

Urban Nonpoint Source & Storm Water Management Program *Planning Grant Application Instructions*



Application **MUST** be postmarked by

April 15

(April 16, if April 15 falls on a Sunday)

for consideration for award in the following
calendar year!

Revised January 2017



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UNPS&SW PLANNING Grant Application Instructions

This grant application Form 8700-299A and its instructions are only for **PLANNING** projects. Used together they provide you with an easy way to apply for projects such as municipal storm water planning, ordinance development, development of municipal storm water utilities and information and education activities (I&E)..

General Instructions: Provide all the information required by this application. Under the authority granted by Wisconsin Administrative Code, DNR may deny consideration of submittals that are incomplete. Under the authority granted by Wisconsin Administrative Code, DNR may deny consideration of submittals that are incomplete. *Unless otherwise noted, all citations refer to Wisconsin Administrative Code.*

To be eligible for reimbursement, a storm water management planning project funded under this paragraph shall meet the planning requirements of subch. I of ch. NR 216.

Progress reports required by the department shall accompany each reimbursement request. A project final report shall be submitted on forms available from the department and shall accompany the final reimbursement request.

Reimbursement for local assistance expenses shall be limited to those activities identified as a grant budget line item or specifically enumerated in the grant agreement scope.

Application submittals must conform to the following:

- ◆ One copy of the completed application form (DNR Form 8700-299A, the most current version posted in January of each odd numbered calendar year) with **original signature in blue ink**, and all attachments.
- ◆ Three additional signed copies of the completed, signed application form and all attachments.
- ◆ **All application pages containing text must be printed and copied double-sided; but maps must be printed single-sided.**
- ◆ All pages in the application, **including maps**, must be 8.5 x 11 inches in size.
- ◆ One electronic copy of the completed application form including all attachments on CD.
- ◆ Each page must be numbered and contain an identifying project name that matches the name listed in the required "Project Name" field on the first page of the application.
- ◆ If you attach narrative responses on a separate sheet(s), each page must be labeled with the respective question description and number, attached to the end of the application form.

Tips for a Better Application

- Read the entire application instructions, including Attachments, prior to beginning your submittal to familiarize yourself with the eligibility criteria, application requirements and the scoring criteria that will be used to evaluate your submittal.
- Call the DNR District Nonpoint Source (NPS) Coordinator in your area early. The Coordinator may be able to provide you with assistance in planning your project. Find the local NPS Coordinator at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.
- Before applying for a grant, spend some time discussing needs, goals and expectations with the whole stakeholder community. A little pre-planning will pay dividends down the road.
- If a consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements.
- When considering your public education needs and budget, keep in mind that DNR and UW-Extension have numerous fact sheets, brochures and guides already developed on many related topics. Before

developing your own publication, check with your District NPS Coordinator to see if a publication already exists that can be used or modified.

- You can save money in your ordinance development projects by using model ordinances. Contact your District NPS Coordinator for copies of examples. or use the Runoff Management Section's Model Ordinances, found in ch. NR 152. Although ch. NR 152 has not yet been updated to reflect changes to ch. NR 151, it still provides a structure for an ordinance. Ch. NR 152 can be found on our website at: http://docs.legis.wi.gov/code/admin_code/nr/100/152.pdf#page=1 and see Appendix A: https://docs.legis.wisconsin.gov/code/admin_code/nr/100/152_a.
- **AND MOST IMPORTANTLY: Feel free to ask questions if you don't know how to proceed or need clarification on such topics as eligible costs or grant administration procedures.**

Contents of the Application

Part I. Screening Requirements: Information provided by you in this part of the application is used by DNR to determine if the project meets basic eligibility criteria for funding under ch. NR 155. If the project passes this step, it will be reviewed and scored as outlined in the following sections.

Part II. Competitive Elements: A project can earn up to 149 points in this part of the application. Projects are scored and ranked according to the results of Part II.

Part III. Eligibility for Multipliers: Providing answers to this part is optional. An applicant can increase the final score of the project if there is a local implementation program within the designated project area.

Applicant Certification: The grant application form must include the signature of the Responsible Governmental Representative (**one who is authorized to sign contracts on behalf of the governmental unit**) for the governmental unit that is sponsoring the project.

Scoring the Application

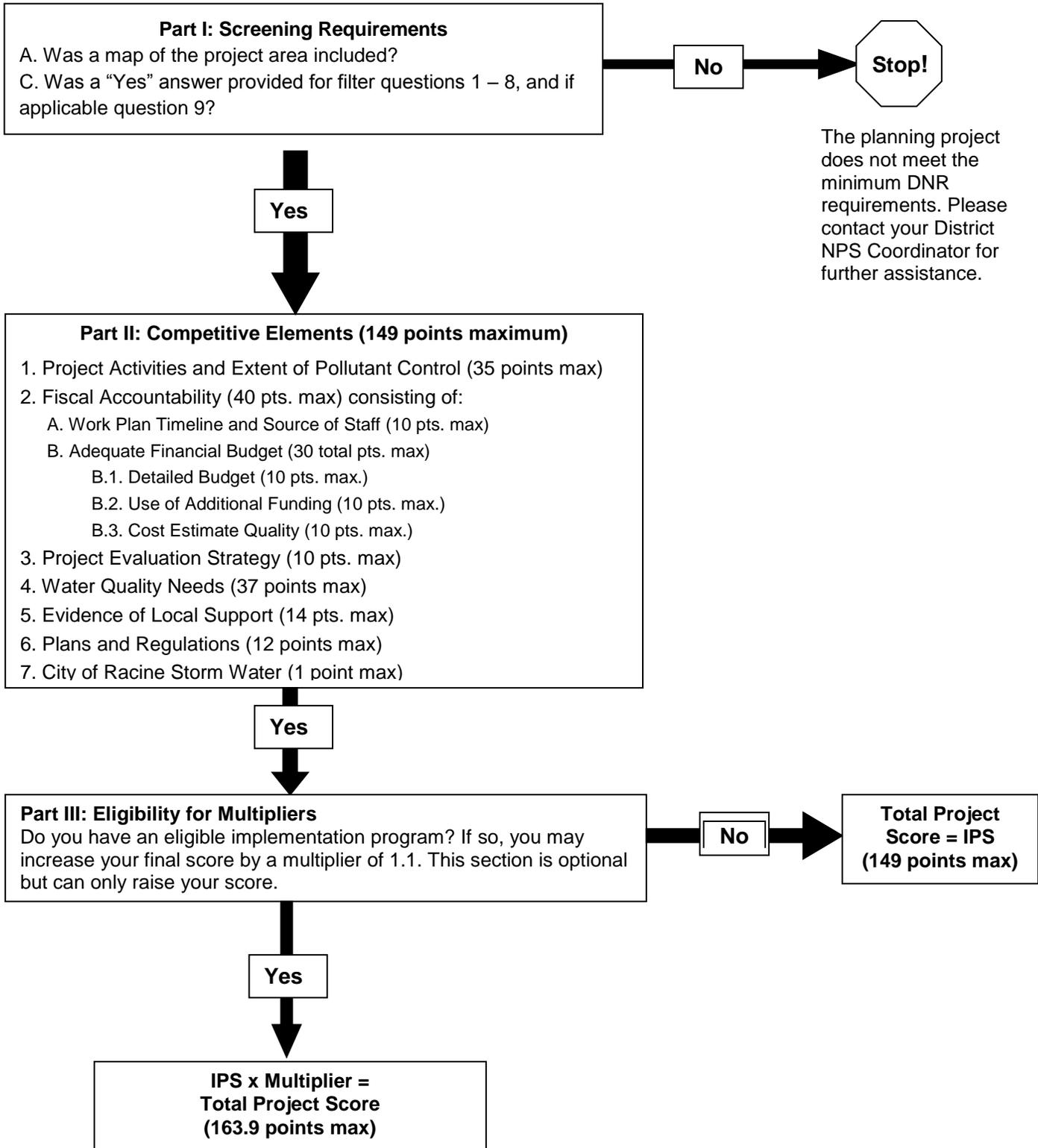
As grants are awarded through a competitive process, the DNR uses a scoring system when reviewing the applications. The application will be given a score based on your responses, DNR knowledge of the project area, and the scoring criteria identified in each question. The preliminary score for any particular question will be adjusted if necessary to achieve better consistency between the intent of the question and the project as defined in the application. We have included the *Scoring System Flow Chart* (Figure 1) to help orient you to the process that will be used in scoring applications.

General Information

Applicants should consider the limits of the funding dictated by law. These include:

- ✓ **Planning** projects must serve an existing "urban area" or an area that will become an "urban area" within 20 years. The definition of "urban area" is in **Attachment B**.
- ✓ Activities eligible for funding are identified in **Question 5 and Attachment C** for **planning** projects, the maximum state reimbursement rate is 50% of eligible costs up to a maximum state share of \$85,000.
- ✓ Activities are eligible for funding when conducted to address storm water quality, infiltration, and peak runoff discharge rates consistent with non-agricultural performance standards under ch. NR 151. If the project includes significant work that addresses drainage and flood control issues unrelated to achieving the state's water quality goals, these costs are not eligible for reimbursement.
- ✓ Storm water plans prepared with grant funds may contain recommendations to install best management practices in specific locations. The final plan submitted to the Department must contain an evaluation of environmental hazards, wetlands, cultural resources, and endangered and threatened species for any proposed excavation sites.

Figure 1: Scoring System Flow Chart for 8700-299A



Instructions for Completing Form 8700-299A

This application collects applicant and project data. Before filling out this section, you should review **Part I. Screening Requirements** to determine the project's eligibility for an UNPS&SW grant and contact the local DNR Nonpoint Source Coordinator (find at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>) to discuss the proposed project.

Save the form onto your hard drive. ("Save as" your chosen file name.) Fill the form in electronically. Use the TAB key to exit a field so that it will automatically update and move to the next field or link. Otherwise, "Enter" to update a field and click in the next fillable field.

Applicant Information and Project Name

The grant start year is the calendar year following this application year.

The Project Name should be a unique identifier of this particular project.

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

The Governmental Unit's Official - Authorized Signatory is the Government Official that is authorized to sign the grant application on behalf of the governmental unit. It must be consistent with the Governmental Responsibility Resolution form submitted to the DNR (See Attachment G). The Grant Contact Person is the Government Official most directly involved in the implementation of this project. A consultant cannot be the Governmental Unit's Authorized Signatory or the Grant Contact Person. If the Grant Contact Person is the same as the applying Governmental Unit's Authorized Signatory, write in "same."

If you are submitting a joint application with another governmental unit, you must submit a DRAFT Intergovernmental Agreement (IGA) that meets the requirements of **Attachment G**.

Project Information

A. Location of Project Area

- Provide the name of the county and any other minor civil division(s), such as towns, cities or villages included in the project area.
- List the State Assembly and Senate district numbers. Please visit <http://legis.wisconsin.gov/ltsb/redistricting/districts.htm> for these numbers if you do not have them.
- List the Town, Range (East or West) and sections included in the project area. If all sections in a Town and Range are included, leave write "all" in the space provided for sections blank.
- Provide the latitude (**North, 4 – 7 decimal places**) and longitude (**West 4 – 7 decimal places**) for a single point located approximately in the center of the project area. Indicate the method used for determining this data point.

B. Project Summary

Use the space available on the application form to provide this information. Many applicants find it useful to complete their Project Summary after they have completed the entire application. A good project summary will communicate the fundamentals of the project in a paragraph or two, so the reader will immediately understand the project. The project activities briefly described here should correspond to all of the project activities the applicant has checked in Question 1. of Part II. Competitive Elements.

- nonpoint pollution sources targeted by this project,
- water quality need, and
- planning activities for which you are requesting funding.

C. Watershed, Water Body and Pollutants

A **watershed** is the geographic area draining to a specific portion of a surface or groundwater resource. It is the area of land where all of the water that is under it or drains off of it goes into the same place. The watershed for a “major river” may encompass a number of smaller watersheds that ultimately combine at a common point. The state has been divided into 334 watersheds.

Watersheds in the United States were delineated by the U.S. Geological Survey using a national standard hierarchical system known as “hydrologic units.” A hydrologic unit pertains to a surface water drainage area of a particular scale. Each hydrologic unit is identified by a unique hydrologic unit code (HUC) consisting of two to twelve digits. Twelve-digit HUC(s) represent sub-watersheds. Because planning areas may encompass several square miles, later in the application you will be asked to estimate the portion (percentage) of the project area that falls into each water quality need category and record it in the space provided.

If the watershed, watershed code, waterbody, and 12-digit HUC are unknown, see **Attachment A** for instructions on how retrieve this information from the DNR’s Surface Water Data Viewer: <http://dnrmads.wi.gov/SL/?Viewer=SWDV> .

The **nearest waterbody** is the stream, river, or lake in closest proximity to your proposed project. The **primary waterbody** is the one for which credit is taken in question 4 (Water Quality Need) of this application. In some cases, the primary water body is also the nearest water body. In others, the primary water body is another downstream water body, such as a river on the Clean Water Act s. 303(d) list of impaired waters, which will benefit from the proposed project.

Nonpoint source pollution or polluted runoff may consist of any number of natural or human-made pollutants, such as fertilizer, pesticides, oil, grease, salt, and bacteria. Nutrients and sediment are two nonpoint source pollutants commonly addressed in UNPS&SW Planning grant projects.

Part I. Screening Requirements

This set of questions will help the DNR determine if the project is eligible for the UNPS&SW grant program.

A. Maps and Photographs

Using a map or aerial photograph obtained from the DNR’s Surface Water Data Viewer (<http://dnrmads.wi.gov/SL/?Viewer=SWDV>) on 8.5” X 11” copy, show the municipal and project boundaries, the perimeter of the project drainage area and the hydrologic units (HUC 12s). Also, show major roads, including road names, in the project area. Label the map with the project name. Failure to submit a map may result in removal of the application from further consideration. See **Attachment A** for more information about the DNR’s map viewers.

Submittal of topographic map, aerial photos and site photos, as applicable, is also encouraged because it may enhance the reviewer’s understanding of the project and its location. Maps and aerial photos are available through the DNR’s Surface Water Data Viewer.

B. Filters

These filter questions are a means to measure whether an appropriate level of effort has been directed toward the success of the project and are used to determine your application’s eligibility for grant funding. *Note:* You must be able to answer “Yes” to each of the filters 1 – 8, and “yes” to question 9, if applicable, to be eligible for a grant.

- Filter 1 indicates whether the project is in an urban area now or will be in an urban area within the next 20 years. For additional information, see **Attachment B**.

- Filter 2 confirms that the project will be completed within 24 months.
- Filter 5 provides confirmation that the project will not work at cross-purposes to the performance standards. This does not mean that only projects that address performance standards are acceptable. For example, a storm water plan may include recommendations for such things as thermal controls or streambank restoration, even though there are currently no state performance standards for these activities. However, project recommendations for such items may not interfere with the governmental unit's ability to meet performance standards.
- Filter 6 summarizes the applicant's contact with District NPS Coordinator prior to submittal of the application. Only people listed at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html> are District NPS Coordinators. Please include information about what was discussed along with identifying the means of contact (i.e., e-mail, telephone call, etc.).
- Filter 7 provides the DNR with confirmation that the applicant has adequate authority to implement the project and carry out planning recommendations. If the project area is outside the applicant's jurisdiction, additional criteria, including submittal of a draft Intergovernmental Agreement (IGA) meeting the requirements of **Attachment G**, must be met before the project can be considered eligible for funding.
- Filter 8 indicates if this project must meet special eligibility criteria for University of Wisconsin campus projects to be considered eligible for funding.
- Filter 9 indicates if this is a joint application among local units of government. If you check "yes" to this filter, you must attach a draft Inter-Governmental Agreement and indicate that you have done that in 9.b.

Part II. Competitive Elements

The questions in this section determine total scoring for your project to determine its ranking versus other eligible applicants.

Question 1. Project Activities and Extent of Pollutant Control

35 pts. max.

For a score here, the activities checked here must be briefly described in the project summary and must have a budget developed in Question 2. Check boxes only in the parts applicable to the project.

- In Category A, check all of the boxes that apply.
- Categories B, C, and D are "either/or" questions.
- Category E is intended **only** for projects that are solely developing and implementing a Comprehensive Information and Education (I&E) program, such as a Storm Water Media Campaign or implementation of a Comprehensive Municipal Storm Water Education Program.
 - *Points will not be awarded for Category E if any of the boxes in Categories A through D are checked.*
 - *I&E activities are expected to be included in projects under Categories A through D.*
- Category F may be checked if the application is for a project that will be conducted jointly with other municipalities or will be conducted under a Watershed-based Permit. **The inter-municipal and/or Watershed cooperation must be described and letters of commitment from municipalities describing their participation in the project must be included in this application.**

The DNR understands there are many components of a sound storm water management program. Ordinances, financing mechanisms, plans and educational programs all contribute to a sound program. Although all categories are important, some will have a greater impact on achieving reductions in pollutant loading.

Information and education (I&E) activities are expected to be included as necessary into projects under categories A through D. No additional points are awarded for I&E activities included in these projects. Category E is only intended for projects that will develop and or implement separate I&E program that is not tied to one of the other categories listed. An example of this type of project would be the development of an I&E program for targeted audiences affected by municipal stormwater permitting requirements within an identified urbanized area.

Note that credit cannot be claimed for prior or post-grant period work. Points are only awarded for activities that will be conducted under the grant, and within grant time limits, being applied for, or awarded.

Scoring

A maximum of thirty-five points may be awarded for projects that contain all categories A through D and category F for **newly** developed planning activities. A maximum of thirteen points can be awarded for projects that contain a combination of categories E and F. Points are **not** awarded for previous work, but only for elements to be completed as part of this project.

A. Ordinance Preparation

A maximum of **15 points** may be earned by planning for all of the ordinances listed.

Sub-scores are:

- A.1. Erosion control: **5 points** for **newly** developed ordinances, **2 points** for updates to existing ordinances.
- A.2. Storm water: **5 points** for **newly** developed ordinances, **2 points** for **updates** to existing ordinances.
- A.3. Low impact: **3 points** for **newly** developed ordinances, **1 point** for **updates** to existing ordinances.
- A.4. Other: up to **2 points** for **newly** developed ordinances, **1 point** for **updates** to existing ordinances.

B. Financing Mechanisms

B.1. **7 points** will be awarded if a **new** financing mechanism is being developed, **2 points** for updates to an existing financing mechanism.

or

B.2. **2 points** will be awarded if the project is for a new feasibility study only; **1 point** for updates to an existing feasibility study.

C. Storm Water Plan for Developed Urban Areas (includes redevelopment)

C.1. **6 points** will be awarded if the **new** plan addresses all of the developed urban areas within the entire geographic area comprising the governmental unit; **2 points** will be awarded if **updates** to the existing plan address all of the developed urban areas within the entire geographic area comprising the governmental unit.

or

C.2. **3 points** will be awarded if the **new** plan is for a **fraction** of the developed urban area within the entire geographic area comprising the governmental unit; **1 point** will be awarded if **updates** to an existing plan cover a fraction of the developed urban area within the entire geographic area of the governmental unit.

D. Storm Water Plan for New Development

D.1. **4 points** will be awarded if the **new** plan addresses all areas for new urban development within the entire geographic area comprising the governmental unit; **2 points** will be awarded if **updates** to the existing plan address all the new urban areas for the entire geographic area comprising the governmental unit.

or

D.2. **2 points** will be awarded if the **new** plan is for a fraction of the new urban areas; **1 point** will be awarded if **updates** to the existing plan address a fraction of the new urban areas.

E. Comprehensive Storm Water Information & Education (I&E) Program

Ten (10) points will be awarded for Comprehensive Storm Water I&E projects, provided that activities in categories A through D have **not** been checked.

- Points will not be awarded for Category E if any of the boxes in Categories A through D are checked.
- I&E activities are expected to be included in projects under Categories A through D.

F. Inter-municipal and Watershed-based Cooperation (Bonus)

Three (3) points will be awarded if the application is for any of the activities under categories A. through E. and will be conducted jointly with other municipalities or will be conducted under a Watershed-based Permit. A description of the inter-municipal and/or Watershed cooperation must be attached to the application; **and** letters of commitment from municipalities describing their participation in the project must be included as attachment(s) to the application to earn this credit. If more than one local unit of government is joining in this project application (a "joint application"), then an Inter-Governmental Agreement (IGA) meeting the requirements of Attachment G must be submitted with this application.

Question 2. Fiscal Accountability **40 pts. max.**

A. Timeline and Source of Staff (data for example only) **10 pts. max.**

Every project must identify the basic milestones provided in the application. You may include milestones that occurred before the date of the application, but those costs cannot be reimbursed in the grant award because the grant won't start until January 1, 2013. It is also preferred, although not required, for the application to identify additional milestones that reflect additional detail. This can be shown by adding additional milestones to the table or by making reference to an attached project schedule such as that prepared as part of a detailed Scope of Services. Attachment C contains policies for eligible technical services funding.

Use the space available on the application form to provide this information.

EXAMPLE 1

For each applicable milestone listed below, fill in the appropriate data:

Milestone	Target Completion Date (month/year)	Source of Staff
Basic Milestones		
Prepare Preliminary Scope	2/13	Municipal Staff
Prepare Request for Proposal	3/13	Municipal Staff
Select Consultant	4/13	Municipal Staff
Finalize Scope of Services and Contract	5/13	Municipal Staff and Consultant
DNR Approval of Contract	5/13	Municipal Staff and DNR
Kickoff Meeting	6/13	Municipal Staff and Consultant
Internal Meetings with DNR	1/14 and 6/14	Municipal Staff, DNR and Consultant
Presentation to Council	10/14	Municipal Staff and Consultant
Submit Project and Final Report to DNR	12/14	Municipal Staff
Additional Milestones		

Scoring

Applications which include Target Completion Dates and Source of Staff for all the Basic Milestones will be awarded six points. Projects which include this information for Additional Milestones earn from seven to ten points based on relevance and level of detail. Incomplete or inadequate timelines and/or a failure to identify staff will reduce the number of points earned.

B. Adequate Financial Budget (data for example only) **30 pts. max.**

Applications with a detailed budget demonstrate that the project planning by the governmental unit is more advanced and is virtually ready to bid. That project is more likely to be successfully completed within the grant period. The results of these calculations are used also to determine the scoring for "Use of Additional Funding".

B.1. Financial Budget Table – Planning Activities (10 pts.)

Use the space available on the application form to provide a detailed list of the planning project's activities and sub-activities where cost separation is practicable. To get maximum points for this section, the list of project activities should correspond to items described in the project summary and all of the project activities the applicant has checked in Question 1.

A list of eligible planning activities which are eligible for cost sharing may be found in **Question 5 and in Attachment C**. Insert the total cost of each project component in the appropriate cell within Column B and bring the amount of that cost which will be grant eligible into the respective cell in Column C. Column C may be less than Column B if some or all of a component is ineligible.

The state share of the project may not exceed 50% of eligible costs and the total grant amount is limited to \$85,000.

Example 2

B.1. Financial Budget Table – Planning Activities

A	B	C
Detailed List of Project Activities and Sub-activities for DNR Cost-sharing	Estimated Total Cost (\$)	Amount from Column B Eligible for DNR Cost Sharing (\$)
Mapping & Records Review	2,500	2,500
Develop Plan	12,500	12,500
Analyze Alternative Practices	3,000	3,000
Recommend Practices & Prioritize	2,000	2,000
Printing	250	250
Public Meeting	200	200
Municipal Staff GIS	3,000	0
1. Total	\$23,450	\$20,450

The Cost-Share Worksheet will help you understand cost-sharing and funding limits. The results of these calculations are also used to determine the scoring for Question 7.

Cost-Sharing Worksheet EXAMPLE 2 (continued)

Eligible Costs:	
2. 50% of Column C, Total, Row 1 above	10,225
Cap Test:	
3. Maximum State Share (Row 2 or \$85,000, whichever is less)	10,225
State and Local Share:	
4. Requested State-Share Amount (= Requested Grant Amount)	8,180
5. Local-Share Amount (Total Row 1, column B less Row 4)	12,270

The amount in Row 2 is 50% of the total eligible costs identified in Column C, Row 1 of the Financial Budget Table. The amount in Row 3 is the maximum state cost share for which you are eligible. Your cost-share limit is \$85,000. For Row 4, enter the amount requested in this application. You may request a state share equal to, or less than, the amount entered in Row 3. If you choose to ask for less than the maximum state share in Row 3, the project will score additional points under Question 7. Row 5 is your financial responsibility and is the difference between Total Costs and the State Share Amount [Row 1, Column B less Row 4].

B.2. Use of Additional Funding (10 pts.)

Based on the computations in the Financial Budget Table (specifically Part II., Question 2, Row 4 of the “Cost-Sharing Worksheet” B.1.), the project may receive additional points proportionate to the amount by which the applicant intends to lower the eligible state share.

To encourage applicants to coordinate and leverage funds from a variety of sources (federal, state, local, etc.) for their projects, additional points can be earned by requesting UNPS&SW funding that is lower than the maximum allowable. To receive points for this question, the requested state share must be below the \$85,000 cap **and** less than the maximum 50% cost-share rate.

B.3. Quality of Cost Estimates and Source of Local Share (10 pts.)

Describe the method used to estimate the costs presented in the table and indicate how well the estimate is expected to compare with actual project costs. Provide supporting documentation for estimated costs of project activities.

Identify the source of the local share.

Scoring

The score for Section B is based on a combination of the level of detail expressed in the activity list included in Column A of the Financial Table (B.1.), the use of additional funding (B.2.) and the quality of the cost estimates used in the financial table (B.2.).

Part B.1. The level of detail included in the activity list will generally be scored as follows:

- *Detailed list of activities and sub-activities: ten points;*
- *Only major activities listed: five to eight points;*
- *Poor activity detail, such as one lump sum: zero to one point.*

Part B.2.

For every percentage-point reduction in the maximum state share rate, the project will receive a half point, up to a maximum of ten points. For example, on the \$20,450 project in the example for question 1.B., Financial Budget, the maximum state share would be 50% of \$20,450, or \$14,315. If, instead, you only ask for \$8,180, the effective rate would be 40% (\$8,180/\$20,450). Since 40% is a reduction of ten percentage points from the maximum State Share rate (50%), this answer would earn five points.

If, instead, the project's total cost was \$189,000, the most you could request would be \$85,000, or 45%. If you requested \$77,500, instead of the available \$85,000, that would be a 41% state share which would be a reduction of four percentage points and would earn two points for this answer.

Part B.3. The quality of the cost estimate will generally be scored as follows:

- *Competitive bid or equivalent: ten points;*
 - *Draft scope of services and average cost data or equivalent: five to eight points;*
 - *Similar project profile to other projects in municipality and average cost data or equivalent: three points;*
 - *Similar project to other projects in state or region and average cost data or equivalent: two points;*
- Other data of lesser quality than any above: zero to one point.*

Question 3. Project Evaluation Strategy

10 pts. max.

Evidence of project progress or project results is necessary to determine if funds expended are having an impact on nonpoint source pollution abatement. *Note the commitments that this question requires of the applicant at the end of the project for Part A and for one or two years after project completion for Part B.*

For Part A, the evaluation strategy must consist of a summary report to the DNR that quantifies how implementation of the project (such as a storm water management plan, ordinance, or utility district) is projected to decrease storm water impacts on waters of the state. This should include how implementation will help achieve state non-agricultural performance standards contained in ch. NR 151. This report can be submitted as part of, or as a supplement to, the final product being prepared, or in the Final Report [Form 3400-189].

In Part B, describe the kind of tracking information and tracking timeline that will be submitted to the DNR. Tracking starts after the final report is submitted and lasts for at least one year. This tracking strategy could include tracking progress of recommendations made in a storm water management plan, tracking progress in adopting or operating a storm water utility district or tracking the effectiveness of an information and education program developed under the grant. A detailed tracking strategy must be submitted with the final planning product. The tracking results must be submitted in a report (separate from the Final Report) to the DNR after the tracking period is over. Use of the annual or biennial report for an MS4 permit is an acceptable reporting mechanism if the questions answered in the report lend themselves to reporting on details of this specific project. If not, than a separate tracking mechanism is necessary.

Scoring

For Part A, four points will be awarded.

For Part B, points will be awarded as follows:

- *For the first year of post-project tracking and reporting, three points will be awarded;*
- *For an additional year of post-project tracking and reporting, three additional points will be awarded up to the maximum six points for Part B.*

Question 4. Water Quality Needs**37 pts. max.**

This question deals with consistency of the project with DNR priorities and the water quality need of the waterbody affected by the proposed project. The project must be consistent with at least one of the seven watershed priorities. Projects may address water quality needs associated with rehabilitation and/or protection of surface water and groundwater. A project is considered “directly dealing” with a water body on the list if the location of the project is within the watershed (HUC 10) and upstream of the listed water body, but not any farther upstream than the first impoundment for projects that propose to manage soil/sediment inputs.

One source of information to answer this question is the State of the Basin reports provided by the DNR. Some of these reports are available on the DNR website at: <http://dnr.wi.gov/water/basin/> or from the District NPS Coordinator. For the Upper Chippewa Basin and Lake Superior Basin, you will need to contact the District NPS Coordinator to obtain the most current information.

For some border waters (along the Mississippi River or the Great Lakes), there are no State of the Basin reports. For these situations, another governmental document, accepted by the District NPS Coordinator, can be used to classify the resource into one of the categories. Please speak with your District NPS Coordinator for assistance with this.

Check all applicable boxes for the project area. Because planning areas may encompass several square miles, more than one category may apply. If so, estimate the portion (percentage) of the project area that falls into each category and record it in the space provided.

Surface Water Considerations:**A. Clean Water Act section 303(d) List**

A project with water quality goals directly dealing with a water body (lake or stream) on the s. 303(d) List as submitted by DNR to EPA, where the cause of the water quality impairment or degradation is caused by nonpoint sources and the project will reduce the type of nonpoint pollutants for which the water is listed. Generally, these waters are identified as being in the nonpoint source-dominated or point source/nonpoint source-blend categories. See **Attachment A** and Surface Water Data Viewer at <http://dnrmads.wi.gov/SL/?Viewer=SWDV> for identification of waters on the section 303(d) List. Provide the name of the applicable impaired water and the pollutant causing the impairment.

B. Outstanding or Exceptional Resource Waters or Other Areas of Special Natural Resource Interest

A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of outstanding resource waters (ORW) (per s. NR 102.10) or exceptional resource waters (ERW)(per s. NR 102.12) or other areas of special natural resource interest (ASNRI). Provide the name of the applicable ORW, ERW or ASNRI.

- To locate ORW/ERW, see **Attachment A** and <http://dnrmads.wi.gov/SL/?Viewer=SWDV> . ORW/ERW waters are also ASNRI's.
- To locate ASNRI using DNR's Surface Water Data Viewer go to: Viewer go to: <http://apwmad0d1600/SL/Viewer.html?Viewer=SWDV&runWorkflow=DesignatedWaters>.

C. Not Fully Supporting Uses

A project with water quality goals directly dealing with a water body (lake or stream) identified in a Departmental Basin Plan or Watershed Plan update to a Basin Plan as not supporting designated uses due to nonpoint sources, but is not on the section 303(d) List. In newer plans, these waters are categorized as “supporting” (as opposed to “fully supporting”) designated uses; in plans prior to 2010 they were labeled as “partially meeting” designated uses.

D. Surface Water Quality

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

Groundwater Considerations:

To determine what groundwater considerations your project may have, please consult the District Drinking Water and Groundwater Specialist (found at: <http://dnr.wi.gov/topic/drinkingwater/contact.html>) or the County Extension office.

E. Exceeds Groundwater Enforcement Standard

A project with groundwater quality goals where representative information indicates that stormwater pollutants are present in groundwater at concentrations that exceed groundwater Enforcement Standards (ES). Representative information includes at least one sample per square mile, and of the samples taken, greater than ten percent should exceed the enforcement standard (ES).

F. Exceeds Groundwater Preventive Action Limit

A project with groundwater quality goals where representative information indicates that storm water pollutants are present in groundwater at concentrations that exceed the Preventative Action Limit (PAL). Representative information includes at least one sample per square mile, and of the samples taken, greater than ten percent exceed the preventive action limit (PAL).

G. Groundwater Quality

The project area is within a geological area defined in **Attachment F** as susceptible to groundwater contamination (see **Attachment F**).

Scoring

Points will be awarded as follows:

- *Category A: 30 points*
- *Category B: 30 points*
- *Category C: 20 points*
- *Category D: 10 points*
- *Category E: 30 points*
- *Category F: 20 points*
- *Category G: 10 points*

For project areas that contain more than one category, an average score will be awarded.

Public Drinking Water Supply Bonus Points 7 pts. max.

In addition to the points awarded for the water quality need, a project with water quality goals relating to reducing nonpoint source contaminants in community and non-community public drinking water supplies may earn up to seven bonus points.

If the project’s water quality goal is indicated by the applicant checking box E, F, or G in the main part of the question, then the project is considered to be a groundwater protection project. If this is the case, then the number of bonus points awarded is based on the type of water supply wells in the project area. Applicants should contact the DNR

District to determine the type and location of wells affected. The geographic location of the project will have to be provided to the DNR staff so they can make the determination based on maps which may not be available to the public.

If the project's water quality goal is indicated by the applicant checking box A, B, C, or D in the main part of the question, then the project is considered to be a surface water protection project. If this is the case, then the number of bonus points awarded is based on the specific surface water drainage area where the project is located. **Attachment E** contains a map that shows drainage areas for which bonus points can be awarded and the number of bonus points corresponding to each area.

Bonus points may only be awarded in one category (ground water or surface water).

Scoring

Bonus 1: Groundwater protection projects:

Bonus 1.a.: If the applicant checks box A (Municipal, Other-Than-Municipal (OTM), or Non-Transient water supply), then seven bonus points will be awarded.

Bonus 1.b.: If the applicant checks box B (Transient water supply), three bonus points will be awarded.

Bonus 1.c.: If the applicant checks box C, no bonus points will be awarded.

Bonus 2: Surface water protection projects: If the project will affect a surface water drinking water supply, then the points will be awarded in accordance with the map key in **Attachment E**. For project areas that contain more than one surface water category, a weighted score will be awarded.

Question 5. Evidence of Local Support

14 pts. max.

This question assesses the operational soundness of the proposed project. If the local share is already budgeted and if the citizen groups within the project area have already indicated their support for the project, then it's more likely that the project will be successfully completed within the grant cycle.

For Part A., provide information regarding the status of this proposed project within the local government's budget. Include attachments.

For Part B, evidence of support can be letters, resolutions or excerpts from public meeting records, which must be submitted with the application.

Scoring

Part A: Points will be awarded as follows:

- *Part A.1.: Eight points will be awarded if the local-share funds for the project expenses are already included specifically in an **adopted** budget. Having an adopted storm water utility is not the same as having an adopted budget with project activities included. there must be an adopted budget with project expenses specifically included.*

Or

- *Part A.2.: Six points will be awarded if the governmental unit has indicated that it will take necessary steps to include the project in the **proposed** budget.*

Note: DNR recognizes that this application is due prior to the adoption of most governmental unit budgets. At a minimum, DNR expects the applicant to assure that every effort will be made to have this project presented and discussed as part of the budget development process. If the project is selected for funding, DNR requires firm evidence that the local share is approved by the governmental unit before the grant will be written.

Part B: Points will be awarded as follows: Up to six points may be earned under this question, provided the governmental unit has submitted documentation of local support from community stakeholders.

- *Part B.1. Specific community support: Points will be awarded if the governmental unit has provided documentation of local support from community stakeholders specifically for the project proposed in this application.*
 - *Four points will be awarded if there is local support from citizen groups;*
 - *Two points will be awarded if there is local support from municipal committees or councils representing the applicant. Ordinances are evidence of local support under this category.*

Or

- *Part B.2. General community support: Points will be awarded if the governmental unit has provided documentation of local support from community stakeholders for addressing general water resource needs in the community even though the specific project being proposed has not been discussed.*
 - *Two points will be awarded if there is support from citizen groups;*
 - *One point will be awarded if there is local support from municipal committees or councils representing the applicant.*

Question 6. Plans and Regulations	12 pts. max.
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This portion of the application rewards applicants who will use this project to implement water quality recommendations in approved resource management plans, or who have regulations in place for construction or post-construction runoff. The existence of such plans and ordinances indicates a higher level of awareness of the impacts of nonpoint sources of pollution and a willingness to make improvements in a coordinated way.

In Part A, identify whether the proposed project implements a water quality recommendation in an approved local plan. If the answer is “Yes”, briefly describe how the project implements the plan recommendation and if the approved local water quality plan is available online, provide the link or attach a pdf.

For Part B, identify if the applicant has regulations in place for construction site erosion control and post-construction storm water management. To answer “Yes”, the regulation must include the applicable performance standards under NR 151.11 for construction site erosion and the performance standards under NR 151.12, NR 151.24, NR 151.121-128, and NR 151.241-249 for post-construction storm water runoff.

To check a box “Yes”, the ordinance must be in effect at the time of application. See **Attachment D** for a summary of the non-agricultural performance standards in s. NR 151.

If this application is for an update of the ordinance to meet the changes in ch. NR 151, provide the effective date of the existing ordinance, a web link or pdf.

If this application is to develop an ordinance, do not check “Yes” and no points will be awarded in this category.

Scoring

Up to twelve points may be awarded for answers to this question.

Under Part A, four points will be awarded for projects that implement a recommendation in a local water quality plan.

For Part B, up to eight points may be awarded.

- *For Part B.1., four points will be awarded for an adequate construction erosion control ordinance.*
- and*

For Part B.2., four points will be awarded for an adequate post-construction storm water ordinance.

Question 7. City of Racine	1 pt. max.
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Check the box on the application form if this is an application from the City of Racine for a project that is necessary to enable the city to comply with a storm water permitting requirement.

Scoring

One additional point will be awarded if applicable.

Part III. Eligibility for Multipliers

An applicant can increase the final project score by qualifying for an optional project multiplier.

Local Implementation Program

The project score multiplier may be used to increase the initial project score for projects where a local government conducts additional activities which implement a broader storm water management program within the designated project area. The DNR will use the information provided to determine whether a multiplier is appropriate, consistent with s. NR 155.19(4). If the project does not qualify for a project multiplier, the initial project score will be the final score.

Scoring

If the listed activities are in effect at the time of application submittal, the DNR will multiply the initial project score, from Part II of this application, by a factor of 1.1.

At a minimum, items A (pollution prevention I&E) and C (permit tracking) must be in place.

If the governmental unit owns parcels containing at least five acres of pervious area, item B (nutrient management) must also be in place. If the governmental unit does not own any parcels containing pervious areas of this size, then you may check this item as Not Applicable (N/A) and will earn the 1.1 multiplier as long as items A and C are checked.

Optional Additional Information

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

Applicant Certification

The Authorized Governmental Official who is authorized by the Governmental Responsibility Resolution (see **Attachment H**) to sign contracts on behalf of the local unit of government must sign and date the original application form prior to submittal to the DNR. All required copies must be copies of the dated and signed application, all attachments and include the Governmental Responsibility Resolution (see **Attachment H**). In addition, an electronic version of the application form and all attachments must be submitted on CD

Attachment A: Geographic and Water Resources Information for Watersheds

You can look up the necessary geographic and water resources information on the DNR's website on the Surface Water Data Viewer (SWDV). The SWDV provides information about water resources; *i.e.*, watershed name, watershed code, impaired waters, areas of special natural resource interest (ASNRI), and NPS rankings. The following instructions will help you get the basic map layers set up so you can also find things, such as the township, range, section, or the name of your receiving water. If you need additional help, please contact your District NPS Coordinator listed at <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

Go to: <http://dnrmaps.wi.gov/sl/?Viewer=SWDV>

1. Use either the Find Location tab followed by the Find Location tool, or the Zoom In tool to go to the project area.
2. Once in the project area, click on the Show Layers tool to select the:
 - **Impaired Waters 303(d) layers**
 - **Assessment Data for NPS ranking and Wisconsin Buffer Initiative Watersheds**
 - **Designated Waters** <http://apwmad0d1600/SL/Viewer.html?Viewer=SWDV&runWorkflow=DesignatedWaters>
(also find O/ERW at the CWA Standards & Uses layer)
 - **Permits & Ordinances for completed navigability determinations (not all streams have been assessed)**
 - **Wetlands & Soils for the Wetland Inventory and Wetland Indicators layers (use both)**
<http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland>
 - **Water Resources for Watersheds**
 - **Federal Hydrologic Units for Subwatersheds and Watersheds**
 - **Map Indexes for USGS Quads**
 - **Base Maps for cities, roads & waterway, air photos and topo maps**
3. Click boxes within the above layers to get to greater detailed information about the location. For example, in **Assessment Data**, click the boxes for Nonpoint Source (NPS) Waterbody Rankings and Wisconsin Buffer Initiative Watersheds.
4. Use the Point Identify tool to get a list of information related to the site for each map layer open. Click on the Identify button and then on the map location you are interested in to view information about that point.
5. The results will appear on the left side. You can scroll to see all of the data or choose to print it. If you do not see the necessary information on the left of the screen, you probably need to zoom in more.
6. If you do not see Wisconsin Buffer Initiative Watersheds information, it is because you are not zoomed in or because your project is not located in a WBI watershed and consequently there is no information available. WBI watersheds are shaded and contain an alpha-numeric code, (e. g., 34-L). Areas outside WBI watersheds are white (not shaded) and carry no alpha-numeric code.
7. To find the associated latitude and longitude of a point, click on the map; to the far right on the tools bar the coordinates of the clicked location appear.

Attachment B: Definition of Urban Project Area for Funding Under UNPS&SW Grants

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

Under s. NR 155.12(31) and s. NR 155.17(2)(b)3, a project must be in an area that is either urban at the time the project application is submitted, or is expected to become urban within twenty years of application submittal, to be funded under a UNPS&SW-Planning Grant.

An “urban area” is an area with a population density of 1,000 or more persons per square mile, or an area of industrial or commercial land uses. Island parcels of land that are completely surrounded by these urban land covers may also be considered urban, even though the existing land cover may be something else. The following information provides further guidance to determine whether your project is in an urban area and eligible for funding.

Lands with a Population Density of 1,000 or More Persons per Square Mile

- This criterion applies to residential areas.
- The population density must correlate to the project area. If the project area covers only part of a governmental unit, then the density calculation should be based on the population and area within the project area boundary.
- The existing population in the project area shall be that shown by the latest decennial census or by subsequent population estimate under s. 16.96, Wis. Stats. For annually revised population estimates, refer to the Wis. Department of Administration, Division of Inter-Governmental Relation’s Website at: <http://doa.wi.gov/demographics> and reference the applicable population or population estimates. Other population projections may be obtained from the applicable Regional Planning Commission.

Commercial Land Uses

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

Industrial Land Use

Eligible industrial land uses are more difficult to determine because eligibility is affected by other issues including whether the industrial land is publicly or privately owned and whether the areas are covered by storm water permits issued under ch. NR 216. The following industrial land uses are considered eligible for funding under the UNPS&SW Grant program:

- Manufacturing and non-manufacturing industrial land uses owned or operated by a governmental unit or the UW Board of Regents, including sites requiring coverage under subch. II of ch. NR 216;
- Manufacturing and non-manufacturing industrial land uses that are privately owned, but only those source areas (such as some separate employee parking areas or landscaped areas) that are not covered by a ch. NR 216 storm water discharge permit. These would be areas that are not considered to be contaminated with industrial activity.

Attachment C: Planning Activities

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

Section NR 155.16 (http://docs.legis.wisconsin.gov/code/admin_code/nr/155.pdf) lists local assistance activities eligible for funding in urban project areas under the UNPS&SW Management Grant Program. Two key restrictions apply:

- Planning activities are only eligible for grant funding when conducted to address storm water quality, infiltration and small storm peak flow shaving issues consistent with the non-agricultural performance standards in ch. NR 151. If the project includes significant work that addresses drainage and larger storm flood control issues unrelated to achieving the water quality goals, these costs may not be included in the cost-shared amount.

Funding for most of the activities listed in s. NR 155.16 must be requested using this application. Eligible activities for which this application must be used are described below.

Eligible UNPS&SW Planning Activities

Urban runoff control planning activities, including:

- Storm water planning for areas of existing development, new development and re-development;
- Preparation of local ordinance affecting storm water including those for: construction site erosion control, post-construction storm water management, pet waste management, illicit discharge management.
- Evaluating local financing options for storm water programs, including storm water utilities.

Urban runoff control implementation activities, including:

- Illicit discharge detection and elimination;
- Project evaluation activities required by the grant.

Public participation, education and outreach activities including:

- Forming partnerships to manage urban runoff;
- Preparing and using educational materials and strategies;
- Developing and conducting demonstrations and tours.

Technical Assistance Activities for Construction Projects

The following activities are eligible for assistance under the UNPS&SW Grant Program but are considered part of construction. Consequently, funding for these activities must be applied for using Form 8700-299 for UNPS&SW construction projects.

- Engineering design and construction services for BMP installation.
- Land acquisition and easement purchase, including appraisal costs.
- Cost of testing materials for use in BMP design, installation, or evaluation.

Attachment D: Summary of Non-Agricultural Performance Standards

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

Consistency Requirement

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

- A project may address **one or more** of the following performance standards for a given geographic area:
 - Construction site performance standards for new development and redevelopment (s. NR 151.11);
 - Post-construction performance standard for new development and redevelopment (s. NR 151.121-128 and NR 151.241-249);
 - Developed urban area performance standard (s. NR 151.13).
- For any of the three specific standards listed above that are selected as a project focus, the project must be comprehensive in its scope. This means that the project must work towards implementing the entire standard, not just bits and pieces. For example, if a community proposes to prepare a storm water plan for new development and re-development, it must address all components of s. NR 151.121-128 and 151.241-249. This means that the plan must address total suspended solids (TSS), peak discharge, infiltration, protective areas, and fueling and maintenance areas. This criterion is waived for components that are already covered by an existing plan of comparable detail in a manner consistent with ch. NR 151. For example, the DNR will fund development of ordinance provisions that address only infiltration if the other components of the standard are already covered by the existing ordinance.
- Planning products can be expanded to include other components for which there are no performance standards (.e.g., storm water practices to achieve thermal standards). The non-performance standard-based component must not detract from, or in any way work at cross-purposes to, achieving performance standards under ch. NR 151.

Non-Agricultural Performance Standards

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

Section NR 151.11: Construction Sites in New Development and Redevelopment

During construction, land disturbance of one acre one or more will need to control 80% of the sediment load coming off the construction site to the maximum extent practicable. Until January 1, 2013 the performance standard will be a discharge of no more than 5 tons/acre/year. In addition, these sites must also prevent tracking of sediment onto roads; prevent the discharge of sediment during site de-watering; protect storm drain inlets; prevent the discharge of sediment from disturbed areas into adjacent waters of the state, prevent the discharge of sediment from drainage ways that flow off the site; prevent the discharge of sediment eroding from soil stockpiles existing for more than seven days; prevent the discharge of sediment from erosive flows at outlets and in downstream channels; prevent the transport of runoff into waters of the state of untreated wash water from vehicle and wheel washing and properly use, store and dispose of chemicals, cement and other construction materials. Preventive measures include maintenance of existing vegetation especially adjacent to surface waters when possible; minimization of soil compaction and preservation of topsoil minimization of construction activity or slopes of 20% or more; and development of a spill prevention and response plan.

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

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

- **Total Suspended Solids**

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

- **Peak Discharge Rate**

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

- **Infiltration**

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

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

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

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

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

Protective Areas

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

Fueling and Maintenance Areas

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

Section NR 151.241-249: Transportation Facilities

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

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

Note: Chapter NR 152: Model Ordinances for Construction Site Erosion Control and Storm Water Management contains, as appendices, model ordinances for both storm water management and for construction erosion control sites. The performance standards included in the model ordinances are taken from ch. NR 151, but have not yet been updated with the revisions that went into effect on January 1, 2011. Adoption of the ordinances by the governmental unit is voluntary unless otherwise required by state law. The purpose of ch. NR 152 is to bring about uniformity of regulations that affect governmental units.

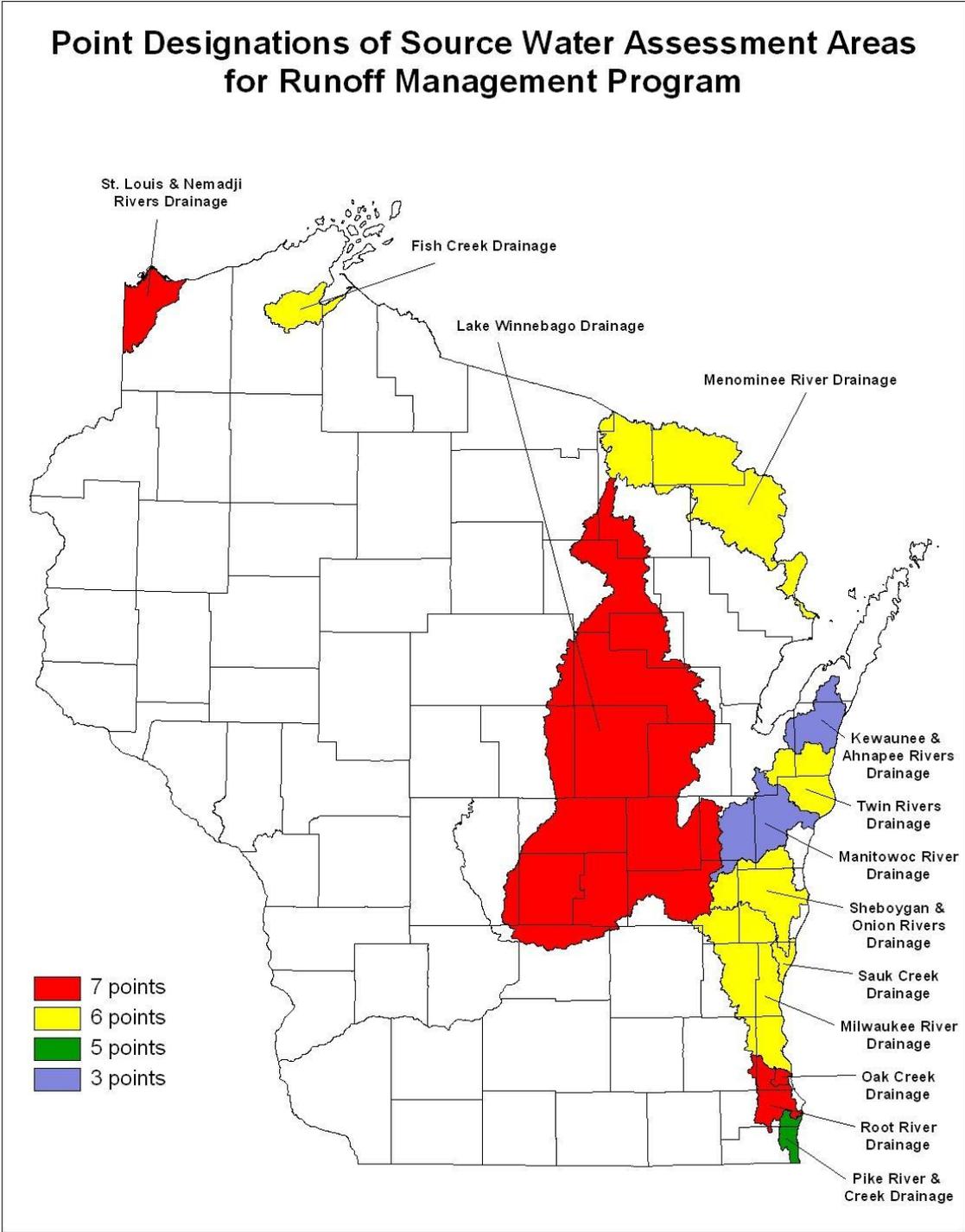
Section NR 151.13: Developed Urban Area Performance Standards

These performance standards apply to incorporated cities, villages and towns with a population density of 1,000 people or more per square mile. By **March 10, 2008**, these local units of government were responsible for implementing a storm water management program that includes the following:

- Public education on the proper management of leaves and grass clippings, lawn and garden fertilizers, and pet wastes, and the prevention of oil and chemical runoff into storm sewers;
- A municipal program for proper management of leaves and grass clippings, including public information about the program;
- Application of nutrients on municipally-owned property in accordance with a nutrient application schedule; and
- Detection and elimination of illicit discharges.

In addition, municipalities which are subject to a storm water permit under ch. NR 216 must also reduce the total annual suspended solids loading from developed areas within the municipal boundary by **20% by March 10, 2008**. A performance standard of 40% TSS reduction is also included in s. NR 151.13 but there is not date certain for enforcement of this performance standard.

Attachment E: Part II. Question 4. Bonus Points



Attachment F: Groundwater Susceptibility

NR 151.12(5) (c) 5: Areas “Susceptible to Groundwater Contamination”

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

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

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

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

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

Enlarged Fracture: a solution-enlarged or -widened bedrock fracture that usually narrows with depth.

Pavement: extensive bare areas of exposed bedrock surfaces with many enlarged fractures or sinkhole features.

Fracture Trace: a linear feature, including stream segment, vegetative trend and soil tonal alignment.

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

Cave: a natural cavity, large enough to be entered, which is connected to sub-surface passages in bedrock.

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

Karst Fen: a marsh formed by plants overgrowing a karst lake or seepage area.

Mine Feature: a man-made shaft, tunnel, cave, hole, or other feature created for mining purposes.

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

INTER-GOVERNMENTAL AGREEMENT REQUIREMENTS FOR JOINT PROJECTS

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

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

REQUIRED CONTENT OF A COOPERATIVE AGREEMENT

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

1. Agreement Title.
2. Agreement Purpose (*Must include reference to the project name and grant application*).
3. Names of Participating Local Units of Government (LUG).
4. Assignment of the Following Responsibilities (*This list may be expanded as appropriate*):
 - a. Sign the Runoff Management Grant Agreement with DNR (*Only one LUG may be selected to enter into the grant agreement with DNR*);
 - b. Establish the grant account (*Only one LUG may be selected to establish the grant account to which DNR will issue reimbursements*);
 - c. Negotiate, sign, and oversee any professional services contracts;
 - d. Local development, approval and submittal to DNR of grant products, and final report;
 - e. Protocol for implementation of planning recommendations;
 - f. Manage grant account including invoices, payments, and reimbursements (*Must include responsibility for Local Share contribution by each partner, generation of funds for paying bills, bill payment procedures, procedures for submitting DNR reimbursement requests and for handling DNR reimbursement*);
 - g. Project records retention as required by sec. NR 155.29, Wis. Adm. Code

Attachment H: Governmental Responsibility Resolution

**SAMPLE
GOVERNMENTAL RESPONSIBILITY RESOLUTION
FOR RUNOFF MANAGEMENT GRANTS**

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

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

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

THEREFORE, BE IT RESOLVED, that _____
(applicant)

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

behalf of _____ to:
(applicant)

Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;

Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;

Sign and submit reimbursement claims along with necessary supporting documentation;

Sign and submit interim and final reports and other documentation as required by the grant agreement;

Sign and submit an Environment Hazards Assessment Form, if required; and

Take necessary action to undertake, direct and complete the approved project.

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

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

Adopted this _____ day of _____, 20_____.

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

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

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