

Proposed Application and Program Guidance Changes for Four Surface Water Grant Programs

The Department of Natural Resources (DNR) is seeking public input on a proposal to:

1. Establish a consolidated electronic grant application form for four surface water grant programs: NR 190, Lake Management Planning, NR 191, Lake Protection & Classification, NR 195, River Protection, and, NR 198, Aquatic Invasive Species (AIS) Control.
2. Refine and clarify application and project guidance for surface water grants: Lake Management Planning, Lake Protection & Classification, River Protection, Aquatic Invasive Species (AIS) Control grants.

The DNR is being proactive in notifying partners and potential 2015 grant applicants now about these anticipated changes so that they can better plan their grant application work.

A. Why Are We Doing This?

- A unified, fillable, savable electronic application form will make it easier for grant applicants to fill out, save, and submit their grant application.
- Updated application and project guidance will provide clearer instruction for grant applicants on what to include in the application.
- Improve customer service and reduce staff work load.

B. Background

Last fall a lean government team initiated a project to consolidate the surface water grant applications into a single electronic application form and update application and project guidance accordingly. Lean government applies objective methods to both identify and then implement the most efficient, value added way to provide government services. The lean government team working on this project is committed to providing the best customer service possible.

The DNR expects that consolidating the grant application forms into a single electronic form and updating the application and project guidance will reduce the time that project sponsors spend completing grant applications and improve applicant satisfaction with the overall application process for the four surface water grant programs. These changes will be incorporated into the 2014/2015 grant application cycle and will eventually be incorporated into a comprehensive administrative code revision that will soon begin for chs. NR 190, NR 191, NR 195, and NR 198.

C. Summary of Proposed Changes.

- 1. Establish a consolidated electronic grant application form for surface water grants.** Previously, the four surface water grants (Lake Management Planning, Lake Protection & Classification, River Protection, Aquatic Invasive Species (AIS) Control) each had individual application forms that needed to be submitted by fax or mail. The DNR has developed one unified, fillable, savable electronic application that will be used by all grant types to help streamline the grant application process. The new form consolidates data common to all grants, but still maintains sections within the application for each specific grant type.
- 2. Refine and clarify application and project guidance for surface water grants.** Previously, there were separate application and project guidelines for the separate surface water grants (Lake Management Planning, Lake Protection & Classification, River Protection, Aquatic Invasive Species (AIS) Control grants). By consolidating the grant application forms, the DNR has also

consolidated and updated the application guide and project guidance to provide clearer instruction on what to include in grant applications.

D. Remaining Steps. Once the 21-day comment period is complete, all comments will be considered, revisions will be made to this draft guidance document as warranted, a *Response Summary* will be prepared, then both the *Response Summary* and *Final Guidance* will be made available using the existing DNR Program Guidance web page (<http://dnr.wi.gov/news/input/guidance.html>) and will be posted on the specific web pages for all four surface water grant programs. Ultimately, the goal is to have the final guidance and forms published for distribution and posted on the Bureau of Community Financial Assistance's grants webpage by September 1, 2014.

Please forward your comments about this proposed policy no later than July 29, 2014, to:	Name: Shelly Thomsen, Lakes & Rivers Team Leader	Phone: (608) 266-0502
	E-mail address: dnrsurfacewatergrants@wi.gov	



Greetings,

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
- Lake Protection and Classification
- River Management Planning
- River Management Protection

The Guide contains information, resources, explanations, and the forms you will need to apply for these surface water grants. Application materials and forms may be obtained in a fillable and downloadable format from the DNR's website. <http://dnr.wi.gov/Aid/Grants.html>

1. Is Your Organization Eligible to Apply? Before developing a grant application, check to 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. 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. Application Postmark Deadlines:

<p>DECEMBER 10 – Planning</p> <ul style="list-style-type: none"> • Lake Management Planning <ul style="list-style-type: none"> ○ Small Scale ○ Large Scale • Lake Classification & Ordinance Development • Aquatic Invasive Species (AIS) Education, Prevention & Planning -- Including Clean Boats Clean Waters • River Management Planning 	<p>FEBRUARY 1 - Management</p> <ul style="list-style-type: none"> • Lake Protection <ul style="list-style-type: none"> ○ Land/Easement Acquisition ○ Wetland & Shoreline Habitat Restoration ○ Lake Plan Implementation ○ Healthy Lakes • AIS Established Infestation Control • River Protection <ul style="list-style-type: none"> ○ River Management ○ Land/Easement Acquisition
<p>YEAR-ROUND</p> <ul style="list-style-type: none"> • AIS Early Detection & Response • AIS Maintenance & Containment 	

3. How to Submit a Completed Application: Applications must be received by the DNR on the deadline or be postmarked no later than the deadline above in order to be considered for a grant. Applications not received by or postmarked by the deadline date will not be considered.

<p>PREFERRED – Electronic submission</p> <p>dnrsurfacewatergrants@wi.gov</p>	<p>ALTERNATIVE – Mail or hand delivered submission</p> <p>Mail: Department of Natural Resources (CF/2) PO Box 7921 Madison WI 53707-7921</p> <p>Hand Delivered: 101 S. Webster Street Madison WI 53707</p>
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4. 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 Association of Lakes or River Alliance 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. Application score determines project rank; rank determines likelihood of grant award. The DNR has many examples of successful applications (see Resources in program guidance). Learn from the successes of others and submit an application that will score the highest!

5. Assistance is available from the DNR. MOST IMPORTANTLY, ask questions if you're unsure how to proceed or need clarification on such topics as eligible costs or grant administration procedures. DNR regional grants staff are available to help. You'll find the contact names, e-mails, and phone numbers on pages 3 and 4 in the *Guide*.

We wish you success with your projects and look forward to partnering with you to improve Wisconsin's surface waters.

Sincerely,

DNR Surface Water Grant Staff
Bureau of Community Financial Assistance

DRAFT

Surface Water Applicant Guide – AIS, Lakes, and Rivers Grant Programs

Program Information, Resource and Financial Guidelines

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DNR Contacts - Lakes and Aquatic Invasive Species Control Grant Contacts:

For assistance with specific or science-related aspects of your project, contact the Lakes or 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 Lakes and AIS grants can be found at: <http://dnr.wi.gov/Aid/Grants.html>

	Lake Grants Coordinator	Grants Specialist
Northeast Region		
Door, Brown, Calumet (East ½), Fond du Lac, Kewaunee, Manitowoc, Outagamie	Mary Gansberg 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph) 920-662-5498 (fax) Mary.Gansberg@wisconsin.gov	Gary Hanson 2984 Shawano Ave., Green Bay, WI 5413 920-662-5123 (ph) 920-662-5413 (fax) Gary.Hanson@wisconsin.gov
Calumet (West ½), Green Lake, Marquette, Waupaca, Waushara, Winnebago	Ted Johnson 626 E. County Road Y, Suite 700, Oshkosh, WI 54901 920-424-2104 (ph) 920-424-4404 (fax) TedM.Johnson@wisconsin.gov	
Marinette, Menominee, Oconto, Shawano	Brenda Nordin 2984 Shawano Ave., Green Bay WI 54313-6727 920-662-5141 (ph) 920-662-5498 (fax) Brenda.Nordin@wisconsin.gov	
Northern Region		
Iron, Oneida, Vilas	Kevin Gauthier, Sr. 8770 Highway J, Woodruff WI 54568 715-356-5211 x214 (ph) 715-365-8932 (fax) Kevin.GauthierSr@wisconsin.gov	Jane Malischke 810 W. Maple St., Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax) Jane.Malischke@wisconsin.gov
Forest, Florence, Langlade, Lincoln, Price, Taylor	Jim Kreitlow 107 Sutliff Ave., Rhinelander WI 54501 715-365-8947 (ph) 715-365-8932 (fax) James.Kreitlow@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, Polk, Rusk, Sawyer	Alex Smith 810 W. Maple St., Spooner, WI 54801 715-635-4124 (ph) 715-635-4015 (fax) Alex.Smith@wisconsin.gov	
South Central Region		
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	Sandy Chancellor 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax) Sandra.Chancellor@wisconsin.gov
Southeast Region		
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	Walt Ebersohl 2300 N. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8569 (ph) 414-263-8483(fax) Walter.Ebersohl@wisconsin.gov
West Central Region		
Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	Buzz Sorge 1300 W. Clairemont Ave., Eau Claire, WI 54701 715-839-3794 (ph) 715-839-6076 (fax) Patrick.Sorge@wisconsin.gov	Bruce Neeb 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-839-3713 (ph) 715-839-6076 (fax) Bruce.Neeb@wisconsin.gov

DNR Contacts - River Planning and Management Grant Contacts:

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>

	River Grants Coordinator	Grants Specialist
Northeast Region		
Door, Brown, Calumet (East ½), Fond du Lac, Kewaunee, Manitowoc, Outagamie	Mary Gansberg 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph) 920-662-5498 (fax) Mary.Gansberg@wisconsin.gov	Gary Hanson 2984 Shawano Ave., Green Bay, WI 5413 920-662-5123 (ph) 920-662-5413 (fax) Gary.Hanson@wisconsin.gov
Brown, Marinette, Menominee, Outagamie, Shawano	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, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn	Craig Roesler 810 W. Maple St., Spooner, WI 54801 715-635-4076 (ph) 715-392-7993 (fax) craig.roesler@wisconsin.gov	Jane Malischke 810 W. Maple St., Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax) Jane.Malischke@wisconsin.gov
Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas	Jim Kreitlow 107 Sutliff Ave., Rhinelander WI 54501 715-365-8947 (ph) 715-365-8932 (fax) James.Kreitlow@wisconsin.gov	
South Central Region		
Grant, Green, Iowa, Lafayette	Jim Amrhein 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3280 (ph) 608-275-3338 (fax) James.Amrhein@wisconsin.gov	Sandy Chancellor 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax) Sandra.Chancellor@wisconsin.gov
Columbia, Dodge, Jefferson	Dan Heim N7725 Hwy 28, Horicon, WI 53032 920-387-7865 (ph) 920-387-7888 (fax) Daniel.Heim@wisconsin.gov	
Dane, Rock	Mike Sorge 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3247 (ph) 608-275-3338 (fax) Michael.Sorge@wisconsin.gov	
Crawford, Richland, Sauk	Jean Unmuth 1500 N. Johns St., Dodgeville, WI 53533 608-935-1926 (ph) 608-935-9652 (fax) Jean.Unmuth@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	Walt Ebersohl 2300 N. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8569 (ph) 414-263-8483(fax) Walter.Ebersohl@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		
Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Pierce, , St. Croix, Trempealeau, Vernon	Kurt Rasmussen 3550 Mormon Coulee Rd., La Crosse, WI 54601 608-785-9910 (ph) 608-785-9990 (fax) Kurt.Rasmussen@wisconsin.gov	Bruce Neeb 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-839-3713 (ph) 715-839-6076 (fax) Bruce.Neeb@wisconsin.gov
Adams, Juneau, Marathon, Portage, Wood	Scott Provost, Rivers Grants Coordinator 473 Griffith Ave, Wisconsin Rapids, WI 54494 715-421-7881 (ph), 715 421-7830 (fax) Scott.Provost@Wisconsin.gov	

I. Introduction

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

Who administers these grant programs?

These programs are administered by the Wisconsin Department of Natural Resources (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. These programs are designed to assist groups working to meet those needs.

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 the local share varies by grant program.

Surface Water Grant Program	Local Share Percentage
Aquatic Invasive Species	25%
Lake Management Planning	33%
Lake Management Protection	25%
River Management 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 services (such as consulting), supplies and materials, or some equipment use.

The following rules apply to non-cash donations:

1. All sources of local share donation must be indicated in the grant application.
2. Under ch. NR 190.005 (e) (2), NR 191.06 (h) (2), NR 195.10 (f) (2), NR 198.14 (f) (2), Wis. Admin. Code, the maximum hourly value of donated non-professional labor is \$12.00 per hour. EXCEPTION: If the project requires compliance with the USDA Natural Resources Conservation Services (NRCS) technical standards, counties may use the donated labor rate established for their county by the Wisconsin office of the USDA Farm Service Agency.
3. The value of donated equipment shall conform to the Wisconsin Department of Transportation’s (WI DOT) highway rates for equipment.
4. The value of donated materials and professional services shall conform to market rates and be established by invoice. EXCEPTION: Supervision or administrative time on the project provided by local government employee(s) is valued based on

actual pay rates and must be documented using the Force Account Labor worksheets and summary sheet.

The following forms should be used to track donated volunteer hours, equipment, professional services and labor:

- **Force Account Labor, Equipment and Materials Summary/Worksheets**
- **Donated Volunteer Labor Worksheet (Form 8700-349)**
- **Donated Professional Services Worksheet (Form 8700-350)**

Possible Help from the WI Conservation Corps:

The Wisconsin Conservation Corps (WCC) can provide labor for certain river management projects at no cost, in a quality manner, and provide a meaningful and diverse job training experience to young adults, age 18-25, in your area working on conservation and community development projects to enhance their future career opportunities. The WCC is a state agency. For more information about WCC or to find out if one of their 55 crews is located in your area, call 608-266-7730.

Donated property as part of local share:

For certain projects, the DNR may consider up to 75% of the value of donated property as part of the local share, subject to certain conditions. The DNR uses an appraisal to determine the value of the property. The appraisal ordered by the applicant and prepared for the donated property is subject to DNR review and approval. In no case may the amount of the grant exceed the actual cash outlay by the applicant.

Application Deadlines:

To be considered, complete applications must be submitted to the DNR central office electronic intake e-mail box dnrsurfacewatergrants@wi.gov by the application deadlines indicated below. If electronic submittal is not possible, complete paper applications must be postmarked no later than the application deadlines indicated below and mailed to Department of Natural Resources, PO Box 7921, Madison WI 53707-7921. If your application is not submitted on time to the appropriate location, it will not be considered. A timely and complete application is critical to the success of your project given the high level of competition for available funds.

Application Submission Deadlines

<p>DECEMBER 10 - Planning</p> <ul style="list-style-type: none"> • Lake Management Planning <ul style="list-style-type: none"> ○ Small Scale ○ Large Scale • Lake Classification & Ordinance Development • Aquatic Invasive Species (AIS) Education, Prevention & Planning <ul style="list-style-type: none"> ➢ Including Clean Boats Clean Waters • River Planning 	<p>FEBRUARY 1 - Management</p> <ul style="list-style-type: none"> • Lake Protection <ul style="list-style-type: none"> ○ Wetland & Shoreline Habitat Restoration ○ Lake Plan Implementation ○ Healthy Lakes ○ Land/Easement Acquisition • AIS Established Infestation Control • River Protection <ul style="list-style-type: none"> ○ River Management ○ Land/Easement Acquisition
<p>YEAR-ROUND</p> <ul style="list-style-type: none"> • AIS Early Detection & Response • AIS Maintenance & Containment 	

II. Grant Program Information

A. Eligible Applicants – see descriptions below

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	✓		

Units of government (counties, cities, towns, villages, tribes and lake protection & rehabilitation districts, etc.) are automatically eligible by Statutes. The categories of applicants below must meet certain qualifications in order to be considered eligible sponsors should submit qualifying applications and information to the DNR for approval 6 months in advance of the application deadline.

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 form must be submitted with a copy of the association's by-laws and articles of incorporation to the DNR regional environmental [grant specialist](#) before or accompanying your grant application. A copy of the form is included in the Appendices of this document.

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 form must be submitted with a copy of the organization's by-laws and articles of incorporation to the DNR regional environmental grant specialist before or accompanying your grant application. A copy of the form is included in the Appendices of this document.

Qualified School Districts:

To be grant eligible, the board of a school district must adopt a resolution 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 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 IRS code and show that it has as one of its primary purposes the acquisition of property for conservation purposes. An NCO must submit [Form 8700-290](#) and required attachments to the regional environmental grant specialist before or accompanying the grant application.

Qualified Nonprofit Organizations (AIS grants only):

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 purposes, the prevention and control of aquatic invasive species. [Form 8700-290](#) and required attachments must be submitted to the DNR regional environmental grant specialist before or accompanying your grant application. Qualified nonprofit organizations include qualified nonprofit conservation organizations (NCO) as defined in [s. 23.0955\(1\)](#), Wis. Stats.

When Hiring a Consultant and Contractor:

If you are planning to use consultants, “shop” for the firm most qualified for your project. A list of private consultants, without endorsement, can be found on the following web site: <http://www.uwsp.edu/cnr/uwexplakes/lakelist/default.asp>

If your consultant fills out your application, be sure to check the completeness and accuracy of the information before it is submitted. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements.

Refer to the following web page when selecting a contractor:

<http://www.wisconsinlakes.org/index.php/lakeshore-living/38-choosing-a-consultant-for-your-lake-project>

B. Program Descriptions

When reviewing the following grant program descriptions, remember your local DNR Lake or River [Grant Coordinator](#) can help determine which program(s) best fit your project.

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

Section 23.22 (2)(c), Wis. Stats.; ch. NR 198, Wis. Admin. Code

Overview:

The AIS Prevention and Control grants are a cost-share effort by the DNR to provide information and education on types of existing and potential aquatic invasive species in Wisconsin, the threats that invasives pose to the state's aquatic resources, and available techniques for invasives control. These grants also assist in the planning and implementation of projects that will prevent the introduction of invasive species into waters where they currently are not present, controlling and reducing the spread of invasive species from waters where they are present, and restoring native aquatic communities.

There are five Aquatic Invasive Species Prevention and Control grants subprograms:

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

Priorities and Funding Considerations for all AIS Grants:

Allocation to AIS grant subprograms are prioritized as follows:

- a. Early detection and response to pioneer populations of aquatic invasive species
- b. Prevent the spread of aquatic invasive species to unpopulated waters.
- c. Control established populations of aquatic invasive species and restore native aquatic species communities.
- d. Provide research and demonstration that advances the state's knowledge and understanding of aquatic invasive species control.
- e. Maintain and contain aquatic invasive populations in a suppressed state within a waterbody or wetland.

DNR review teams will compile a statewide priority list of all eligible applications received by the grant deadline. Review teams will consider the following factors when developing the project 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 aquatic invasive species.
- 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 aquatic invasive species or resist future colonization.
- h. Level of community support and commitment, including past efforts to prevent or control aquatic invasive species.
- i. Whether the sponsor has previously received a grant for a similar project for the same water body.
- j. The degree to which the project will advance the knowledge and understanding of the prevention and control of aquatic invasive species.

1a. Education, Prevention and Planning Projects

Section NR 198.20, Wis. Admin. Code

Purpose:

Education projects are intended to broaden the public's awareness and understanding of, and ability to identify, Aquatic Invasive Species (AIS), the threats that AIS pose to the health of aquatic ecosystems, the 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/wetland, or prevent the spread of an AIS population from one waterbody to another unpopulated waterbody/wetland. 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
- Monitoring, mapping, and assessing waterbodies for the presence of AIS or other studies that will aid in the AIS prevention and control.
- Watercraft inspection and education projects following the guidelines of the DNR's Clean Boats, Clean Waters program. Specifically, projects involving watercraft inspectors are required to train inspectors at a Clean Boats, Clean Waters workshop where they will learn inspections techniques, data collect, and reporting in a DNR statewide database. Inspection projects using an AIS grant must provide a minimum of 200 hours of inspection time between May 1 and October 30 or conduct an approved alternative.
- A streamlined Clean Boats Clean Waters Funding Request and Agreement process has been created for sponsors interested only in this subprogram. 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 at: http://dnr.wi.gov/Aid/documents/AIS/CBCW_Fact_Sheet.pdf

Ineligible Projects: Any project not specified above.

Resources:

Education - The DNR and the University of Wisconsin Extension have developed guidance to aid sponsors with their outreach efforts, including:

- List of free AIS publications available to sponsors;
- Information on how to order AIS boat landing signs;
- Resources on how to begin a bait dealer outreach campaign;
- Examples of existing outreach publications developed by local partners;
- Information on how to access DNR AIS media campaign materials; and
- Information on how to take part in the statewide "Landing Blitz".

To avoid unnecessary costs, duplication of effort, and to assure that consistent and accurate information is provided statewide, sponsors should review this document <http://dnr.wi.gov/Aid/documents/AIS/AEPPGrantGuidanceOutreach.pdf> prior to beginning any outreach/education efforts funded by an AIS grant.

Clean Boats Clean Waters (CBCW):

All CBCW projects will follow protocols and procedures established for this program found at: <http://www.uwsp.edu/cnr/p/UWEXLakes/Pages/programs/cbcw/default.aspx>

Project should closely follow the CBCW Handbook and Forms ([PUB-WT-780](#)). Additional guidance on alternatives to a standard CBCW program can be found in *Alternative Equivalent CBCW Activities for Grant Projects for Lakes* found at: <http://dnr.wi.gov/Aid/documents/AIS/CBCWActivities.pdf>

Prevention and Control Planning:

The DNR has established guidelines for conducting AIS surveys needed for planning. Early detection methods appropriate for volunteers can be found at: <http://www.uwsp.edu/cnr-p/UWEXLakes/Documents/programs/CLMN/AISmanualFULL-5-14-14forWEB.pdf>.

The following elements are required to be included in an *Aquatic Invasive Plant Management Plan* in order for it to be considered for a control grant under [s. NR 198.40](#), Establish Population Control Projects.

- (a) 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.
- (b) Description of the historical control actions taken or those in progress.
- (c) 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.
- (d) Assessment of the sources of watershed pollution and a strategy for their prevention and control.

- (e) Assessment of the fishery, wildlife and aquatic plant community.
- (f) Identification of the need for the protection and enhancement of fish and wildlife habitat, endangered resources, and other local natural resource concerns.
- (g) 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.
- (h) Identification of target levels of control needed to meet the objectives.
- (i) Identification and discussion of the alternative management actions considered and proposed for AIS control including expected results.
- (j) Analysis of the need for and a list of the proposed control actions that will be implemented to achieve the target level of control.
- (k) Discussion of the potential adverse impacts the project may have on non-targeted species, drinking water, or other beneficial waterbody uses.
- (L) 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.
- (m) Contingency strategy for effectively responding to the re-introduction of the AIS after the initial control.
- (n) Sufficient information for determining the feasibility of alternative control measures, including: costs; the relative permanence of the control; the potential for long-term control of the causes of infestation; and the baseline data required to measure subsequent change.

Aquatic Invasive Plant Management Plan Approval:

Regional DNR staff will review a plan to ensure it adequately addresses all elements and may enlist the assistance of the Lake Technical Review team, if needed. Regional DNR staff will document their approval by letter and will detail any exceptions to the approval and specify the activities eligible for additional DNR funding. These letters should become part of the final approved Aquatic Invasive Plant Management plans. Once approval is received, the plan is eligible for implementation funding under [s. NR 198.40](#).

Detailed background and instructions on developing an Aquatic Invasive Plant Management plan may be found at:

<http://www.uwsp.edu/cnr/uwexplakes/ecology/APMguide.asp>

- [Preface and Table of Contents](#)
- [Chapter I - Aquatic Plant Management \(APM\) in Wisconsin](#) (pdf)
- [Chapter II - Components of a Seven-Step APM Plan](#) (pdf)

- [Chapter III - Specific Elements of Your Aquatic Plant Management Plan](#) (pdf)
- [Chapter IV - Management Options for Aquatic Plants](#) (pdf)
- [Glossary of Common Lake Terms](#) (pdf)
- [Protocol for Aquatic Plant Survey - Collecting, Mapping, Preserving and Data Entry](#)(pdf)
- [Wisconsin Trophic Status Index](#) (pdf)
- [Collecting and Pressing Plants](#)(pdf)
- [How to Calculate Floristic Quality Index](#) (excel)
- [Aquatic Plant Survey Field Data Worksheet](#) (excel)
- [Pre and Post Treatment Evaluation of Aquatic Plant](#) (pdf)
- [Compute Pre and Post Treatment Data Worksheet](#) (excel)
- [Response for Early Detection of EWM Field Protocol](#)(pdf)

Prevention and Contingency Planning:

Any planning effort should include plans to respond to a new AIS population. Below are the essential elements of such a plan that is further detailed in [Aquatic Plant Management in Wisconsin](#).

- A. Assemble a Response Team:
 1. Agency contacts – DNR, County, Tribes, and US Forest Service (if applicable).
 2. Leader – Main contact for your organization that will implement and coordinate the response plan.
 3. Monitors – Conduct AIS surveillance and track and report findings throughout the response project. Activities can include:
 - a. Use of Global Positioning System unit for accurate mapping.
 - b. SCUBA divers and snorkelers who can double as monitors and hand pullers
 - c. Boat drivers.
 4. Educators – Train and inform lake residents, users, and the community about AIS, necessary prevention measures, and the status and objectives of the response project.
 5. Communicators – Write newsletter articles, press releases, develop phone trees, maintain organization, community and agency contacts, etc. Schedule meetings, take minutes, write review or file reports and keep records.
 6. Treasurer – Raise money and manage bank and check book, apply for and manage grants, pay bills.
- B. Consultants and Contractors. Identify reputable consultants or contractors as needed to augment your team for surveys, monitoring planning. A certified applicator is required for herbicide applications.
- C. Funding. Estimate costs and establish a “contingency fund” & fund raising strategy.
- D. Postings. Ensure landings are posted with appropriate signage and initiate or enhance Clean Boats Clean Waters program

Funding Possibilities:

Maximum amount of grant funding is 75% of the total project costs, not to exceed \$150,000. Applications will be separated into two classes: less than \$50,000 in state funding and between \$50,001 and \$150,000 in state funding. Clean Boats Clean Waters projects are limited to \$4,000 per public boat launch facility but may be a component of a larger project.

Payment Options:

Sponsors may request an advance payment equal to 25% of the grant amount. The exception is the simplified Clean Boats Clean Waters grant process for which an advance payment of 25% is automatically provided. The sponsor may submit quarterly reimbursement requests during the life of the project; those requests must be accompanied by progress reports detailing activities completed during the period for which reimbursement is requested as well as documentation for 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 sponsor. .

1b. 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 Aquatic Invasive Species (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 they can be removed or significantly reduced and managed at low densities.

Your DNR regional AIS Coordinator will determine whether an AIS population qualifies as “pioneer” based on best professional judgment. For rooted aquatic plants like Eurasian Water Milfoil, pioneer infestation are 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 lake area, whichever is greater.

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.
- Monitoring, outreach, and education efforts.

Ineligible Projects: Any project not specified above.

Applicant Procedures:

In recognition of the potential catastrophic nature of a new AIS infestation, this subprogram allows for quick notice of a possible AIS infestation to the DNR, funding approval by the DNR, then application submittal by the sponsor.

Project applicants report a new pioneer population to DNR field staff by:

1. Collecting an entire intact adult specimen. If possible, collect the roots, stems, flowers and fruit of the invasive plants.
2. Icing or refrigerating the specimen immediately.
3. Making a label that includes the date collected; name of person who collected the specimen; and the township, range and section, county, and waterbody name from which the specimen was collected. Include topographic map or plat map, if possible.
4. Submitting the specimen to the department [AIS/Lakes/River Coordinator](#) within 3 days.

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 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 plan to the early response action.

Funding Possibilities:

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

Payment Options:

Eligible expenses can be incurred after receiving notification of project approval from the appropriate AIS Coordinator at the DNR. Sponsors may request an advance payment of up to 25% of the grant amount when they receive the grant award. Quarterly reimbursement requests may be submitted during the life of the project and must be accompanied by progress reports detailing activities completed during the period for which reimbursement is requested as well as 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 sponsor.

1c. Established Population Control Projects

Section NR 198.40, Wis. Admin. Code

Purpose:

Established population control grants are intended to assist applicants in eradicating or substantially reducing established populations of Aquatic Invasive Species (AIS) to protect and restore native species communities. Established populations are defined as substantial reproducing populations of AIS that are not pioneer infestations.

For projects on lakes and rivers, adequate public boating access is required, as defined in [s. NR 1.91\(4\) or \(6\)](#), Wis. Adm. Code.

Eligible Projects:

- Activities recommended in a DNR-approved control plan including monitoring, education, and prevention activities.

- If participating in a DNR designated program, such as the Purple Loosestrife bio-control projects, no prior plan approval is required.

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. Equipment associated with boat washing facilities is eligible if included in a management plan.

Plan Approval:

Applicants must have developed and received DNR approval of their control plan prior to the application deadline. Applicants should submit plans to the regional AIS or Lakes Coordinator **a minimum** of 60 days prior to the application deadline along with an explanation of the specific recommendations to be funded by the grant. DNR staff will consider the following criteria when reviewing plans:

1. Identification of the problems or threat to the aquatic ecosystem presented by 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 aquatic invasive species.
2. Description of the historical control actions taken or that is in progress.
3. Thorough characterization of the waterbody's historical and current ecosystem conditions, including at least one year of current baseline data quantifying the extent of the infestation.
4. Assessment of the fishery, wildlife and aquatic plant community.
5. Identification of the need for the protection and enhancement of fish and wildlife habitat, endangered resources, and other local natural resource concerns.
6. Identification of the management objectives needed to maintain or restore the beneficial uses of the aquatic ecosystem.
7. Identification of target levels of control needed to meet the objectives.
8. Identification and discussion of the alternative management actions considered for AIS control including the expected results.
9. Analysis of the need for and a list of the proposed control actions that will be implemented to achieve the target level of control.
10. Discussion of the potential adverse impacts the project may have on non-targeted species, drinking water, or other beneficial waterbody uses.
11. Prevention strategy to reasonably assure that new introduction of AIS will not re-infest the waterbody.
12. Contingency strategy for effectively monitoring and preventing the re-introduction of AIS following initial control.
13. Sufficient information for determining the feasibility of alternative control measures, including: costs; the relative permanence of the control; the potential for long-term control of the causes of infestation as well as the baseline data required to measure subsequent change.

Resources:

1. Purple Loosestrife Bio control <http://dnr.wi.gov/topic/invasives/loosestrife.html>
2. Aquatic Plant Management in WI
<http://www.uwsp.edu/cnr/uwexlakes/ecology/APMguide.asp>

Funding Possibilities:

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

Payment Options:

Grant advance is not 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 in which reimbursement is requested as well as 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 sponsor.

1d. Maintenance and Containment Projects

Section NR 198.50, Wis. Admin. Code

Purpose:

Maintenance and containment grants are intended to provide sponsors 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 plan that meets the criteria of s. [NR 198.43](#), Wis. Adm. Code. Ongoing maintenance is needed to contain these 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 Activities:

Application fees for [ch. NR 107](#) or [NR 109](#) aquatic plant management permits issued by the DNR, surveying, monitoring, reporting and recordkeeping required by the DNR.

Procedures:

Reimbursement claim Form [8700-323](#) will be provided to eligible sponsors that receive DNR-approved [ch. NR 107](#) or [NR 109](#) permits. Reimbursement claims may be submitted at any time to the DNR after the permitted activities are completed and have been paid in full by the sponsor. Reimbursement requests must include all necessary compliance reports; these reports will be reviewed by DNR staff.

Funding Possibilities:

Maximum amount of grant funding will be determined by DNR based on the sponsor's permit application fee, specified monitoring and reporting requirements in the permit, or DNR-approved management plan. 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. 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.

Eligible Projects:

- Increase scientific understanding of the ecological and economic implications of AIS
- Increase scientific understanding of the management of AIS.
- Assess experimental and innovative techniques for their prevention, containment and control of AIS.

Ineligible Projects: Any project not specified above.

Procedures:

Proposal briefs for research or demonstration projects must be submitted to the DNR by July 1 in every even numbered year to be considered for funding for the next biennium. Proposals can be emailed to dnrsurfacewatergrants@wi.gov . Proposal briefs shall include the following:

- Goals and objectives of the project
- Brief description of the methods to be used
- Estimated costs
- Timeline for project completion

Prior to each two-year state budget cycle, the DNR develops a Biennial Research Agenda to identify the highest priority research. Only projects that are included in the agenda may be funded by the DNR. Initial topics are compiled in July of even numbered years by DNR staff and work their way through various levels of review and approval. High priority AIS research projects eligible for funding will be identified by December 1st of each year and applicants will be directed to complete a full proposal using the application for AIS Established Population Control. Full proposals must be received by or postmarked no later than the February 1st deadline.

Funding Possibilities:

In years when funding under this subprogram are available, the maximum amount of grant funding is 75% of total project costs up to the maximum established for the AIS grant

category for which the application was submitted. No more than \$500,000 shall be awarded annually for research or demonstration projects.

Payment Options:

Quarterly reimbursement requests may be submitted during the life of the project and must be accompanied by progress reports detailing activities completed during the quarter for which reimbursement is request 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 sponsor.

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 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 will compile a statewide priority list of all eligible applications received by the grant deadline. Review teams will consider the following factors when developing the project 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 degree of public access to the lake.
- f. Whether it is a first-time small scale application

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 which 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. Lakes not meeting the minimum public boating access standards of [s. NR 1.91 \(4\) \(d\)](#) will be assigned the lowest priority.
- 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 its resource management plans.
- i. Whether the project is a first-time large-scale project for a lake.

2a. Small Scale Lake Planning

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 minor plan updates, or developing plans and specification for implementing a management recommendation.

Eligible Projects:

- a. Specific monitoring and assessment projects. Collect and report chemical, biological, and physical data about lake ecosystems for a Tier I assessments, 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.
- b. Collecting and disseminating existing information about lakes for the purpose of broadening the understanding of lake use, Lake Ecosystem conditions and lake management techniques.
- c. Conducting workshops or trainings needed to support planning or project implementation.
- d. Projects that will assist management units as defined in [NR191.03 \(4\)](#) & [NR 190.003 \(4\)](#) the formation of goals and objectives for the management of a lake or 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.

Lake Management Plan Approval:

Regional DNR staff will review a plan to ensure it adequately addresses all elements and may enlist the assistance of the Lake Technical Review team, if needed. Regional DNR staff will document their approval by letter and will detail any exceptions to the approval and specify the activities eligible for additional DNR funding. These letters should become part of the final approved Lake Management Plan. Once approval is received, the plan is eligible for implementation funding under [s. NR 191.4](#).

Detailed background and instructions on developing a Lake Management plan see resources under the large scale projects.

Payment Options:

Grantees may request a 75% advance payment to begin project activities. (If your project includes any State Lab of Hygiene water quality testing costs, those costs will be subtracted from your advance payment because the DNR pays the State Lab directly for these services on your behalf.) The final 25% of the grant amount may only be requested at the end of the project when the final project report and documentation for actual eligible costs are submitted to the DNR and approved.

2b. Large Scale Projects**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 lake management plan; more than one grant may be needed to complete the plan.

Eligible Projects:

- a. Collection of new or updated, physical, chemical and biological information about lakes or lake ecosystems.
- b. Definition and mapping of Lake Watershed boundaries, sub-boundaries and drainage system components.
- c. 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.
- d. Assessments of water quality and of fish, aquatic life, and their habitat.
- e. 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.
- f. 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.
- g. Analysis, evaluation, reporting and dissemination of information obtained as part of the planning project and the development of management plans.

- h. 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.

Ineligible Projects: Any project not specified above.

Lake Management Plan Approval:

Regional DNR staff will review a plan to ensure it adequately addresses all elements and may enlist the assistance of the Lake Technical Review team, if needed. Regional DNR staff will document their approval by letter and will detail any exceptions to the approval and specify the activities eligible for additional DNR funding. These letters should become part of the final approved Lake Management Plan. Once approval is received, the plan is eligible for implementation funding under s. NR 191.4.

Detailed background and instructions on developing a [Lake Management plan may be found at:](#)

Resources:

1. Hale Lake Model Lake Management Plan
2. WISCALM
3. Water Quality Monitoring and Assessment Guidance
4. Habitat and Shoreland Assessment Methods
5. Wetland Restoration - <http://dnr.wi.gov/topic/Wetlands/methods.html> - Land Use Tracker, Vol 13, Issue 1, summer 2013.
6. Lakesheds, surface water data viewer.
7. WiLMS, PRESTO
8. Developing Watershed Plans to Restore and Protect our Waters, USEPA.
9. Lake and Reservoir Management, USEPA

Funding Possibilities:

Maximum amount of grant funding is 67% of the total project costs, not to exceed \$25,000. Multiple grants in sequence may be used to complete a planning project, not to exceed \$100,000 for each lake. The maximum grant award in any one year is \$50,000 for each lake. If phasing is necessary, all phases should be fully identified and a timeline identified in the initial application.

Payment Options:

Grantees may request a 75% advance payment to begin project activities. (If your project includes any State Lab of Hygiene water quality testing costs, those costs will be subtracted from your advance payment because the DNR pays the State Lab directly for these services on your behalf.) The final 25% of the grant amount may only be requested at the end of the project when 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 four basic Lake Protection subprograms:

- a) Fee simple or Easement Land Acquisition
- b) Wetland and Shoreline Habitat Restoration
- c) Lake Classification and Local Ordinance Development
- d) Lake Plan implementation

Priorities and funding considerations for Lake Protection Grants:

DNR review teams will compile a statewide priority list of all eligible applications received by the grant deadline. Review teams will consider the following criteria when developing the project 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. Lakes not meeting the minimum public boating access standards of [s. NR 1.91 \(4\) \(d\)](#) will be assigned the lowest priority and in the case of lake restoration projects, minimum public boating access is required.
- d. Degree to which the proposed project complements other lake and watershed management efforts including local comprehensive plans developed pursuant to [s. 66.1001](#), 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 it will be implemented.
- h. Whether it is a first-time protection project for the lake or first time classification project for the sponsor.

3a. Fee Simple or Easement Land Acquisition

Section NR 191.10, Wis. Admin. Code

Purpose:

Grants under this subprogram are intended for the acquisition of property or 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:

Approval of land acquisition applications is one of the most complicated processes at the DNR. For this reason, it is important for you to plan your project early and communicate with your DNR environmental grant specialist at frequent intervals.

Note:

Your application will not be considered complete unless it includes an appraisal. DNR appraisal reviewers review the appraisal for accuracy and certify the appraisal for grant purposes. Appraisal review and certification must be completed before a grant contract can be issued. See [Appendix A](#) for additional land acquisition details.

Eligible Costs:

- The fair market value of the property as determined by DNR-approved appraisals
- Cost of appraisal(s)
- and survey fees
- Relocation payments
- Land stabilization
- Title insurance and gap insurance
- Recording fees
- Historical 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 \$2,000
- Closing costs
- Building demolition 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 which 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:

Grant advance is not available. If necessary, all of the grant amount may be distributed to an escrow company for deposit into a non-interest bearing escrow account subject to DNR-approved title commitment, title insurance, gap insurance with understanding that

funds will be released to the seller upon completion of an insured closing and conveyance of the property to the sponsor.

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 is reviewed and approved by the DNR appraisal reviewer. Donated property used as match shall become part of the project. Fee simple and easement land acquisitions are complicated transactions. Notify your DNR regional Environmental Grant Specialist early on for guidance and assistance.

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 Project Costs:

1. Development of plans, specifications and environmental assessment, including pre- and post- engineering and design costs.
2. Construction, earth moving, or structure removal costs.
3. Native plant stock or seeds for re-establishing vegetation.
4. Incentive payments per landowner not to exceed \$250.
5. Public meetings and education and promotional materials, mailing and similar costs related to the distribution of information about restoration.
6. Necessary monitoring in order to measure success in achieving the ecologic function of restoration activities.
7. Purchase of fee simple or easement land acquisition on which wetland restoration activities will take place. The cost of preparing and filing deed restrictions on the property where restoration will take place.
8. Labor costs required to carry out activities identified in the grant agreement including technical assistance.
9. Other costs determined by the DNR as necessary to carry out a successful wetland or shoreline habitat restoration.
10. Water regulatory permits required for the project. Reasonable planning, engineering and design costs necessary to complete the permit application incurred within 12 months prior to the application deadline become eligible for reimbursement for projects awarded a grant.
11. Technical assistance provided to individuals seeking building permits if the intent is to improve the site's habitat conditions or comply with mitigation conditions.

Ineligible Project Costs:

- Environmental cleanup,
- Stairs
- Walkways

- Piers
- Costs of actual restoration that is intended to comply with a regulatory action, including wetland or shoreland mitigation projects.

1. Wetland Restoration:

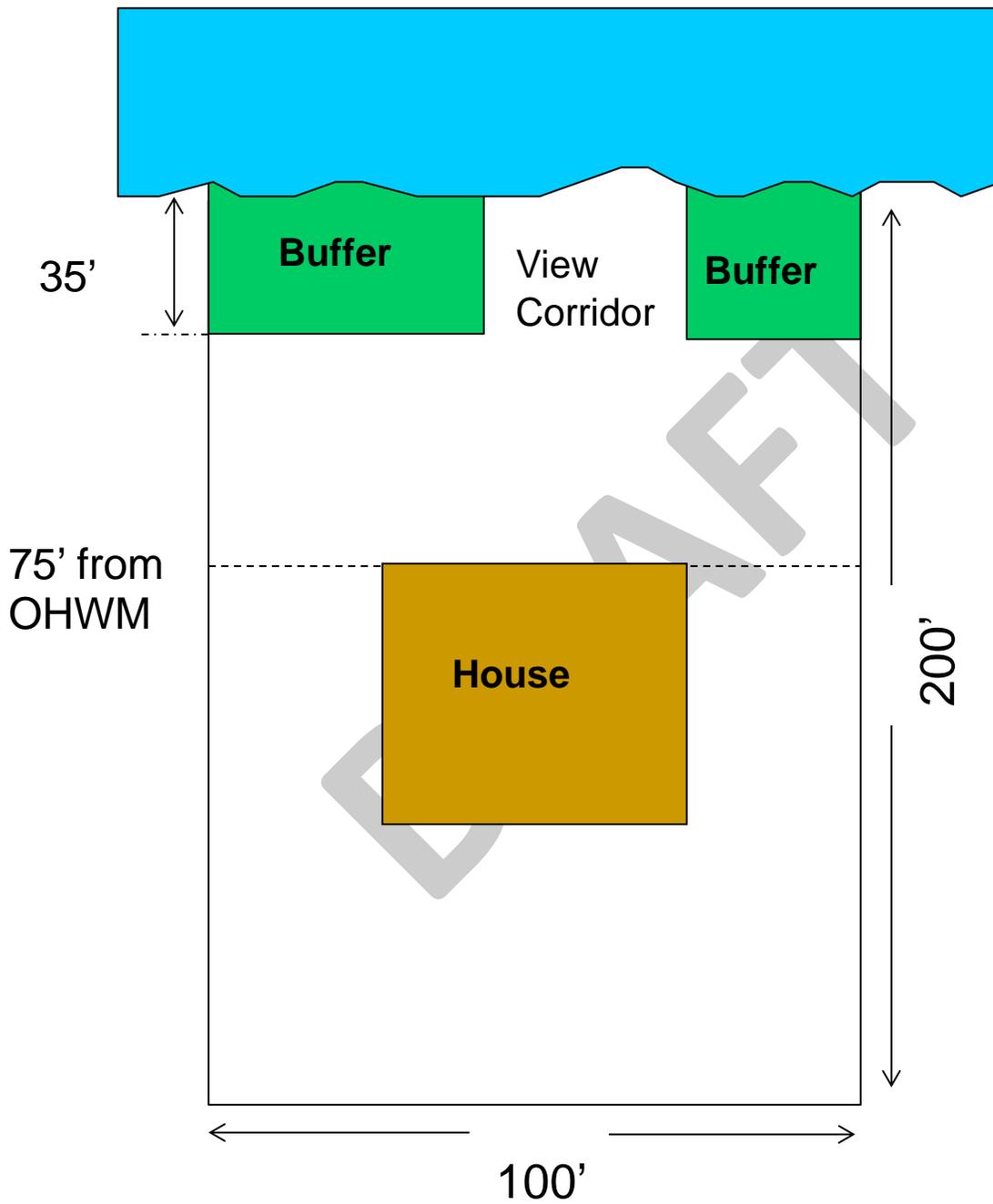
Approximately 80% of Wisconsin's wetlands occur adjacent to lakes, rivers, and streams. They improve and protect water quality by protecting shorelines from erosion, trapping sediment and other pollutants that travel from uplands towards our waters.

Opportunities for wetland restoration will often be identified in watershed assessments or management plans. Typical candidate sites will be where historical agricultural or other activities have drained the wetland for conversion to 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* cited under **Resources** contains guidance on various restoration methods. Enhancement – improving the functions - of existing degraded wetlands is also grant eligible.

2. Shoreline Habitat Restoration:

Restoration sites must meet minimum dimensional standards and other requirements as specified in [s. NR 191.24\(3\)](#) for cost-sharing restoration work. Cost sharing 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 on their own. Typically this 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.

Sample Shoreland Buffer Diagram



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. Cost incurred for preliminary design necessary to obtain the permit is an allowable cost eligible for reimbursement once the grant is approved. 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 fee simple ownership or a conservation easement in perpetuity prior to applying for a grant. The costs of acquiring property for this purpose are eligible project costs. The procedures outlined in the land acquisition project section must be followed. Cost of filing and preparing deed restriction 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 in conservation use in perpetuity. Cost for filing and preparing deed restrictions is grant eligible, as is a \$250 incentive payment to the landowner .

Wetland Restoration Resources:

1. *Wetland Restoration Handbook for Wisconsin Landowners*. Written by Alice L. Thompson and Charles S. Luthin (Publication #SS-989 2004).
2. <http://dnr.wi.gov/topic/Wetlands/restoration.html>
3. <http://www.wisconsinwetlands.org/HowWetlandsBenefitYourCommunity.pdf>
4. Ch. NR 151 BMP

Shoreland Restoration Resources:

1. Wisconsin Biology Technical Note : Shoreland Habitat
2. Code 580 Natural Resources Conservation Service
3. Example Conservation Covenant – Bayfield County and Burnett County
4. Wisconsin Native Plant Sources and Restoration Consultants - Seeds and plants for prairies, woodlands, wetlands and shorelands. DNR/UWEX. March 2004
5. DNR's Shoreland Restoration Resources
<http://dnr.wi.gov/org/water/wm/dsfm/shore/restoration.htm>
6. UWEX Shoreland Restoration Resources
<http://www.uwex.edu/ces/shoreland/zone2.htm>
7. Rain Gardens – Manual and supporting information
<http://dnr.wi.gov/runoff/rg/>

Funding Possibilities:

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

Wetland Restoration Incentive Grants:

A special subset of wetland restoration grants allows for 100% funding up to \$10,000 for wetland restoration projects if they are 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:

It is not possible to request an advance payment in this project category. However, it is possible to submit partial payment reimbursement requests accompanied by a progress report during the project.

3c. Lake Classification and Local Ordinance Development

Ch. s. 281.69 Wis. Stats., Section NR 191.3, Wis. Admin. Code

Overview:

Lake Classification projects will be conducted by counties 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.

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

Lake Classification

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:

1. Data collection, analysis using 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.
2. Objective setting for the classification system.
3. Investigation and selection of appropriate classification criteria.

4. Investigation and assignment of appropriate protection and management tools. All projects must propose lake protection activities for each classification.
5. Assist the DNR in setting lake water quality standards.

Note: Projects may not result in lowering existing state minimum standards designed to protect lakes.

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

1. Development of educational materials and training programs to improve the understanding and compliance with the lake classification.
2. Compliance monitoring and enforcement.
3. Technical assistance to landowners to comply and implement protection activities.
4. Developing or improving administrative procedures and processes.
5. Ordinance development: zoning, watercraft regulation, construction site erosion control, public water access, piers and moorings, etc.
6. Adoption of policies which encourage management of waters based on the specific needs of each waterbody.
7. Implementation of alternative management tools: purchase of land or development rights, conservation easements, development of individual lake and watershed plans, etc.

Ineligible Projects: Projects not eligible for funding under this subchapter include water safety patrols.

Note: Lake Classification projects may be conducted to assist the department 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 when adopted by the department as rules under s. [281.15](#), Stats.

Local Ordinance Development

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:

1. Review and evaluation of an existing regulation or ordinance effectiveness, including necessary surveys.
2. 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.
3. Legal fees to develop regulation or ordinance language.
4. Public meetings and materials, printing, postage, surveys, mailing, and similar costs related to community education on the need for and implementation of an ordinance or regulation.
5. Training of officials and citizens for compliance and enforcement of an existing or new regulation or ordinance.
6. Labor costs required to carry out activities identified in the grant agreement provided they 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.
7. Other costs determined by the DNR to be necessary to carry out the development of a regulation or ordinance.

Legal fees incurred in appealing DNR decisions are not reimbursable costs. Lake associations and nonprofit conservation organizations do not have regulatory authority and therefore are not eligible for ordinance development projects unless there are clear commitments from the regulatory authority to the project. The management unit that is adopting the ordinance should be the sponsor.

If the project is an ordinance update or upgrade project 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, it will need to be reviewed and certified by DNR staff. 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 your 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.

Routine ordinance enforcement is not an eligible cost for any grant in this subsection. However, site inspections and enforcement can be eligible for local ordinance development projects or lake classification if it is proposed as developing or enhancing 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 deliverable.

Resources:

1. Lake Classification Grants: Guidance for Counties. 1999. UWEX.
<http://www.wisconsinlakes.org/attachments/article/16/Guide%20for%20Wisconsin%20County%20Lake%20Classification.pdf>
2. WI County Code Administrator's NR115 Guidebook.
See: <http://www.ncwrpc.org/NR115/>
3. The DNR has developed model ordinances, (e.g., shoreland, wetland, flood plain), that are available to you free of charge.
4. Lake Classification Fact Sheet Series: <http://www.uwsp.edu/cnr-ap/UWEXLakes/Pages/people/classifications.aspx>
5. UW-Extension Lakes Shorelands and Shallows Resources Clearinghouse: <http://www.uwsp.edu/cnr-ap/UWEXLakes/Pages/ecology/shoreland/default.aspx>
6. UW-Extension Center for Land Use Education community planning and zoning resources. <http://www.uwsp.edu/cnr-ap/clue/Pages/publications-resources/default.aspx>
7. County-Level Water Classification in Wisconsin: An Assessment.
<http://www.wisconsinlakes.org/attachments/article/16/CountyLakeClassificationProjectsAssessment.pdf>
8. Local Innovation in Shoreland Management. Wisconsin Lakes.
<http://www.wisconsinlakes.org/attachments/article/16/CountyImpvSurfaceMitigationOrdinanceExamples.pdf>

Wisconsin Lakes Inc. provides technical and educational assistance to lake classification efforts statewide. The organization has numerous resources and examples of what counties have or are doing. For more information, contact Wisconsin Lakes at (608) 661-4313 or at <http://www.wisconsinlakes.org/>. Your regional lake coordinator will also be able to provide information on other model ordinances as well as other DNR contacts that can assist you with lake classification and ordinance development.

Funding Possibilities:

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

Payment Options:

An advance payment of 25% of the grant amount may be requested to begin project activities. Partial payment reimbursement requests accompanied by a progress report may be submitted as frequently as quarterly throughout the project implementation. 10% of the state share will be withheld until the project is completed, reimbursement is requested and supporting documentation and final reports are submitted.

3d. Lake Management Plan Implementation

Section NR 191.40, Wis. Admin. Code

Purpose:

Lake management plan implementation grant provides financial assistance to eligible applicants that have completed a lake management plan to implement the plan's DNR-approved recommendations.

Eligible Project Activities:

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. [Chapter NR 154](#), Wis. Admin. Code, Best Management Practices (BMP) and Cost Share Conditions, provide DNR grant policy on the implementation of 42 nonpoint source pollution control practices. These 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 cost-share funds and the ability to use state-funded projects as match Clean Water Act Section 319 funds received by the DNR.

Providing grant funding for lake restoration activities that improve the recreational or environmental values of a lake are defined as natural resource enhancement services under [s. NR 1.91](#), Wis. Admin. Code. 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\(4\) d](#). Typical projects funded by surface water grants that fall into this category are "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 or protection activities or any other type of project that will work toward protecting or improving lakes and lake ecosystems may be eligible as long as the recommendation presented in the lake management plan has been officially approved by the DNR. An application for all necessary permits must be filed with the DNR by the date on which a grant application is submitted.

Lake Management Plan Approval:

Prior to submitting an application, the sponsor must submit a copy of the lake management plan to the appropriate regional headquarters for approval on the proposed recommendations or best management practices. This can be done at any time but if not done 60 days before the February 1 grant application deadline, the DNR staff may not have enough time to complete the review. When submitting the lake management plan to your regional lake coordinator, be sure to specify which recommendations you plan on implementing and describe how you will allow the public opportunity to comment on the plan and summarize/document those comments into the lake management plan.

The DNR will review the lake management plan and consider the extent to which it adequately supports the recommended actions. Below are the elements that should be addressed in every lake management plan. The DNR will complete its review in 45 days after receipt and notify you of its decision or request additional information. Once the Lake management plan is approved, you may submit an application for a grant consistent with the approved recommendation.

Lake Management Plan Implementation Checklist:

See [Appendix B](#) for the DNR check list used to review a lake management plan.

Nine Key Element Plans:

In order to be eligible for federal Nonpoint Source Program funds, the DNR strives to comply with federal funding requirements where it can. This is especially important in watersheds that are included on the Clean Water Act 303(d) list of “Impaired Waters”. Some of the funding available for lake protection grants comes from the Clean Water Act Section 319. Section 319 money can only be spent on lakes covered by a “Nine Key Element Plan”. Below is a summary of the Nine Key Elements. Many elements overlap and are consistent with the Lake Plan Checklist (Appendix B). Often with a little additional work, a plan that meets the DNR’s lake management plan check list can also meet the Nine Key Element Plan requirements, thereby expanding the potential funding opportunities for your project.

The following information must be included in a Nine Key Element Plan:

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 paragraph (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 **National Park Service (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.

Eligible Project Costs:

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

Ineligible Project Costs: Any project not specified above.

Resources:

Managing Lakes and Reservoirs, Terrene Institute, EPA

Funding Possibilities:

Grants are based on 75% of the total eligible project costs not to exceed the maximum grant amount of \$200,000.

Payment Options:

While it is not possible to request an advance payment to begin project activities, it is possible to submit partial payment reimbursement requests accompanied by a progress report during the project.

3e. Lake Management Plan Implementation - Healthy Lakes Projects

Purpose:

The Healthy Lakes grants are a sub-set of Plan Implementation Grants intended as a way to fund increased installation of select best management practices (BMPs) on waterfront properties without the burden of developing a complex lake management plan. Details on the select best practices can be found in the Wisconsin Healthy Lakes Implementation Plan and best practice fact sheets.

Eligible Project Activities:

Eligible best practices with pre-set funding limits are defined in the Wisconsin Healthy Lakes Implementation Plan, which local sponsors can adopt by resolution and/or integrate into their own local planning efforts. By adopting the Healthy Lakes Implementation Plan, your lake organization is immediately eligible to implement the specified best practices.

Additional technical information for each of the eligible practices is described in associated factsheets.

The intent of the Healthy Lakes grants 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. All Lake Health grants have a standard 2-year timeline.

Ineligible Project Costs: Any project not specified above.

Eligible Project Costs:

Best practices in the Wisconsin Healthy Lakes Implementation Plan are defined for each of 3 zones on a typical developed lake shore residential lot identified.

- 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 10' by 30' native planting plots and water bar to improve habitat and slow runoff;
- Zone 3 (upland) includes rain gardens, water bar and infiltration practices as eligible best practices to manage runoff from structures and other impervious surfaces.

Technical assistance costs may be reimbursed not to exceed 10% of the state share of project costs.

Funding Possibilities:

Maximum amount of grant funding is 75% of the total project cost, not to exceed \$25,000. Grants run for a 2-year time period. Maximum costs per practice are also identified in the [Wisconsin Healthy Lakes Implementation Plan](#).

Payment Options:

While it is not possible to request an advance payment to begin project activities, it is possible to submit partial payment reimbursement requests accompanied by a progress report during the project.

4. River Protection Grants

s. 281.70, Wis.Stats. NR 195, Wis. Admin. Code

Overview:

This grant program provides assistance in the formation of river management organizations and provides support and guidance to local organizations that is interested in helping to manage and protect rivers, particularly where resources and organizational capabilities may be limited. 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
- Fee simple or easement acquisition. [See also Appendix A.](#)

Priorities and funding considerations for River Protection 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 project priority list:

River Planning

- a. 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.
- 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.
- f. Whether application is a first-time project.

River Management

- 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 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 remediated have been or very likely will be controlled prior to management activities.
- 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.
- f. Whether the application is a first-time project.

4a. River Planning Grants

Ch. NR 195, Wis. Admin. Code

Purpose:

River planning grants are intended to provide assistance in 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 which 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. Such 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
 - Activities that are designed to develop partnerships or achieve organizational objectives to protect a river ecosystem
 - Activities necessary to assist groups in meeting the conditions of a qualified river management organization.
2. Education projects that include the development and dissemination of materials and programs or other activities that increase the public awareness relating to protecting or improving the ways in which rivers are used, the quality of water in rivers, the quality of natural riverine ecosystems or the populations of fish and aquatic life and their habitat in rivers.
3. Assessments and plan development that 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 to 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

Ineligible Projects: Any capital improvement project.

Resources:

1. River Corridor Planning, American Rivers
2. River Habitat Assessment Guide. Simonsen talked about it.
3. River Alliance webpage must have technical assistance.

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

Payment Options: Grantees may request a 75% advance payment to begin project activities. (If your project includes any State Lab of Hygiene (SLOH) water quality testing costs, those costs will be subtracted from your advance payment, because the DNR pays the SLOH directly for these services on behalf of the grantee.) The final 25% of the grant amount may be requested at the end of the project after the final project report and documentation for actual eligible costs are submitted.

5b. River Management Grants

Section NR 195.05, Wis. Admin. Code

Purpose:

Cost-sharing 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, restoration of in-stream or shoreland habitat
- An activity that is 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 management project.

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, treatment plants or onsite sewerage systems

Ordinance Development Projects:

The DNR has developed model ordinances (e.g., shoreland, wetland, and floodplain) that are available to you free of charge. Your regional River Coordinator will have information on these models as well as other department contacts that can assist you with ordinance development.

Resources:

River Corridor Restoration, American Rivers

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

Payment Options: Grant advances are not possible under this program. Grantees may request reimbursement after the project has been completed and must also submit a final report and documentation of costs to the DNR. It is possible to submit a partial reimbursement request accompanied by a progress report during the life of the project. 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 actual eligible costs are submitted to the DNR and approved

5c. Fee Simple or Easement Acquisition

Section NR 195.13, Wis. Admin. Code

Purpose:

Fee simple or easement acquisition grants under river management are intended for the acquisition of all property rights (fee simple) or some property rights (easements) to protect rivers and their ecosystems. Fee simple or easement acquisition projects are reviewed and processed by DNR environmental grant specialists. All other types of surface water protection grant projects are reviewed by DNR River Coordinators. A list of environmental grant specialists appears in the front of this guide.

Important: Fee simple or easement acquisition is one of the most complicated processes at the DNR. For this reason, it is important for you to plan your project early and communicate with your DNR environmental grant specialist.

Note: Your application will not be considered complete unless it includes an appraisal that establishes the value of real property proposed for acquisition. Additionally, DNR approval of your submitted appraisal is required before a grant contract can be issued. [See Appendix A](#) for additional land acquisition details.

Eligible Costs:

- Fair market value of the property as determined by DNR-approved appraisals
- Appraisal costs
- Land survey fees

- Relocation payments
- Title 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 lake protection or restoration.

Ineligible Costs:

- Acquisition of any property that is subject to a reversionary right or has restrictions or covenants which 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
- 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:

Grant advances are not available. If necessary 100% of the state share of the acquisition cost may be disbursed non-interest bearing escrow account subject to a DNR approved title insurance commitment, to be released upon completion of an insured closing and conveyance of the property to the sponsor. The substantiated value of donated services or contributions of property may be used as all or part of the local share of the project costs. The value of the contribution of property shall be determined by an appraisal that meets department appraisal guidelines and is approved by DNR appraisal reviewers. Fee simple or easement property can be used as sponsor match, becomes a part of the grant program, and shall have value defined by DNR appraisal reviewer. Land acquisitions are complicated transactions. Contact your regional Environmental Grant Specialist early in your acquisition process for specific information and assistance.

III. Appendices

Appendix A – Special Requirements for Fee Simple or Easement Acquisitions

Enhanced Appraisal Review Process: Prior to submitting a grant application for an acquisition project, project sponsors are **required** to meet with their regional environmental grants specialist (see DNR Contacts) and the regional real estate staff member responsible for appraisal reviews. 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 submittal. Following the meeting, the regional real estate staff member will submit proof that the meeting occurred to your regional environmental grants specialist.

Eligible Land Acquisitions and Conservation Easements: The purchase of land in fee title ownership (resulting in a warranty deed) and the purchase of a conservation easement in perpetuity are eligible for 75% grants not to exceed the maximum. After April 1, 2005, the use of a standard easement, made available by the DNR, will be required to be submitted with the application. <http://dnr.wi.gov/Aid/easements.html>

Land with a Mortgage or Land Contract: The DNR **cannot** award a grant for property on which a mortgage or land contract exists. This is because the department is not able to subordinate the state's interests to the prior interests of a mortgage holder. If you have the funds needed for sponsor match, but are working with a landowner who wishes to extend payment over several years for tax reasons, it is possible to arrange scheduled payments through an escrow account. Discuss this situation with your DNR environmental grant specialist.

Lake & River Protection Land Acquisition Conditions: When a sponsor/grantee signs a grant agreement accepting lake or river protection funds, the sponsor/grantee assumes responsibility for complying with 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 can review the program's grant conditions with you.

Appraisal Requirement: The value of real property proposed for acquisition must be established by an appraisal prepared in accordance with DNR appraisal guidelines and approved by the DNR. The appraisal must be submitted with the application. The DNR must approve your appraisal before it can issue a grant agreement. Contact the DNR environmental grant specialist for appraisal guidelines. (See environmental grant specialist contacts listed in front of this guide.)

Lake Districts, Sanitary Districts, Lake Associations, River Management Organizations, Nonprofit Conservation Organizations: Grant awards involving the purchase of property by a lake district, sanitary district, qualified lake association, qualified

river management organizations, qualified nonprofit conservation organization, or management unit organized under s. 66.299(1)(a), Wis. Stats., require establishment of a grant contract before you can receive payment for land purchase. The grant contract, between the grantee and the DNR, details how lands acquired with grants 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 the incurring of the debt.
- Prohibit closing the purchased property to the public except where the DNR has made a determination 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 approval by the DNR and that any transfer remains 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 acquisition is necessary before approved grant contract.*

The DNR may not reimburse for the acquisition of land or easements prior to the start date of the grant agreement unless prior written approval is received from the DNR.

In some cases, it may be necessary for the applicant to acquire property before all grant program requirements can be met. In these situations, a waiver to acquire the property before a grant contract is signed by the DNR may be issued by the DNR. To be eligible for a waiver, an applicant must submit in writing a request for retroactivity BEFORE the purchase of the property. Written statements must contain specific reasons for the request, be accompanied by a location map, and the estimated value of the property.

A letter of retroactivity from the DNR only allows an applicant to apply for a grant after a parcel is purchased. It does not guarantee that a project will be approved or that grant funds will be allocated to the project.

Use of an Escrow Account: When the grantee is purchasing property under the terms of a grant contract, the DNR upon request may distribute the entire state-share of the purchase cost of the parcel to a non-interest bearing escrow account, subject to a DNR-approved title insurance commitment for each property. Funds in an escrow account will be released upon completion of an insured closing and conveyance of the property to the sponsor. If the property closing has not occurred within 30 days from the time the funds are distributed to the escrow account, the DNR may cause the funds in the escrow account to be returned to the DNR.

Property Management Plan: All land acquisition project applications must include a draft land management plan that describes the site, how it protects the lake and its ecosystem, and how it 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 site. Decisions regarding funding 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 and it will become part of the Lake Protection grant and management contract should the project receive funding. Attach maps as an appendix.

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

- A. Description of existing conditions. Describe and/or show on a map or good quality low altitude aerial photograph of appropriate scale:
 1. Land cover conditions, vegetation, wetlands, farm fields, etc.
 2. Structures such as roads, buildings, etc.
 3. Drainage patterns, general topography, etc.
 4. Adjacent land uses
 5. Problem sites, e.g. dumping areas, active erosion, barnyards, etc.
 6. 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 30 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.

Relocation Plans: If buildings and farmland are used or occupied, governmental sponsors must prepare relocation plans in accordance with Chapter COMM 202 Relocation Assistance, Wisconsin Administrative Code. It is extremely important that the land acquisition procedures are followed carefully as non-compliance with the laws may nullify a grant award. Information pamphlets regarding the need to prepare a relocation plan and any potential relocation payments can be obtained by contacting:

- Department of Administration, Division of Energy Services, 101 E. Wilson St, PO Box 7868, Madison, WI 53707, 608-267-0317.

Qualified lake associations and nonprofit conservation organizations will need to prepare a relocation plan if the land they are purchasing will cause the involuntary relocation of a tenant from a dwelling. An owner who voluntarily sells a property to a qualified lake association is not considered a displaced person under relocation laws. Similarly, a tenant who can remain permanently on a property subject to normal rent conditions is not considered a displaced person. If relocation payments are necessary, they are eligible for 75% cost sharing assistance.

Environmental Hazards Assessment: No grant for land acquisition or easement 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 department. For lake districts, sanitary districts, qualified lake associations and management units organized under s. 66.299(1)(a), Wis. Stats., this environmental hazards assessment report must be approved by the DNR. A copy of the *Environmental Hazards Assessment Report*, Form 1800-001, is found in the appendix to this document.

Archaeological Sites and Historic Buildings: The DNR will check resource inventories for known archaeological sites and/or historic buildings on the property proposed for acquisition of title or easement. 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 – Lake Management Plan Implementation Checklist

Use the following check list to assure that your Lake Management Plan is ready to be submitted to the Department for funding eligible.

- An assessment of the lake's historical water quality, including at least one year of current baseline limnological data.
- An 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.
- 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 and ranking of the most significant nonpoint source types and contributing areas.
 - A listing of known point sources of pollution affecting the lake or that have 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 these 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 actions taken or are in progress.
- 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.

Appendix C

Aquatic Invasive Species Control Grants **Sample Resolution**

Resolution # _____

RESOLUTION OF _____ (*insert management unit name*) _____

County of _____

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

WHEREAS, public use and enjoyment of _____ (*insert water body name*) _____ is best served by protection of _____ (*insert water body name*) _____ from infestation 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 an aquatic invasive species control project.

NOW, THEREFORE, BE IT RESOLVED THAT the _____ (*insert management unit 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 management unit’s representative*) _____ to act on behalf of _____ (*insert management unit 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 management unit name*) _____ will meet the obligations of the aquatic invasive species control project including timely publication of the results and meet the financial obligations of an aquatic invasive species grant, including the prompt payment of our 25% commitment to aquatic invasive species control project costs.

Adopted this day ___ of _____, 20___

By a vote of: ___ in favor ___ against ___ abstain

BY: _____ Secretary/Clerk of

NOTE: Management Unit as defined in s. 281.68, Wisconsin Statutes, or defined in s. 281.70, Wisconsin Statutes, are counties, cities, towns, villages, town sanitary districts, public inland lake protection and rehabilitation districts, qualified lake associations, qualified river management organizations, nonprofit conservation organizations, or other local governmental units established for the purpose of lake management or river management.

The **management unit’s representative** must be indicated by naming a position or a person who is either an official or employee of the management unit. 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 sponsor cannot be the authorized representative. The resolution may not pass on grant responsibility to another group or organization.

Sample School District Resolution

Resolution # _____

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

County of _____

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

WHEREAS, public use and enjoyment of _____(*insert water body name*)_____ is best served by protection of _____(*insert water body name*)_____ from infestation 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 sponsor 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 sponsor 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 sponsor cannot be the authorized representative. The resolution may not pass on grant responsibility to another group or organization.

Appendix E

Grant Eligibility Forms

E1. Environmental Hazards Assessment - Form 1800-001

Click on the link to go to the Environmental Hazards Assessment form

Organization Applications:

E2. Lake Management Organization Application - Form 8700-226

Click on the link to go to the Lake Management Organization Application form

E3. River Management Organization Application - Form 8700-287

Click on the link to go to the River Management Organization Application form

E4. Nonprofit Conservation Organization Application – form 8700-290

Click on the link to go to the Nonprofit Conservation Organization eligibility Application form

Labor Worksheets:

E5. Donated Volunteer Labor Worksheet (Form 8700-349)

Click on the link to go to the Nonprofit Conservation Organization eligibility Application form

E6. Donated Professional Services Worksheet (Form 8700-350)

Click on the link to go to the Nonprofit Conservation Organization eligibility Application form

Reimbursement:

E7. Grants Payment Request - Form 8700-001

Click on the link to go to the Grants Payment Request form

E8. Grant Payment Worksheet – Form 8700-002

Click on the link to go to the Grant Payment Worksheet

APPENDIX F

FINANCIAL ADMINISTRATION

Lakes, Rivers and Aquatic Invasive Species (AIS) Control Grant Programs

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 Lakes, Rivers and AIS Grant Programs. ***Read your grant agreement carefully and share it with your consultant(s). It contains conditions that govern your project.***

Rev. 1-13

Project Grant Awards

You have received a signed grant agreement from the Department outlining the approved project scope, time period, and budget. Your authorized individual should sign one copy of this grant agreement and return it to your regional Environmental Grant Specialist within 30 days of the award date.

Grant Agreement Effective Dates

Note the start date and end date of your grant agreement. For Early Detection and Response (AIS) grants, work can commence after projection confirmation from your Lake/AIS/River Coordinator. All grants expire on either June 30 or December 31 of the given year.

Caution!

Costs incurred prior to the starting date listed on the grant agreement will not be eligible for reimbursement.

Changes to the Grant Agreement (Amendments)

Any changes to the grant agreement in project activities (scope), time period, or cost must be requested in writing and submitted to the regional Environmental Grant Specialist **before** the agreement expiration 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 scope of the project 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 the scope of the agreement that increase the amount of cost sharing beyond that allowed under law will not be made and are subject to availability of funds.

Changes to the Project Costs

Requests to amend project costs may be submitted when project activity costs are higher than estimated or when a work activity is expanded. However, increases in the amount of cost sharing may not exceed the maximum amount established by law and are dependent on money being available. Refer to the cost amendment summary table and contact your regional EGS to discuss your situation before submitting a request.

Attention!

Cost Amendment Summary

	Cost Request <15%	Cost Request >15%	Cost Request over grant cap
Same Project Scope	Yes, up to grant cap	Compete next grant cycle-use old project score	Compete next grant cycle-new project
Project Scope Change	Yes, up to grant cap	Compete next grant cycle-new project	Compete next grant cycle-new project
DNR-required scope change	Yes, up to grant cap	Yes, up to grant cap	Compete next grant cycle-new project

Changes to the Grant Agreement Time Period

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

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

Financial Administration During the Project
Sponsor's Responsibilities

The accounting procedures and fiscal controls used to record project costs and state grant receipts 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 provide evidence of that expenditure. (e.g., a copy of a canceled check). If your bank does not return canceled checks, a copy of the bank statement is acceptable.
- Comply with all local and state contract bidding requirements. (You may need to consult with your attorney to insure that you are in compliance with all applicable laws regarding competitive bidding and awarding bids.)
- Label each document you are submitting with the project number assigned to that project (e.g. AEPP-368-13, LPL-1484-13, RP-243-13 – each project has a specific number assigned to only that project and is listed on the grant agreement to the right of the sponsor name.)
- Maintain payroll vouchers for salaries and wages. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project item involved, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority. All time associated with the project needs to be clearly documented.
- Report expenditures on the reimbursement claim worksheets.

Local Share
(Sponsor "match")

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

- All sources of local share donation shall be indicated when the application for a grant is submitted
- The maximum value of donated, non-professional labor shall be \$12.00 per hour
- The value of donated equipment shall conform to the Wisconsin Department of Transportation's (WI DOT) highway rates for equipment
- The value of donated materials and professional services shall conform to market rates and be established by invoice. The local share may include:
 - Professional supervision and administration staff time for the project, supported by Force Account Labor worksheets and summaries
 - The value of other professional services in conformance with market rates and as documented by invoice
- For Land Acquisition Projects: Fair market value of donated property as determined by appraisal made under this section and shall be a portion of the property to be acquired.

Claims for Reimbursement

Claims for payment of project expenditures are made on a reimbursement basis (with the possible exception of payment of the fair market value of property). To be eligible for reimbursement all costs must be incurred within:

- The project time period shown in the grant agreement
- The scope of activity summarized in the grant agreement and detailed in the application submitted for the project
- The state aid project amount shown in the grant agreement

Some grant reimbursement claims may be submitted to the department throughout the life of the grant agreement. The department may withhold 10% of the state share for a final payment. See specific grant program guidelines that apply. Final claims for payment shall be submitted within 6 months of the grant agreement expiration date.

Required Documentation

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 department reimbursement forms. Completion instructions are included on the forms.
For all grants:
Form 8700-001, *Request for Payment*
Form 8700-002, *Payment Request Worksheet*
3. Photocopy of the vendor invoices for services or materials. Invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant is identified.
4. Photocopies of canceled checks (front and back) issued for payment of all services and materials (or bank statements).
5. Standard invoice broken down by category showing expenditures. Upon request, support documentation must be submitted to the DNR.

PROTECT CONFIDENTIAL DATA

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

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

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

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

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.

Send All Claims for Reimbursement to:

The regional Environmental Grant Specialist.

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. The Environmental Grant Specialist then reviews the reimbursement claim. If the 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. The reimbursement claim gets forwarded to the regional Finance Office where payment is made.

Audits

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

The Sponsor 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 OMB Circular A-133 “Audit of States, Local Governments, and Non-Profit Organizations” and the Wisconsin State Single Audit Guidelines <http://www.doa.state.wi.us/section.asp?linkid=81&locid=167> issued by the Wisconsin Department of Administration (DOA), State Controller’s Office (SCO).

When a Project is Not in Compliance with the Grant Agreement

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

Filling out Payment Reimbursement Claim Worksheets

Make copies of the blank sheets before you get started. Fill out the worksheet first (form 8700-002). Fill out each line with as much detail as possible.

Make sure you have provided the required documentation for each line:

- A copy of the invoice or bill for the eligible expense
- A copy of both sides of the canceled check to pay that bill (if canceled checks aren’t available then a copy of the appropriate bank statement may be substituted)
- Copies of bid proposals, professional service contracts, change orders and authorized detailed force account time sheets or volunteer time sheets, if applicable.

For land acquisition projects, you must also submit:

- A copy of the recorded grant agreement and the recorded deed at the Register of Deeds with the new disclaimer inserted (see the financial section of the grant agreement).
- A copy of the title insurance or Opinion of Title
- A copy of the relocation cost statement, if applicable

Filling out Payment Reimbursement Claim Form

Total the appropriate columns on the worksheet and move the total to the reimbursement claim form. Be sure to indicate whether this is a partial or final payment. (For Lake Planning, River Planning and Clean Boats Clean Waters Grants, only an advance payment requested at the time of award acceptance and/or a one-time final pay request is possible.)

Who to Contact with Questions

Your regional Environmental Grant Specialist ([link](#))

DRAFT