendation is contained in a DNR-approved lake management plan. To be eligible

for consideration, the applicant must have submitted to the DNR an application for all necessary permits by the date on which a grant application is submitted.

Lake Management Plan Approval for Implementation:
Prior to submitting an application, the applicant must submit a copy of its lake management plan to the appropriate DNR Lake Grant Coordinator (Table 1, page 5) for approval of the proposed recommendations or best management practices. This submittal may occur at any time and should be submitted 60 days before the February 1 grant application deadline; doing so ensures that DNR staff have sufficient time to complete their review before reviews of grant applications begin. When submitting the lake management plan to your DNR Lake Grant Coordinator, be sure to specify which recommendations you plan to implement. Describe how you allowed or will allow for public comment on the plan; summarize the public comments received and detail how those comments were incorporated into the final lake management plan. Grant applications may only request funding for practices described in a DNR-approved Lake Management Plan. Lake management plans must have been approved by the DNR within five years of the year in which a Lake Implementation grant application is submitted unless otherwise approved by the DNR Lake Grant Coordinator. Alternately, implementation funding may also be sought under an approved watershed-based plan (*e.g*., 9-Key Element plan) that is considered current and in effect for the waterbody or watershed in question.

Management plan updates should, at a minimum, include an evaluation of management actions taken since the last plan update (including the most recent data and survey results) and updated management recommendations.

The DNR will review a lake management plan and consider the extent to which it adequately supports the recommended actions. The DNR will complete its review in 45 days after receipt and notify the applicant of its decision or request additional information. Once a lake management plan is approved, you may submit an application for a grant consistent with the approved recommendations.

NOTE: It is helpful to application reviewers if the grant application includes citations to an approved land management plan. The citations should be specific and locatable. For instance, provide the page on which the recommendation occurs, and the line, section, recommendation or paragraph.

> e.g. “This project implements several recommendations in the *Lake Blue Management Plan* (2014), including those for tributary monitoring (page 30, section 1), and nonpoint source reduction practices (page 31, paragraph 2).

Lake Management Plan Implementation Checklist:
See Appendix C for the checklist that the DNR uses to review a lake management plan.

Nine Key Element Plans (9KEP):
To be eligible for federal funding, the DNR strives to comply with federal requirements where it can. This is especially important in watersheds that contribute pollutants to waterbodies that appear on Wisconsin's "Impaired Waters" list (Clean Water Act Section 303(d)). Some of the funding available for lake protection grants comes from the Federal Clean Water Act Section 319. Section 319 grant funds can only be awarded to projects on lakes for which a "Nine Key Element Plan" has been developed and approved. See **Appendix D** for a Nine Key Elements checklist. Many elements of a 9KEP overlap and are consistent with the requirements for a Lake Management Plan (see **Appendix B**). Often with a little additional work, a plan that meets the DNR's lake management plan checklist can also meet 9KEP requirements, thereby also making Federal Section 319 funding available for Lake Implementation projects.

Eligible Costs:
- Construction, labor, materials, supplies, laboratory costs related to eligible activities.
- Planning and engineering, landscape or construction design plans and specifications that are necessary to determine appropriate options and recommendations for lake protection improvement.
- Other costs as approved by the DNR and necessary for implementing a recommendation in a DNR-approved lake management plan.

Ineligible Project Costs:
Any cost not specified above.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities:
Grant awards are based on 75% of the total eligible project costs, not to exceed the maximum grant amount of $200,000.

Payment Options:
No grant advance is possible.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

3e. Healthy Lakes Projects

Section *NR 191.40, Wis. Admin. Code*

Purpose:
Healthy Lakes grants are a sub-set of Plan Implementation grants, intended to fund simple and inexpensive habitat restoration, runoff, and erosion control projects on waterfront properties without the burden of developing a complex lake management plan. The intent of the Healthy Lakes grant is to fund shovel-ready projects that are relatively inexpensive and straight-forward. The Healthy Lakes grant category is not intended for large, complex projects, particularly those that may require engineering design. The DNR expects that all Healthy Lake grants will be implemented within 2 years of a grant award being issued.

- Fish sticks
- 350 square-foot native plantings
- Diversion practices
- Rock infiltration pits
- Rain gardens

Eligible best practices are further defined in the Wisconsin Healthy Lakes & Rivers Action Plan. Additional technical information for each of the eligible practices is described in associated factsheets.

Ineligible Projects:
Any practice not specified in the Wisconsin Healthy Lakes & Rivers Action Plan.

Eligible Costs:
The Wisconsin Healthy Lakes & Rivers Action Plan identifies best practices for each of three zones on a typical developed lake shore residential lot:

- Zone 1 (shallow near-shore water) includes fish sticks -- a practice that places trees in the water to improve fish and aquatic life habitat and protect shorelines
- Zone 2 (transition) includes various 350-square foot native planting plots and water diversion practices to improve habitat and slow runoff;
- Zone 3 (upland) includes rain gardens, water diversion practices and rock infiltration -- practices to manage runoff from structures and other impervious surfaces.

Up to 10% of the per-practice cost may be used to reimburse technical assistance costs of a project.

Funding Possibilities:
Maximum amount of grant funding is 75% of the total project cost, not to exceed $25,000. Maximum grant amount, per practice, may not to exceed $1,000.

Payment Options:
No grant advance is possible.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

4. River Protection Grants

Section 281.70, Wis. Stats., ch. NR 195, Wis. Admin. Code

Overview:
This grant program provides assistance for the formation of river management organizations and provides support and guidance to local organizations that are interested to manage and protect rivers, particularly where resources and organizational capabilities may be limited. "Limited" is interpreted to mean large geographic areas of the state where, on average, few river management organizations exist and/or where few River Protection grant funding has been historically distributed to increase capabilities. In addition, this grant program protects rivers by:

- Providing information on riverine ecosystems,
- Improving river system assessment and planning,
- Increasing local understanding of the causes of river problems, and
- Assisting in implementing management activities that protect or restore river ecosystems.

The River Protection Grants have three subprograms:

- River Planning
- River Management
- Land/Easement Acquisition

4a. River Planning Grants

Ch. *NR 195, Wis. Admin. Code*

Purpose:
River planning grants assist with the formation of river management organizations and provide support and guidance to local organizations that are interested in helping to manage and protect rivers, particularly where resources and organization capabilities may be limited. This grant program is designed:

- for the collection, assessment, and dissemination of information on riverine ecosystems,
- to assist in developing organizations to help manage rivers,
- to assist the public in understanding riverine ecosystems, and
- to create management plans for the long-term protection and improvement of riverine ecosystems.

Eligible Projects:

1. Organizational development projects that provide programs and materials to assist persons in forming a qualified river management organization or strengthen the capacity of an existing organization to protect or improve rivers and natural river ecosystems. Activities include:

- Training, education, or facilitated planning programs and workshops
- Development, printing and dissemination of information, surveys, educational materials, and brochures to describe the group and its purposes and to attract membership
- Cultivation of river partnerships
- Development of organizational objectives to protect a river ecosystem
- Technical support to qualified river management organizations.

2. Education projects that include the development and dissemination of materials and programs or other activities that increase public awareness about protecting or improving the ways in which rivers are used, the quality of water in rivers, and the quality of natural riverine ecosystems or the populations of fish and aquatic life and their habitat in rivers.

3. River assessments and management plan development may include, but are not limited to:
   - Collection of new or updated information on the water quality, water quantity, fish, wildlife and other biological or environmental information about a river or its ecosystem and the assessment of this information.
   - Descriptions and mapping of existing and potential land and water resource conditions, activities, and uses within a riverine ecosystem that may affect its quality and the assessment of this information.
   - Review, evaluation, or development of ordinances and other local regulations related to control of pollution sources, recreational use, or other human activities that may impact fish and wildlife habitat, natural beauty or other components of the riverine ecosystem.
   - Collection of sociological information through surveys or questionnaires and assessments of river use information that is necessary for the development of a long-term river management plan.
   - The analysis, evaluation, reporting and dissemination of information obtained as part of the planning project.
   - The development of alternative management strategies, plans, and specific project designs necessary to identify appropriate river protection projects.

Organizational Assessments

Prior to requesting grant funding, the DNR encourages parties interested in submitting a river grant application to conduct an organizational assessment.

An “organizational assessment” is a formal process that provides a detailed analysis of an organization’s operations and assists in identifying areas in need of improvement. Assessments typically include the use of surveys, interviews, or focus groups to gather information from an organization’s Board, staff, and volunteers to assess organizational strengths and prioritize areas in need of improvement. Areas of concern should be prioritized. An assessment should include an action plan for addressing prioritized areas of concern.

Organizational assessments for nonprofit citizen groups typically cover topics including Strategic Planning, Board Development, Fundraising, Staffing, and Strategic Alliances.

Such assessments may be provided by private consultants or individuals experienced in working with citizen organizations, University of Wisconsin-Extension staff, River Alliance of Wisconsin staff, and others.

Priorities and funding considerations for River Planning Grants:
The DNR review teams will compile a statewide priority list of all eligible projects received by the grant deadline. Review teams will consider the following factors when developing the priority list:

a. Degree to which the project assists creation or enhancement of a local river management organization and can demonstrate how the use of grant funds will build the capacity of the organization to protect and restore the river and its ecosystem.
b. Degree to which the project assists local decision–making or formation of a strategy to protect the quality of a river's ecosystem.
c. Degree to which the project will enhance knowledge and understanding of a river's ecosystem.
d. Degree to which the project is supported in a federal, state, or local resource plan and makes efficient use of all other available funding sources.
e. Degree of public support for the project, expressed in writing or other formats.
f. Whether grant application is the first submitted by the applicant .

For additional information on project ranking and priority, please review the grant program ranking worksheets (Appendices J1 – J11).

Ineligible Projects: Any capital improvement project.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities: Maximum amount of grant funding is 75% of the total project costs, not to exceed $10,000.

Payment Options:
Grantees may request an advance payment equal to 75% of the total grant amount.

The final 25% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for actual eligible costs are submitted to the DNR and approved.

4b. River Management Grants

Section *NR 195.05, Wis. Admin. Code*

Purpose: This subprogram provides grant funding to assist eligible applicants in the implementation of management activities that will help protect or improve streams, rivers, and riverine ecosystems.

Eligible Projects:

- Development of local regulations or ordinances that will protect or improve the water quality of a river or its natural ecosystem.
- Installation of practices to control nonpoint sources of pollution
- River restoration projects including dam removal and restoration of in-stream or shoreland habitat
- Any activity approved by the DNR and that is needed to implement a recommendation made as a result of a river plan to protect or improve the water quality of a river or its natural ecosystem
- Education, planning and design activities necessary for the implementation of a river management project.

Priorities and funding considerations for River Management Grants:
DNR review teams will compile a statewide priority list of all eligible projects received by the grant application deadline. Review teams will consider the following factors when developing the priority list:

a. Degree to which the project will protect critical riverine ecosystems.
b. Degree to which the project will restore the quality of a river ecosystem or aids in the linkage or concentration of critical habitat.
c. Degree to which a proposed activity has a good likelihood of successfully meeting the project objectives.
d. Degree to which sources or causative factors of the problems to be remediated have been or very likely will be controlled prior to management activities.
e. Degree to which the project is supported in a federal, state, or local resource plan and makes efficient use of all other available funding sources.
f. Degree of public support for the project.
g. Whether the grant application is the first submitted by the applicant .

For additional information on project ranking and priority, please review the grant program ranking worksheets (Appendices J1 – J11).

Ineligible Projects:

- Dam repair and operation
- Purchase of property on which a dam is located unless for the purpose of facilitating dam removal
- Dredging
- Design, installation, operation or maintenance of sanitary sewers, wastewater treatment plants, or onsite sewerage systems

Ordinance Development Projects:
The DNR has developed model ordinances (*e.g.*, shoreland, wetland, and floodplain) that are available for use free of charge. Your River Grant Coordinator will have information on these models as well as other DNR contacts that can assist you with ordinance development.

Resources:
Additional grant resources may be found on the Surface Water Grant webpage under the "Resources" tab at: http://dnr.wi.gov/aid/surfacewater.html.

Funding Possibilities: Maximum amount of grant funding is 75% of the total project costs, not to exceed $50,000.

Payment Options:
No grant advance is possible.

Reimbursement requests may be submitted on a quarterly basis during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter in which reimbursement is requested as well as supporting documentation for the costs being claimed.

The final 10% of the grant amount may only be requested at the end of the project after both the final project report and supporting documentation for eligible costs are submitted to the DNR and approved.

4c. Fee Title/Easement Acquisition

Section *NR 195.13, Wis. Admin. Code*

Purpose: River management grants may be used to acquire all property rights (fee title) or some property rights (easements) to protect rivers and their ecosystems. Fee title or easement land acquisition projects are reviewed and processed by DNR environmental grant specialists. All other river protection grant projects are reviewed by DNR River Coordinators. Land acquisitions are complicated transactions. Contact your Environmental Grant Specialist early in your acquisition process for specific information and assistance.

> ***Important:*** *Fee title or easement land acquisition is one of the most complicated processes at the DNR. For this reason, it is important for you to plan and communicate early with your DNR environmental grant specialist.*
>
> **Note**: Your application will not be considered complete unless it includes a real estate appraisal for the subject property and title commitment with all supporting documents. The appraisal must have been ordered by the applicant, not by the seller, and must be less than 12 months old. DNR's Appraisal Reviewer will evaluate the appraisal to ensure that it adheres to industry standards. Grants will be calculated based on land value determined by the DNR Appraisal Reviewer following review of appraisal. If two appraisals are needed, the DNR will base the grant award on the lower of the two acceptable appraisals. Appraisal review must be completed before the DNR can issue a grant contract.
>
> See Appendix A in this document for additional land acquisition details.

Eligible Costs:

- The fair market value of the property documented by an appraisal prepared to Uniform Standards of Professional Appraisal Practice (**USPAP**) and DNR standards and accepted for grant purposes.
- Appraisal costs
- Land survey fees

- Title insurance and gap insurance
- Recording fees
- Historical and cultural assessments (if required by the DNR)
- Baseline documentation (required for conservation easements)
- Environmental inspections and audits
- Building demolition may be an eligible cost based on the degree to which the demolition contributes to river protection or restoration.

Ineligible Costs:

- Acquisition of any 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 grant program
- Land acquired through eminent domain or condemnation; land where landowners were not treated fairly, and negotiations were not conducted on a willing buyer-willing seller basis
- Acquisition of land on which a dam is located unless for the purpose of facilitating dam removal
- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- Relocation payments
- Any other cost not identified as eligible above

River Funding Possibilities:

Maximum amount of grant funding is 75% of the total project costs, not to exceed $50,000.

Payment Options:

No grant advance is possible. If necessary, the applicant may request that the DNR transfer 100% of the grant amount for land acquisition costs to a non-interest bearing escrow account at an approved escrow company to be released to the seller upon completion of an insured closing and conveyance of the property to the applicant.

The substantiated value of donated services or real estate may be used as all or part of the local share of the project costs. The value of any contributed real estate shall be determined by an appraisal that meets DNR appraisal guidelines and is approved by DNR Appraisal Reviewers. Fee title or easement property used as grantee match becomes a part of the grant program. The DNR grant agreement must be recorded on the property deed of both the subject property and any donated real estate at the time that title transfers from the seller or donor to the applicant.

III. Grant Application

Use Form 8700-284 to apply for AIS, Lakes, or Rivers grant funds. This form is only available on-line. Be sure application is signed by your organization's authorizing representative before it is submitted. Use Section 6 of the application to ensure your application is complete and that all attachments accompany your application.

Links to instructions for completing the application are embedded in the application form. Look for the General Application Instructions for Section 1-7 (gray bar) at the beginning of the application or above Section 8, Project Description. You may also find a document containing all of these application instructions on the Surface Water Grant Webpage under the "Applying" tab. Note that project description (Section 8) is limited to 10 pages per application. Ranking teams will not review material beyond the 10-page limit.

Warning: Many current browsers do not open PDF forms properly:

1. From a **desktop computer**, download the PDF form (right-click on the link, then select "Save as" or "Download")
2. Make a note of the file location and file name so you can access the file from your device.
3. Do not double-click the file. Open the **Adobe Reader** software then select "File > Open" then browse to the PDF file you saved on your device.

See PDF Help for additional information.

Land Use Agreement

Applicants proposing projects that will be occur on state-owned property, must enter into a land use agreement with the state agency no later than the date on which the DNR issues the grant agreement. The land use agreement must be submitted to the DNR to become part of the official grant file.

Laboratory Analysis

All Surface Water Grant applicants are highly encouraged to use the Wisconsin State Laboratory of Hygiene (WSLH) for laboratory water analysis. Alternative labs may be used but careful consideration and approval by the DNR is required. Contact your DNR Lake or River Grant Coordinator for approval. Acceptable justifications for using an alternative lab includes providing a service that is not available through the WSLH, significant cost-savings, or other project efficiencies.

This policy is an extension of the DNR's Quality Assurance Plan (QAP) filed with the USEPA that assures consistency and accuracy in the State's surface water monitoring efforts. Entities submitting Surface Water grant applications that include laboratory analysis of samples are also required to complete and submit the Surface Water Grant Project Lab Costs (Form 8700-360).

Supplemental materials

Supplemental materials will not be reviewed by ranking teams. All necessary information for ranking should be included in the application form.

IV. Grant Ranking

Grant applications will be reviewed in light of the program priorities established in administrative code. Prior to applying, applicants should review the program descriptions in Section II of this document and the ranking sheets in appendix J1 – J11. Each complete and eligible grant application will be reviewed by multiple staff using the ranking worksheets. The final application score will be calculated as the arithmetic mean of the ranking scores submitted by all members of the ranking team. Final scores will determine application rank within each grant program; projects will be funded in rank order, starting with the highest scoring project until all funds are exhausted in each grant program.

Appendix A –
Special Requirements for Fee Title/Easement Acquisitions

Enhanced Appraisal Review Process: Prior to submitting a grant application for a land acquisition project, applicants are **required** to meet with their regional environmental grants specialist and the DNR Appraisal Reviewer to discuss grant requirements and DNR appraisal review procedures and requirements. Your application **will not be considered complete** without proof that this required meeting has occurred prior to application submittal. After the meeting, the DNR Appraisal Reviewer or environmental grants specialist will document the meeting discussion as proof that the meeting occurred.

Eligible Fee Title and Easements Land Acquisition: The fee title purchase of land (resulting in a warranty deed) and the purchase of a perpetual conservation easement are eligible for 75% grants not to exceed the maximum. Since April 1, 2005, use of the DNR's model easement, available from the DNR, is required to be submitted with a grant application. http://dnr.wi.gov/Aid/easements.html

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

Lake & River Protection Land Acquisition Conditions: When an applicant signs a grant agreement accepting lake or river protection funds, the applicant accepts responsibility for complying with all program requirements. These requirements are spelled out in the grant contract and in ch. NR 191 (lakes) or ch. NR 195 (rivers), Wis. Admin. Code. All obligations, terms, conditions, and restrictions of the grant contract are limitations on the use of the property in perpetuity. Your environmental grant specialist is available to review the program's grant conditions with you.

Appraisal & Title Commitment Requirement: The value of real property proposed for acquisition must be established by an appraisal prepared in accordance with DNR appraisal guidelines, administrative codes ch. NR 191 and ch. NR 195, and accepted by the DNR. The appraisal must be submitted with the application. The DNR will not review the appraisal until a title commitment and copies of any recorded encumbrances (easements, restrictive covenants, judgments, etc.) has also been submitted. The DNR Appraisal Reviewer must evaluate and accept the appraisal and establish value for the parcel before the DNR may issue a grant agreement. Contact the DNR environmental grant specialist for appraisal guidelines.

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

- Provide for long-term management of the property.
- Prohibit using the property as security for any debt unless the DNR previously approves in writing the incurring of the debt.
- Prohibit closing the purchased property to the public except where the DNR has determined that closure is necessary to protect wild animals, plants, or other natural features or for property acquired through a conservation easement.
- Prohibit the conversion of property to any use other than that specified in the land management plan or easement.
- Require that any subsequent sale or transfer of the property to a third party is subject to prior written approval by the DNR and that the new owner is subject to all requirements contained in the initial grant contract.
- Require that the instrument conveying the property to any subsequent owner state the interest of the State of Wisconsin and be recorded together with the grant contract in the office of register of deeds of each county in which the property is located.
- Require that, should the recipient violate any essential provision of the grant contract, interest in or title to the acquired property shall vest in the State of Wisconsin, without necessity of re-entry.

Retroactivity: *When land acquisition is necessary before approved grant contract.*

The DNR may not reimburse for the fee title or easement land acquisition prior to the start date of the grant contract unless prior written approval is received from the DNR.

In some cases, it may be necessary for the applicant to acquire fee title or easements before all grant program requirements can be met. In such cases, the applicant may request a Letter of Retroactivity from the DNR before the grant application is submitted or before the DNR issues a grant contract for successful applications. In all cases, the applicant must have been issued the letter by the DNR BEFORE the property is purchased. Written requests to the DNR must include: specific reasons for the request, a location map, a legal description of the property, and the estimated value of the property.

A letter of retroactivity from the DNR only allows an applicant to apply for a grant after land acquisition is completed. It does not guarantee that an application will be approved or that grant funds will be allocated to the project. Therefore, applicants who proceed with fee title or easement land acquisition before the DNR had approved a grant, due so at their own risk.

Use of an Escrow Account: The grantee may request that the DNR disburse the entire grant amount for fee simple or easement land acquisition to a private firm that maintains a non-interest-bearing escrow account for such purposes, subject to a DNR-approved title insurance commitment for each property. Funds in an escrow account will be released to the seller upon completion of an insured closing and conveyance of the property to the buyer. If the property closing has not occurred within 30 days from the time the funds are disbursed to the escrow account, the DNR may request that the funds in the escrow account to be returned to the DNR.

***Property Management Plan*:** All applications for fee title land acquisition must include a draft land management plan that describes the site, how the acquisition project will protect

the lake and its ecosystem, and how the property will be managed and maintained over the long term. The level of detail in the plan will depend upon the size and condition of the property. Application review decisions are based, in part, on information in the plan. The plan also serves as a long-range planning tool for the project.

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

Property Management Plan Checklist: The following topics should be addressed in your narrative and property management plan:

A. Description of existing conditions. Describe and/or show on a map or good quality low altitude aerial photograph of appropriate scale:

Land cover conditions, vegetation, wetlands, farm fields, etc.

1. Structures such as roads, buildings, etc.
2. Drainage patterns, general topography, etc.
3. Adjacent land uses
4. Problem sites, e.g. dumping areas, active erosion, barnyards, etc.
5. Site photos

B. Description of proposed conditions. Describe and/or show on a map how the site will change and be maintained.

1. Include how the site will be used and who will use it, and any plans to restrict public access.
2. Include plans to transfer, gift, or sell the property rights to any other organization.
3. Include who will manage and maintain the site.
4. Include how the property will be maintained, e.g. trees planted, mowed
   Note: An undisturbed vegetated buffer extending a minimum of 35 feet from the ordinary high-water mark of the lake and any streams or wetlands is required on all plans.
5. Specify and attach any third-party management agreements.
6. Include as attachments other documents or previously prepared management plans.
7. Use active and binding terms, such as will and shall, rather than passive terms such as may and should.
8. If the site is "natural" and no development or land-altering management activities are planned, then a map or current aerial photo and a short descriptive narrative will suffice.

9. If development (soil stabilization, vegetation restoration, or the installation of public improvements such as trails or parking lots) is being proposed, the plan will need to be more detailed and include:
   a. A map showing proposed conditions and any interim construction phases.
   b. A description and schedule or sequence of activities (How/when buildings will be removed, plantings done, rip-rap installed, paths located, etc.)
   c. If roads, piers or grading are contemplated, a topographic survey and specific locations and design cross-sections are required.

Environmental Hazards Assessment: No grant for fee title or easement land acquisition may be awarded prior to receipt of an environmental hazards assessment showing the property contains no undesirable environmental conditions or liabilities or potential liability or hazards that are unacceptable to the DNR. The environmental hazards assessment report must be approved by the DNR. You will find the **Environmental Hazards Assessment - Form 1800-001 here**.

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

Appendix B –
Aquatic Invasive Species/Aquatic Plant Management Plan Checklist

Use the following checklist to assure that your Aquatic Invasive Species (AIS)/Aquatic Plant Management Plan is ready for submission to the DNR. Approved plans are eligible for an AIS Control grant under s. NR 198.40. Plans need to be submitted to a DNR Regional Lake or AIS Coordinator a minimum of 60 days prior to the AIS Control Grant application deadline to be eligible for additional grant funding. Additional information on AIS/APM planning is available online.

- ☐ Assessment of the lake's historical water quality, including at least one year of current baseline limnological data.
- ☐ Identification of the water quality problems or threats to lake water quality including degradation of fish habitat and wetlands caused by nonpoint sources of pollution in the watershed.
- ☐ Assessment of the lake's fishery and aquatic habitat including the extent of the lake area covered by aquatic plants and a characterization of the shoreline habitat and any known ecological relationships.
- ☐ Identification of the problems or threat to the aquatic ecosystem presented by the AIS including recreational uses and other beneficial functions up to the time of application, and how these uses and functions may have changed because of the presence of AIS.
- ☐ Description of the historical control actions taken or those in progress.
- ☐ Thorough characterization of the waterbody's aquatic ecosystem's historical and current condition, including at least one year of current base line survey data quantifying the extent of the population.
- ☐ Assessment of the sources of watershed pollution and strategy for their prevention and control.
- ☐ Assessment of the fishery, wildlife and aquatic plant community.
- ☐ Identification of the need for the protection and enhancement of fish and wildlife habitat, endangered resources, and other local natural resource concerns.
- ☐ Identification of the management objectives needed to maintain or restore the beneficial uses of the aquatic ecosystem including shoreland and shallow area protection and restoration.
- ☐ Identification of target levels of control needed to meet the objectives.
- ☐ Identification and discussion of the alternative management actions considered and proposed for AIS control including expected results.
- ☐ Analysis of the need for and a list of the proposed control actions that will be implemented to achieve the target level of control.
- ☐ Discussion of the potential adverse impacts the project may have on non−targeted species, drinking water, or other beneficial waterbody uses.
- ☐ Strategy for effectively monitoring and preventing the re−introduction of the AIS after the initial control and to reasonably assure that new introductions of AIS will not populate the waterbody.
- ☐ Contingency strategy for effectively responding to the re−introduction of AIS after initial control.
- ☐ Sufficient information for determining feasibility of alternative control measures, including:
    - Costs
    - Relative permanence of the control
    - Potential for long−term control of the causes of population
    - Baseline data required to measure subsequent change
- ☐ A strategy for evaluating the efficacy and environmental impacts of the aquatic plant management activities.
- ☐ The request for plan approval shall specify which plan recommendations the applicant intends to implement with a grant application.
- ☐ The applicant shall describe the process used to provide the public the opportunity to comment on the plan, provide a summary of the comments received and document the action taken by the applicant in adopting the plan.

Appendix C –
Lake Management Plan Checklist

Use the following checklist to assure that your Lake Management Plan is ready to be submitted to the DNR to be considered for lake protection grants under ch. NR 191.

- ☐ An assessment of the lake's historical water quality, including at least one year of current baseline limnological data.
- ☐ Identification of water quality problems or threats to lake water quality including degradation of fish habitat and wetlands caused by nonpoint sources of pollution in the watershed.
- ☐ An assessment of the lake's fishery and aquatic habitat including the extent of the lake area covered by aquatic plants and a characterization of the shoreline habitat and any known ecological relationships.
- ☐ An identification of the need for the protection and enhancement of fish and wildlife habitat, endangered resources, aesthetics or other natural resources.
- ☐ An assessment of the lake's watershed including:
    - A description of land uses listing each land use classification as a percentage of the whole and an estimate of the amount of nonpoint pollution loading produced by each category.
    - Identification/ranking of the most significant nonpoint source types & contributing areas.
    - Listing of known point sources of pollution affecting lake or that has affected the lake.
    - A characterization of the habitat conditions and any known ecological relationships.
    - A description of the institutional framework affecting management of the lake including, local government jurisdictional boundaries, plans, ordinances including an analysis of the need for adoption of local ordinances for lake protection.
- ☐ A summary of the historical uses of the lake, including recreational uses up to the time of application, and how uses may have changed because of water quality or habitat degradation.
- ☐ A description of any other problems or issues perceived to need management actions.
- ☐ A description of any management action taken or that is in process.
- ☐ Identification of objectives to maintain or improve the lake's water quality, fisheries, aquatic habitat and recreational and other uses.
- ☐ Identification of target levels of control and resource protection needed to meet the objectives.
- ☐ Identification and discussion of the alternative management actions considered for pollution control, lake restoration or other management including expected results.
- ☐ An analysis of the need for and a list of the proposed management actions that will be implemented to achieve the target level of pollution abatement or resource protection.
- ☐ A strategy for tracking, evaluating and revising the plan including water quality monitoring.
- ☐ A plan for operation and maintenance of any structural management practice. The operation and maintenance period shall be for a minimum of 25 years.
- ☐ The request for plan approval shall specify which plan recommendations the applicant intends to implement with a grant application.
- ☐ The applicant shall describe the process used to provide the public the opportunity to comment on the plan, provide a summary of the comments received and document the action taken by the applicant in adopting the plan.

Appendix D –
Nine Key Element Plan Checklist

Use the following checklist to assure that your Nine Key Element Plan is ready for submittal to the DNR. Many elements overlap and are consistent with the Lake Plan Checklist. Often with a little additional work, a plan that meets the DNR's Lake Management Plan checklist can also meet the Nine Key Element Plan requirements, thereby expanding the potential funding opportunities for your project.

1. An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in the watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (2) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).
2. An estimate of the load reductions expected for the management measures described under (3) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (1) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks).
3. A description of the Non-Point Source (NPS) management measures that will need to be implemented to achieve the load reductions estimated under paragraph (2) above (as well as to achieve other watershed goals identified in the watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement the plan.
4. An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement the plan.
5. An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.
6. A schedule for implementing the NPS management measures identified in the plan that is reasonably expeditious.
7. A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.
8. A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether the plan needs to be revised or, if a NPS total maximum daily load (TMDL) has been established, whether the NPS TMDL needs to be revised.
9. A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (8) immediately above.

Appendix E -

Approved Monitoring and Assessment Activities and Grant Deliverables Format for DNR Surface Water Grants

Approved Monitoring and Assessment Activities:

Lake Water Quality Monitoring and Assessment Projects

Projects that collect and report chemical, biological, and physical data about lakes need to complete a Tier I waterbody assessment and must follow DNR protocols under Wisconsin Consolidated Assessment and Listing Methodology (WisCALM) and Citizen Lake Monitoring Network expanded trophic state index (TSI) monitoring. Water quality data can be used to determine the current lake trophic state, determine potential water quality problems (excessive nutrients, lack of oxygen, etc.) and/or calibrate the watershed nutrient loading information. A Tier I water quality assessment is a required first step for any future water quality planning.

Watershed Assessment

First-time lake management plans must also provide an accurate delineation of the lake's watershed and map of current land cover. You can use the Surface Water Data Viewer Watershed Delineation Tool or the Watershed Restoration Viewer.

The Watershed Restoration Viewer may be used to run PRESTO-Lite, see the PRESTO-Lite User Guide for how to do so. PRESTO models have been run for all named Wisconsin lakes over 5 acres in size, with predicted annual phosphorus load for each lake. The land cover acreages presented there may also be input into the Wisconsin Lakes Modeling Suite (WiLMS) or other models to plan management, calculate potential load reductions, and prioritize areas for improving watershed management. The nutrient estimates can then be compared to in-lake nutrient concentrations.

There are a variety of lake and watershed modelling tools that may be appropriate for your project, and your DNR Lake or River Grant Coordinator can provide insight on which tools might fit your needs. Depending on the nature of your lake, its hydrology, the condition of the watershed, and stressors, you may want to employ modelling tools that will allow you to build into a Nine Key Elements Watershed Plan. Again, your lake or river grant coordinator can help you with these decisions.

Aquatic Plant Assessment

Projects that assess the aquatic plant community must follow DNR aquatic plant monitoring protocols for data collection. A baseline aquatic plant survey should be conducted once every five years or more often if management actions are being evaluated. Include a list of any rare plants found in the lake or on the shoreline. When monitoring for aquatic plants, voucher specimens should be collected for species verification purposes.

Aquatic Invasive Species Monitoring
Projects that collect and report aquatic invasive species data must follow DNR protocols including Citizen Lake Monitoring Network - Aquatic Invasive Species, Water Action Volunteers – AIS, Project Riverine Early Detectors, and AIS Bridge Snapshot Day. All data will be entered into SWIMS. If new AIS occurrences are identified, the DNR Rapid Response Framework, report and communication protocol will be consulted and implemented. Projects that include pre- and post-treatment monitoring will complete point-intercept plant surveys.

Shoreland Condition Assessment
Projects that assess shoreland condition should quantify the condition of the immediate lake shoreline and shallow water area (undeveloped shoreline, shoreline buffers, emergent and floating vegetation, logs in the water, etc.).

Fisheries and Wildlife
Describe how the project applicant will work with DNR or Tribal Fish and Wildlife Biologists to assess/describe the current fish and wildlife populations using the lake and their habitat needs. How will this information be integrated into and affect the goals of the lake management plan?

Ground Water/Septic System
If the lake watershed/shoreline is not sewered, privately owned wastewater treatment systems (POWTS or septic systems) may be inspected to assess potential impacts to lakes and tributaries. Department of Safety and Professional Services and DNR guidance must be followed in the inspection of septic systems.

Sociological Assessments
A variety of sociological tools may help with management planning. Available tools include focus groups, social surveys, interviews, and oral histories. A survey of lake residents and lake users to collect information about lake stakeholders' understanding of the lake and their opinions about how it should be managed is a foundation of lake planning. This information is needed to set realistic goals within a management plan. Preparation of the survey and analysis of results can be included in the project proposal. If a social survey or other social science tool will be used, the plan and questions must be reviewed by a DNR social scientist to ensure that they are as non-biased and objective as possible and will provide valid data. Contact your local lake coordinator when you have a draft survey you need reviewed. Be sure to plan time into your schedule to allow for the review of the survey and possible follow-up revisions. Failure to have your survey reviewed and approved by the DNR before it is initiated may result in non-reimbursement or reduction in the final payment.

Surface Water Grant Deliverable Format:

Aquatic Invasive Species Monitoring	If doing surveillance monitoring, enter data directly into SWIMS
Aquatic Invasive Species Occurrences	If new AIS populations are found outside of planned AIS monitoring, enter directly into SWIMS as incident reports.
Aquatic plant surveys	Use standard point-intercept excel template
Clean Boats, Clean Waters	Enter data directly into SWIMS
Final reports, annual summaries and management plans	Submit as Word document or PDF (Do not include personal information, such as photocopied personal checks, home addresses of workshop attendees, etc.)
GIS files	Provide data electronically in a file geodatabase (preferred) or as a shapefile. GIS data must include metadata that includes a summary of the project but is not limited to information of the project/coordinate system the data was collected in, collection method, collection date, data collectors, collection tool (e.g., GPS, air photo, ground truth, etc.).
Maps (basic: watershed, access, etc.)	Provide maps electronically as PDFs or JPGs.
Bathymetric maps	Provide vector bathymetry data in a file geodatabase or shapefile. Include at a minimum, metadata on the coordinate system the data was collected in, collection method, collection date, data collectors, collection tool (e.g., GPS, rope, chains, etc.).
Point Intercept Maps	Provide the map(s) electronically as PDFs or JPGs. Provide PI grid point data and polygon lake outline in a file geodatabase or shapefile. Provide coordinates for PI points in a text file.
Photos	Provide 2 or more photographs from your project as JPGS or TIFFS in the original size. Include word or excel file with the photo file name, who took the photo, description of activity, date photo was taken
Water level	Enter data directly into SWIMS
Water quality – filed data (temperature, D.O., Secchi, etc.)	Enter directly into SWIMS
Water quality- lab results	If State Lab of Hygiene analyzes samples, use standard DNR lab slips. If using another lab, have lab upload data to DNR lab data system.
Miscellaneous documents (news releases, newsletter articles, position descriptions, etc.)	Provide a PDF or Word document along with an explanation of said document.
Surveys (outreach / education)	Provide a PDF or Word document of the survey and results.
Meetings / Workshops	Provide meeting agenda and notes in a Word document or PDF. If the following information is not included, provide in an accompanying word document: meeting organizer, date and time, and location of the meeting. For workshops, enter information into Workshop Form and send either hardcopy or PDF to address on the form.
Other (e.g., woody habitat assessment, modeling data, shoreline habitat, etc.)	Provide information in digital format (Word, Excel, PDF, etc.).

Appendix F -

SAMPLE AUTHORIZING RESOLUTION

Instructions: Each applicant must submit to the DNR an *Authorizing Resolution* that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to submit the following documents to the DNR:

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

We strongly recommend that applicants show title of position in the Authorizing Resolution, rather than name of employee. Employees have been known to retire or change jobs in the middle of a grant. Were this to happen, resolution would be ineffective. If your organization requires that a person be named in an Authorizing Resolution, then the resolution should also include contact information for the individual named. *Note: If applicant is required to submit a draft "intergovernmental agreement (IGA)" along with your grant application, an Authorizing Resolution is not a substitute for an IGA.*

STANDARD AUTHORIZING RESOLUTION

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

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application;

WHEREAS, a grant agreement is requested to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that the _____ *(applicant)* ____ will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative	Email address and Phone Number
Sign and submit a grant application		
Enter into a grant agreement with the DNR		
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate		
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement		
Sign and submit _____ (name of other documents. Example: Admin Forms)		

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Adopted on _____ day of _____, 20____

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

Authorized Signature ⇧	**Date Certified ⇧**
Title ⇧	

Appendix G -
SAMPLE SCHOOL DISTRICT RESOLUTION

Resolution # _____

RESOLUTION OF _____ *(insert School District name)* _____

County of _____

WHEREAS, __*(insert waterbody name)*_____ is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS, public use and enjoyment of _____*(insert waterbody name)*_____is best served by protection of _____*(insert waterbody name)*_____from population of aquatic invasive species; and

WHEREAS, we recognize the need to provide information or education about aquatic invasive species; and

WHEREAS, we are qualified to carry out the responsibilities of the aquatic invasive species control project.

NOW, THEREFORE, BE IT RESOLVED THAT the _____(*insert School District name*) _____ requests grant funding and assistance available from the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Control Grant Program" and hereby authorizes the ____(*insert name of School District representative*) _____ to act on behalf of _____ (*insert School District name)*_____ to:

- submit an application to the State of Wisconsin for financial aid for aquatic invasive species control purposes;
- sign documents;
- take necessary action to undertake, direct, and complete an approved aquatic invasive species control grant; and
- submit reimbursement claims along with necessary supporting documentation within six months of project completion date.

BE IT FURTHER RESOLVED THAT the _____ (*insert School District name)* __ will meet the obligations of the aquatic invasive species control project including timely publication of the results and meet the financial obligations under this grant including the prompt payment of our 25% commitment to aquatic invasive species control project costs.

BE IT FURTHER RESOLVED THAT the ____*(insert School District name)*___ will partner with the___*(insert name of another project applicant eligible to receive aquatic invasive species control grants)*___ to accomplish the educational efforts of the Aquatic Invasive Species Control project. This partnership will be documented in the form of a written cooperative agreement and will be submitted to the DNR as proof that this program requirement has been satisfied.

Adopted this day ___ of _____, 20___

By a vote of: ____ in favor _____ against _____ abstain

By: _____Secretary/Clerk of _____

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

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

Appendix H –

Grant Eligibility Forms:

H1. Environmental Hazards Assessment - Form 1800-001
Click on the link to go to the Environmental Hazards Assessment form

Organization Applications:

H2. Lake Management Organization Application - Form 8700-226
Click on the link to go to the Lake Management Organization Application form

H3. River Management Organization Application - Form 8700-287
Click on the link to go to the River Management Organization Application form

H4. Nonprofit Conservation Organization Application – form 8700-290
Click on the link to go to the Nonprofit Conservation Organization eligibility Application form

Labor Worksheets:

H5. *Donated Volunteer Labor Worksheet and Summary (Form 8700-349A)*
Click on the link to go to the Donated Volunteer Labor Worksheet and Summary form

H6. *Donated Professional Services Worksheet (Form 8700-350)*
Click on the link to go to the Donated Professional Services Worksheet form

Reimbursement:

H7. Grants Payment Request & Worksheet - Form 8700-001
Click on the link to go to the Grants Payment Request form

Warning: Many current browsers do not open PDF forms properly:

4. From a **desktop computer**, download the PDF form (right-click on the link, then select "Save as" or "Download")
5. Make a note of the file location and file name so you can access the file from your device.
6. Do not double-click the file. Open the **Adobe Reader** software then select "File > Open" then browse to the PDF file you saved on your device.

See PDF Help for additional information.

Appendix I -

FINANCIAL ADMINISTRATION
Surface Water Grant Program
Lakes, Rivers, and Aquatic Invasive Species (AIS) Control Grants

The following information will provide you with guidance to manage the financial assistance you are receiving and help in filling out the forms for the Surface Water Grant Programs. ***Read your grant agreement carefully and share it with your consultant(s); the agreement contains conditions that govern your project.***

Rev. 7-19

Project Grant Awards

You have received a signed grant agreement from the DNR outlining the approved project scope that includes deliverables, start and end dates, and budget. Your authorized representative must sign one copy of this grant agreement and return it to your regional Environmental Grant Specialist (EGS) within 30 days of receipt from the DNR.

Grant Agreement Effective Dates

Note the start and end dates of your grant agreement. All grants have a start date of February 15 or April 15 and expire on either June 30 or December 31 of the year shown.

For Early Detection and Response grants (a subset of the AIS program), work can begin after you receive confirmation from your DNR Lake/AIS/River Coordinator that your grant application has been approved. Your DNR Lake/AIS/River Coordinator will assign a grant agreement start and end date.

Caution!

Costs incurred prior to the starting date listed or after the end date on the grant agreement will not be eligible for reimbursement. Consult with your EGS for special exceptions.

Changes to the Grant Agreement *(Amendments)*

Any changes to the grant agreement project activities (also known as the project scope), start or end dates, or budget must be requested in writing and submitted to the regional Environmental Grant Specialist **before** the grant agreement end date. Contact your regional Environmental Grant Specialist to discuss your situation before submitting a request.

Change to the Project Scope

Requests for an amendment to the project scope must be consistent with the project activity outlined in the original grant agreement. Changes in the agreement will not be made if the nature of the change substantially alters the scope of the project activity. Changes in project scope of the agreement that increase the grant amount are subject to availability of funds and may not exceed the maximum state share percentage or amount established by law.

Changes to the Project Costs

In rare circumstances, requests to amend project costs may be approved when project activity costs are higher than estimated or when a work activity is expanded. Cost amendment consideration is based on available program funds. Cost sharing shall not exceed the maximum state share percentage or amount established by law. Contact your regional Environmental Grant Specialist to discuss your situation before submitting a request to increase your grant amount.

Changes to the Grant Agreement Time Period

Projects must be completed prior to the end date indicated in the grant agreement. If there is the possibility that a project won't be completed by the end date, we recommend that you request an extension. Requests to extend the term of the grant agreement must be made prior to the project end date listed on the agreement.

If the requested change is approved, the Grantee will receive an amendment to the original grant agreement signed by the DNR.

Financial Administration During the Project Grantee's Responsibilities

Accounting procedures and fiscal controls used to record project costs and state grant receipts must be based on generally accepted accounting principles. **Grantees must:**

- Establish a separate ledger for project expenditures.
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and maintain a copy of the expenditure in your files (e.g., a copy of a canceled check). If your bank does not return canceled checks, a copy of the bank statement is acceptable and should be placed in the project file.
- Comply with all local and state bidding requirements. (Consult with your attorney to ensure that you are in compliance with all applicable laws regarding competitive bidding and the awarding of bids.)
- All supporting documentation must be labeled with the grant project number (*e.g.*, AEPP36817, LPL148417, RP24317 – the grant project number is listed on the grant agreement to the right of the grantee name).
- Maintain payroll vouchers for salaries and wages. If payroll vouchers are not used, a statement must be prepared at the end of each pay period showing the names of employees, the number of hours spent on the project, project activities undertaken during the pay period, and the gross amount of salary earned by each employee working on the project. The statement must be verified by the official responsible for the project and approved by the appropriate authority. All time associated with the project needs to be clearly documented.
- Report expenditures using the *Grant Payment Request Worksheet* (DNR Form 8700-001).

Local Share ("grantee match")

The local share of the project cost (also known as "grantee match") may include the substantiated value of donated materials, equipment, services, and labor subject to all the following:

All sources of local share donation shall be indicated at the time that grant application is submitted.

- The maximum value of donated, non-professional labor shall be $12.00 per hour.
- The value of donated materials and professional services is established by market rates and documented by invoice. The local share may include:
  1. Professional supervision and administration staff time for the project, supported by *Force Account Labor* worksheets and summaries.
  2. The value of other professional services as established by market rates and documented by invoice.

Expense Eligibility

- Special Requirements for Land Acquisition Projects: The fair market value of donated property may be approved for use as match under specific conditions. Value of donated property is determined by appraisal provided by the grantee; appraisals are reviewed by the DNR for compliance with applicable administrative codes. Appraisals provided by sellers are not acceptable.

Surface Water Grant costs eligible and ineligible to be claimed	
Food at sponsored events	Ineligible
Meal expenses related to attending conference per current state business maximums. In-state: Breakfast $8, Lunch $10, Dinner $20.	Eligible
Clothing for sponsored events	Ineligible
Clothing for Clean Boats, Clean Waters (CBCW)	Eligible
Event Liability Insurance	Ineligible
Mileage specific to project scope, documented on Form 8700-012 - http://dnr.wi.gov/files/PDF/forms/8700/8700-012.pdf. When grantee charges mileage to the grant, it is limited to Federal IRS business rates for the year mileage is incurred.	Eligible
Costs to prepare and submit grant application	Ineligible
Indirect Costs	Ineligible

Donated Equipment

The value of donated equipment is determined based on the Wisconsin Department of Transportation's (WI DOT) highway rates for equipment for the year in which usage occurred. If donated equipment does not appear on the *WI DOT Classified Equipment Rates Standard and Special Rated Units* document, the project applicant r shall determine value of donated equipment using one of the following methods:

1. Choose closest equipment equivalent from WI DOT Highway rates list
2. Determine market rate – Applicant shall obtain at least three estimates for rental of item in question from vendors within the local vicinity. The lowest estimate will be used to establish the value of donated equipment. Copies of all estimates received must accompany your grant application and must be maintained in the grantee's project file.
3. Match value limited to WI DOT rate or, if no WI DOT rate is available, daily market rate approved in application budget, prorated to reflect number of hours of actual use. (Example: Daily market rate $60, divided by 8 = $7.50 x 2 hours' use = $15)

Surface Water Grant Donated Boat Use Rates	Rate
Motorized Boats	$80/Day prorated to $10/hr.
Non-Motorized Boats (use WI DOT row boat rate)	$17.36/Day

Claims for Reimbursement

Claims for payment of project expenditures are made on a reimbursement basis (with the possible exception of escrow closing for fee title or easement land acquisitions). To be eligible for reimbursement, all costs must:

- Be eligible costs incurred by the grantee named on the grant agreement within the project time period shown in the grant agreement. Clarifying note: If the grantee is 'pass through' funds to a third-party partner, the grantee must have paid the third-party partner fully before seeking reimbursement from the DNR.
- Be assignable and directly related to the project that is summarized in the grant agreement and detailed in the application approved to receive grant funding. Clarifying note: This includes actual salary or hourly wages and fringe benefits incurred by immediate supervisors and support staff that can be tracked, charged directly to and accounted for by the project.

- Not exceed the total amount of state aid shown in the grant agreement.

If a partial payment request is being sought, a project progress report is also required for the period of time covered by the payment request. Consult with your DNR Lake/AIS/River Coordinator on progress report requirements.

The DNR shall withhold 10% of the grant amount for the final payment for a lake protection, an aquatic invasive species, and a river management project.

No partial payments are possible for lake management planning and a river planning grant. See specific grant program guidelines that apply. Final claims for payment shall be submitted within six months of the grant agreement end date.

The following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers.
2. Completed DNR reimbursement form. Instructions are included on the form. For all grants, submit the following form:
   Form 8700-001***, Grant Payment Request & Worksheet***
   Form 9200-230, ***If the grant includes Federal Fund,*** this form must be included with every reimbursement request
3. ***Acceptable proofs of purchase must be submitted when requesting reimbursement of project expenditures.*** Example: photocopies of the vendor invoices for services or materials and receipts for project materials. Invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant are properly identified.
4. ***Proofs of payment documentation must be maintained within the grantee's files in the event of an audit***. Example: photocopies of canceled checks (front and back) issued for payment of all services and materials, bank statements, invoices marked "paid in full" with initials of the responsible party and date, and credit card statement showing charged item was paid in full; for local government grants, copies of municipal ledgers showing payments made. As these records will be subject to open records law, please be sure to redact (blacken out) bank or credit card account numbers.
5. Form 8700-352, ***Local Government Force Account Report***. Grantees should use this form to report local government staff time paid with local government funds for the grant project. If using other means to track daily paid staff time, report must identify the project name, name of staff member, professional title (if professional rate was paid), dates and nature of work performed, number of hours multiplied by wage/benefit rate, and total value of documented labor during that reimbursement request time period. **Report must be signed by staff member**.
6. Form 8700-350, ***Donated Professional Services Used as Grant Match.*** This **form must be signed by donor**. Also acceptable: an invoice from donor identifying the project name, name of the donor, his/her professional title, dates services were performed, nature of services, number of hours multiplied by professional wage/benefit rate, and total value of the donation with signature of donor; or, invoice from donor with the information listed above, and a **signed statement from the donor** indicating the value of the services is donated to the project.
7. Form 8700-362, ***Donated Equipment or Equipment Usage Worksheet*** Use this form to show equipment donated to a grant project. Identify the project name, date work was performed, name of the operator, type of equipment used, and nature of work performed in relation to project, number of hours

multiplied by WI DOT or documented market rate. The form will auto calculate the total value of the donation. Or, include an invoice from donor with the information listed above, and a **signed statement from the donor** indicating the value of the services donated to the project. The grantee's Authorized Representative must sign the form.

The Surface Water Grant Program requires volunteers to document volunteer time and activities, creating a record that can help grantees meet requirements for matching grant funds. One of the best ways to ensure that volunteer efforts are recognized is to record donated service at the time it is performed.

Grantees must comply with Wis. Admin. Code DWD 270.18, and volunteers must be at least 14 years of age to volunteer and for those donated hours to count toward local match.

Effective January 1, 2018, hours accrued by CLMN or WAV volunteers after January 1, 2017, may be valued at $12/hour and used as local match for a Surface Water grant, subject to the following conditions:

a. Recipients of CLMN or WAV contracts will be required to use DNR Forms 8700-349 A, B, or C, as appropriate, to track volunteer time spent on contract activities. Contract recipients will store completed forms. Contract recipients will make copies of completed forms available to future Surface Water grant applicants as evidence of eligible CLMN or WAV volunteer hours spent in certain waterbodies.
b. The value of volunteer hours may be used as match to only one AIS, Lake, or River grant-funded project and that grant project must be located on the same waterbody in which the volunteer hours were worked.
c. Any balance of CLMN or WAV volunteer hours on a waterbody not used as match on a designated grant project will not be available for use on a subsequent grant-funded project.
d. A grant applicant wishing to use accumulated contract volunteer hours as grant match must indicate this in their grant application at the time that the application is submitted to the DNR for consideration. Copies of completed Forms 8700-349 A, B, or C, as appropriate and provided by a Contract Recipient, must be attached to the application when submitted to the DNR.
e. CLMN or WAV volunteer hours earned before January 1, 2017, are not eligible to be used as grant match to a future Surface Water grant project.

The following forms should be used to track volunteer labor. Note: The minimum age for a volunteer is 14.

8. Form 8700-349A, ***Volunteer Labor Worksheet & Summary*** identifies the Volunteer's name, grant number, project name, dates and nature of work performed in relation to the project, number of hours multiplied by $12 per hour, and total value of the donation. By clicking on the (+) sign at the bottom of the worksheet, multiple volunteers can be added and tracked within the same form. The summary at the end of the document automatically summarizes each volunteer's time and total value into the form.
9. Form 8700-349B, ***Volunteer Labor Worksheet*** identifies the Volunteer's name, grant number, project name, dates and nature of work performed in relation to the project, number of hours multiplied by $12 per hour, and total value of the donation. If the grant has Federal funding, check the box

indicating Federal funding. This will expand the form and create a signature field next to each volunteer line. The volunteer must provide an actual signature on each line that indicates time volunteered. If no Federal funding, the volunteer may type their name, date, email address and/or phone number in the certification section at the bottom of the page. By clicking on the (+) sign at the bottom of the form, a second volunteer can be added and tracked within the same form.

10. Form 8700-349C, ***Volunteer Labor Summary*** identifies the grantee's name, grant number, project name, name of the volunteer, number of hours multiplied by $12 per hour, and total value of the donation. This form summarizes all volunteers' total hours and value of time volunteered. The grantee's Authorized Representative must sign the summary. The typed name of the Authorized Representative in lieu of an actual signature may be accepted if the document is submitted by the Authorized Representative from their designated email.

Depreciation

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

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

Depreciation applies in the following cases:

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

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

Inventory Management

Equipment and Supplies Disposition:

When the original or replacement equipment acquired under a Surface Water grant *is no longer needed* for the original project, the grantee shall *dispose of the equipment as follows:*

- If the current per-unit fair market value *is less than $5,000,* the grantee may retain, sell, or dispose of the equipment and may retain any sale proceeds.
- If the current per-unit fair market value *is more than* $5,000, the equipment may be retained or disposed of utilizing the accepted procedures outlined below. The DNR shall be paid an amount calculated by multiplying the current market value or proceeds from the sale by the percentage of funds originally provided by the DNR for the purchase of the item.

Procedures for Disposal of Equipment Purchased with DNR Grant Funds

The grantee shall follow the procedures below when transferring, selling, or otherwise disposing of surplus and salvage equipment purchased with a DNR grant:

- Sale to the public by one of the following means:
  1. Competitive bid
  2. Public auction
  3. Open negotiated and documented sale
  4. Offer to the public at a fixed sale price
- Donation to a nonprofit organization, as defined in s. 181.0103(17), Wis. Stats., organized under ch. 181, Wis. Stats.
- Sale for salvage value
- Donation to scrap yard or business when it is determined that equipment has no or limited value
- Transfer or sale of equipment to another grantee qualified to receive a grant under this program

Sales to state employees are prohibited unless items are sold at announced public sales or auctions.

The Grantee shall maintain a record of the disposition of the excess or surplus supplies in accordance with a proper record retention schedule.

Protect Confidential Data

The DNR takes seriously its responsibility to protect all confidential data that are collected as the DNR administers its programs. For DNR grant programs, "confidential data" typically includes:

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

If a grant is being issued to an individual, we need most of the personal data listed above before we can issue payments or reimbursements. This needed data comes to the DNR on completed W-9 forms. The DNR will shred W-9 forms after verifying the data or maintain them in confidential files.

The DNR, however, is often sent ***unnecessary*** confidential data in support of a payment request. Please protect confidential data by blackening out – also called "redacting" – bank account numbers, credit card account numbers, and other confidential data ***before*** sending to the DNR. DNR staff will not redact confidential data before placing the document in public files. Please do not redact check numbers from bank statements.

Final Report Requirements

All projects must result in a final report that is suitable for use by the general public. The final report must meet the criteria agreed to in the grant agreement and be approved by the regional AIS/Lake/River Coordinator prior to the final payment being disbursed.

Send All Reimbursement

Your regional Environmental Grant Specialist.

Claims to:

How Reimbursement Claims are Processed

The regional AIS/Lake/River Coordinator reviews the final report for technical compliance with the project grant scope and approves the report. Your regional Environmental Grant Specialist then reviews the reimbursement claim. If the final report is approved by the biologist and claim for reimbursement is complete (including all required documentation) and in compliance with the project grant agreement, the Environmental Grant Specialist will approve the claim for reimbursement.

Audits

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

The Grantee must retain all project records for a period of not less than 3 years after final payment or final disposition of audit findings.

The purpose of the audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

Single Audit

Organizations, including Tribes, shall comply with annual Single Audit requirement as specified in *2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, & Audit Requirements.* The grantee agrees to have an audit in accordance with this Uniform Guidance if they expend $750,000 or more in federal awards during one fiscal year.

When a Project is not in Compliance with the Grant Agreement

If the DNR finds that a project has not been satisfactorily completed by the end date of the grant agreement or that the Grantee has violated a term of the grant agreement, the DNR may terminate the grant and seek reimbursement of any state share previously paid to the Grantee.

Applying for Reimbursement

Open the *Grant Payment Request & Worksheet*, Form 8700-001, on your computer and complete the Grantee and Project Information section. Once this section is complete, you can fill in the other Form sections. Record project expenses on the Worksheet, adding additional lines as needed by clicking on the " + " symbol.

Save a working copy of Form 8700-001 to your computer so that you can add to or modify it throughout the course of the project. It is also recommended that you back-up your work periodically to another device.

Payment Requests Allowed: Lake Planning, River Planning, and Clean Boats, Clean Waters Grants, have a maximum of two payment requests during the life of the project: an advance payment at the time of award and a final pay request. Grantees may also decline the advance payment for one final payment.

Before submitting the *Grant Payment Request & Worksheet* form, make sure you have provided the required documentation for each line item listed on the Worksheet:

- ***Acceptable proofs of purchase must be submitted when requesting reimbursement of project expenditures.*** Example: photocopies of the vendor invoices for services or materials and receipts for project materials. Invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant are properly identified.
- Copies of bid proposals, professional service contracts, change orders, and authorized detailed force account time sheets or volunteer time sheets, if applicable.
- ***Proofs of payment documentation must be maintained within the grantee's files in the event of an audit***. Example: A copy of both sides of the canceled check to pay that bill. If canceled checks aren't available, a copy of the appropriate bank or credit card statement may be substituted. Be sure to clearly highlight the transaction amount on the statement and to redact account numbers to protect sensitive information.

For land acquisition projects, you must also submit:

- Proof that the grant agreement was recorded on the property deed at the County Register of Deeds with the new disclaimer inserted (see the financial section of the grant agreement).
- A copy of the title insurance policy
- A copy of the signed closing statement

Who to Contact with Questions

Your regional Environmental Grant Specialist.

Warning: Many current browsers do not open PDF forms properly:

7. From a **desktop computer**, download the PDF form (right-click on the link, then select "Save as" or "Download")
8. Make a note of the file location and file name so you can access the file from your device.
9. Do not double-click the file. Open the **Adobe Reader** software then select "File > Open" then browse to the PDF file you saved on your device.

See PDF Help for additional information.

Appendix I1.
Guidance for Recipients of AIS, Lakes, and Rivers grants

Understanding Grant Match Requirements

How is "grant match" defined?

Grant match is that portion of project costs that is not covered by grant funding provided by the DNR. The applicant must contribute the balance to complete the project. Wisconsin law[1] requires that applicants contribute to project costs. When part of the project cost is paid by the applicant, the DNR is able to stretch available grant funding further. Grant match levels are as follows:

Grant Program	Grantee Match
Lake Planning	33%
Lake Protection	25%
Aquatic Invasive Species	25%
River Planning	25%
River Protection	25%

What counts as grant match?

Match can be either cash or an in-kind contribution.

Cash --. Cash match is the grantee organization's own funds (from applicant's operating budget, donations, or fundraising).

In-Kind Contribution -- In-kind contributions are contributions other than cash. Examples of in-kind contributions include value of:

- Donated labor from grantee members or volunteers
- Donated professional services
- Donated supplies or construction materials
- Donated equipment
- Free usage of privately-owned equipment
- Donate fee title or easement land

In-kind contributions can come from applicant members or from third parties. For grant purposes, "third parties" are neither the State of Wisconsin agency nor the applicant. Common examples of third-party match include:

[1] Lake Protection Grants: s. 281.68, Wis. Stats., and ch. NR 191, Wis. Admin. Code.
Lake Management Planning Grants: s. 281.68, Wis. Stats., and ch. NR 190, Wis. Admin. Code.
River Protection Grants: s. 281.70, Wis. Stats., and ch. NR 195, Wis. Admin. Code.
AIS Prevention & Control Grants: s. 23.22, Wis. Stats., and ch. NR 198, Wis. Admin. Code.

- A local attorney donates her time to review real property acquisition contract documents and oversee the closing of a land transaction on behalf of the applicant. If the attorney does not charge for her services, the donated value of the attorney's time (based on her normal hourly rate) can count as grant match.

- Local contractor donates his services to complete work directly related to the grant project. If the contractor does not charge for his services, the donated value of the contractor's time (based on his normal hourly rate) can count as grant match.

- The local hardware store donates nuts, bolts, and other construction materials for a grant project. The retail value of those materials is allowable third-party in-kind contribution to the project.

How do project grantees properly document grant match?

1. Develop accurate project budget that shows total project costs, grant amount, cash match, and in-kind contributions.

   NOTE: Cash or in-kind contributions used as grant match for one grant project shall not be used as match for another grant project.

2. Track expenditures based on established budget.

3. Maintain proofs of purchase and proofs of payment for all project expenditures.

4. Maintain documentation that shows value for all in-kind contributions.

Grantees must comply with Wis. Admin. Code DWD 270.18, and volunteers must be at least 14 years of age to volunteer and to have those volunteer hours count as grant match.

For volunteer labor -- Use DNR Form #8700-349A (Donated Volunteer Labor Worksheet and Summary) to record volunteer hours. Signature of volunteer is required at each volunteer event. By Wis. Admin. Code, donated non−professional labor is valued at $12 per hour.

For donated professional services – Use DNR Form #8700-350 (Donated Professional Services Worksheet and Summary) to document the value of donated professional services. Value of donated professional services is determined by market rate. The value of these services must be documented with a letter or invoice from the professional indicating the donor's professional title, date of the donation, number of

hours donated, description of the work performed, and hourly rate. Signature of professional is required for this donation to count as grant match.

For force account labor – "Force Account" is the term most often used to describe labor provided by the applicant's own staff. Applicants should retain copies of timesheets as proof of force account work on a project. *Force Account Labor Worksheets* are used to document the type of work performed for the project on a daily basis. The worksheets are completed by each individual contributing to the project. Totals from these worksheets are tallied on a single *Force Account Labor Summary* sheet submitted with each reimbursement request. Copies of the worksheets and summary sheets must be kept in the applicant's project file. You will find *Force Account Labor Worksheet* and *Force Account Labor Summary* sheet at: http://dnr.wi.gov/Aid/SurfaceWater.html (go to reimbursement tab)

For donated supplies and equipment – The value of donated supplies and equipment must be consistent with the Wisconsin Department of Transportation (WI DOT) *Classified Equipment Rates Standard and Special Rated Units* document. You can find the Highway Rates at: http://dnr.wi.gov/Aid/SurfaceWater.html (go to reimbursement tab).

If the donated equipment does not appear on the WI DOT Classified Equipment Rates Standard and Special Rated Units document, the applicant shall determine value of donation by one of the following two methods:

- Choose closest equipment equivalent from WI DOT Highway rates list
- Determine market rate – Applicant shall obtain at least three estimates for rental of item in question from vendors within the area where the project is located. The lowest estimate will be used to establish the value of donated equipment. Copies of all estimates collected must accompany your grant application and must also be maintained in the grantee's project files.

Surface Water Grant Donated Boat Use Rates	Rate
Motorized Boats	$80/Day prorated to $10/hr.
Non-Motorized Boats (DOT row boat rate applies)	$17.36/Day

Why is it important to effectively manage third-party in-kind contributions to your grant project?

Effective tracking of third-party contributions can efficiently support your DNR grant and will allow your reimbursement request to be processed more quickly by the DNR.

Appendix I2.
Clarification:

1. **Determining Local Cost Share ("Grant Match") for Training vs. Education**
2. **Determining Local Cost Share ("Grant Match") for Global Positioning System (GPS) units**

Applicability: This clarification applies to the following grant programs:

- Lake Planning
- River Planning
- Lake Protection
- River Management
- Aquatic Invasive Species

Purpose: This document clarifies the following statement found in ss. NR 198.14(f), NR 195.10(1)(f), NR 191.06(1)(h), and NR190.005 (e), Wis. Adm. Code:

> *"The substantiated value of donated materials, equipment, services, and labor as all or part of the local share of the project cost."*

Note: Grantees must comply with Wis. Admin. Code DWD 270.18, and volunteers must be at least 14 years of age to volunteer.

1- Determining Local Cost Share for Training vs. Education

Eligible as Grant Match?	Situation
Yes	Time spent by grantee **volunteers** (minimum age for a volunteer is 14) and staff attending training where training prepares attendees to conduct activities approved within project scope and budget. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results. *Example #1: Time spent by participants at Clean Boats, Clean Waters training or Citizen Lake Monitoring Network training, where trainers are providing instruction on current water sample collection techniques, or AIS monitoring procedures. (Trainers must provide signup sheets to document names of participants and time spent at training sessions).* *Example #2: **Non DNR instructor's** expenses including: time, mileage, travel, and supplies may be an eligible cost or eligible for use as donated grant match.*
Yes	Time spent by grantee **staff** providing instruction at training sessions. The training must be an element of the scope in the project and approved for grant funding. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results.
Yes	Time spent by grantee volunteers and staff participating in one start-up meeting and one wrap-up meeting where plan development or post-project evaluations are deliverables.

Eligible as Grant Match?	Situation
Yes	Time spent by grantee staff providing instruction to students. The training must be an element of the scope in the project and approved for grant funding. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results. Student's time is not allowed as grant match unless preapproved.
Yes	Time and travel expenses of grantee staff or volunteers making presentations on projects to school classes or other organizations if approved in the project scope and budget.
No	Time spent by local officials at meetings where local governing board approvals are sought for project activities.
No	Time spent by meeting attendees where the purpose is general community education.
No	Time spent by volunteers training other volunteers.

2- Determining Local Cost Share for Global Positioning System (GPS) units

The DNR has historically determined value for donated equipment or equipment usage using parameters established by the WI Dept. of Transportation (WI DOT). The WI DOT established the rental rates for Global Positioning System (GPS) units as "set locally" -- presumably in acknowledgement of the reduced cost of GPS units that are capable of measurements that are accurate to within 3 meters.

For the grant programs referenced above, the DNR is setting the following local value for GPS units:

1- $300 per project for usage of donated GPS units. This flat rate will significantly reduce the need for grantees to document hourly use of donated GPS units.

2- Up to $300 per GPS unit purchased exclusively for use on a grant-funded project, as determined by proof of purchase (receipt) submitted by the grantee. Per WI DOT equipment life expectancy guidelines, GPS units have a six-year lifespan. Grantees are limited to one grant-funded GPS purchase every six years.

Prior to grant award, regional Lakes, River, and AIS Coordinators may approve the purchase of additional GPS units if project applications include justification of the need for multiple GPS units. Similarly, regional DNR Coordinators may approve purchase or donated use values more than $300 if the application provides justification of the need for equipment with greater accuracy.

All equipment purchases to be claimed as grant match or as grantee expenditure must be clearly identified within the project budget at the time of grant application.

Appendix I3.
FINANCIAL ADMINISTRATION Rev: June 2019
Clean Boats, Clean Waters Grant Program

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

Project Grant Awards

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

Grant Agreement Effective Dates

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

Financial Administration During the Project
Grantee's Responsibilities

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

- Establish a separate ledger account for project expenditures
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and evidence of that expenditure
- Maintain payroll vouchers for salaries and wages of grantee staff. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, tasks performed, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority.
- Maintain all financial records for a minimum of 3 years after final payment is received from the DNR.
- Project expenditures must be itemized on the Grant Payment Worksheet, form number 8700-001.

Eligible Expenses

Eligible expenses include:

- Payment to inspectors or in-kind donation of volunteer inspector hours
- CBCW clothing or supplies from UW-Extension Lakes
- Costs related to administration of the project or fore entering data into SWIMS
- Time spent at CBCW workshops or training

Note: Mileage is not an eligible expense

Local Share
(Grantee Share of Cost)

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

- Donated, non-professional labor shall be valued at $12.00 per hour.
- The value of donated materials and professional service shall conform to market rates.

Claims for Reimbursement

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

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

Claims for final payment shall be submitted within 6 months after the project end date on forms provided by the DNR.

All Clean Boats, Clean Waters grants will automatically receive an advance payment of 25% of the grant award amount. One partial reimbursement will be processed as long as progress with project implementation is shown and corresponding data is entered into SWIMS.

Required Documentation

The following documentation is required to process a claim for reimbursement of project expenditures:

- Completed DNR Form 8700-001, Grant Payment Request & Worksheet – No additional proof of payment, invoices, or cancelled checks are required.
- CBCW inspection data must be entered into the Surface Water Integrated Monitoring System database (SWIMS) to show progress with project implementation matching the reimbursement request.

Final Report Requirements

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

Send All Claims for Reimbursement to:

DNRCBCWGrants@wisconsin.gov (preferred method)

WI Department of Natural Resources
Attn: Laura MacFarland
107 Sutliff Avenue
Rhinelander, WI 54501

Audits

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

The Grantee must retain all project records for a period of not less than 3 years after final payment is received from the DNR or final disposition of audit findings.

The purpose of an audit is to check grantee compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

When a Project is Not in Compliance with the Grant Agreement

If the DNR finds that a project has not been satisfactorily completed by the end date of the grant agreement or that the grantee has violated a term of the grant agreement, the DNR may terminate the grant and seek repayment of the state share or a portion of the state share previously distributed to the grantee.

Who to Contact with Questions

Laura MacFarland
Environmental Grants Specialist
Laura.MacFarland@wisconsin.gov
(715)365-8920

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

APPENDIX J1 -
SURFACE WATER GRANTS RANKING WORKSHEET

AIS Education, Prevention & Planning Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **J** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
1) Education efforts to broaden the public's awareness and understanding of AIS, the threats they pose and the measures and practices used in their prevention and control. 2) Prevention efforts intended to limit new introductions and the spread of AIS from an infested waterbody to an un-infested waterbody. 3) Projects to monitor and evaluate water bodies and wetlands and help develop plans for the prevention and control of AIS. Education projects can take many forms but should be consistent with statewide initiatives and protocols. In addition to education, prevention will primarily take the form of watercraft inspections and training volunteers in early detection monitoring. Most of these efforts are funded through a streamlined grant process just for Clean Boat Clean Waters efforts. Plans will generally be waterbody specific and for the purpose of gaining eligibility to AIS control grants.

AIS plan checklists serve as a guide for planning and tracking progress toward an approvable plan. The highest scoring applications should be addressing some element on these checklists in an effort toward completing or updating a plan that meets all elements. The check list is used to evaluate plans for approval.

A) PREVENTION IMPACT **SCORE:** Click here to enter text.

The degree to which the project will prevent the spread of aquatic invasive species.

0	1-2	3-4	5-6	7
Poor	fair	good	very good	exceptional

In your review consider the extent of the risk (to spread AIS) the project covers:
(In descending order, from highest to lowest impact)

If AIS is present:

- The majority (50%) of project activity will take place on a Statewide AIS Source Water (Super Spreader) listed on the table below.

- The majority (50%) of the project will take place on a water with AIS that has a high risk of spread (lakes greater than 500 acres and all boat-able rivers that meet or exceed the minimum boating access criteria in s. NR 1.91 (4) to (6) or wetlands greater than 500 acres in public ownership) OR; the project includes a Statewide AIS Source Water where less than 50% of the activities are directed.
- The majority (50%) of the project activity takes place on a water with AIS that has moderate risk of spread (lakes between 500 and 100 acres and all rivers that meet or exceed the minimum boating access criteria in s. NR 1.91 (4) to (6); wade-able streams with public access or wetlands between 500 and 100 acres in public ownership).
- The majority (50%) of the project activity will take place on a water with AIS that has minor risk of spread (lakes less than 100 acres that meet or exceed the minimum boating access criteria in s. NR 1.91 (4) to (6); any river or stream with public access or; wetlands less than 100 acres in public ownership).

If AIS is not present or is of very limited extent:

- The project will prevent spread to vulnerable waters without AIS in the project area. The water is determined to be a High Vulnerability Water if:
  - Within 15 miles of known AIS populations
  - Does not contain the target species
  - Is a lake greater than 100 acres with 2 or more boat landings
  - Is identified in a smart prevention analyses (use attached list for spiny waterflea and Zebra mussels)


ZebraMussel_Vulnerable.xlsx


SpinyWaterflea_Vulnerable.xlsx

- The project works to contain or plan the control of a NR40 prohibited species e.g. Hydrilla, yellow floating heart, spiny water flea, red swamp crayfish, etc.).

Statewide AIS Source Water Lakes List		***07/01/2016***
LAKE	***DNR Region***	***COUNTY***
Beaver Dam	*SC*	*Dodge*
Butte des Morts	*NE*	*Winnebago*
Castle Rock	*WC*	*Adams, Juneau*
Chippewa Flowage	*NO*	*Sawyer*
Eagle Chain	*NO*	*Vilas*
Geneva	*SE*	*Walworth*
Green	*NE*	*Green Lake*
Koshkonong	*SC*	*Dane, Jefferson, Rock*
Madison Chain: Mendota, Monona, Waubesa, Kegonsa	*SC*	*Dane*
Michigan	*NE, SE*	*Multiple counties*
Minocqua-Tomahawk Chain: Kawaguesaga, Minocqua, Mid, Tomahawk	*NO*	*Oneida*

Statewide AIS Source Water Lakes List *(continued)*		***07/01/2016***
LAKE	***DNR Region***	***COUNTY***
Onalaska	*WC*	*La Crosse*
Petenwell Lake	*WC*	*Adams*
Poygan	*NE*	*Waushara, Winnebago*
Puckaway	*NE*	*Green, Marquette*
Shawano Lake	*NE*	*Shawano*
Superior	*NO*	*Multiple counties*
Winnebago	*NE*	*Calumet, Fond du Lac, Winnebago*
Wisconsin	*SC*	*Columbia, Sauk*
Wissota	*WC*	*Chippewa*
RIVERS	***DNR Region***	***COUNTY***
St. Croix, Mississippi, Menominee	*WC, SC, NO*	*Multiple counties*

Find distribution of other AIS here: http://dnr.wi.gov/lakes/invasives/BySpecies.aspx.

Comments:

Click here to enter text.

B) ECOSYSTEM BENEFIT **SCORE:** Click here to enter text.

The degree to which the project protects or improves the aquatic ecosystem's diversity, ecological stability or recreational uses.

0	1	2	3
Poor	fair	good	very good/exceptional

In your review consider the extent to which this application:

- Will produce a management plan(s) that meets the specifications of s. NR 198.43(1) (Check list) or a regional (county or town-wide) strategic plan if not waterbody-specific. Plan must be a deliverable of the project.
- Implements a DNR-approved AIS plan.
- The magnitude of the beneficial effect(s) the proposed activities are likely to have on the ecosystem (provide comments below).
- Includes waters with high degree of native biodiversity or is critical habitat, as expressed by:
    - an above eco-region average aquatic or wetland plant FQI
    - the presence of a listed aquatic species (NHI endangered, threatened or watch)
    - is an ERW or ORW water
    - has a Sensitive Area or Critical Habitat designation

- is within or adjacent to a State Natural Area, State Park, other publicly owned unique natural area or such an area owned/managed by a nonprofit conservation organization (e.g., The Nature Conservancy).

Comments:

Click here to enter text.

C) EXTENT **SCORE:** Click here to enter text.

The extent of the AIS population in the waterbody.

- Score 2 points if the project addresses a new or pioneering population (as defined by s. NR198.12 (8)), or there has been an early response and detection grant-funded project within the last five years.

or

- Score 1 point if no AIS is present (shield or prevention project)

or

- Score 1 point if the application provides clarity and detailed information on the extent (size, areal coverage) and history or progression of the AIS population.

Comments:

Click here to enter text.

D) LIKELY SUCCESS **SCORE:** Click here to enter text.

The degree to which the project will be likely to result in successful long-term prevention or control.

0	1	2	3
poor	fair/good	very good	exceptional

In your review consider whether the applicant has:

- Demonstrated by previous actions that they are capable of managing projects successfully.
- Have been conducting the project activities without state financial assistance.
- Has conducted a social capacity/community asset assessment and has identified community partnerships with other organizations that are actively engaged and contributing resources.
- Other aspects indicating project success and impact (provide comments below).

Comments:

Click here to enter text.

E) PUBLIC ACCESS **SCORE:** Click here to enter text.

The availability of public access to, and public use of, the waterbody.

0	1	2
poor	fair/good	very good/exceptional

Review the grant intake checklist for information on public boating access. Find information for wetlands and rivers in the application text.

- Score of zero
  - Waterbodies have no public access, *or*
  - Lakes: public access does not meet minimum public boating access standards as established by s. NR 1.91 (4) to (6); wetlands: not publicly owned, not in permanent conservation status, or no information provided; rivers: not boatable.
- 1 point
  - Lakes: minimum public boating access standards met or exceeded; wetlands: publicly owned or in permanent conservation status; rivers: boatable, *or*
  - Regional projects spanning multiple waterbodies (county, towns) *unless* further justification is provided that all lakes are highly accessible or the majority of the wetland acreage is publicly owned or in permanent conservation status.
- 2 points
  - The lake exceeds minimum access standards or the majority of the wetland acreage is publicly owned or in permanent conservation status, or the waterbody is a river, *and both of the following also apply:*
  - Lakes: area exceeds 100 acres; rivers: boatable; wetlands: area exceeds 50 acres.
  - The waterbody has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; wetlands: viewing platforms; interpretive trails; hunting access points. Must be documented in the application.

Comments:

Click here to enter text.

F) COMPLIMENTARY MANAGEMENT **SCORE:** Click here to enter text.

The degree to which the proposed project includes or is complemented by other management efforts including watershed pollution prevention and control, native vegetation protection and restoration and other actions that help control aquatic invasive species or resist future colonization.

0	1	2	3
poor	fair/good	very good	exceptional

In your review consider the extent to which this application:

- Is tied to creating or improving local ordinances, lake rules or plans that protect habitat and aquatic resources and prevent the spread of AIS (including but not limited to: slow no wake ordinances, stormwater ordinances, shoreland ordinance, runoff and nonpoint source pollution management plans)
- Applicant demonstrates that they have implemented a shoreland restoration, habitat protection, sediment and nutrient control or other substantial lake stewardship activity that protects the lake ecosystem within the last 5 years.
- The project includes developing plans for a substantial lake stewardship activity that protects the lake ecosystem.

Comments:

Click here to enter text.

G) SUPPORT **SCORE:** Click here to enter text.

Community support and commitment, including past efforts to control aquatic invasive species.

0	1	2	3	4-5
Poor	fair	good	very good	exceptional

Review any letters of support submitted with the application. All outside contributions to the project must be documented with a letter of support.

In your review consider:

- Whether the applicant requests less than the 75% maximum state share.
- Whether an outside entity or entities will provide any form of support or assistance to the project, especially by contributing money or in-kind donations to meet grant matching fund requirements.
    - Outside entities do not include the consultant doing the work.

- The *amount* and *diversity* of outside financial or in-kind match that is committed in writing.
  - A total outside contribution that is ≥ 10% of the required match amount is evidence of good support.
  - More outside entities contributing financially to the project is evidence of greater support.
- Whether the applicant has previously implemented projects or control actions to reduce or eliminate AIS or that help support the success of the current proposal

Comments:

Click here to enter text.

H) STRATEGY **SCORE:** Click here to enter text.

The degree to which the project includes a prevention and control strategy.

0	1-2	3-4	5-6
Poor	fair	good	very good

In your review consider the extent to which this application:

- Includes funding for a well described, community-focused, educational outreach effort on aquatic invasive species and prevention methods that implement and is consistent with a statewide education strategy or priority. High scoring project will go beyond routine passive outreach activities such as newsletters and press releases, websites or CBCW or CLMN training & monitoring activities.

  Examples of statewide education strategies and priorities include, but are not limited to:
  - Participation in Draining Campaign
  - Implement the Bait Dealer Initiative utilizing the Bait Dealer Toolkit
  - Participation in Landing Blitz-July 4th weekend
  - Installing new State AIS signs at water access sites
  - Establishing partnerships with local law enforcement
  - Waterfowlers campaign? Other new initiative?

- Will train and deploy volunteers to identify AIS and conduct waterbody surveillance monitoring for early detection using accepted WDNR CLMN or Project RED protocols where data will be entered into SWIMS. Training needs to occur during project period and should have associated budget.
- Will deliver a professional level monitoring report and map about the presence or absence of aquatic invasive and native species. This generally is a point/intercept aquatic plant survey(s) or other DNR approved protocols appropriate for the target species.
- For a waterbody –specific project, the water being controlled has, or the project includes, a Clean Boats, Clean Waters watercraft inspection program per the requirements of s. NR 198.22 (1) (d) or an approved Alternative Equivalent (see guidance). For regional projects, the applicant will host CBCW training workshops.

- Will conduct other complimentary source containment or prevention activities that go above and beyond the minimum level of boat landing inspection e.g. boat washing or cleaning stations, augmented enforcement where local law enforcement agrees in writing to participate in watercraft inspection related activities.
- Other high-quality prevention and control activities (provide comments below)

Comments:

Click here to enter text.

I) BONUS **SCORE:** Click here to enter text. (up to 6 points)

Review the grant intake checklist to award all bonus points.

- 1 point: The grant would be a first-time award of an AIS Education, Prevention & Planning grant for the applicant.
- 1 point: The grant would be a first-time award of an AIS Education, Prevention & Planning grant for the waterbody (within the county if a River).
- 2 points: The applicant participated in a pre-application meeting with the appropriate DNR AIS Grant Coordinator.
- 2 points: The project proposal reflects the information covered during that meeting.

Comments:

Click here to enter text.

J) RESEARCH **SCORE:** Click here to enter text.

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

Assign **<u>one point</u> if** project is a participant in a DNR-sponsored research and demonstration project on the AIS research priority list conducted or coordinated by a qualified research scientist.

Projects that are awarded a research point will clearly outline a science-based study design to advance our knowledge and understanding of AIS prevention and control efforts. Projects may include (but are not limited to): the quantitative evaluation and analysis of understudied management approaches (i.e., DASH, limno-barriers), newly developed or novel management techniques (i.e., new herbicide products, delivery methods, integrated management approaches), and the quantitative assessment on the prevention and/or control of higher profile AIS species (i.e., control of prohibited species, hybrid milfoil tolerance). Include comments if you feel that the evaluation of the AIS control project would aid in DNR AIS research.

Comments:

Click here to enter text.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX J2 -
SURFACE WATER GRANTS RANKING WORKSHEET

AIS Established Population Control Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **J** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
Aquatic Invasive Species Established Population Control projects assist eligible applicants to implement projects to control established populations of aquatic invasive species. Established populations are substantial reproducing populations of aquatic invasive species that are not pioneer infestations. They may be in lakes, streams and rivers, or wetland and riparian corridors.

A) PREVENTION IMPACT **SCORE:** Click here to enter text.

The degree to which the project will prevent the spread of aquatic invasive species.

0	1-2	3-4	5
poor	fair	good	very good

- In your review consider the extent of the risk (to spread AIS) the project waterbodies cover: (In descending order, from highest to lowest impact)
  - *The project activity will take place on a Statewide AIS Source Water (Super Spreader) listed in the table below.*
  - *The project will take place on a water with AIS that has a high risk of spread (lakes greater than 500 acres and all boat-able rivers that meet or exceed the minimum boating access criteria in s. NR 1.91 (4) to (6) or wetlands greater than 500 acres in public ownership)*
  - *The project activity takes place on a water with AIS that has moderate risk of spread (lakes between 500 and 100 acres that meet or exceed the minimum boating access criteria in s. NR 1.91 (4) to (6); wade-able streams with public access or wetlands between 500 and 100 acres in public ownership).*
  - *The project activity will take place on a water with AIS that has minor risk of spread (lakes less than 100 acres that meet or exceed the minimum boating access criteria* in *s. NR 1.91 (4) to (6) or; wetlands less than 100 acres in public ownership).*

- Consider the degree of regional isolation of the AIS population.
  - *The AIS population being controlled is isolated; no other or a low number of additional populations exist in the watershed.*
  - *The project works to contain or control an NR40 prohibited species (e.g. Hydrilla, yellow floating heart, spiny water flea, red swamp crayfish, etc.). A list of prohibited species can be found here: http://dnr.wi.gov/topic/Invasives/classification.html and distribution information can be found here: http://dnr.wi.gov/lakes/invasives/BySpecies.aspx.*

Statewide AIS Source Water Lakes List		***07/01/2016***
LAKE	***DNR Region***	***COUNTY***
Beaver Dam	*SC*	*Dodge*
Butte des Morts	*NE*	*Winnebago*
Castle Rock	*WC*	*Adams, Juneau*
Chippewa Flowage	*NO*	*Sawyer*
Eagle Chain	*NO*	*Vilas*
Geneva	*SE*	*Walworth*
Green	*NE*	*Green Lake*
Koshkonong	*SC*	*Dane, Jefferson, Rock*
Madison Chain: Mendota, Monona, Mud, Waubesa, Kegonsa	*SC*	*Dane*
Michigan	*NE, SE*	*Multiple counties*
Minocqua-Tomahawk Chain: Kawaguesaga, Minocqua, Mid, and Tomahawk	*NO*	*Oneida*
Onalaska	*WC*	*La Crosse*
Petenwell Lake	*WC*	*Adams*
Poygan	*NE*	*Waushara, Winnebago*
Puckaway	*NE*	*Green, Marquette*
Shawano Lake	*NE*	*Shawano*
Superior	*NO*	*Multiple counties*
Winnebago	*NE*	*Calumet, Fond du Lac, Winnebago*
Wisconsin	*SC*	*Columbia, Sauk*
Wissota	*WC*	*Chippewa*
RIVERS	***DNR Region***	***COUNTY***
St. Croix, Mississippi, Menominee	*WC, SR, NO*	*Multiple counties*

- **Statewide AIS Source Water Criteria**
  - Great Lakes or Mississippi River tributaries up to first dam
  - Great Lakes landings/shorelines, including Green Bay
  - VHS waters (Lower Fox River, Lake Winnebago, Winnebago - Upper Pool lakes and rivers up to first dam)
  - Waters involving "prohibited" species (as per ch. NR 40) that are established or at risk of becoming established.
  - Lakes or impoundments that meet all the following criteria:
    - Greater than 5000 acres
    - Multiple boat landings (5 or more)
    - Contain two or more of the following species (EWM, CLP, zebra mussels)
  - Lake Chains that meet the size and landing criteria may be considered as one waterbody if they all have the targeted AIS and are hydraulically connected and not separated by a dam.
  - To be scored, a substantial portion of project activity must be directly related to the species present in that water.

Comments:

Click here to enter text.

B) ECOSYSTEM BENEFIT **SCORE:** Click here to enter text.

The degree to which the project protects or improves the aquatic ecosystem's diversity, function, ecological stability or recreational uses.

0	1	2	3-4
Poor	fair	good	very good/exceptional

- Project plan implementation includes stocking or planting to reintroduce native community species or implements other actions or changes in management strategies that will provide added protection or restoration value to native species beyond herbicide treatments alone. A good project will include active management actions, not passive activities or general monitoring (i.e. discouraging manual removal of natives in a plan, or encourage general "Best Management Practices"). Grant activities should be specifically defined in a waterbody specific management plan (not general statewide or regional policy). A strategy focusing on maximizing wetland functional values by focusing on areas of greatest vulnerability would be another way to increase the ecosystem benefit.
  - *Does not only include a generic mention of hand pulling invasives.*
  - *Plant stocking should include an evaluation component.*
  - *Other examples include common carp or rusty crayfish removal in conjunction with plant treatments.*

- Project area has a high degree of native biodiversity or is critical habitat, and the project is implementing management actions that will maintain or improve the biodiversity or habitat. They should justify specifically how the management will prevent damage to native biodiversity or habitat values that may come with a particular type of management action. Biodiversity or critical habitat can be expressed by:
    - An exceptional eco-region aquatic or wetland plant FQI
    - the presence of a listed aquatic species (NHI endangered, threatened or watch)
    - is an ERW or ORW water
    - has a Sensitive Area or Critical Habitat designation
    - is within or adjacent to a State Natural Area, State Park, other publicly owned unique natural area or such an area owned/managed by a nonprofit conservation organization (e.g., Nature Conservancy).
- The magnitude of the beneficial effect(s) the proposed activities are likely to have on the ecosystem (provide comments below)

Comments:

Click here to enter text.

C) POPULATION EXTENT **SCORE:** Click here to enter text.

The extent of the AIS population in the waterbody.

0	1	2	3
Poor	fair	good	very good

- For waterbodies, the amount of littoral zone covered by the invasive species should be clearly included in the application or the project should propose to collect this information the year before treatment. For wetlands, the size and location of the invasive population(s) should be indicated on a map or otherwise quantified, or the project should propose to collect this information the year before treatment.
    - *The information should be from an AIS population or bed mapping effort or a point-intercept survey following protocols found in the Aquatic Plant Management in Wisconsin Guide (waterbodies only).*
- The management strategy fits for the size of the AIS population that is being controlled.
    - *Whole-lake or large-scale wetland treatments should not be planned for small AIS populations.*
    - *Small-scale spot treatments should not be used for large populations of AIS.*
- Project was a past early detection and response project of a pioneer population as defined by s. NR 198.12 (8).
    - *The previous early response project has taken place within last 5 years.*
    - *Reviewer can check the Surface Water Checklist to verify if there was an Early Detection and Response (AIRR) grant project within the past 5 years.*

Comments:

Click here to enter text.

D) PROBABILITY OF SUCCESS **SCORE:** Click here to enter text.

The degree to which the project will likely result in successful long-term control while minimizing damage to native species.

0	1	2	3	4
Poor	fair	good	very good	exceptional

- The highest scoring projects will employ an integrated pest management approach
  - Integrated pest management is an ecosystem-based management strategy that focuses on long-term suppression of pests or their damage and considers all of the available pest control practices. Integrated pest management projects are informed by current, comprehensive information on pest life cycles and the interactions among pests and the environment. A project that employs an integrated pest management strategy shall include more than one management practice. (e.g., prevention, biological control, biomanipulation, nutrient management, habitat manipulation, substantial modification of cultural practices, pesticide application, water level manipulation, mechanical removal, population monitoring)
  - *Should be tied to one or more specific budgeted activities*
- The Aquatic Plant Management (highest-scoring projects will also employ an adaptive management decision process, employing flexible decision-making in the face of uncertainty that can be adjusted in response to management outcomes and evolving understanding of the management challenge.
- The APM) Plan summarizes efficacy of historical control actions (based on data evaluation using DNR recommended protocols) and applicant incorporated this into current management strategies. The applicant can provide the APM Plan with the application but must note which pages (in the APM Plan) summarize historical control actions and how an evaluation of the past actions helped to form the current control strategy.
- The project follows DNR's current science based BMPs to maximize AIS control and minimize non-target impacts (e.g. - early season aquatic plant treatments, not very small spot treatments with systemic herbicides, not only using one management technique for all scenarios) or justifies an alternative approach. *See DNR Research Factsheets on Large-scale Treatment and Small-scale Treatment.*
- There is a low risk of reestablishment and spread after control activity occurs. All the following apply for waterbodies: the project site is not an impoundment (see definition from WisCALM); is not tributary to or connected to any other AIS populated water and; the entire AIS population is being targeted for control. For wetlands, source populations are geographically or hydrologically separated and/or are being actively controlled.
  - *Only consider plant AIS that are found in tributaries upstream of the waterbody.*

Comments:

Click here to enter text.

E) PUBLIC ACCESS **SCORE:** Click here to enter text.

The availability of public access to, and public use of, the waterbody.

0	1	2
poor	fair/good	very good/exceptional

Review the grant intake checklist for information on public boating access. Find information for wetlands and rivers in the application text.

- Score of zero
  - Lakes: minimum public boating access standards met; wetlands: no information provided
- 1 point:
  - Lakes: minimum public boating access standards exceeded; wetlands: publicly owned or in permanent conservation status, *or*
  - Regional projects spanning multiple waterbodies (county, towns) unless further justification is provided that all lakes are highly accessible, or the majority of the wetland acreage is publicly owned or in permanent conservation status.
- 2 points:
  - *More than one* of the following applies:
    - Lakes: minimum public boating access standards exceeded; wetlands: publicly owned or in permanent conservation status.
    - Lakes: surface area exceeds 100 acres; wetlands: area exceeds 50 acres; rivers: boatable
    - The waterbody has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; wetlands: viewing platforms; interpretive trails; hunting access points. Must be documented in the application.

Comments:

Click here to enter text.

F) COMPLEMENTARY MANAGEMENT **SCORE:** Click here to enter text.

The degree to which the proposed project includes or is complemented by other management efforts including watershed pollution prevention and control, native vegetation protection and restoration and other actions that help control aquatic invasive species or resist future colonization.

0	1	2
poor	fair/good	very good/exceptional

- Applicant demonstrates that they have implemented, or been a significant participant in a shoreland restoration, habitat protection, sediment and nutrient control, water level management or other substantial lake stewardship activity (not including education or planning) that protects the lake ecosystem. (Score 1 point per action and describe in comments below).

  For example (but not limited to):
  - ✓ *Covenants that exceed local County Zoning standards.*
  - ✓ *Complementary management project has taken place within last 5 years.*
  - ✓ *Needs to be specific.*
  - ✓ *Should be described in the grant application.*

Comments:

Click here to enter text.

G) COMMUNITY CAPACITY

SCORE: Click here to enter text.

Community support and commitment, including past efforts to prevent or control aquatic invasive species.

0	1	2	3	4-5
Poor	fair	good	very good	exceptional

Consider the following as evidence of community capacity:

- Includes partnerships between the applicant and a local unit of government, school, lake or community organization or business (other than a contractor) that is committed in writing to providing important project resources (time or $) and will not receive grant funding from the project.
- The applicant conducted AIS control, consistent with their DNR-approved plan, in the previous season without financial assistance from the State. They may have begun implementation without a grant or received grants in past but did not receive a grant in the past season.
- Some of the financial or in-kind project match (25% of the total budget must be non-state match) is coming from a management unit or interest group other than the grant applicant. For example, 10% would be considered a good outside contribution. *Interest groups do not include the consultant doing the work. The 10% can be provided by multiple partners. Leverage must be documented in the budget section with letters of support.*
- Grant is being used as matching funds to leverage additional or other financial assistance to aid in completion of the overall project. Doubling the grant award with another funding source would be exceptional. *This information must be documented in the budget section with letters of support specifically referencing other grant programs or funding sources.*
- Stakeholder organizations and institutions necessary to successfully implement the project have provided letters of commitment detailing donated time, professional expertise or funding.
- Requests less than the 75% maximum state share they are allowed

- Other compelling evidence of high capacity and community support (provide comments below).

Comments:

Click here to enter text.

H) MANAGEMENT STRATEGY

SCORE: Click here to enter text.

The degree to which the project includes a prevention and control strategy.

0	1-2	3-4	5-6	7
poor	fair	good	very good	exceptional

- The project has specific targets for AIS control and specifically lists the proposed control actions to be used to reach the targets.
- If AIS are not shown to be impacting fish or wildlife habitat or recreational uses, then the project should score lower.
- Control outcomes will be evaluated following DNR evaluation monitoring protocols (e.g. See Aquatic Plant Treatment Evaluation Guidance in *Aquatic Plant Management in Wisconsin Guide* or the Timed-Meander Sampling Protocol for Wetland Floristic Quality Assessment on the Wisconsin Wetlands: assessment methods and tools page) *if one is available*.
- The project includes a specific monitoring component to evaluate success/benefits beyond standard pre-post plant monitoring (i.e. – herbicide concentration monitoring, pre-treatment temperature profile monitoring and hydroacoustic survey, CLP turion monitoring, etc.).
- For very small-scale projects (usually DASH, hand-pulling) that lack a DNR-approved monitoring protocol, the applicant should define a target level of effort or control and outline a plan to assess management outcomes. More points should be awarded for better-defined monitoring plans that include steps to ensure objectivity and comparability.
- For regional or other large-scale projects, poor or fair projects will not have a clear strategy identifying how decisions will be made to prioritize limited control funding. For example, large-scale wetland projects might focus on preserving vulnerable wetlands with high functional value or focus on nearby source populations that threaten them.
- The waterbody or wetland has a *prevention strategy* to reasonably assure that new introductions of aquatic invasive species will not infest the waterbody, including, for example, a Clean Boats, Clean Waters watercraft inspection program per the requirements of s. NR 198.22 (1) (d) or an approved Alternative Equivalent (see guidance). Other prevention/containment activities may include:

- *Trash receptacles to facilitate weed disposal w/ buckets for taking out in the lake and collect any AIS encountered*
- *Kiosks with brushes, cleaning tools, etc.*
- *Augmented enforcement should be a relationship specified in writing (letter of support) where local law enforcement agrees to participate in watercraft inspection related activities.*

- The waterbody or wetland has a *contingency strategy* for effectively monitoring for the re-introduction or re-establishment of the aquatic invasive species following initial control. Surveillance monitoring can take place for additional AIS at the same time.

  - *The project will train volunteers to identify AIS and conduct waterbody surveillance monitoring using accepted WDNR or citizen-based monitoring (CLMN/Project RED, etc.) protocols where data is being entered into SWIMS.*
  - *Training needs to occur during project period and not past activity - should have associated budget*
  - *Training only needs to take place at the outset of the grant and shouldn't be a recurring expense each year.*

Comments:

Click here to enter text.

I) BONUS **SCORE:** Click here to enter text. (up to 6 points)

Review the grant intake checklist to award all bonus points.

- 1 point: The grant would be a first-time award of an AIS Established Population Control grant for the waterbody, wetland or river (within the county if a River).
- 1 point: The grant would be a first-time award of an AIS Established Population Control grant for the species for the waterbody, wetland or river.
  - *Hybrid watermilfoil (Myriophyllum sibiricum x M. spicatum) and Eurasian watermilfoil are considered one species for the purpose of this question.*
- 2 points: The applicant participated in a pre-application meeting with the appropriate DNR AIS Grant Coordinator.
- 2 points: The project proposal reflects the information covered during that meeting.

Comments:

Click here to enter text.

J) RESEARCH **SCORE:** Click here to enter text.

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

Assign **one point** if the project has an evaluation component for a management technique for which DNR does not have a data based evaluation.

Assign **one point if** project is a participant in a DNR-sponsored research and demonstration project on the AIS research priority list conducted or coordinated by a qualified research scientist.

Projects that are awarded a research point will clearly outline a science-based study design to advance our knowledge and understanding of AIS prevention and control efforts. Projects may include (but are not limited to): the quantitative evaluation and analysis of understudied management approaches (i.e., DASH, limno-barriers), newly developed or novel management techniques (i.e., new herbicide products, delivery methods, integrated management approaches), and the quantitative assessment on the prevention and/or control of higher profile AIS species (i.e., control of prohibited species, hybrid milfoil tolerance). Include comments if you feel that the evaluation of the AIS control project would aid in DNR AIS research.

Comments:

Click here to enter text.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX J3 -
SURFACE WATER GRANTS RANKING WORKSHEET

Small-Scale Lake Planning Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter score

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **F** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
Small–scale projects are intended to address the planning needs of lakes where education and public awareness, obtaining basic information on lake use and conditions, or enhanced organizational capacity are the primary objectives. These will be protection–oriented, often volunteer–led efforts used to develop a foundation for lake management efforts or updating existing plans.

The main goal of project evaluation is to assure the projects support lake planning efforts and are well-developed with clear outcomes. Avoid funding the same activities for the same applicant year after year. Two small-scale grants should not be combined to accomplish a single project even if proposed by different applicants if the attempt to circumvent competition as a large-scale planning proposal. Projects proposed by the applicant elsewhere can be distinctly separate projects.

Determine if project focus is: A) Monitoring & Assessment, B) Education, C) Organizational Development, or D) Studies, Assessment, Other. Only score A, B, C OR D.

A) MONITORING & ASSESSMENT **SCORE:** Click here to enter text.

The utility of the data and information that will be generated for assessing lake ecosystems.

0	1	2-3	4	5
Poor	fair	good	very good	exceptional

In your review consider whether:
- The lake is recommended for TSI monitoring in a DNR plan or strategy
- The monitoring is recommended in a local management plan
- Planned management actions will be supported by the data collected
- There is no baseline or trend data available for the waterbody

Comments:
Click here to enter text.

B) EDUCATION **SCORE:** Click here to enter text.

The degree to which the project will enhance knowledge and understanding of lake ecosystems

0	1	2-3	4	5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Creates a partnership between a lake organization and youth organization and implements an Adopt-a-Lake, Project WET or similar activity
- Seeks to inform the entire community about a specific lake management issue, management project or lake history
- Will present results to a broad audience beyond a lake organization meeting or a local government and include community forums, lake fairs, press releases, newsletter articles or signage
- Provides information on lake ecosystems that has regional or statewide significance or audience.

Comments:

Click here to enter text.

C) ORGANIZATIONAL DEVELOPMENT **SCORE:** Click here to enter text.

The degree to which the project will provide information for local decision−making and for the formation of goals or a strategy to protect a lake or lakes and lake ecosystems.

0	1	2-3	4	5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Will result in the formation of management goals and objectives or a strategy for the management of a lake or lakes
- Will provide results that assist local decision-making affecting lake management on a specific topic or issue.
- Provides training for management unit representatives on a topic of relevance to unit's lake management activities.
- Will enhance the capacity or effectiveness of a lake management unit.

Comments:

Click here to enter text.

D) STUDIES, ASSESSMENTS, OTHER **SCORE:** Click here to enter text.

The degree to which the project will contribute to the improvement in the management of a lake or lakes and lake ecosystems.

0	1	2-3	4	5
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Contains an element of a comprehensive lake management plan with recommendations for implementation i.e. aquatic plant management plan, tributary monitoring/assessment, shoreland restoration plan, etc.
- Is recommended or identified as a need in a local or DNR resource plan.
- Helps to resolve issues and inform decision-making within the lake management unit on a specific topic.
- Implements or tests an innovative management technique with applicability to other lakes.

Comments:

Click here to enter text.

Score sections E and F for all projects

E) PUBLIC ACCESS **SCORE:** Click here to enter text.

The availability of public access to, and public use of, the lake.

0	1	2
poor	fair/good	very good/exceptional

Review the grant intake checklist for information on public boating access.

- Score of zero
  - No public access or does not meet minimum public boating access standards defined in s. NR 1.91 (4) to (6)
- 1 point:
  - Minimum public boating access standards met, *or*
  - Regional projects spanning multiple waterbodies (county, towns), unless further justification that all waterbodies are highly accessible is provided
- 2 points:
  - *More than one* of the following applies:
    - Exceeds minimum public boating access standards
    - Lake surface area exceeds 100 acres
    - The waterbody has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented in the application

Comments:

Click here to enter text.

F) BONUS **SCORE:** Click here to enter text. (up to 2 points)

Review the grant intake checklist to award all bonus points.

- 1 point: the grant would be a first-time award of a Small-Scale Planning grant for the applicant.
  1 point: the grant would be a first-time award of a Small-Scale Planning grant for the waterbody.

Comments:

Click here to enter text.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX J4 –
SURFACE WATER GRANTS RANKING WORKSHEET

Large-Scale Lake Planning Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **I** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
Develop and maintain management plans that seek to identify and correct nonpoint source pollution and other lake ecosystem stressors. The Lake Plan Checklist serves as a guide for individual lake planning and tracking progress toward an approvable plan. The highest scoring applications should be addressing some element on these checklists in an effort toward completing a plan that meets all elements.

A) HABITAT **SCORE:** Click here to enter text.

The degree to which the planning project will enhance knowledge and understanding of a lake's fish, aquatic life and their habitats.

0	1	3-4	5	6
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Develops a comprehensive assessment of fish, aquatic life or wildlife habitat with management recommendations (aquatic plant management plan, shoreland restoration plan, spawning site protection plan, species habitat management plan, etc.) A survey or inventory of fish, aquatic life or wildlife and their habitats that do not include management recommendations should score lower.
- Will be used in development of Critical Habitat or other DNR designation or similar project that includes confirmation or commitment from DNR
- Project will directly benefit or protect state or federal listed threatened, rare or endangered species that are known to use the lake for habitat. The application must state a benefit to the species' habitat and be documented in the plan or a narrative statement from NHC staff or similar expert accompanying the application
- Clear and quantitative habitat improvement goals, such as number of shoreline feet, trees, etc.
- Shoreland restoration goals target severely degraded lots.

Comments:

Click here to enter text.

B) WATERSHED PLANNING **SCORE:** Click here to enter text.

The degree to which the planning project will enhance knowledge and understanding of a lake's watershed conditions that affect or have potential to affect a lake's ecosystem.

0	1	3-4	5	6
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Uses existing tools to summarize load information, e.g. using export coefficients
- Identifies surface runoff patterns and delineates environmentally sensitive areas in the lake watershed (wetlands, habitat, steep slopes, riparian buffer zones, etc.). Assessments should be scale appropriate (*i.e.*, Small watersheds should use LiDAR or best available local information)
- Inventories and reviews in detail the adequacy of institutional programs effecting lake quality (land use planning, management, regulations, and enforcement). Builds matrix of stakeholders needed to complete assessment work, with letters documenting commitment.
- Develops a comprehensive assessment and management strategy for pollution source(s).
- Quantifies loading using scale-appropriate models using data or estimates from gage sites, runoff coefficients, SWAT, etc.
- Partitions load(s) by sub watershed or source(s) [septic, feedlots, etc.], conducts a loading reduction feasibility analysis and creates a nutrient or stormwater management plan that recommends BMPs, ordinances, etc.

Comments:

Click here to enter text.

C) WATER QUALITY MONITORING **SCORE:** Click here to enter text.

The degree to which the proposed planning project enhances local understanding of the lake's water quality, potential uses and factors which affect a lake's water quality.

0	1	3-4	5	6
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:
(Tier I monitoring)

- Implements a WisCALM protocol to complete a water quality assessment
- Collects and analyzes a sediment core to assess a lake's pre-settlement water quality conditions to determine management potential and water quality goals.

(Tier II monitoring)

- Demonstrates the lake has a water quality assessment approved and will conduct a monitoring investigation of the causes of impairment or threats to water quality (internal loading, tributary contributions, etc.) Monitoring strategy has been reviewed and approved by the DNR lakes technical team.
- Includes multi-parameter lake and tributary monitoring with sufficient frequency to characterize whole lake conditions, develop a lake nutrient budget and direct specific management decisions.
- Applies an appropriate water quality model to determine a lake condition response to watershed best management practices.

(Tier III monitoring)

- Evaluates and reports on post-management project water quality improvements. Using a strategy that has been reviewed and approved by the DNR.

Comments:

Click here to enter text.

D) IMPACT **SCORE:** Click here to enter text.

The degree to which the project will likely result in significant improvement in the management of a lake or lakes and lake ecosystems. (Will significant implementation activities result?)

0	1-2	3-4	5-6	7-8
Poor	fair	good	very good	exceptional

In your review consider the extent to which:

- Project completes or includes a planning effort that will result in an implementation plan (who, what, when).
- There is a commitment from the community to pursue implementation that demonstrated in the results of a social capital or capacity assessment.
- Down weight proposals that are "generic" and lacking in detail about how the project or plan will be used and implemented.
- Project will provide design information or technical specifications for specific management project implementation (e.g. lake protection or TRM grant application, alum dosing evaluations, stormwater BMP designs, etc.)

- Develops plans that are required and will be used for NR 107-109 APM permits
- Project results support a larger planning or management effort such as a TMDL, Environmental Accountability Project, ordinance development, etc.
- Project is a key to implementing a committed management action. Is there a substantial, beneficial management action that won't be implemented if this project isn't funded?
- Project includes detailed sociological assessment of attitude and cultural behaviors either assisting or limiting the restoration or protection of lake and watershed attributes and plans to use the results of the assessment to generate management recommendations
- Sociological study plans to map social networks in project area.
- Project conducts a community capacity assessment, which looks at relationship analysis among existing stakeholder groups.
- Project conducts a stakeholder identification assessment.
- Project demonstrates appropriate level of short term and long-term accountability and oversight during project timeframe.
- Long term accountability will be developed into the planning process. (High level of local leadership development, annual plan reviews and updates, long term funding strategy, etc.)

Comments:

Click here to enter text.

E) PUBLIC ACCESS **SCORE:** Click here to enter text.

The availability of public access to, and public use of, the lake.

0	1	2
poor	fair/good	very good/exceptional

Review the grant intake checklist for information on public boating access.

- Score of zero
  - No public access or does not meet minimum public boating access standards defined in s. NR 1.91 (4) to (6)
- 1 point:
  - Minimum public boating access standards met, *or*
  - Regional projects spanning multiple waterbodies (county, towns), unless further justification that all waterbodies are highly accessible is provided

- 2 points:
  - *More than one* of the following applies:
    - Exceeds minimum public boating access standards
    - Lake surface area exceeds 100 acres
    - The waterbody has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented in the application

Comments:

Click here to enter text.

F) LEVERAGE **SCORE:** Click here to enter text.

The degree to which the proposed planning project complements other lake management efforts is supported by other affected management units and leverages other local community funds for the project.

0	1-2	3-4	5-6	7-8
poor	fair	good	very good	exceptional

Review any letters of support submitted with the application. All outside contributions to the project must be documented with a letter of support.

In your review consider:

- Whether this project continues or completes a previously started project or complements other related planning or management actions on the lake. A "phased" project should have other phases specifically defined and scheduled.
- Whether an outside entity or entities will provide any form of support or assistance to the project, especially by contributing money or in-kind donations to meet the required match amount.
  - Outside entities do not include the consultant doing the work.
- The *amount* of outside financial or in-kind match that is committed in writing.
  - A total outside contribution that is $\geq$10% of the required match amount constitutes good leverage.
- Whether the grant dollars will be used to leverage additional financial assistance to aid in completion of the overall project.
  - Bringing in double the grant award from another funding source constitutes exceptional leverage.
  - *This information must be documented in the budget section, the application must specifically reference the other funding source(s) and provide documentation.*
- Whether outside stakeholder organizations and institutions necessary to successfully implement the project have provided letters of commitment detailing donated time, professional expertise, or funding.

- Project provides a strategic process for developing long term community capacity for plan implementation, ownership, and oversight including local funding.

Comments:

Click here to enter text.

G) STATE SIGNIFICANCE **SCORE:** Click here to enter text.

The importance of the information obtained from a planning project to the state as identified in its resource management plans.

0	1	2	3
Poor	fair	good	very good/exceptional

In your review consider the extent to which this application:

- Implements specific recommendations from a DNR basin, watershed or other management or master plans including TMDL and Adaptive Management Plans.
- Implements specific recommendations from a County Land and Water Resources Management Plans approved by State Board.
- Results will be used to amend or update a plan at the time of the next update (provides data that allows the lake to have a specific management recommendation in the next plan update). The documentation must be in the application or an accompanying memo or note from responsible organization staff.

Comments:

Click here to enter text.

H) COMPREHENSIVE MANAGEMENT PLANNING **SCORE:** Click here to enter text.

The degree to which the project contributes toward a holistic set of alternatives to assist local decision-making or contributes to the formation of a strategy to enhance or maintain the quality of a lake ecosystem.

0	1-2	3-4	5-6	7
Poor	fair	good	very good	exceptional

Scores in this section may consider past planning efforts if they are detailed in the application. Make notes on the scoring sheet documenting the basis for these points.

In your review consider the extent to which this application and previous planning:

- Completes or updates a comprehensive lake management plan that is consistent with the requirements of s. NR 191. 45(2) (See Lake Plan Checklist- Appendix C, page 47).
- If project updates a plan developed with prior grant funding, were the previous goals and objectives achieved? Examples may include documented phosphorous loading reductions, improved water quality measured by Secchi, chlorophyll, or Total Phosphorous, and/or improved habitat.
- Identifies and prioritizes lake management needs and sets goals with a long-term focus. Goals should include clear and specific objectives.
- Provides specific lake water quality management objectives consistent with WisCALM.
- Provides specific objectives for watershed or land use management (loading reduction strategy, identify critical sites, or develops land management ordinances). Award points for demonstrated capacity or capacity building to achieve implementation objectives.
- Provides specific management objectives for fish, aquatic life or wildlife habitat such as an aquatic plant or shoreland condition assessment
- Provides a specific sociological management objective (capacity assessment, recreational use, riparian and/or lake user survey, social marketing or incentive program development). Clearly demonstrates how sociological data will be used to develop and drive implementation strategies.
- Clear identification and commitment of stakeholders and individuals critical to ensure successful plan implementation.
- Pathways to appropriate funding levels are clearly identified and discussed.
- Implementation metric clearly defines stakeholder roles and commitments with time schedules and resource commitments (time, staffing, funding, etc.).

Comments:

Click here to enter text.

I) BONUS **SCORE:** Click here to enter text. (up to 6 points)

Review the grant intake checklist to award all bonus points.

- 1 point: The grant would be a first-time award of a Large-Scale Planning grant for the applicant.
- 1 point: The grant would be a first-time award of a Large-Scale Planning grant for the waterbody.
- 2 points: The applicant participated in a pre-application meeting with the appropriate DNR Lake Grant Coordinator.
- 2 points: The project proposal reflects the information covered during that meeting.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX J5 -
SURFACE WATER GRANTS RANKING WORKSHEET

Lake Protection: Land/Easement Acquisition

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **H** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
Acquisition of property or property rights (also called easements) to protect lakes and their ecosystems.

Public Access Policy
Land acquisition projects on lakes without adequate public access can meet the adequate access test if the project site, when completed, will provide access that meets the standards of s. NR 1.91 (4) to (6), or will be determined adequate by the regional access coordinator.

A) The degree to which the project provides for the protection or improvement of water quality.

SCORE: Click here to enter text.

	Max. Score
A.1. Implementation of land management plan will reduce nutrient loading to the lake.	1 pt.
A.2. Parcel's land management plan requires a land use change such as 1) the removal of existing impervious surface of at least ¼ acre or 2) conversion of at least ¼ acre of exposed soil (farmland, industrial site) to a vegetated condition.	2 pts.
A.3. Applicant can demonstrate by modeling that implementation of land management plan will reduce whole lake nutrient loading by 5%.	1 pt.
A.4. Project parcel is > 10 acres.	2 pts.
A.5. Project parcel drains directly to a lake, or within 1,000 feet if draining to a tributary.	2 pts.

A.6.	The proposed site management plan calls for native/natural landscape management (no mowed or manicured landscaping) with no adverse or significant additions of impervious surfaces, or structures.	1 pt.
A.7.	Project parcel is located on an Exceptional or Outstanding Resource Water. Exceptional or Outstanding Resource Water	1 pt.

B) The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, wildlife, native vegetation or natural beauty.

SCORE: Click here to enter text.

		Max. Score
B.1.	Project acquires at least 200 frontage feet of a lake.	2 pts
B.2.	The parcel provides habitat to state or federally listed endangered, threatened or special concern species or is listed on or adjacent to a site on the state natural heritage database.	1 pt.
B.3.	The project parcel contains frontage on at least 1 wild lake (defined as less than one structure per mile of shoreline.).	1 pt.
B.4.	The site links to other habitat areas being managed for public benefit (e.g. public lands, NCO lands, or private lands under easements or enrolled in conservation programs).	1 pt.
B.5.	The project parcel is located at least partly within the shoreland zone of the lake.	1 pt.
B.6.	The project parcel is adjacent to or within a DNR designated Sensitive Area or comparable habitat assessment study. DNR Critical Habitat Designation	1 pt.
B.7.	The project parcel contains a unique feature such as a bog, fen or springs.	1 pt.
B.8.	The applicant has submitted verifiable documentation that the project parcel contains habitat for wildlife (amphibians, reptiles, shorebirds, songbirds).	1 pt.
B.9.	The project parcel contains at least ½ acre of wetlands.	1 pt.

C) The availability of public access to, and public use of, the lake.

SCORE: Click here to enter text.

		Max. Score
C.1.	The lake currently has more than the minimum, but less than the maximum public boating access as defined in s. NR 1.91 (4) to (6)	1 pt.
C.2.	The lake currently has significant other public access opportunities such as swimming beaches, park lands or public piers OR the parcel contains significant archeological, historical or cultural sites.	1 pt.
OR		

C.3.	The acquisition project will provide public access on a lake where currently none now exists**.**	2 pts.

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

SCORE: Click here to enter text.

		Max. Score
D.1.	The project is specifically recommended in a plan other than the applicant's (i.e., in a basin plan, county land and water resource plan, local comprehensive plan)	1 pt.
D.2.	The project continues or completes a previously started project in a DNR-approved plan or previously approved project that includes related resource goals and objectives.	1 pt.
D.3.	The project has a written letter of commitment from a school, unit of government, civic group (scouts, church, etc.), adult education group or volunteer group to utilize the site for educational purposes at least 1 time a year.	1 pt.
D4.	The applicant is a Green Tier Community Charter member. (Bayfield, Eau Claire, La Crosse Counties; City of Appleton, Ashland, Bayfield, Eau Claire, Fitchburg, La Crosse, Middleton, Monona, New Richmond, Oshkosh, Port Washington, Sheboygan, Wisconsin Rapids, Wauwatosa; Village of Bayside, Egg Harbor, Weston	1 pt.

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

SCORE: Click here to enter text.

		Max. Score
E.1.	The project has the documented support from one other eligible management unit, which clearly describes how this management unit will assist the applicant's ability to implement a successful project.	1 pt.
E.2.	The project has the written support from additional management units, or stakeholder groups committing significant financial support (>5% or $10,000 of the total project costs).	1 pt.
E.3	The applicant has the written commitment from the seller to sell the property as a bargain sale (donated value), donating greater than 5% of the total appraised value of the property.	1 pt.

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

SCORE: Click here to enter text.

		Max. Score
F.1.	Applicant has submitted a signed Offer to Purchase with the grant application.	2 pts.
F.2.	Applicant has had a pre-application grant scoping consultation with the DNR and the application is consistent with the results of those discussions.	1 pt.

G) The degree of detail in the application and the time frame within which it will be implemented. **SCORE:** Click here to enter text.

		Max. Score
G.1.	Applicant provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project).	2 pts

H) Whether it is a first-time protection project for the lake.

SCORE: Click here to enter text.

		Max. Score
H.1.	The lake has not received a previous lake protection grant award in the last five years.	2

APPENDIX J6 -
SURFACE WATER GRANTS RANKING WORKSHEET

Lake Protection: Wetland & Shoreland Habitat Restoration Grant

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **H** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples, but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
Wetland and shoreland habitat restoration grants are intended to provide financial assistance to protect or improve the water quality or natural ecosystem of a lake by restoring or enhancing degraded wetlands adjacent or tributary to lakes. Shoreline habitat restoration grants are intended to provide financial assistance, including incentive payments, to owners of developed lake front lots to re-establish riparian habitat.

A) HABITAT **SCORE:** Click here to enter text.

The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, wildlife, native vegetation or natural beauty.

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

For **wetland restoration** projects consider the extent to which this application:

- The site links to other habitat areas being managed for public benefit (e.g. public lands, NCO lands, or private lands under easements or enrolled in conservation programs).
- Project will result in increased habitat for lake-dependent species.
- Project site is adjacent to, within, or a recommendation in a DNR Critical Habitat Designation or comparable habitat assessment study. *(Sensitive Area Designations are by default, CHD sites.)*
- The project is adjacent to or will directly impact a waterbody that is classified as an Exceptional or Outstanding Resource Water.
- Restoration sites will provide habitat to state or federal threatened or endangered species, or species of concern or is listed on or adjacent to a site on the state natural heritage database.

For **shoreland restoration** projects consider the extent to which this application:

- The lake is classified as an Exceptional or Outstanding Resource Water.
- Restoration sites will provide habitat to state or federal threatened or endangered species, or is listed on or adjacent to a site on the state natural heritage database.
- Project site is adjacent to, within, or a recommendation in a DNR Critical Habitat Designation or comparable habitat assessment study. *(Sensitive Area Designations are by default, CHD sites).*
- Project will remove documented infestations of exotic or nuisance invasives; for example, purple loosestrife.
- Project includes a component for aquatic restoration (below the OHWM). **OR**
- Project will provide technical assistance only and will encourage adherence to the minimum standards set in 191.24(3).

Comments:

Click here to enter text.

B) PUBLIC ACCESS **SCORE:** Click here to enter text.

The availability of public access to, and public use of, the lake.

0	1	2
poor	fair/good	very good/exceptional

Review the grant intake checklist for information on public boating access. Find information for wetlands and rivers in the application text.

- Score of zero
  - Waterbodies have no public access, *or*
  - Lakes: public access does not meet minimum public boating access standards as established by s. NR 1.91 (4) to (6); wetlands: not publicly owned, not in permanent conservation status or no information provided.
- 1 point:
  - Lakes: minimum public boating access standards exceeded; wetlands: publicly owned or in permanent conservation status, *or*
  - Regional projects spanning multiple waterbodies (county, towns) unless further justification is provided that all lakes are highly accessible or the majority of the wetland acreage is publicly owned or in permanent conservation status.
- 2 points:
  - *More than one* of the following applies:
    - Lakes: minimum public boating access standards exceeded; wetlands: publicly owned
    - Lakes: surface area > 100 acres; wetlands: area > 50 acres.

- The waterbody has significant other public use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; wetlands: viewing platforms; interpretive trails; hunting access points. Must be documented in the application.

Comments:

Click here to enter text.

C) WATERSHED MANAGEMENT **SCORE:** Click here to enter text.

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

0	1	2-3	4
Poor	fair	good	exceptional

In your review consider the extent to which this application:

- The project is specifically recommended in a plan other than the applicant's (i.e., in a basin plan, county land and water resource plan, local comprehensive plan) **or** local shoreland ordinance exceeds state minimums for water quality and habitat functions. *(Specifically means the project activity and lake name need to be mentioned. A generic reference to improving water quality or protecting habitat on lakes does not qualify.).*
- This project continues or completes an ongoing project in a DNR-approved plan or previously approved project that includes related resource goals and objectives. *(Simply implementing an approved management plan does not qualify; every project in the plan implementation category would score. Previous implementation activities must have taken place in past grants, priority watershed projects or under other DNR investments or approvals).*
- The project test new or innovative restoration techniques. *(Key words are restoration technique. A first-time application in the state. It is not innovative if we have funded it before in an LPT unless there is a substantially different component or refinement that significantly evolves the practice. Large wood introductions, coir logs, etc. are no longer innovative practices.). (Monitoring and education are not management techniques – refer to the main funded activity)*The applicant is a Green Tier Community Charter member. (Bayfield, Eau Claire, La Crosse Counties; City of Appleton, Ashland, Bayfield, Eau Claire, Fitchburg, La Crosse, Middleton, Monona, New Richmond, Oshkosh, Port Washington, Sheboygan, Wisconsin Rapids, Wauwatosa; Village of Bayside, Egg Harbor, Weston) or a Clean Waters Charter member (Dane County, City of Madison, Sun Prairie)

Comments:

Click here to enter text.

D) LEVERAGE **SCORE:** Click here to enter text.

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

0	1	2
poor	fair/good	very good/exceptional

Review any letters of support submitted with the application. All outside contributions to the project must be documented with a letter of support.

- Score zero points if no outside assistance has been committed to the project
- 1 point:
  - One or more outside entities commits to contribute financial assistance, in-kind donations or clearly describes the intent to conduct activities or that will enhance the applicant's ability to implement a successful project.
  - Outside entities do not include the consultant doing the work.
- 2 points:
  - More than one outside entity has committed assistance to the project with total committed financial or in-kind support exceeding 5% of the required match amount.

Comments:

Click here to enter text.

E) MEETING OBJECTIVES **SCORE:** Click here to enter text.

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

0	1	2	3
Poor	fair	good	exceptional

- Project proposal includes a list of property owner(s) and address(es) that have agreed to participate in a restoration project.
- Project has a public education component for lake residents and general public or will result in educational materials being developed.

Comments:

Click here to enter text.

F) CAPACITY **SCORE:** Click here to enter text.

The degree of detail in the application and the time frame within which it will be implemented.

0	1	2	3
Poor	fair	good	exceptional

- Applicant provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project).
- Project proposal clearly describes project objectives, methods and implementation timeline.

Comments:

Click here to enter text.

G) WATER QUALITY IMPROVEMENT **SCORE:** Click here to enter text.

The degree to which the project provides for the protection or improvement of water quality.

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

For **wetland restoration** projects, consider the extent to which this application:

- The size of the wetland restoration. Five acres may be a significant size in a watershed with limited wetlands.
- Project site has a direct hydraulic connection to the lake or the water quality benefits to a lake have been documented and approved by the DNR.
- Restores a farmed or converted wetland, hydrologic restoration i.e. ditch fills, tile disruption as opposed to vegetative restoration. *(A project that changes water level management to improve wetland function is considered equivalent to hydrologic restoration.)*
- Buffers a significant amount (~ 20%) of the contributing watershed area or analysis demonstrates it will significantly reduce pollutant loading to the lake (~10%).
- Project will help protect water quality in a Healthy Watershed . The project will help protect water quality in a Healthy Watershed that has *also* been assessed as vulnerable.

For **shoreland restoration** projects consider the extent to which this application:

Site Based Projects

- Project will result in the restoration of a significant amount of contiguous shoreline on the lake. 500 feet would be considered very good to exceptional
- Restoration goes beyond minimum standards set in 191.24(3).
- Restoration project will eliminate erosion that is currently impacting the lake from ice heave, surface water runoff, wave action or other sources.
- Restoration will reduce the impacts of a stormwater discharge such as drain tiles, drainage swales, stormwater outlets, or from impervious surfaces.
- Restorations include the removal of impervious surfaces such as riprap, seawalls, decks, and other structures.
- Project will help protect water quality in a Healthy Watershed
- The project will help protect water quality in a Healthy Watershed that has *also* been assessed as vulnerable.

OR

Technical Assistance Projects

- Project will provide technical assistance to riparian's and encourage adherence to the minimum standards set in s. NR 191.24 (3).
- The project includes a demonstration restoration site that meets the condition of NR s. NR 191.24 (3)

Comments:

Click here to enter text.

H) BONUS **SCORE:** Click here to enter text. (up to 6 points)

Review the grant intake checklist to award all bonus points.

- 1 point: the grant would be a first-time award of a Lake Protection: Wetland & Shoreland Habitat Restoration grant for the applicant.
- 1 point: the grant would be a first-time award of a Lake Protection: Wetland & Shoreland Habitat Restoration grant for the waterbody.
- 2 points: the applicant participated in a pre-application meeting with the appropriate DNR Lake Grant Coordinator.
- 2 points: the project proposal reflects the information covered during that meeting.

Comments:

Click here to enter text.

Overall comments on the proposal:

Strengths:

Click here to enter text.

Weaknesses:

Click here to enter text.

Technical comments:

Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

Issues to address prior to award, if any:

Click here to enter text.

Other comments:

Click here to enter text.

APPENDIX J7 -
SURFACE WATER GRANTS RANKING WORKSHEET

Lake Classification and Ordinance Development Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **H** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
Two types of projects are eligible under this subprogram. 1) The development of local regulations or ordinances that provide environmental and water resource protection. These could be shoreland zoning, stormwater management, or lake recreational use (slow no wake) ordinances. Any local government can apply for an ordinance development project. 2) County based lake classification projects to study the characteristics of lakes and assign them into different management classifications for the purpose of implementing lakes-based protection activities. Protection activities may be regulatory, land or lake use ordinance, or other best management practices for protecting and improving water quality or aquatic habitat. The highest scoring applications should address these elements. Only counties may apply for a lake classification grant.

A) PUBLIC ACCESS **SCORE:** Click here to enter text.

The availability of public access to, and public use of the lakes.

0	1	2
poor	fair/good	very good/exceptional

In your review consider:

- Score of zero
  - None of the lakes meet minimum public boating access standards as established by s. NR 1.91 (4) to (6)
- 1 point:
  - Lakes have mixed public boating accessibility
- 2 points:
  - More than half of the lakes in the project meet minimum public boating access standards, *or*
  - Public access to lakes will be enhanced by the project

Comments:

Click here to enter text.

B) WATERSHED MANAGEMENT **SCORE:** Click here to enter text.

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

0	1	2-3	4
Poor	fair	good	exceptional

In your review consider the extent to which:

- The applicant has adopted a comprehensive plan consistent with ss. 66.1001 Stats. and has a natural resources section that incorporates shoreland protections.
- The county where the project is located has completed or is working on a lake classification project but never completed a corresponding shoreland ordinance. The county, or town, proposes to adopt an ordinance relating to the lake classification.
- The County where the project is located adopted lake classification (for lake protection) and a shoreland ordinance prior to 2010.
- The applicant is a Green Tier Community Charter member. (Bayfield, Eau Claire, La Crosse Counties; City of Appleton, Ashland, Bayfield, Eau Claire, Fitchburg, La Crosse, Middleton, Monona, New Richmond, Oshkosh, Port Washington, Sheboygan, Wisconsin Rapids, Wauwatosa; Village of Bayside, Egg Harbor, Weston), or Clean Waters Charter member (Dane County, City of Madison, Sun Prairie)

Comments:

Click here to enter text.

C) PROJECT SUPPORT **SCORE:** Click here to enter text.

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

0	1	2
Poor	fair/good	very good/exceptional

Review any letters of support submitted with the application. All outside contributions to the project must be documented with a letter of support.

In your review consider the extent to which this application:

- Documents the commitment of support from an outside entity (e.g. town, county, lake organization or similar stakeholder) that pledges a financial contribution or in-kind match.
- External support ≥ $500 toward the development and promotion of a revised shoreland ordinance or ≥ 10% of the required match amount for a lake classification project constitutes very good support.

Comments:

Click here to enter text.

D) MEETING PROJECT OBJECTIVES **SCORE:** Click here to enter text.

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

0	1	2	3
poor	fair	good	exceptional

In your review consider the extent to which this application:

- Includes a diverse committee or advisory group (i.e. lake residents, contractors, realtors and lake users) has been formed and will guide this project.
- Has an information and education plan that includes 3 or more public outreach events (not public hearings) to provide information, discuss potential ordinance changes and gather input from the general public.

Comments:

Click here to enter text.

E) DETAIL & TIMEFRAME **SCORE:** Click here to enter text.

The degree of detail in the application and the time frame within which it will be implemented.

0	1	2	3
poor	fair	good	exceptional

In your review consider whether:

- Applicant provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project) w/in one year of project initiation

- Project clearly describes project objectives, methods and implementation timeline.

Comments:

Click here to enter text.

F) WATER QUALITY **SCORE:** Click here to enter text.

The degree to which the project provides for the protection or improvement of water quality.

0	1-2	3-5	6-8	9-10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Completes a new or substantially enhanced lake classification project that will provide the basis for improved resource protection as opposed to minor update or interim product.
- Specifically proposes one or more new regulations that meet or exceed state minimums for water quality protection such as: stormwater management; construction site soil erosion and sediment control; increasing building setbacks requirements or eliminate setback averaging; minimizing impervious surface; etc.
- Develops non-regulatory programs (other than information and education) that will specifically address water quality protection. (e.g. buffer incentive programs or countywide Lake management plans, shoreland restoration assistance)
- Describes regulations and programs meeting the criteria that are currently in place (Some consideration can be given to previous work) or how the project builds on previous lake classification work.

Comments:

Click here to enter text.

G) ECOSYSTEM **SCORE:** Click here to enter text.

The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, wildlife, native vegetation or natural beauty.

0	1-2	3-5	6-8	9-10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Specifically proposes new regulations that exceed NR 115 minimums.
- Specifically proposes to develop regulations to: increase minimum lot sizes or enacts shoreland buffer requirements the exceed NR 115minimums; eliminates boathouses as an allowed structure within the 75’ setback; etc.

- Extends protections beyond 300 foot of the OHWM for wetlands, woodlands, drainage ways, or environmental corridors through conservancy overlay districts or other development restrictions.
- Will define or recommend appropriate recreational activities or uses for environmentally sensitive areas within lakes or by classes of lakes.
- Proposes to develop innovative or expanded mitigation concepts (beyond minimal buffer restoration).
- If the application describes these regulations and programs meeting the criteria are currently in place or the project builds on previous lake classification work.

Comments:
Click here to enter text.

H) BONUS **SCORE:** Click here to enter text.

Whether the project is a first lake protection project for a lake.

Review the grant intake checklist to award all bonus points.

- 1 point: The lake has never received a lake protection grant before

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX J8 -
SURFACE WATER GRANTS RANKING WORKSHEET

Lake Protection: Lake Management Plan Implementation Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **H** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
Lake Plan Implementation projects assist eligible applicants with implementation of lake protection and restoration projects that protect or improve water quality, habitat or the elements of lake ecosystems. Eligible applicants must have completed a lake management plan and be applying for additional funds to implement the plan's DNR-approved recommendations. An additional eligibility requirement for funding in-lake restoration activities is that the sources or causative factors of the problems to be remediated should have been or very likely will be controlled prior to implementation. All applicants and applications must clearly demonstrate the organizational, institutional and financial capacity for successfully implementing the proposed project.

A) PUBLIC ACCESS **SCORE:** Click here to enter text.

The availability of public access to, and public use of, the lake.

0	1	2
poor	fair/good	very good/exceptional

Review the grant intake checklist for information on public boating access.

- Score of zero
  - No public access or does not meet minimum public boating access standards defined in s. NR 1.91 (4) to (6)
- 1 point:
  - Minimum public boating access standards met, *or*
  - Regional projects spanning multiple waterbodies (county, towns), unless further justification that all waterbodies are highly accessible is provided

- 2 points:
  - *More than one* of the following applies:
    - Exceeds minimum public boating access standards
    - Lake surface area exceeds 100 acres
    - The waterbody has significant other public access and use opportunities such as a public swimming beach; park or considerable public lands with accessible lake frontage; public fishing pier; platted access sites and road rights-of-way reaching the water's edge; private resorts or youth camps; as documented in the application

Comments:

Click here to enter text.

B) WATERSHED MANAGEMENT **SCORE:** Click here to enter text.

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

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Continues or complete the implementation (excluding planning, education and information activities) of a protection or restoration activity. Applicant must provide the degree of the success of the previous project and environmental improvements associated with the previous project. Benefits can be measured or modeled.
- The lake and a project activity is specifically recommended in a plan other than the applicant's (county's land and water resource plan, a local comprehensive land use plan, local storm water management plan.) Points can only be awarded when other plan includes specific implementation activities and demonstrated progress or capacity to successfully implement the activity.
- The applicant has conducted other water quality or habitat improvement projects that help support the success of the current proposal (including enacting ordinances but, excluding planning, education and information activities) and has demonstrated an ability to successfully implement previously funded projects.
- The applicant is a Green Tier Community Charter member. (Bayfield, Eau Claire, La Crosse Counties; City of Appleton, Ashland, Bayfield, Eau Claire, Fitchburg, La Crosse, Middleton, Monona, New Richmond, Oshkosh, Port Washington, Sheboygan, Wisconsin Rapids, Wauwatosa; Village of Bayside, Egg Harbor, Weston) or a Clean Waters charter member (Dane County, City of Madison, Sun Prairie)

Comments:

Click here to enter text.

C) LEVERAGE **SCORE:** Click here to enter text.

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

0	1	2	3	4
poor	fair	good	very good	exceptional

Review any letters of support submitted with the application. All outside contributions to the project must be documented with a letter of support.

In your review consider:

- Whether an outside entity or entities will provide any form of support or assistance to the project, especially by contributing money or in-kind donations to meet the required match amount.
  - Outside entities do not include the consultant doing the work.
- The *amount* of outside financial or in-kind match that is committed in writing.
  - A total outside contribution that is ≥10% of the required match amount constitutes good leverage.
- Whether the grant dollars will be used to leverage additional financial assistance to aid in completion of the overall project.
  - Bringing in double the grant award from another funding source constitutes exceptional leverage.
  - *This information must be documented in the budget section, the application must specifically reference the other funding source(s) and provide a letter of support or other documentation.*
- Whether outside stakeholder organizations and institutions necessary to successfully implement the project have provided letters of commitment detailing donated time, professional expertise, or funding.

Comments:

Click here to enter text.

D) MEETING OBJECTIVES **SCORE:** Click here to enter text.

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

0	1	2	3	4
poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- A diverse stakeholder group to the governing board of the applicants organization that includes lake residents, users, technical experts, and other local partners/stakeholders was formed, recommended and will provide the oversight of this project through implementation.
- An implementation schedule has been outlined, including schedule or project oversight of stakeholder team.

- Completes design and the cost estimate is based on either competitive bids or is consistent with the average costs of similar DNR-funded projects.
- Landowners have been contacted and agree in writing to participate in the installation of BMPs or project components.

Comments:

Click here to enter text.

E) CAPACITY **SCORE:** Click here to enter text.

The degree of detail in the application and the time frame within which it will be implemented.

0	1	2	3	4
poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Applicant describes capacity to complete a successful project
  - Capacity elements include personnel, partnerships, an engaged membership, strong relationships with other management organizations, technical expertise, and political and social support for the project.
- Applicant provides a project implementation plan and schedule which documents funding availability.
- Project proposal includes a detailed list of activities that describes project objectives, methods and implementation timeline.

Comments:

Click here to enter text.

F) WATER QUALITY IMPROVEMENT **SCORE:** Click here to enter text.

The degree to which the project provides for the protection or improvement of water quality.

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- For protection, oriented projects or activities, modeling or analysis demonstrates that the project will reduce pollutant loadings of the current total load OR prevent future or potential pollutant loadings of the predicted total load increase without the project.
- The watershed to lake area ratio is 10:1 or less.
- The lake is assessed as Fair Condition under WisCALM (watch water) or on the 303(d) list as a threatened waterbody.

- The project will help protect the water quality of a listed ERW or ORW lake.
- The project will help protect the water quality of a lake in a Healthy Watershed
- The project will help protect the water quality of a lake in a Healthy Watershed that has *also* been assessed as vulnerable. Modeling or analysis demonstrates that the Project will change a lake from Poor/Fair to Good, or Good to Excellent condition per WisCALM.
- The project as proposed post implementation is critical for meeting water quality standards or water quality goals included in a DNR-approved plan which may exceed water quality standards.

Comments:

Click here to enter text.

G) HABITAT **SCORE:** Click here to enter text.

The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish, aquatic life, wildlife, native vegetation or natural beauty.

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Develops and enacts a surface water use, or a local boating ordinance (e.g. slow no wake, electric motor only, etc.) or placement of waterway marker buoys that protects important shallow water habitats
- Describes how it will protect or enhance the habitat for state or federal threatened or endangered species, or species of special concern that is documented in the lake management plan, a sensitive area study or comparable habitat assessment.
- Restores or protects riparian habitat or impacted habitat as identified in the plan. Commitment to project implementation is documented in the application. Activities must be scale appropriate for the need of the lake.
- Restores littoral habitat through the re-introduction of coarse wood, aquatic plants or other approved materials. Commitment to project implementation is documented in the application.
- The lake is designated an ASNRI water.
- Actively and directly (not buoys, signs or education) protects or enhances a DNR critical habitat designation or sensitive area or similar ecologically important areas identified in the lake management plan approved by the DNR.
- Reconnects fragmented aquatic life or fishery habitat to allow access to historic spawning, nursery or rearing grounds.

Comments:

Click here to enter text.

H) BONUS **SCORE:** Click here to enter text.
(up to 6 points)

Review the grant intake checklist to award all bonus points.

- 1 point: The grant would be a first-time award of a Lake Protection: Lake Management Plan Implementation grant for the applicant.
- 1 point: The grant would be a first-time award of a Lake Protection: Lake Management Plan Implementation grant for the waterbody.
- 2 points: The applicant participated in a pre-application meeting with the appropriate DNR Lake Grant Coordinator.
- 2 points: The project proposal reflects the information covered during that meeting.

Comments:
Click here to enter text.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX J9 -
SURFACE WATER GRANTS RANKING WORKSHEET

Healthy Lakes Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **E** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

The DNR *may* consider the following factors when developing a project priority list:

A) WATER QUALITY **SCORE:** Click here to enter text. (up to 3 points)

The degree to which the project provides for the protection or improvement of water quality.

- Outstanding/Exceptional Resource Water or Healthy/Vulnerable Watershed (protection) or impaired water (improvement)

Comments:

Click here to enter text.

B) ECOSYSTEM **SCORE:** Click here to enter text. (up to 3 points)

The degree to which the project provides for protection or improvement of other aspects of the natural ecosystem such as fish and wildlife habitat, native vegetation or natural beauty.

- Adjacent to sensitive area, walleye or other documented fish spawning habitat, wildlife area, adjacent to state natural area, park, etc.

Comments:

Click here to enter text.

C) PUBLIC ACCESS **SCORE:** Click here to enter text. (up to 2 points)

The availability of public access to, and public use of, the lake.

- Amount of recreational use
- Public demonstration site

Comments:

Click here to enter text.

D) WATERSHED MANAGEMENT **SCORE:** Click here to enter text. (up to 1 point)

The degree to which the proposed project complements other lake and watershed management efforts including local comprehensive plans and the level of support from other affected management units or organizations.

Comments:

Click here to enter text.

E) PROJECT OBJECTIVES **SCORE:** Click here to enter text. (up to 5 points)

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

- All project participants have signed commitment pledges
- Adjacent properties are participants or have participated in the past
- Application includes multiple practices appropriate to the site(s)
- The practice costs are reasonable (relative to other apps)
- Completed lakeshore habitat assessment or similar inventory
- Long-term monitoring and/or compliance strategy described

Comments:

Click here to enter text.

APPENDIX J10 -
SURFACE WATER GRANTS RANKING WORKSHEET

River Planning Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **F** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
River Planning Grants are intended to assist local organizations in protecting rivers by helping to provide information on riverine ecosystems, by improving river system assessment and planning and by increasing local understanding of the causes of river problems. These grants are also intended to provide assistance in the formation of river management organizations and provide support and guidance to local organizations who are interested in helping to manage and protect rivers, particularly where resources and organizational capabilities may be limited.

A) ACTION **SCORE:** Click here to enter text.

The degree to which the project assists local decision-making or formation of a strategy to protect the quality of a river's ecosystem.

0	1-3	4-6	7-9	10-12
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- A higher scoring project will specifically mention issues to be addressed in the project relative to local decision-making or strategy development. An example might be an inventory or monitoring of water quality, fish, aquatic life, habitat, land use, or sociological information and a description of how that information will be used. Developing a strategic plan or similar document qualifies as long as the plan relates to actions directed at the ecosystem as well as capacity building. A higher-ranking project will specifically describe why the work is needed, who will do it, how and when it will be used in local decision-making, and how success of the project will be measured.

- An average project will mention issues to be addressed relative to local decision-making or strategy development. Examples might include an inventory or monitoring activity to gather data or information. Development of a strategic plan or similar document qualifies as long as the plan relates to actions directed at the ecosystem as well as capacity building. The proposal describes some linkages to local decision-making but is not that detailed.
- Projects on the lower scale will provide some assistance in local decision-making or strategy development but is not specific. For example, project may include new inventory or monitoring work, but without detailed management recommendations. Project proposal does not adequately explain the critical link to local decision-making or strategy development.

Comments:

Click here to enter text.

B) EDUCATION & INFORMATION **SCORE:** Click here to enter text.

The degree to which the project will enhance knowledge and understanding of a river's ecosystem.

0	1	3-4	5-6	7-8
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Builds public awareness/support and enhance knowledge and understanding of a river's ecosystem.
- Has well defined educational goals and objectives.
    - An extensive public education effort, beyond the standard level, may include videos, workshops, and multiple outlets for information
    - A standard level education effort may include newsletter, press release, school project, etc. Basic goals and objectives are stated and assessment effort generates new data or information important for educating the public or identifying management actions.
    - A limited education effort lacking specific goals and objectives may just consist of compiling existing data or obtaining small amounts of new data not specifically identified in a management plan as missing critical data.
- Involves working with a school or school systems in the collection of information or data where this information has been recognized as limited.

Comments:

Click here to enter text.

C) SUPPORTED IN PLAN/EFFICIENT USE OF FUNDS **SCORE:** Click here to enter text.
(add 1 & 2)

The degree to which the project is supported in a federal, state or local resource plan and makes efficient use of all other available funding sources.

1. The degree to which the project is supported in a plan.

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review, consider the extent to which this application implements one or more recommendations that is specifically described in a state, local, or federal resource plan. Implementing more recommendations or demonstrating the high priority of the project or recommendation will earn more points.

2. Makes efficient use of all other available funding sources.

0	1	2	3	4
Poor	fair	good	very good	exceptional

Review any letters of support submitted with the application. All outside contributions to the project must be documented with a letter of support.

- 1 point:
  - An outside entity will contribute money or in-kind donations to the required grant match amount.
  - An outside entity does not include the consulting performing the work
- 2 points:
  - Contributions amounting to ≥ 10% of the required grant match amount originates from one or more outside entities
- 3 points:
  - Contributions from outside entities make up ≥ 50% of the required grant match
- 4 points:
  - Project leverages other funding sources exceptionally well, as when outside contributions exceed the required match amount.

Example: Wisconsin River Association is sponsoring a river planning grant to develop a Watershed Land Management Plan. The total project cost is $10,000 with the state share of 75% or $7,500. The local share is 25% of the total ($2,500) and the County Lakes & River Association is providing $300 in cash as a donation to help with the local share (12% of applicant's total match requirement).

Comments:

Click here to enter text.

D) PUBLIC SUPPORT **SCORE:** Click here to enter text.

The degree of public support for the project.

0	1	2	3
Poor	fair	good	very good/exceptional

- 1 point:
  - Has specifically identified that one or more outside entities such as elected officials, municipal staff, interest groups, or property owners support the project.
- 2 points:
  - Includes a letter of support detailing that one outside entity is willing to conduct specific activities that will support project success or contribute financial assistance or in-kind support to the project.
- 3 points:
  - Includes a letter of support detailing that more than one outside entity is willing to conduct specific activities that will support project success or contribute financial assistance or in-kind support to the project.

Comments:

Click here to enter text.

E) ORGANIZATIONAL CAPACITY **SCORE:** Click here to enter text.

The degree to which the project assists creation or enhancement of a local river management organization and can demonstrate how the use of the funds will build the capacity of the organization to protect and restore the river and its ecosystem.

0	1-2	3-5	6-8	9-10
Poor	fair	good	very good	exceptional

Enhance means to positively impact the growth or effectiveness of an organization, as measured by expanded membership or income, or any other measurable indicator of growth or effectiveness. ***Effectiveness*** may be measured by such indicators as enhanced leadership or board function, the hiring of staff, long-range or strategic planning, establishing a web site, creating a financial system, or attainment of other specific measurable organizational goals.

An ***organizational assessment*** is a process that provides a detailed analysis of an organization's operations and assists in identifying areas in need of improvement. Assessments typically include the use of tools such as surveys, interviews or focus groups to gather information from an organization's Board, staff and volunteers to help them assess organizational strengths and prioritize areas in need of improvement. An assessment should include an action plan for addressing the prioritized areas of concern. Organizational assessments for nonprofit citizen groups typically cover areas including Strategic Planning, Board Development, Fundraising, Staffing, and Strategic Alliances. Such assessments may be provided by private consultants or individuals experienced in working with citizen organizations, University of Wisconsin-Extension staff, River Alliance of Wisconsin staff, and others.

In your review consider the extent to which this application:

- Results in the creation of a new organization to qualify as a River Management Organization. Example activities include public meetings to identify support for organization formation.
- Is located in an area that is limited in resources and organizational capabilities as demonstrated in the application. For example, a region of the state with few other RMOs or which has received little river protection funding.
- Has an impact on organization development, enhancement, or effectiveness. Examples include: activities may increase awareness of the organization (e.g. public event, brochures, development of newsletter), or build the organization's relational, membership, or organizational capacity.
- Includes a proposal to conduct a formal organizational assessment and prepare a document detailing the recommendations of that assessment.
- Indicates the organization has completed a formal organizational assessment and developed a plan to address needs and clear goals for capacity building and *this project supports that plan*.

Comments:

Click here to enter text.

F) BONUS SCORE: Click here to enter text. (up to 6 points)

Review the grant intake checklist to award all bonus points.

- 1 point: Grant would be a first-time award of a River Management grant for the applicant.
- 1 point: Grant would be a first-time award of a River Management grant for the waterbody (within the county).
- 2 points: Applicant participated in a pre-application meeting.
- 2 points: Project proposal reflects the information covered during that meeting.

Overall comments on the proposal

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX J11 -
SURFACE WATER GRANTS RANKING WORKSHEET

River Protection: River Management Grants

REVIEWER ID: Click here to enter text. **TOTAL SCORE:** Click here to enter text.

PROJECT TITLE: Click here to enter text.

Please rate the strength of the proposal using ranking criteria **A** through **F** and the point scale provided. Focus on the lettered headings with explicatory statements in bold. Bulleted comments provide ranking examples but are not exhaustive. **You must provide comments that justify and explain your score.** Include any final comments at the end of the ranking sheet, indicate strengths, weaknesses and identify areas a project manager should address prior to award. Your score should reflect your comments.

Program Objectives
River management grants are intended to provide financial assistance to implement management activities that will protect or improve streams, rivers and riverine ecosystems.

A) QUALITY OF RIVERINE ECOSYSTEM **SCORE:** Click here to enter text.

The degree to which the project will protect critical riverine ecosystems.

0-1	2-4	5-7	8-10	11-12
Poor	fair	good	very good	exceptional

In your review consider:

- Proposed management activity is located in, or geared specifically towards, a critical habitat segment of the stream system. Examples may or may not include headwater areas, endangered or threatened species habitat, critical spawning areas, etc.
- Level of ecological importance. (Projects with higher ecological importance should receive a higher score than projects with lower ecological importance.)
    - River segment has lower ecological importance and potential for the overall river ecosystem. Such as smaller tributaries.
    - River segment has average ecological importance and potential. For example, may be typical for class III trout streams or marginal warm-water sport fish (WWSF) classed streams.
    - River segment has good or potential for good ecological importance or protects against an imminent threat to its ecological integrity. For example, may be typical for average warm-water sport fish (WWSF) or class II trout streams.
- River has high or potential for high ecological importance. For example, may be typical for exceptional warm water sport fish (WWSF), Class I trout streams, high quality Class II trout streams, or Outstanding or Exceptional Resource Waters, Healthy Watersheds, etc.

Comments:
Click here to enter text.

B) HABITAT **SCORE:** Click here to enter text.

The degree to which the project will restore the quality of a river's ecosystem or aids in the linkage* or concentration of critical habitat.

*linkage can mean connecting critical habitats that are otherwise not connected or connecting existing restored habitat.

0-1	2-4	5-7	8-9	10
Poor	fair	good	very good	exceptional

In your review consider:

- The problem to be addressed by the project. Examples: stream bank restoration, instream habitat restoration, restore instream flow, fish barrier removal, dam removal, land use management, sediment/nutrient loading control.
- Size and impact of the project.
    - Project is small in overall ecosystem impact; the location of the project is isolated from other management activities or does little to improve the stream.
    - Project is moderate in overall ecosystem impact; Upstream or downstream segments to the project are of good quality, demonstrates moderate linkage and has some overall watershed benefits.
    - Project is above average in overall ecosystem impact; Upstream or downstream segments have been restored or protected. The project demonstrates very strong linkages to existing restored or protected critical riverine habitat.
    - Project is large in overall ecosystem impact and provides systemic water quality benefits such as reducing or eliminating an impairment, raising the segments classification, removing barriers to fish migration, or projects that expand or link existing public river recreational, fisheries or habitat management areas.
- Includes man-made dam removal.
- Facilitates fish passage accomplished through alternatives to dam removal.

Comments:

Click here to enter text.

C) MEETING OBJECTIVES **SCORE:** Click here to enter text.

The degree to which the proposed activities have a good likelihood of successfully meeting the project objectives and where the sources or causative factors of the problems to be remedied have been or very likely will be controlled prior to management activities.

0-1	2-3	4-5	6-7	8
Poor	fair	good	very good	exceptional

In your review consider the extent to which this application:

- Compliments other previous management work.
- An education strategy to promote the project and share results.
- Includes development of local ordinance or regulations to protect the river.
- Includes one or more measurable objectives (performance measures) that will be evaluated and reported on by the project applicant in the final report that will demonstrate the degree of project success.
- Modeling or detailed analysis (including sources and causative factors) demonstrates well-planned project with high chance of success. Cooperation agreements, permitting and other factors indicate timing is such that the project will proceed on schedule in a timely fashion.
- Sources or causative factors of problems have been or very likely will be controlled prior to management activities.

Comments:

Click here to enter text.

D) SUPPORTED IN PLAN/EFFICIENT USE OF FUNDS SCORE: Click here to enter text.
(add 1 & 2)

The degree to which the project is supported in a federal, state or local resource plan and makes efficient use of all other available funding sources.

1. The degree to which the project is supported in a plan.

0	1	2	3	4
Poor	fair	good	very good	exceptional

In your review, consider the extent to which this application implements one or more recommendations that is <u>specifically</u> described in a state, local, or federal resource plan. Implementing more recommendations or demonstrating the high priority of the project or recommendation will earn more points.

2. Makes efficient use of all other available funding sources.

0	1	2	3	4
Poor	fair	good	very good	exceptional

Review any letters of support submitted with the application. All outside contributions to the project must be documented with a letter of support.

- 1 point:
  - An outside entity will contribute money or in-kind donations to the required grant match amount.
  - An outside entity does not include the consulting performing the work
- 2 points:
  - Contributions amounting to ≥ 10% of the required grant match amount originates from one or more outside entities

- 3 points:
  - Contributions from outside entities make up ≥ 50% of the required grant match
- 4 points:
  - Project leverages other funding sources exceptionally well, as when outside contributions exceed the required match amount.

Example: Wisconsin River Association is sponsoring a river planning grant to develop a Watershed Land Management Plan. The total project cost is $10,000 with the state share of 75% or $7,500. The local share is 25% of the total ($2,500) and the County Lakes & River Association is providing $300 in cash as a donation to help with the local share.

Comments:

Click here to enter text.

E) PUBLIC SUPPORT **SCORE:** Click here to enter text.

The degree of public support for the project.

0	1	2	3
Poor	fair	good	very good/exceptional

- 1 point:
  - Has specifically identified that one or more outside entities such as elected officials, municipal staff, interest groups, or property owners support the project.
- 2 points:
  - Includes a letter of support detailing that one outside entity is willing to conduct specific activities that will support project success or contribute financial assistance or in-kind support to the project.
- 3 points:
  - Includes a letter of support detailing that more than one outside entity is willing to conduct specific activities that will support project success or contribute financial assistance or in-kind support to the project.

Comments:

Click here to enter text.

F) BONUS **SCORE:** Click here to enter text.
(up to 6 points)

Review the grant intake checklist to award all bonus points.

- 1 point: The grant would be a first-time award of a River Management grant for the applicant.
- 1 point: The grant would be a first-time award of a River Management grant for the waterbody (within the county).

- 2 points: The applicant participated in a pre-application meeting with the appropriate DNR River Grant Coordinator.
- 2 points: The project proposal reflects the information covered during that meeting.

Overall comments on the proposal:

Strengths:
Click here to enter text.

Weaknesses:
Click here to enter text.

Technical comments:
Click here to enter text.

Were goals and objectives clear? Yes ☐ No☐

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

Other comments:
Click here to enter text.

APPENDIX K -

Clean Boats, Clean Waters

Aquatic Invasive Species Prevention Grant Program

Clean Boats, Clean Waters (CBCW) is an aquatic invasive species (AIS) prevention subprogram through which volunteer or paid staff conduct boat and trailer inspections and educate boaters on how to prevent the spread of AIS at boat landings. CBCW grants provide funding to eligible applicants to help with the cost of running a CBCW program that helps prevent the introduction of aquatic invasive species in Wisconsin's surface waters or limits the spread of aquatic invasive species that may already be present.

What are Eligible Projects?

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

Who May Apply?

Cities, towns, villages, counties, tribes, lake protection and rehabilitation districts, qualified lake associations, qualified river management organizations, and qualified nonprofit organizations are eligible to apply. Other eligible applicants include private and public colleges, universities, technical schools, state and federal natural resource or land management agencies and FERC-licensed hydroelectric corporations.

What Cost Sharing is Available?

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

What Time Period Do the Grants Cover?

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

What Project Activities are Required?

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

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

When are Applications Due?

Applications are due December 10th to: DNRCBCWGrants@Wisconsin.gov

Electronic submission is preferred, but applications can also be mailed to the address below as long as they are postmarked by December 10. Incomplete applications will not be funded and will be returned to the applicant. Application forms and guidance on the CBCW grants can be found at: http://dnr.wi.gov/lakes/cbcw/

How it Works…The Application:

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

Your application will be reviewed and if everything meets the CBCW program requirements, the DNR will complete and sign the grant agreement. A copy of the completed grant agreement will be returned to you and an advance payment will automatically be processed and mailed to the address in the application.

How it Works…Project Implementation:

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

How it Works…Final Reporting & Final Payment Process:

When data entry into SWIMS is completed, the project grantee should complete a *Grant Payment Request & Worksheet* (Form 8700-001). All project expenses and any donations, including the total of all volunteer time, must be listed on the worksheet. The completed form is submitted to email address below and no additional invoices, check copies, or documentation is required. Eligible expenses include any of the following:

1. Payment to inspectors or in-kind donation of volunteer inspector hours
2. CBCW clothing or supplies from UW-Extension Lakes
3. Costs related to administration of the program or entering hours into SWIMS
4. Time spent at CBCW workshops or training

Note: Mileage is not an eligible expense.

DNR staff will verify data entered into the SWIMS database matches the staff and volunteer time claimed on the worksheet. A check reimbursing eligible project expenses will then be mailed to the address in the grant application.

DNR CBCW Contact

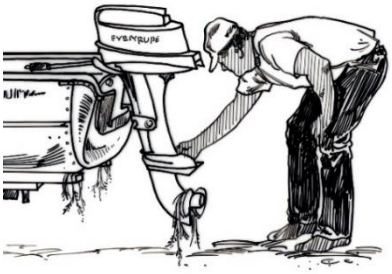
Laura MacFarland
WI Department of Natural Resources
107 Sutliff Avenue
Rhinelander, WI 54501
(715) 365-8920

Submit completed grant applications and reimbursement requests to:
DNRCBCWGrants@Wisconsin.gov

Helpful Links

https://dnr.wi.gov/lakes/cbcw/

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



Appendix L -

L1. Section 1-7 Application Instructions

for completing a Surface Water Grant application

BEFORE YOU START

How to Prepare

The first step to successfully securing funding should occur well before the application deadline. You must first determine your organizations' eligibility to receive grant funding. If you have never applied for or received a grant before, you should contact your regional Environmental Grant Specialist to determine and potentially establish funding eligibility. See the "Is your organization eligible" section below. We suggest starting this process early, at least six months prior to the grant application deadline listed below.

Next, at least a month prior to the application deadline, you should schedule a meeting with your Department of Natural Resources (DNR) regional Surface Water Grant coordinator to discuss a project for which you intend to seek financial support. Many surface water grant programs are very competitive, and this pre-application meeting is likely to positively influence the quality of your application.

Is your organization eligible to apply for a grant?

Wisconsin Statutes identify counties, towns, cities, villages, WI tribes, sanitary districts, protection and rehabilitation districts, and school districts working with another eligible applicant as automatically eligible to apply for surface water grant funding. Lake and River Management Organizations and some nonprofit organizations may be eligible recipients, too. These organizations must first submit an application for eligibility that will help determine whether they qualify for surface water grant funding. Select the appropriate application for eligibility form below:

- Form *#8700-226 for Lake Management Organizations,*
- Form *#8700-287 for River Management Organizations, or*
- Form *#8700-290 for Nonprofit Organizations and Nonprofit Conservation Organizations*.

Warning: Many current browsers do not open PDF forms properly:

10. From a **desktop computer**, download the PDF form (right-click on the link, then select "Save link as" or "Save target as")
11. Make a note of the file location and file name so you can access the file from your device.
12. Do not double-click the file. Open the **Adobe Reader** software then select "File > Open" then browse to the PDF file you saved on your device.
13. The forms are designed to react to the information you enter. Always fill them out on a computer.

See PDF Help for additional information.

Any group that is not a county, town, city, village, Wisconsin tribe, sanitary district, protection and rehabilitation district, or school districts working with another eligible applicant new applicant should submit the application for eligibility well in advance of the grant deadline. You should send your application to your regional Environmental Grant Specialist no later than six months before the application deadline. If you have any questions about your eligibility or how to submit your application for eligibility, contact your Environmental Grant Specialist.

Meet with your lake, river, or AIS grant coordinator (regional biologist)

We suggest that all applicants meet with their regional Surface Water Grant coordinator at least one month prior to the application deadline. Call your grant coordinator to schedule a meeting. The purpose of the meeting will be to discuss or develop a project for which you intend to seek financial support. The grant coordinator can help you identify your project needs and can provide advice on how to develop a strong application. They can also help you identify and remove any activities that are ineligible for funding and not supported by the program. Without this pre-meeting, your application will not score as high during the ranking process, which will adversely affect your chances of receiving funding. Many surface water grant programs are very competitive, and this pre-meeting process can enhance the quality and competitiveness of your application.

Application submission deadlines:

Accepted Year-round	• AIS-Early Detection and Response Projects • AIS-Maintenance and Containment Projects
December 10th	• Lake Management Planning • Lake Classification & Ordinance Development • AIS-Education, Prevention and Planning Projects • River Protection Planning
February 1st	• Lake Protection • AIS-Established Population Control Projects • River Protection Management

How to submit your surface water application:

- Email: DNRSURFACEWATERGRANTS@wisconsin.gov *(preferred)*
- Mail: Surface Water Grants Manager – CF/2, 101 S Webster St, PO Box 7921, Madison, WI 53707-7921 *or*
- Drop off: 101 S Webster St, Madison WI 53707

A complete application includes the surface water grant application form and all attachments required for the type of project for which you are applying. Contact your DNR regional AIS/Lake/River Coordinator or Environmental Grant Specialist if you have questions or need clarification on any requirement. If email size (including attachments) exceeds 15 megabytes (MB), send documents in multiple

emails. If mailing, your completed application must be postmarked by the deadline date.

Instructions for Emailing Surface Water Applications:

- **Step 1**: Open the Surface Water Application.
- **Step 2**: Save the blank application to your computer.
- **Step 3**: Complete the application on your computer using Adobe Acrobat reader.
- **Step 4**: Save the completed application to your computer.
- **Step 5**: Complete, print, sign, scan and save the Authorizing Resolution as a PDF.
- **Step 6**: Complete support documentation specified in Section 6 and save as scanned PDFs or Word files.
- **Step 7**: Open your email and create a new email to: DNRSURFACEWATERGRANTS@wisconsin.gov
  Step 8: In the Subject line of your email, enter the type of grant for which you are applying, the county where the project is located, and the applicant's name (reference section 1 of the application for grant name types). **Example:** (Large-Scale Planning, Oneida Co., Eagle River Lake Association).
- **Step 9**: The application materials should be saved in PDF format, and not exceed 15 MB in size. Only the completed application form and materials specified in Section 6 will be considered during ranking. If email size (including attachments) exceeds 15 MB, send documents in multiple emails.
- **Step 10**: All applications must be received on or before 11:59:59 pm on the day the application is due.

WRITING THE APPLICATION

Section 1: Application Type

Check the box next to the project type that most closely describes the project for which you are seeking grant funds. Your surface water grant coordinator can help you identify the most appropriate grant type. In addition, you may consult the Surface Water Grant Applicant Guide for more information on each of the Surface Water Grant subprograms.

Section 2: Applicant Information

The Applicant Information section collects background and contact information for your organization. The information requested is mostly self-explanatory.

Project Title: Give a descriptive title for the project that includes the name of the waterbody and/or project area (60 characters).

Applicant Name: Enter the organization, municipality or Tribal name.

Organization Type: Click on the dropdown arrow and select the appropriate organization type. Options are limited to: county, city, village, town, WI tribe, sanitary district, lake

district, hydroelectric corporation, other local governmental unit as defined in s. 66.299, Wis. Stats., school district, qualified lake association, qualified river management organization, qualified nonprofit organization or qualified nonprofit conservation organization.

Authorized Representative Name and Title: All grant applications will include an authorizing resolution. The resolution authorizes the representative to file the surface water grant application on behalf of the organization. The Authorized Representative must be the person whose name or position appears on the authorizing resolution (see the Sample Authorizing Resolution), and the resolution must be approved by the applicant's governing body. Applicants are encouraged to designate a position, such as "County Conservationist", "Mayor", or "Treasurer" as opposed to naming a specific individual. Using a position title eliminates the need to approve and submit a new resolution, should staff within the designated position change. The Authorized Representative typically performs the following duties on behalf of a successful grantee:

1. Signs and submits the grant application
2. Signs a grant agreement between applicant and the DNR
3. Submits quarterly and final reports to the DNR following the terms of the grant agreement
4. Submits grant payment requests to the DNR
5. Signs and submits other required documentation

The Authorized Representative must be a member, employee, commissioner or board member for the sponsoring governing body or organization**. A consultant hired by the applicant may not be named as authorized representative for the project.**

Authorized Representative Address: The address listed on the application should be the address of the organization and not a personal address. If the grant is awarded, this is the address where checks or any other grant related communications will be sent.

Contact Representative Name: The contact representative is the person the applicant designates to perform day-to-day management and coordination of the project. The contact representative may or may not be the same person as the authorized representative. The applicant may choose to designate a consultant as the contact representative.

Qualified Organization: If applicable, indicate Yes or No if you have been approved as a qualified organization. If no, you must apply to become a qualified organization before applying for or receiving financial assistance from the Department of Natural Resources under ss. 30.92, 281.68 and 281.69, Wis. Stats**.**

Section 3: Project Information

Waterbody Name: Provide the name of the waterbody where the project is located. If the project occurs on multiple, but fewer than 10 waterbodies, enter each name. If the project is located on more than 10 waterbodies, describe the project's geographical region.

Waterbody ID (WBIC): Provide the WBIC associated with the waterbody if possible. WBICs can be found by zooming in to the waterbody and clicking on it on the DNR Surface Water Data Viewer.

Proposed Start Date: If applying for grants with a December 10 deadline, the start date is Feb 15 of the following year. If applying for grants with a Feb 1 deadline, the start date is April 15 of the same year.

Proposed Ending Date: The project end date must be either June 30 or December 31 of the year you plan to complete your project. Projects should take no longer than three years to complete. All expenditures must occur by the project end date. Final reports and payment requests with supporting documentation must be submitted within six months after the project end date.

Project Area: Check the box that best describes the project area.

County: Enter the county where the project is located. If the project applies to more than one county, hold down the Ctrl key on the keyboard and right click on multiple counties. If the project is being conducted statewide, select "Statewide".

Public Access: Indicate with a **Yes** or **No** if there is public access on the waterbody where project is being proposed. A map should be attached with application materials that shows the project area with public access points indicated clearly as described below. Regional and county-wide projects should include a map showing the entire project area, indicating the waterbodies to be addressed by the project and which of those have public access. Statewide projects do not need to include a map.

You can use the Surface Water Data Viewer to create your map. The map should identify public and private boat launch facilities, parks, public swimming beaches, public fishing piers, platted access sites, road right-of-ways reaching the water's edge, and publicly owned lakeshore. The surface water data viewer has a boat access, parking lot and shore fishing layer (use "Locate and Identify" to find your lake, then under Basic Tools / Show Layers, activate the Boat Landings and Access Layer. To add extra access points or parks, you can right-click on the map and "Draw a Point" and "Add Some Text". You can print your map from the Surface Water Data Viewer under Basic Tools / Print.

If project area is an individual lake or river segment, answer the next two public access questions.

Number of Public Access Sites: Indicate how many public access sites are located around the waterbody (including boat launches and walk-in).
Number of Public Vehicle Trailer Parking Spaces: Indicate how many vehicle and trailer parking spaces are available at each boat landing.

Laboratory Sample Analysis: Indicate **Yes** or **No** if your project will require laboratory samples. All samples are to be processed at the Wisconsin State Lab of Hygiene unless they do not offer the given test or you can demonstrate substantial project efficiencies are

associated with use of a different lab. Use of a different lab must be approved by the program in advance. Email your surface water grant coordinator to discuss eligibility. If the samples will be processed at the Wisconsin State Lab of Hygiene or another Surface Water Grant Program-Approved Laboratory, check yes. Please indicate the name of the laboratory if it is not the Wisconsin State Labe of Hygiene. All applications requesting laboratory sample analysis are required to fill out the Surface Water Grant Project Lab Costs Form (8700-360).

Pre-application grant scoping consultation meeting: Indicate **Yes** or **No**, if you conducted a pre-application meeting with a DNR AIS/Lake/River Grant Coordinator or other DNR representative as discussed in the "Before You Start" section. If yes, enter the date of the meeting (month/day/year) ___/___/___ and name of DNR contact.

Name of DNR Contact: Enter the name of the DNR AIS/Lake/River Coordinator, Environmental Grant Specialist, or Real Estate Specialist you met with.

State Assembly District Number: Enter the State Assembly District Number.

State Senate District Number: Enter the Senate District Number.

Legal Description: Provide the name of the city/town/village in which the project will be located. Use the Locational Finder to determine the town, range, and section. If applying for River Management or Lake Protection Grant, provide the latitude and longitude and include in the legal description by quarter and quarter-quarter section.

Section 4: Federal Nonpoint Source Program Funding Eligibility – *For Lake Protection or River Protection Grants Only*

Some Lakes/Rivers projects may also be eligible for Federal Nonpoint Source Program (Clean Water Act Section 319) grant funds. To be eligible for these federal funds a project must meet **both** of the following requirements:

1. The project focuses on reducing nonpoint source pollution by implementing at least one of the best management practices mentioned in NR 154.04.
2. The project implements the goals and recommendations of an EPA-approved watershed-based plan that meets EPA's "9 key elements."

If your project falls within the area of a 9 Key Element plan, list the name of the plan and the year of expiration in the box provided. You can search for 9 Key Element plans and their expiration dates at: https://dnr.wi.gov/topic/Nonpoint/9keyElement/planMap.html.

Section 5: Cost Estimate and Grant Request

If your project has financial support from external organizations (*e.g*., school, town, county, nonprofit other management organization.) list the supporting organization's name, and identify the type of support (*e.g.,* volunteer labor, cash, donated equipment, *etc*.) they will be providing. Quantify or describe the amount of amount of support they have pledged to provide**.** Each supporting contribution you list must come with a letter of support from the contributing entity verifying the nature and amount of support to be provided. Letters of support are required to receive full points during ranking for questions regarding external financial support/commitment.

Indicate **Yes/No** if you know there are Federal dollars being used for the project. If yes, list the source of the funds.

Project Budget

A project budget is an estimated financial representation of the proposed statement of work. A proposal's budget should demonstrate how the applicant will achieve the project's objectives with an appropriate amount of resources. A budget should also demonstrate that the applicant's costs are fair and reasonable. When submitted, a budget represents the applicant's best estimate for the project's costs. If grant funding is awarded, the grantee will be required to adhere to the budget's structure for the life of the project. Therefore, the applicant must strive to make the project budget as accurate and complete as possible prior to submission. Once grant funding is awarded, the grantee may seek the DNR's approval to revise a budget if the nature of the change does not significantly alter the scope of the project activity.

Project budgets include categories and activities within each category. Costs associated with each project activity should be included in the budget and can be shown as cash or donated values. Click on the +/- sign to add or subtract lines in the budget portion of the grant application.

Note: Healthy Lakes Applications – You will be entering budget information in Section 8 of the application first which will then fill out the budget table. Additional instructions specific to Healthy Lakes grant applications can be found on the Healthy Lakes website. A Healthy Lakes Application Tutorial video is also available at that link.

Project Costs

The project costs are divided into five columns- Categories, Activity, Time (hr.), Cash Costs and Donated Value. Enter your projected costs for each applicable cost category, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value.

> Costs for Each Category: Categories are defined as major cost classifications. You can use the default set of categories by clicking on the pop-up box icon to the right of the category column, create new or edit existing categories. Common cost categories are described below.

Activity: List all activities within each category. Activities are aligned with the project objectives and are subdivided by reimbursable expenses and grantee's match. Click on the + sign to the right of the chart to insert lines and click on the – sign to the left of the category column to remove lines.

Time (hr.): Enter estimated number of hours needed to complete an activity relevant to the cash cost.

Cash Costs: are those costs the applicant expects to incur specifically for the project and will be paid in cash, either from the applicant's bank account or with grant funds.

Time (hr.): Enter estimated number of hours needed to complete an activity relevant to the donated value.

Donated Value: includes the value of donated labor, services and goods that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means. **Note:** Often, project costs are paid by in-kind or cash contributions. In-kind contributions are those wherein a value of the contribution can be readily determined, verified and justified but where no actual cash is expended in securing the goods or service comprising the contribution. Example: Donation of volunteer time or work space. Cash contributions are actual cash transactions. Example: Compensated faculty and staff time to a project or purchasing of equipment.

Common Cost Categories

1. Administration: includes project administrative costs, time for administering the DNR grant, and coordination of project staff/employees/volunteers.

2. Associated Acquisition Costs: Enter the sum of eligible land acquisition costs other than the value of the land or easement itself. Eligible costs include the project cost for appraisals, land survey fees, required relocation expenses, land stabilization costs, title insurance, attorneys fees up to $2,000, closing and recording fees, historical and cultural assessments (if required by the DNR), baseline documentation (required for conservation easements), and the cost of environmental audits. Building demolition may be an eligible cost based on the degree to which the demolition contributes to lake protection or restoration. Ineligible costs include environmental clean-up costs, brokerage fees paid by the buyer, appraisal fees paid by the seller, real estate transfer taxes, and any other cost not listed above as an eligible cost.

3. Consulting Services:

   Cash Costs include the full cost of the consulting contract(s) for the project.

Donated Value includes the value of donated professional consulting services valued at the rate the professional person actually receives for similar work performed for pay and documented by invoice or donated professional services worksheet.

4. Depreciation On Equipment: If you are purchasing equipment for the project, or accepting donations of equipment use, please consult with your regional DNR Environmental Grant Specialist for information on the lakes grant equipment depreciation and hourly use policy.

5. Donated Equipment Use: See number 4.

6. Donated Services: Includes services of volunteers or staff who are unpaid or professional services donated by vendors, the value of which must be documented by professional invoice or Donated Professional Services worksheet and summary form.

7. Fee Simple or Easement Acquisition Value: Land value for grant purposes must be certified by a DNR Appraisal Reviewer. Enter the certified value of the land or easement that you intend to purchase in the application. If you don't know the certified value because your appraisal has not yet been certified by DNR Appraisal Reviewer, list the value indicated on the submitted appraisal. If all or part of the value of the land will be donated, enter the donated portion of the value in the Donated Value column, and the remainder, if any, within the Cash Cost column. Note: The cost of acquisition of any 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 grant program is not an eligible cost.

8. Non-State Lab of Hygiene (SLH) Laboratory Costs: Enter on this line the costs of laboratory work at non-SLH laboratories. You must complete a Surface Water Grant Project Lab Cost form with your regional DNR Lake Coordinator and submit it with your application. You must have prior approval from the DNR to use a laboratory other than the State Lab of Hygiene.

9. Permit Costs: Enter the costs for required permits (permit must be related to a project implementation). If a permit(s) is required for your project, submit the permit application to the DNR through the appropriate established permit process. Any permit information included in the grant application packet will not be processed.

10. Purchased Services:

    10 a. Printing and Mailing: Estimate the cost of these services related to the project

    10 b. Other Purchased Services (specify):

10 c. Plant Material: Plant, seed, mulch and erosion control materials. Rock rip-rap for erosion control must have prior approval from the DNR and should be identified under 'Supplies.'

10 d. Supplies (specify): Supplies are consumable items, including office supplies, personal protective gear, and field supplies.

11. Salaries:

    Cash Costs includes salaries, hourly wages, and employee benefits paid by the applicant to its own employees for work directly related to the grant project and documented by time sheets and payroll records.

    Donated Value includes the value of labor donated to the project. The value of such labor is limited to a maximum value of $12.00 per hour.

12. State Lab: If your project includes the collection of samples and analysis at a lab including the Wisconsin State Lab of Hygiene, you must complete a Surface Water Grant Project Lab Cost form with your regional DNR Lake Coordinator and submit it with your application. Enter the total cost for testing from that form under Cash Cost.

13. Supplies: Office or equipment expenses directly related to the grant project.

14. Travel & Training: Costs and hours associated with staff training necessary for project implementation. Travel and Training activities should be identified in the project application. Mileage may be an eligible expense and is limited to Federal IRS business rates for the year mileage is incurred.

15. Other: List costs that are needed to implement the project but are not captured in the dropdown list.

Example Budget

Project Budget

Costs for Each Category	Project Costs: Activity	Time (hr.)	Cash Cost	Time (hr.)	Donated Value	Subtotal
Wages & Emp. Benefits	Project Administration & Communications	50	2,000.00	50	2,000.00	$4,000.00
Consulting Services	Point-Intercept Survey		1,555.00			$1,555.00
Consulting Services	Master Plan and Implementation Strategy	200	10,000.00	40	2,000.00	$12,000.00
Wages & Emp. Benefits	GIS/Mapping Services			20	800.00	$800.00
State Lab	State Lab of Hygiene		909.00			$909.00
Travel & Training, Volunteer Serv	Travel (Mileage @ 0.58/mi)	400	232.00			$232.00
Subtotals			14,696.00		4,800.00	$19,496.00
Override Default State Share Percentage:	**Alternative State Share %**				**Total Project Cost Estimate** (Cash + Donated Value)	$19,496.00
					State Share Requested	$13,062.32

Subtotal: The Budget table will automatically calculate each activity line item working from left to right within a row.

Total Project Cost Estimate: The Budget table automatically calculates the Cash Cost plus the Donated Value columns.

State Share Requested: The Budget table automatically calculates the state share based on the grant type % allowed. The amount on this line will not exceed the dollar amount for the total cash cost of the project.

Override Default State Share Percentage: If you are requesting less than the maximum state share for your project, check the box labeled "Override Default State Share Percentage," then enter a new state share percentage in the "Alternative State Share %" field. The value must be less than the maximum state share allowed by grant type.

Section 6: Attachments

When your application is complete and ready to submit, remember to include the following which are required for all grant applications:

- Authorizing Resolution (Sample Authorizing Resolution),
- Letter of commitment for donated cash or time (if applicable),
- Map of project location,
- Surface Water Grant Project Lab Cost form (if applicable), and
- Land use agreements (if applicable). Land use agreements are required for projects happening on state owned lands.

Only attachments specified in Section 6 will be considered during application review. Supplemental materials will not be reviewed during ranking.

Section 7: Certification

The Authorized Representative should review and sign this section.

If submitting this application via email, type your name on the signature line and select the date that the application was signed. Save the application to your computer and attach the application to an email addressed to: DNRSURFACEWATERGRANTS@wisconsin.gov.

All applications must be signed and dated by the representative authorized by resolution of the applicant's governing body prior to submission to the DNR. See additional information under Section 2: Applicant Information, above.

Additional Instructions by Grant Type:

- **AIS Established Population Control** – You must select a project type before you can complete the rest of the application. At least one of the following shall apply:
    - The project implements a DNR-approved recommendation from a lake or aquatic plant management plan with a date of no more than 5 years prior to the year in which first grant deadline for the current cycle occurs (December 10), and which has been adopted by the applicant
    - Purple loosestrife biocontrol
    - Recommended in or authorized under a county, state, federal, watershed, or other management plan approved by DNR

  Next, you must answer Yes/No to the following question:
  Are you applying for funding for control aquatic invasive species? If you answer Yes, a worksheet with additional questions will open. Fill out the worksheet and describe the extent of the aquatic invasive species problem and the strategy for control. This worksheet is intended to provide objective information for grant reviewers to review the proposed project. Fill in as much of the information as possible as failure to do so may lead to a reduction in the review score. Click on “Add Species” button to begin another worksheet if the project will include AIS control for multiple species.

L2. Section 8 Application Instructions

Section 8: Project Description

This document outlines what should be mentioned in each part of the project description with additional suggestions by grant type at the end of the document. In developing your project and writing your application, it will help to refer to the grant ranking worksheets to understand how project applications are scored by review teams. Ranking worksheets are published in the Surface Water Grants Program Applicant Guide, Appendix J1 – J11.

Note: Section 8 has a total limit of 10 pages (except Healthy Lakes applications). Ranking teams will not review material for Section 8 beyond this limit.

A. Phased Projects: Is this project being completed in phases? (1,000 character limit)

- A phased project may contain multiple grant applications submitted during a single grant cycle or over the course of several grant cycles.
- To be considered a phased project, activities in one grant application must directly relate to other phases so that completion of one phase is dependent on completion of previous/concurrent/future phases.
    - For example, an applicant submits two large-scale lake planning grant applications with an overall goal of completing a lake management plan. The application for phase one covers all sample costs, surveys, and modeling, while phase two contains all the work needed to plan and write the lake management plan. In this case, it is a phased project since the completion of each phase is dependent on the other phase getting funded.
- If yes, briefly explain where this phase fits into the whole project including any work done previously and any expected work in future phases.
- If no, proceed to part B.

B. Project Summary (2-3 Sentences – 500 character limit)

- Briefly describe the scope of the project in 2-3 sentences.
- This should be a short description of the overarching goals of the project and/or work that will be completed during the grant period.
- This may serve as a project description for the grant in program promotional materials if the grant is awarded.
- Example project summaries:
    - This project will result in a lake management plan for Blue Lake. The project will collect and consider baseline data, describe historical management actions, identify stakeholder values and goals, present modelled nutrient loads (PRESTO) and reductions (STEPL), identify sources of stressors and threats, and will ultimately recommend activities to protect and restore Blue Lake.

- We intend to reduce the frequency of occurrence of Eurasian Watermilfoil in Yellow Lake from 20% to 10% using an integrated pest management strategy combining hand pulling, small-scale targeted chemical treatment with a fast-acting herbicide, and prevention using CBCW. Management will include pre- and post-treatment evaluation following standard DNR protocols, including point-intercept surveys, herbicide concentration monitoring and quantification of biomass removed.

C. Project Area & Public Access/Use (2,000 character limit) –

- Describe where the project will take place, the size, depth, type, and name of waterbody and the surrounding land use. Much of this information can be found on the DNR webpages below:
  - For lakes, search for the associated DNR lake page.
  - For rivers or other water bodies, use the DNR WATERS database and search the waterbody by name or Water Body ID Code (WBIC).
  - For watersheds use the DNR WATERS database and search by watershed name or Hydrologic Unit Code (HUC) number.
- Use the DNR's Surface Water Data Viewer to determine if the waterbody is an Outstanding Resource Water/Exceptional Resource Water (ORW/ERW), Area of Special Natural Resource Interest (ASNRI), designated as 303(d) Impaired Water, or other classification.
- Identify if your project will affect any rare species using the Natural Heritage Inventory.
- Will the project take place in an area designated as critical habitat? Critical Habitat is defined as offering critical or unique fish and wildlife habitat, including seasonal or life stage requirements, or offering water quality or erosion control benefits to the body of water. Examples of critical habitat include:
  1) Space for individual and population growth and for normal behavior
  2) Cover or shelter
  3) Food, water, air, minerals or other nutritional or physiological requirements
  4) Sites for breeding and rearing offspring, germination or seed dispersal
  5) Habitats that are protected from disturbances or are representative of the historical geographical and ecological distribution of the species.
- Include statistics on public use of the waterbody.
- Attach a map of the waterbody and project area that identifies all public and private boat launch facilities, parks, public swimming beaches, public fishing piers, platted access sites, road right-of-ways reaching the water's edge, and publicly owned lakeshore.
- Public access maps required for all projects, even multi-county or regional projects.
- For AIS grant applications, tell us if the species is isolated (few other populations in the region or watershed) using the "Find Location" tool in the Lakes and AIS Viewer. You can display invasive species data using the "Show Layers" function under the "Maps & Data" tab at the top of the page.

D. Problem Statement (2,000 character limit) –

- Provide a clear and concise description of the issue(s) that this project will address.
- Why is the project being proposed?
- How does the problem relate to water quality and habitat?
- Identify if there are specific fish, wildlife or plant species whose habitat will be improved from the project, especially those listed as rare, threatened or endangered or of special wildlife concern.
- By what process was the problem identified and consensus reached that a grant was needed?
- Describe any past attempts to address the problem.
- What is the extent of the problem now? Quantify the problem by using standard metrics if possible.
- What will the extent of the problem be after the project? Quantify the extent or magnitude of the problem or effort. For AIS control projects, describe the size, location or frequency of occurrence of the population of invasive to be controlled and the portion or percent of the waterbody impacted. Management projects should describe the feet or miles of shoreline to be restored or protected or the pounds of phosphorous loading that are likely to be reduced.

E. Project Description and Timeline Matrix

- This section is meant to describe the goals and activities to be completed as part of the grant as well as what deliverables or outcomes are expected by project end.
- It is important to be detailed, but concise in this section as Section 8 has a 10-page limit.

1. Goals/Objectives (2,000 character limit per goal, 5 goal limit) –

- Describe the specific goals and objectives of your project. Goals and objectives help define project outcomes and should be tied to an activity and project deliverable. Project goals and objectives should address how the project will restore or protect water quality or aquatic ecosystems and habitat.
- A goal states the desired result of the project and should be specific, measurable, achievable, relevant, and time-oriented.
- An objective uses some unit of measure (pounds, feet, acres, etc.) that specifies progress toward achieving a goal within a time frame. Objectives should be measurable, attainable and use the same metrics discussed in the Problem Statement.
- Each project will have at least one goal or objective.
- Within the goal and objective field list one major goal and/or objective.
- To enter an additional goal or objective click on “Add Goal” to the right of the Goal/Job Objective field and the table will expand.

2. Activities (1,000 character limit per activity, 7 activity limit) –

- Describe the activities that you will conduct to achieve your project's objectives and goals. For each activity, provide a general project time frame for completion.
- Within the activities field, list activities associated with the identified goal and objective that will be implemented with support from grant funds. For each activity enter the month and year that the activity will take place.
- To enter an additional activity, click on "Add Matrix" to the right of the Deliverable/Outcomes field and the table will expand.
- Each major activity should be clearly accounted for in the budget in Section 5 with commensurate levels of effort in terms of dollars and hours, if applicable. Each activity should reference a method for how the activity will be conducted, data to be collected, intended outcome and the related grant deliverable (see below).

Method and Data Collected (1,000 character limit) –

- Methods are specific techniques for conducting a project activity. Where they exist, the Surface Water Grant Applicant Guide provides references to methods that are best suited and recommended by the DNR for activities funded under this grant program.
- Identify by name what Surface Water Grant Program-approved method will be implemented. If a program-approved method is unavailable, or the chosen method is not one recommended by the DNR, describe the process for how the activity will be conducted. Methods should be best suited for the waterbody or waterbodies. If prior approval was obtained from DNR staff for the chosen method, reference that approval here.
- Describe all data that will be collected as part of this project. This might include survey results, water chemistry parameters, sediment analysis, paleoecology cores, herbicide concentration monitoring, aquatic plant community data, macroinvertebrate data, aquatic invasive species maps, Clean Boats, Clean Waters data, land use and land feature attribute data, or habitat assessment information. All data gathered during the project should be submitted to the DNR in an electronic format or when relevant, uploaded into the DNR's Surface Water Integrated Management System (SWIMS).
- Explain the relevance of the analysis to the project and the desired sample analysis (including the number of samples).
- If you intend to perform laboratory analyses, you will need to complete the Surface Water Grant Project Lab Costs Form (8700-360) and follow specified DNR methods. The DNR may require a quality assurance plan to assure proper protocols will be followed. Analyses conducted at labs other than the State Lab of Hygiene must be approved by the Surface Water Grant program prior to the grant being awarded.

Deliverable/Outcomes (1000 character limit) –

- Describe all deliverables that will be submitted during the grant cycle. Potential deliverables may include monitoring data, aquatic plant survey maps, bathymetric maps, photos, social surveys, stakeholder interviews or focus group reports, applications or programs, curricula, newsletters, a lake or aquatic plant management plan, schematics or designs.
- A final report detailing project activities and results is required for final payment.
- Periodic progress reports may be required for multi-year projects.
- All deliverables should be submitted in a digital format approved by the appropriate regional grant coordinator. GIS data should be provided in a GIS geodatabase (shapefiles are acceptable) with metadata outlining projection/coordinate system and collection method information as well as a data dictionary so that data can be placed in the DNR's Surface Water Integrated Monitoring System (SWIMS) database.

F. Role of Project in Planning/Management of Water Body (2,000 character limit) – This section is intended to capture how the project will fit into a larger planning or management effort, including the degree to which the proposed activities are complemented or supported by work occurring previously, contemporaneously, or planned for the future. If this is a necessary first step for the waterbody, state that clearly. If the project implements an approved plan, include the name of the supporting plan, and detail how the project helps accomplish the recommendations therein. If this project is part of a larger, ongoing effort, or will connect to, build upon, or reinforce other complementary projects, state that.

- Describe how the project complements other management efforts associated with the water body.
- How will efforts to prevent water pollution, improve water quality, restore fish and wildlife habitat, and control invasive species be used together to create a healthier lake?
- Does the project implement specific recommendations from, or lead to, future revisions of management plans, such as a DNR-approved lake or aquatic plant management plan, County Land and Water Resources Management Plan, Total Maximum Daily Load (TMDL), or 9 key element plan?
- If the project is recommended in one of the plans listed above, include the plan title, date and reference page number where this project is recommended.
- Describe how the project results will be used in specific planning or management efforts in the future (long-term trend monitoring, total maximum daily load analysis, site specific water quality standards, ordinance development, updating other water quality plans as listed above, etc.).

G. Existing & Proposed Partnerships (2,000 character limit) – This section should be used to detail the relationships that exist to support the project and the strength of the connection among the applicant and other supporting or assisting entities.

- Briefly describe collaboration with organizations and local governments that will be providing support (i.e. – financial or other resources) to the project and the expected benefits that will result.
- Describe the role and level of financial or in-kind support.
- How do the partners support and contribute to sustaining long-term management and success? Particularly focus on partners that are contributing cash or donated services to your local match, which should be listed under Section 5 and documented in a letter of support attached with application materials.
- Will the project improve the organization's relationship with other partners or the broader community? For example, the grant project may increase the capacity to achieve the mission/goals of the organization through a broader network of individuals.
- Does the project proposal include a list of property owner(s) and address(es) that have agreed to participate in the grant project? If yes, list or provide an attachment.

H. Plan for Sharing Results (2,000 character limit) –

- Describe how the project results will be shared with stakeholders, such as residents, local officials, and decision makers in the community.
- Will there be public meetings, hearings, workshops, newsletter, or a press release where the public can learn about what is happening?
- This section may list and describe broader impacts and, outreach, and educational activities.

I. Other (2,000 character limit) –

- Include any additional support information about the project that is not already covered in the application.

Additional Project Description Instructions by Grant Type

The sections detailed above apply across all grant types. Below you will find some additional suggestions for material that is specific to each of the Surface Water Grant types. Feel free to draw from these suggestions, but it is unlikely that all of the suggestions will be relevant. Be concise and highlight the main focus and strongest aspects of the project clearly. A good practice is to also review the ranking worksheets that will be used to score the grant type. Ranking sheets are published every year in the Surface Water Grants Program Applicant Guide, Appendix J1 – J11.

Lake Planning –

D. Problem Statement

- State the problem clearly and succinctly. State whether the project is aimed at watershed management, in-lake management, shoreline habitat protection/restoration or recreational use assessment and management. Describe the scope of the project – whether it is taking necessary first steps to a management plan, focusing on education and outreach, or will result in a formal management planning document.

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives

- How will the proposed project enhance the understanding of watershed conditions, lake water quality, lake biological communities, fish and wildlife habitat, or social information on lake uses and the institutional and regulatory capacity for watershed and lake management?
- Is the project necessary as a first step toward a formal management plan?
- Describe how the project will form a strategy to enhance or maintain the quality of a lake ecosystem using the information gathered through grant activities. How will the project assist in local decision making?
- Will the project complete a plan, update a plan or is a study/phase in the development of a management plan? Use the Lake Management Plan Checklist in the Surface Water Grant Guidance (Appendix C, page 47) to make sure all elements are included.
- Identify whether a formal lake management plan is expected and state which plan the project will produce (e.g.,9 Key Element Plan, comprehensive lake management plan, aquatic plant management plan, shoreland management plan, watershed management plan, or recreational use plan).

Method and Data Collected

Follow the advice provided in the overall "Methods and Data Collected" section. For planning projects, you may want to consider including one or more of the following:

- Describe how lake organization members and the public will participate in the planning processes and provide comments on the plan.
- Will your project implement lake water quality monitoring, watershed assessment, aquatic plant assessment, shoreline habitat assessment, and/or fish and wildlife population assessment? If so, reference the DNR approved methods outlined in the Surface Water Grant Guidance.
- Will your project implement a survey, focus group, interviews, or other social science tool to understand the values, ideas, or goals of lake residents and lake users? Social science plans and tools must be submitted for review by the DNR's social scientist.

AIS Education, Prevention & Planning –

D. Problem Statement

- For small-scale or few-waterbody projects:
  - Are AIS currently present in the project waterbody? If so, identify the species being targeted with this grant. You can use the Lakes and AIS Viewer to see which species are present and verified.
  - Describe where the AIS population exists in the waterbody, how long it has been present, the extent of the population and number of acres it covers.

- Attach a map of the targeted waterbody and indicate where the invasive species is located on the map.
- Describe the impact of the project relevant to the regional distribution of AIS in the area. Is this a key source water in an otherwise uninvaded region? Is this a "super spreader" on which containment is necessary to protect other waterbodies? Is the waterbody an uninvaded point in an otherwise invaded landscape in need of shielding?

- For large-scale projects, describe the need the project will address and the importance of the work. Touch on the strategy or plan for working across a large regional area.

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives

- If the project will develop an AIS prevention plan or aquatic plant management plan, state so clearly and include the target species (e.g. Eurasian water milfoil, Curly leaf pondweed, Purple loosestrife, Phragmites, NR 40 Prohibited Species, or other AIS).
- Describe what local AIS education will be included in the project, such as installing kiosks or signs at landings, developing or distributing information and educational materials, issuing news/media releases, hosting workshops, etc.
- Describe any statewide AIS education that will be included in your project, such as the bait dealer initiative using bait dealer toolkit, Drain Campaign, July 4th landing blitz, participating in a current DNR media campaign, etc.
- Describe how the project will prevent the spread of AIS.
- Describe if the project will conduct early detection monitoring for AIS.

Activities

- Describe if the project will train volunteers or staff to identify AIS and conduct water monitoring.
- Will the project include Clean Boats, Clean Waters per the requirements of s. NR 198.22 (1)(d) (either outside the current grant application or in a streamlined CBCW grant project within this application) or will the project include a Clean Boats, Clean Waters program approved Alternative Equivalent (explain)?
- Describe other AIS containment and prevention activities that the project will address, such as low-pressure boat washing/cleaning stations, high pressure/temperature boat decontamination facilities, etc.

Deliverable/Outcomes

- Deliverables may include a professional monitoring report and map of the presence/absence of aquatic invasive and native species, an AIS management plan that meets the specifications of s. NR 198.43(1), a regional (county or town wide) AIS strategic plan, and/or another plan.
- If one of the deliverables is a management plan, refer to the Aquatic Invasive Species/Aquatic Plant Management Plan Checklist in the Surface Water Grant Applicant Guide (Appendix B, page 46) to ensure all required elements are included.

River Planning –

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives
   - Describe how the project will enhance knowledge and understanding of the river's ecosystem.
   - Will the project assist with local decision making?
   - For projects that build the capacity of existing organizations, will the project enhance one or more the following elements of capacity elements?
     1. Will the project grow the organization's membership?
     2. Will the project build or enhance the relationships among the organizations and their partners?
     3. Will the project build the organization's skills and resources through internal education, training or technology?
   - For planning projects, will the work result in a river or watershed management plan?
   - Will the project result in the creation of a new organization that will qualify as a River Management Organization?
   - Will the project include a social survey, interviews, or focus groups of users or residents?
   - Describe whether the project goal is to complete a plan, update a plan or is a study/phase in the development of a management plan and then identify the type of plan to be produced.
   - Indicate whether the project has a significant education or organizational capacity-building component and describe those components and their likely impact.
   - Identify if the project will develop/distribute information and education materials, newsletter, and/or news/media releases and host workshops.

E. Project Description and Timeline Matrix

1. Goals/Objectives

Method and Data Collected

- Describe if the project includes AIS monitoring and reference what surveying methods will be used (such as point-intercept survey, Citizen Lake Monitoring Network protocols, etc.).
- If one of the deliverables is a Nine Key Element Plan, refer to the Nine Key Element Plan Checklist in the Surface Water Grant Applicant Guide (Appendix D, page 48) to ensure all required elements are included.

Lake Classification & Ordinance Development –

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives
   - Will the project develop, expand or update a County Lake Classification Plan or Program?
   - Identify whether the project will implement lake protection activities in a County Lake Classification Plan reference the plan and year of adoption by the county.
   - Will the project implement a lake classification system or supporting ordinances and programs?
   - Will the project develop a local land use ordinance or zoning, local boating or surface water use ordinance, shoreland ordinance, stormwater and construction site ordinances and/or septic system ordinances?

   Activities – for ordinance projects

   - Identify whether there has been an assessment of administrative and enforcement capacities and costs to implement the ordinance.

   Deliverable/Outcomes

   - All local ordinance development projects require a draft ordinance as a grant deliverable. It does not have to be adopted, though adoption should be the ultimate goal. The DNR recognizes that adoption cannot be guaranteed but evidence of it being proposed for adoption is required. Submit the draft ordinance in electronic file format; DNR staff is available to review draft products prior to completion.

Wetland & Shoreline Habitat Restoration –

C. Project Area & Public Access/Use

- Describe the number of acres or sites/parcels to be restored, unique natural resource features, current land use and surrounding land use.
- For wetland restoration projects, provide a map of the project site and its hydrologic connection to surrounding waterbodies.

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives
   - Will the project focus on restoring wetlands or shoreline habitats?
   - Describe the acres, number of sites/parcels and total shoreline length, if applicable.
   - Will your project provide technical assistance and encourage adherence to the minimum standards set in NR 191.24(3)?
   - Will the project remove documented populations of invasive species; for example, purple loosestrife?
   - Will the project result in increased habitat for lake-dependent species, rare, threatened or endangered species? If so list them and provide documentation.

   Deliverable/Outcomes

   - All completed restoration projects must provide copies of contracts, deed restrictions, easements or proof of ownership to assure the restorations are perpetual

F. Role of Project in Planning/Management of Water Body

- Does the project have linkage to other management activities or concentration of critical habitat, such as existing restored or protected critical habitat; ecosystem impact; water quality benefits; dam removal; fish passage?

Lake Management Plan Implementation –

D. Problem Statement

- Include a reference from the management plan that identifies the project and why it is needed. Include the title of the plan and the year it was written.
- If it is a water quality improvement project, what pollutant is being addressed? Is the waterbody impaired by the pollutant that is being addressed?

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives

- Cite the supporting recommendation from the management plan (reference page number and location) that this project implements.
- Add other project specific goals and objectives as needed.
- For water quality improvement on nonpoint source reduction projects, indicate whether the goal is to protect or improve water quality conditions.
- Water quality or non-point source pollution reduction projects should quantify the likely impact of the project on water quality or pollutant loading. Cite the model or strategy used to estimate the positive effect or load reduction.
- Habitat protection or improvement projects should quantify the area of coverage of the project and the likely effect on associated populations.

Activities

- Identify if the project will implement agricultural Best Management Practices (BMPs). For all BMPs, indicate if participating landowners have been contacted and have agreed in writing to participate in the installation of BMPs or project components.
- If the project is for nonpoint source pollution control, including alum treatments, there are a number of best management practices (BMPs) that have been established by the DNR and accepted by the USEPA. Consult the Surface Water Grant Guidance for a list of methods.

Deliverable/Outcomes

- Nonpoint source pollution control BMPs need to be reported in terms of pounds of pollutant removed using the DNR STEPL tool and geolocated.

AIS Established Population Control –

D. Problem Statement - You will provide much of the following data in the dropdown questions at the end the Section 7 in the grant application, but briefly recap the following:

- Identify the aquatic invasive species being targeted with this grant application.
- Concisely state the goal of management and quantify the intended effect, if possible. Management can vary in its efficacy for a number of reasons, some of which can be difficult to predict or control. Failure to achieve a target goal alone does not indicate an overall lack of adherence to the grant agreement. It is often

better to set a concrete goal and use it to evaluate progress than to fail to set a management goal at all.

- Describe where the AIS population exists in the waterbody, how long it has been present, the extent of the population and number of acres covered. The number of acres covered should be from the most recent bed mapping survey done on the lake and the date of the survey should be included.
- Include littoral frequency of occurrence of the targeted AIS from a recent Point-Intercept (PI) survey. Include the date of the PI survey.
- Include a map of the targeted waterbody and indicate specifically where the invasive species is located on the map.
- Include a specific reference from the plan that identifies the project and why it is necessary.
- Describe past efforts at control including methods attempted and results and identify if multiple strategies were used to manage the same species.
- Describe whether you conducted AIS control consistent with approved management plan in the previous season without financial assistance from the State.

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives

- Explain which waterbody uses (i.e. – recreation, navigation, fish and wildlife habitat, etc.) are being impacted by the AIS species and how much reduction is needed to restore the uses.
- Will the project target the entire AIS population in the lake?
- Identify the target levels or objectives needed to meet the management goal. For example, quantify the starting coverage (listed as littoral frequency of occurrence from a recent point-intercept survey) or area of the targeted AIS population and the percent reduction or size expected at the end of the project. Most of this information should come right from your approved management plan.
- Cite specific page numbers from your management plan. Include additional goals and objectives for on-going AIS prevention, monitoring and evaluation, education and outreach and other project elements.
- Identify if your project is part of the DNR's purple loosestrife bio-control project or if it is the implementation of a regional (i.e. – county, state or federal) management plan.

Activities

- Each project should describe a strategy to prevent reintroduction or a source containment strategy as one of the activities, even if those activities are included or ongoing and supported under a separate project.
- Identify whether the project includes the Clean Boats, Clean Waters watercraft inspection program per the requirements of s. NR 198.22 (1)(d) (outside the grant or in a streamlined CBCW grant project), low pressure boat washing cleaning stations and/or other containment strategies.

Method and Data Collected

- Describe the methods of control, including herbicide, manual, mechanical, biocontrol, water level manipulation/drawdown, and/or stocking/planting to reintroduce native community species.
- Describe how multiple management techniques will be used in conjunction, if applicable.
- Describe monitoring to be completed including pre and/or post treatment monitoring, turion monitoring, early and/or late season bed mapping, peak biomass survey, point intercept survey, herbicide residual and/or citizen lake monitoring. The DNR's Aquatic Plant Management in Wisconsin guidance should be followed for point-intercept survey monitoring

Deliverable/Outcomes

- Deliverables may include a professional monitoring report and map of the presence/absence of aquatic invasive and native species, an AIS management plan that meets the specifications of s. NR 198.43(1), a regional (county or town wide) AIS strategic plan, and/or another plan.
- Report detailing the treatment evaluation results following the DNR Surface Water Program-Approved pre/post treatment evaluation protocol.
- If one of the deliverables is a management plan, refer to the Aquatic Invasive Species/Aquatic Plant Management Plan Checklist in the Surface Water Grant Applicant Guide (Appendix B, page 46) to ensure all required elements are included.

F. Role of Project in Planning/Management of Water Body

- Are there other management efforts to control aquatic invasive species or resist future colonization, such as watershed pollution prevention and control, native vegetation or other fish and wildlife habitat protection and restoration that you have conducted or are being conducted in conjunction with this project?
- Was the AIS previously managed when it was still a small population as part of an Early Detection and Response grant?

River Management –

C. Project Area & Public Access/Use

- Use the DNR's Surface Water Data Viewer to determine important ecological stream or river ecosystem classifications: trout stream (Class 1, Class 2, Class 3); endangered, threatened, or species of concern present, or critical or unique habitat.

F. Role of Project in Planning/Management of Water Body – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

- Will the project have direct downstream benefits to a lake? For example, a reduction in sediment erosion from a stream reducing sediment/phosphorus reaching the downstream lake.
- Does the project have linkage to other management activities or concentration of critical habitat, such as existing restored or protected critical habitat; ecosystem impact; water quality benefits; dam removal; fish passage?

- Is the project referenced in a TMDL, 9 Key Element, or lake management plan? Include the specific page number or location of the recommendation.

AIS Early Detection & Response –

D. Problem Statement

- Identify the aquatic invasive species being targeted with this Early Detection and Response grant.
- Describe where the AIS population exists in the waterbody, how long it has been present, the extent of the population and number of acres it covers.
- Include a map of the targeted waterbody and indicate where the invasive species is located on the map.

E. Project Description and Timeline Matrix – Consider discussing one or more of the following suggestions for the Project Description and Timeline Section:

1. Goals/Objectives

- Describe what the goals of the response action are: substantial reduction, maintenance at very low level, shielding, containment, or planning activities, including a survey to determine the extent of the population, etc. and the steps or objectives needed to achieve them.
- If there is an education or awareness component, be sure to have a goal and objectives for it.

Activities

- Describe any other project activities, such as developing a contingency plan to address the problems should the rapid response project fail to achieve the intended goal.
- Include a monitoring plan and response strategy for control.

Method and Data Collected

- Describe the methods of control, such as herbicide, manual, mechanical, biocontrol, water level manipulation/drawdown, and/or stocking/planting to reintroduce native community species.
- Describe monitoring to be completed and identify if the project will include pre and/or post treatment monitoring, early and/or late season monitoring/mapping, peak biomass survey, point intercept survey and/or volunteer monitoring. Each method of control and monitoring activity should be clearly accounted for in the budget in Section 5. The DNR's Aquatic Plant Management in Wisconsin guidance should be followed for point-intercept survey monitoring and aquatic plant management plan development.

L3. Section 8 Healthy Lakes Application Instructions

Lake Management Plan Implementation – Healthy Lakes Project

More information on Healthy Lakes best practices and an application tutorial video can be found on https://healthylakeswi.com/.

A. Project Area, Landowner and Practice Information - Include the name of the lake on which practices will be installed. If more than one lake is involved, complete the information requested for the first lake and all participating landowners on that lake, then click "Add Lake" to open lines for additional lakes.

For each landowner participating in the project, provide the landowner name and parcel number. Answer "yes" or "no" to the question of whether the landowner has signed a Participation Pledge. The pledge indicates serious interest in completing a Healthy Lakes project; presence of the Pledge will be used to prioritize projects. Submit all signed Participation Pledges with application materials for consideration during ranking.

On the Surface Water Grant Application in section 8, the Practices to be Installed Cost Worksheet, enter the number of each practice(s) the landowner will be installing. Enter the cash costs per practice and the donated value per practice. The Cash Maximum column will self-populate. This figure reflects the maximum amount of grant funding that can be provided for the practice(s). Grant funding per practice is limited to $1,000. Any cash costs exceeding $1,000 per practice will automatically be carried over to the Cash Overage column under the Donated Value section of the worksheet. The form will then calculate the cash and donated value totals for the landowner. The Landowner Name, Cash Costs and Donated Value will automatically populate the project budget found on page 3 of the application.

For each of the practices to be installed, indicate the status of the site visits and the status of the corresponding implementation design. If more than one practice is to be installed on each property, identify the status of site visits and plan design for each of the practices by checking the appropriate box, then listing the corresponding practice after the checked box.

Respond to the question about healthy lake projects on adjacent properties. Provide a parcel map showing the property locations of all participating landowners.

If more than one landowner is participating, complete information requested for the first landowner, then click "Add Landowner" to open lines for additional landowners.

Return to the project budget on page 3. If your project includes project costs such as administration, education and outreach, technical assistance, etc., click on "Yes" to add 10% to the per practice state share total. The eligible amount will auto calculate and enter the project budget.

B. Deliverables - This section includes a list of project deliverables for a complete Healthy Lakes project. Grantees must complete and submit copies of signed 10-year landowner contracts with maintenance requirements for each landowner participating in the project. Pre- and post- project installation photographs should be submitted as well. These two boxes are automatically checked as a reminder that they are required.

In addition to required deliverables, you may choose to include additional educational and promotional activities as part of your project if desired. Check any of the additional

boxes that represent other activities included in the project and provide a summary documenting those activities.

C. Data to be Collected - (this section is limited to 1,500 characters)
Reports are required for all practices installed under the project using standardized data report parameters as defined in the landowner contract.
Specific data for each practice includes:

- Fish sticks – number of fish stick clusters with total number of trees
- Native plantings – report whether it is either a lakeshore edge, bird/butterfly, bare soil, low growing, deer resistant, or woodland planting and number of plants installed, the overall planted surface area (in square feet), and the length of lakeshore restored.
- Diversion project– drainage area diverted or captured by the diversion project(s)
- Rock infiltration project– dimensions of the project (in square feet) and drainage area captured.
- Rain garden – planted area (in square feet) and estimated drainage area captured.

D. Role of project in planning and/or management of lake(s) - (this section is limited to 1,000 characters) -- List Lake and watershed management efforts and plans that support a Healthy Lakes project on the lake(s) involved with this project proposal. (Examples: Lake Management Plans; County Land & Water Management Plans, Nine Key Element Plans etc.)

E. Other information in support of projects not described above - (this section is limited to 2,000 characters) -- Provide any additional information regarding the proposed Healthy Lakes project including any educational activities planned, project tours, or other promotional activities, etc.

NOTE: The landowner name and financial information will automatically upload into the overall budget table contained in Section 5 of the grant application form found on page 3. You will not be able to alter the landowner financial information in the budget table. Any corrections to the landowner practice financial information must be changed on the Practices to be Installed Costs Worksheet in Section 8 of the Surface Water Grant Application. Once all lakes and landowner information has been entered in Section 8, return to the overall budget table in Section 5. Additional funding for administrative costs, technical assistance, and education activities is limited to 10% of the per practice state share total. If you check “Yes” the 10% figure will automatically be calculated and self-populated under the cash cost column. This figure will be locked and is based on data entered in previous sections.

L4. Section 8 Lake & River Land/Easement Acquisition Project Description

Type of Land Acquisition Project - Check the box that describes the type of acquisition project being proposed.

Fee simple Land Acquisition - A fee simple acquisition is the purchase of all land rights associated with a parcel.

Conservation Easement Land Acquisition - A conservation easement has the meaning given in s. 700.40(1)(a), Wis. Stats. All conservation easements must follow the format and language used in the DNR Standard Grant Easement (the Standard Easement) and must be approved by the DNR Environmental Grant Specialist prior to being executed.

Other Easement - If pursuing a grant for an acquisition other than fee simple or conservation easement, check the "other" box and describe the purpose of the easement.

A. Phased Projects: Is this project being completed in phases? (1,000 character limit)

- A phased project may contain multiple grant applications submitted during a single grant cycle or over the course of several grant cycles.
- To be considered a phased project, activities in one grant application must directly relate to other phases so that completion of one phase is dependent on completion of previous/concurrent/future phases.
- If yes, briefly explain where this phase fits into the whole project including any work done previously and any expected work in future phases. For land acquisition or easement projects, it is very rare to be completed in phases.
- If no, proceed to part B.

B. Project Summary (2-3 Sentences – 500 character limit)

- Briefly describe the scope of the project in 2-3 sentences.
- This should be a short description of the overarching goals of the project and/or work that will be completed during the grant period.
- This may serve as a project description for the grant in program promotional materials if the grant is awarded.
- Example project summary:
    - This acquisition will include the purchase of a conservation easement on the Smith Property on Half Moon Lake to protect the water quality of Half Moon Lake. This easement will prohibit future disturbance within a shore buffer zone, protect the fishery ecosystem and require restrictions on future building. This easement will cover approximately 88 acres and will protect the shoreline in perpetuity.

C. Project Area & Public Access/Use - (2,000 character limit)

Describe the property location, number of acres to be acquired or included within the conservation easement or otherwise affected by the project, current land cover and land use. Include information about the property orientation to the lake; if the property is within the shoreland zone of the lake; include the length in feet of lakeshore frontage within the project. State whether the acquisition will provide for linkages to other properties being managed for public benefit (*e.g.*, public lands, NCO lands, or private lands under easements or enrolled in conservation programs). Does the project parcel contain frontage on a wild lake or include other features such as wetlands, fens, bogs, or springs? Include information about habitat for state or federally listed endangered, threatened or special concern species. Is the project parcel adjacent to or within a DNR-designated Sensitive Area, Critical Habitat Area, or other comparable high-value habitat designation?

Include a legal description of the property (also called "metes and bounds" description) and provide a copy of the parcel map and an aerial photo of the project area. On the map, identify public and private boat launch facilities, parks, public swimming beaches, public fishing piers, platted access sites, road right-of-ways reaching the water's edge, and publicly owned lakeshore.

For River Projects, use the DNR's Surface Water Data Viewer to determine important ecological stream or river ecosystem classifications. Does the fee simple or easement acquisition apply to water that is a trout stream (Class 1, Class 2, Class 3)? Does the site host endangered, threatened, or species of concern, or; critical or unique habitat? Will the project take place in a critical habitat segment of the stream or river segment? Critical Habitat is defined as offering critical or unique fish and wildlife habitat, including seasonal or life stage requirements, or offering water quality or erosion control benefits to the body of water. Examples include: 1.) space for individual and population growth and for normal behavior; 2.) cover or shelter; 3.) food, water, air, minerals or other nutritional or physiological requirements; 4.) sites for breeding and rearing offspring, germination or seed dispersal; and 5.) habitats that are protected from disturbances or are representative of the historical geographical and ecological distribution of the species.

D. Problem Statement– (2,000 characters limit)

Provide a clear and concise description of the issue(s) that this project will address. Why is purchase of this property or easement important to the lake or river? Does it protect ecosystem functions and/or provide opportunities for restoration or enhancement? Describe how current land use will be changed as a result of successful project completion. Identify how current land use affects the targeted waters and any threats created as a result of the current land use.

What process was used to identify the problem and reach consensus that a grant was needed? Describe past attempts to address the problem. How does the problem relate to water quality and habitat? Reference any plans or studies that describe the water quality or habitat problems that the project will address.

E. Project Goals and Objectives – (2,000 character limit)

The goal of a land acquisition project is to protect lakes, rivers, and their ecosystems by purchasing and conserving land in to be held in conservation status in perpetuity. Describe the objectives behind the proposed purchase, including any and all of the following that apply:

- Prevent land use change,
- Protect water quality,
- Reduce an existing runoff pollution problem,
- Improve or protect wildlife habitat, scenic beauty
- Other

An objective uses some unit of measure that specifies progress toward achieving a goal within a time frame. Objectives should be measurable, attainable and directly related to the problem. Objectives help define project outcomes and should be tied to an activity and project deliverable.

How will the project be managed? Will there be restored wetlands, native/natural landscape; removal of impervious surfaces; conversion of exposed soil to a permanent vegetative condition. Your draft Property Management Plan, a required element for these grants, should be a source for these statements.

F. Activities and Methods - (2,000 character limit)

Describe the activities that will be conducted to achieve your project's objectives and goals. If applicable, each major activity should be clearly accounted for in the budget in Section 5 with commensurate levels of effort in terms of dollars and hours. Each activity should reference a method for how the activity will be conducted, data to be collected, intended outcome and the related grant deliverable.

List any education activities associated with the project. Identify who will be responsible for property management and oversight if fee simple or easement land acquisition is part of the project.

G. Products or Deliverables - (2,000 character limit)

Describe all deliverables that will be submitted during the grant cycle. Deliverables may include:

- DNR-approved Property Management Plan (fee simple projects only)
- DNR-approved Conservation Easement signed and recorded at the Register of Deeds (ROD)
- Fee Simple Warranty Deed recorded at the ROD
- Closing statement
- Photographs of property
- Summary of project publicity
- Summary of educational activities completed
- Final report detailing project activities and results (may be required for final payment)
- Periodic progress reports may be required for multi-year projects.

All deliverables should be submitted in a digital format approved by the DNR project coordinator. GIS data should be provided in a GIS geodatabase (shapefiles are acceptable) with metadata outlining projection/coordinate system and collection method information as well as a data dictionary so that data can be placed in the DNR's Surface Water Integrated Monitoring System (SWIMS) database.

H. Plan for Sharing Project Results – (2,000 character limit)
Describe how the project results will be shared with stakeholders (e.g. residents, local officials, and community decision-makers). Will there be a newsletter, signage or a press release where the public can learn about what is happening? Describe any education or outreach activities associated with the project.

I. Description of Existing & Proposed Partnerships - (2,000 character limit)
Briefly describe collaboration with organizations and local governments that will provide support to the project. Detail the expected benefits of that collaboration. Identify if the partners will be involved with the management of the property and/or conducting education activities on the property. Particularly focus on partners that are committing significant financial support to your local match (>5% of total project costs or $10,000, whichever is greater,),) These contributions should be listed under Section 5 and documented in a letter of commitment or an Authorizing Resolution. Describe the role and level of financial or in-kind support.

If the project has a written letter of commitment from any of the identified partners and those partners plan to use the site for educational purposes at least one time per year, describe the educational purposes.

J. Role of the Project in Planning and Management – (2,000 character limit)
Describe how the project complements other management efforts associated with the water body. Does the project implement specific recommendations from, or lead to, future revisions of management plans, such as a lake or aquatic plant management plan, County Land and Water Resources Management Plan, Total Maximum Daily Load (TMDL), or Nine Key Element plan? If the project is recommended in another plan, include the plan title, date, and page number on which this project is recommended. If the project is part of a multiple-phase project, describe past and current phases.

Describe how the project results will be used in specific planning or management efforts in the future.

For River Projects -- Does the project have linkage to other management activities or concentration of critical habitat, such as existing restored or protected critical habitat; ecosystem impact; water quality benefits; dam removal; fish passage?

K. Project Time Frame - Provide a general project time frame for completion of the various activities and methods associated with the project. Within the goal and objective field, list one major goal and objective. Within the activities and methods field, list all of the activities and methods that apply. Use the + sign to the right of the activity and method field to add lines and the – sign to the left to subtract lines.

For each activity and method used, enter the year and quarter that the activity will take place.

To enter a second goal and objective, click on the + sign to the right of the goal and objective field and an additional row will be added to the table.

J. Other Information in Support of Projects not described above - (2,000 character limit)

Include any additional support information about the project that is not already covered in the application.

An appraisal report is required as part of a complete land acquisition grant application. Prior to completing an appraisal report, the DNR requires a pre-appraisal meeting that includes the grant applicant, the private appraiser hired by the applicant, the regional Environmental Grant Specialist, and DNR Real Estate staff member. To prepare for this meeting, the DNR must be provided with maps of the property, information on current use and zoning of the property, and any additional information that may affect the appraisal process. Enter the date of the pre-appraisal meeting in this section of the application.

If a signed *Offer to Purchase* or *Option to Purchase* exists, mention that in this section and provide a copy of the offer or option as an attachment to the application.